Peninsula canoe club	**Date + Times**		**Land based Contact Details**	
PCC EVENT RECORD SHEET	**Venue**		**Leader/s**	

1 WEATHER

Source of Information	
Wind Forecast strength + direction	
Water tide times waves and currents	
Weather at start cloud, visibility, Air temp and pressure	
Outlook for today cloud, visibility, Air temp and pressure	

2 GRADING / COMMITMENT

Ratio of leader: group (normally 1:8 and 1:4 above grade 1V)	**:**
Duration of Trip Approximate hours and minutes	**:**
A River Grade I 11 111 1V V VI **Sea State:** 0 = calm 1 = slight 2 = moderate 3 = rough 4 = stormy	**Points correlate to grade**
B Wind / Water Level (expected difficulty) 0 = none 1 = easy 2 = moderate 3 = difficult	
C Currents (tidal streams or river currents) 0 = none 1 <= 1kt 2 = 1-2 kts 3 = 2 –4 kts 4 = 4 – 6 kts 5 = 6+ kts	
D Commitment (distance to safe landing or length of rapid/s) 0 = v short 1 = short 2 = short/med 3 = medium 4 = long 5 = very long	

TOTAL POINTS (A + B + C + D) = [ ]

Points	Grade	Participant Ability Level	Leader Qualification
0 – 3	1	Beginner / 1*	Level 2
4 - 6	11	2* / 3*	Level 3
7 – 9	111	3* / 4*	Level 3/4
10 – 12	1V	4*	Level 4
13 – 15	V	4* / 5*	Level 4/5
16 - 18	V1	5*	Level 5+

NOTE: leader level gives the minimum standard.
Ability level defines the level of competency for each grade. Where paddlers are below this level there must be a higher leader: group ratio.

GRADE FOR EVENT = [ ]

3 LEADER'S CHECKLIST

Equipment	Y/N	Equipment	Y/N
Group 1st aid Kit		Hot drink	
Repair kit		Cold drink	
Spare clothes		Em. food	
Group KISU		Pump	
Survival bag		Em. Spraydeck	
Flares (Para, smoke)		Towline	
VHF radio		Throwline	
Compass		Rescue equip.	
Chart / map		Rescue knife	
Mobile phone		Whistle	
GPS			

Additional Checks	Y/N
Participants personal equipment	
Leader's experience	
Group experience	
Conditions prevailing	
Ratio leader : group	
Helmets to be worn	
Group control briefing	
Safety briefing	
Coastguard informed	

4 ADDITIONAL INFORMATION

No. paddlers		No. boats	

Route	
Assistant Leaders and additional support	
Contingency plan	
Leader's notes on trip	(All incidents involving injury must be recorded in the club incident book.)