

Activity Aim Checklist Safety (AACS)

Activity: Canoe Carnival or Walk/Canoe to the Point

Aim: Canoe Carnival – Group participation (A & B group), competition, work in teams.
Walk / Canoe to the Point – Whole camp participation

Checklist:

- Who is running the activity?
- Where is the activity being held? Boat shed under the Mängusaal; walking track to the point
- What equipment is needed? Sport and Rec. instructors; canoes; walkie talkies; whistles; etc
- Information for elanikud – Wear enclosed shoes; hats; sunscreen; waterbottle; may need swimwear, water shoes, towel (if canoeing); etc
- Meeting time & place. (i.e. Lipuväljak at 2:30pm, announced at lunch time)
- Running order of activity (suggestion) –
 - Liaise with Sport & Rec. about the activity – is the weather ok to canoe / walk to the point?; what activities we would like for the canoe carnival (group participation, activities for a variety of ages 8 – 18 yrs, etc)
 - Outline the rules and risks (see below rules)
 - Canoe carnival –
 - Juhid to help out with sports groups (suggestion allocate 2-3 leaders to each group to join in activities, motivate elanikud)
 - Is it a competition? Awards handed out at next Lipuheiskamine?
 - Canoe / walk to the point –
 - Divide juhid to walk and juhid to canoe
 - Divide elanikud to walk and elanikud to canoe (Suggestion – write on Elanikude hands W – walking C – Canoeing)
 - Ensure that there are first aiders both canoeing and walking (need first aid equipment)
 - Can we take fruit and drinks up to the point? How - canoe or car?
 - Present awards at the next Lipuheiskamine
- Are there any rules? Elanikud to listen to Sport & Rec. instructors at all times; no wandering off; only elanikud participating in the activity are to go in the water; etc
- Remember to use your common sense when in doubt

Clean up:

- Who is returning the equipment? What needs to be cleaned up? Who is cleaning up?
- Make sure the area used is the way you found it
- Ensure all equipment is put away, given back to the owner

Safety:

- Venue – Is it safe to use are there any risk? (i.e. elanikud to stay away from the water)
- First Aid – How many first aiders are needed? Where are they located? Ensure that there are first aiders both canoeing and walking (need first aid equipment)
- Roll Call (i.e. ensure all elanikud are accounted for)
- Other considerations – Listen to Sport and Rec instructors; procedure for lost elanikud; etc

Evaluation:

- What worked well? (i.e. appropriate for the age group)
- What didn't work well? (i.e. not appropriate for age group; activity was too long / too short)
- Suggestions for next time (i.e. need to ensure all walkie talkies are working; elanikud really enjoyed the activity; activity should be done every second year; etc)