

## Trip Coordinator's Put-In Checklist

This is a basic list of items that a Trip Coordinator (TC) should cover at a trip's put-in or at the beginning of an event. It is helpful to have a Participant check off the items that the TC covers and insure that nothing is missed.

*Trip Leader* \_\_\_\_\_

*Trip Date* \_\_\_\_\_

*Trip/Event Name* \_\_\_\_\_

\_\_\_\_\_ ACA waivers, fees and roster

\_\_\_\_\_ Introduction to the site

\_\_\_\_\_ Present and expected weather conditions

\_\_\_\_\_ Present water level and class of rapids to be run

\_\_\_\_\_ Personal equipment, clothing and gear you should have:

\_\_\_\_\_ PFD, helmet [for Class II whitewater and above] and clothing

\_\_\_\_\_ Water and food

\_\_\_\_\_ Sunscreen

\_\_\_\_\_ Safety procedures – signals and the case of swimming or capsize

\_\_\_\_\_ Location of safety equipment

\_\_\_\_\_ No alcohol or drugs

\_\_\_\_\_ Special medical conditions we need to know about

*I listened to and observed the trip leader cover the following topics*

*Witnessed by* \_\_\_\_\_ *Date* \_\_\_\_\_