

AOAC Canoeing and Kayaking Leader's Aide Mémoire

PRE ACTIVITY

Risk Assessments	Generic RA and Environment RA read. Site Specific RA available or raised?
Information	Guide books, UKRGB, web-cams, forums, local knowledge, other paddlers.
Participants	List of all participants made and sent to Policies officer.
Weather	Suitable, stable or changeable? Daylight available, start time, predicted finish time. Shuttle durations.
Personal Equipment	Boat, paddle, clothing, crab, sling, throwline, knife and whistle.
Group Equipment	Split paddles, first-aid kit, rescue kit, shelter, map and compass, phone, dry clothing, food and drink, torch.
Environment	Condition within remit? Stable or changing? Known hazards.
Skills	Familiarity of leader. Ability of participants.
Communications Plan	Between leaders – phone, text, rendezvous point, times. With committee – phone numbers.

BRIEFING

Communications	Signals (Verbal, Hand, Paddle). Passing on and back.
Roles	Leader, support, spacing, buddies.
Hazards	Likely, known specific. Prior experience. Peer pressure.
Actions On	Incident management – Who? How? Escape routes.
Strategies and Plans	Order of descent, running rapids, timing.

DURING ACTIVITY

Benchmark	Early assessment of ability. Set challenges and watch performance.
Communications	Accurate, Brief and Clear.
Line of Sight	Maintain between paddlers. Controlled descent. Count numbers.
Avoidance	is better than cure. Plan, Do, Check, Act.
Position	of Maximum Usefulness. Leader position, group positions.

POST ACTIVITY

All	People and equipment accounted for?
Rendezvous	With any other groups.

REVIEW

Accidents/Injuries	Report to Policies Officer.
Reflect	What went well? Lessons to learn? Share experience.
Risk Assessment	Write a site specific?