

Trip Coordinator Instructions for using ACA Insurance on Trips/Events

Following is a list of tasks for a Trip Coordinator (TC) to run a trip or event that uses ACA Insurance:

Prior to the Trip

- Refer to this list of instructions, as found on the RMCC website; and download the Standard Safety Procedures (RMCC's generic doc) from the same location if Class III or above.
- Send an email including the TC's name and contact info, event name / location, start / end dates, whitewater classification, and a short description to insurance@americancanoe.org. This should be done at least 24 hours in advance for a Class I or II event/trip and 5 business days ahead of a Class III or IV event/trip so that there is time to gain ACA approval. If Class III or above, modify the Standard Safety Procedures as needed to match your trip/event and attach it on the above email.
- OPTIONAL: Obtain a copy of the most current roster of ACA members that belong to RMCC from the Trip Scheduler or a couple of other officers (TBD).

At the Put-in or beginning of an Event

- Communicate any ACA rules and safety measures that are appropriate for the trip/event.
- Create your own roster of people on the trip along with any ACA numbers, OR → Check off participants on the ACA roster and add any non-ACA names to the bottom of the list.
- Provide an ACA Waiver to each person who is not an ACA member and ask them to sign it. Collect the signed waivers and \$5 (check or cash) from each person who is not an ACA member.

During the Trip

- If people are ignorant of or purposefully breaking ACA rules, ask them to follow the ACA Requirements and Guidelines and tell them that their actions could jeopardize full insurance coverage for that event.

After the Trip

- Translate any cash that was collected into a personal check written to the ACA. Within 3 weeks, put the roster, all signed ACA waivers, and all checks in an envelope addressed to Bill Ashworth, 2376 Keystone Ct., Boulder, CO 80304. He will forward it to the ACA.