

TRIP HOST INSTRUCTIONS FOR ENC/ACA PAPERWORK

Trip Hosts should have with them at the paddle the following forms, all of which can be downloaded from the ENC website:

1. Explore North Coast Membership Application
2. ACA Final Report Form
3. ACA/ENC Release Forms

The Membership Application is to be filled out by new or renewing members. If they join (and pay) the day of the paddle, they don't have to pay the \$5 special event fee for non-members. If they are already an ACA member (either individually or through another club), they only have to pay \$10 to join ENC, but they must give us their ACA number. If they don't join, but are already an ACA member, they don't have to pay the \$5 special event fee.

The Final Report form is used to list everyone who participated in a club paddle. After the paddle you must complete an electronic version of the form. Add the ACA member names and their ACA numbers. For ENC members for whom we don't yet have ACA numbers, just enter a 1. You do not have to enter addresses for ACA or ENC members.

For non-ACA members, you must get an address and a \$5 fee, and have them complete a release form. In the Final Report, add their name and address, and leave the ACA column blank.

The Final Report Form must be completed *within five days after the paddle*. Email the form to the ACA at insurance@americancanoe.org. For club records, *please remember to CC* Greg Bundros at gbundros@suddenlink.net.

Everyone who participates with a club paddle must have a signed release form on file with ENC or must sign one before the trip begins. The membership list will be emailed to each trip host before the trip. It will list ACA member names, ACA numbers and who must sign a new release form. If the list shows that a participant needs to sign a new form they **MUST** sign a release before the paddle. . . **NO EXCEPTIONS!** This applies to both members and non-members. If the participant is a minor, the release must also be signed by a parent or guardian.

Return the completed releases, membership forms and fees *as soon as possible*. If Charlotte Cerny attends the paddle, give the forms to her. If not, please mail them to her at:

Charlotte Cerny, 1271 Vernon St., Eureka, CA. 95501 or
call Greg to arrange a pick-up.

Alternatively, forms can be dropped off to:

Marcia at Simply Macintosh, 837 H St., Arcata, CA. 95521

Call Greg at 839-3553 (eve) or 825-5145 (day) if you have any questions.