

University Canoe Program Reservation Checklist

_____ For non-affiliated groups, is insurance certificate attached?

_____ For non-affiliated groups, is the steersperson likely to perform responsibly?

_____ For both groups, is rationale stated why canoes are being requested?

_____ For University Canoe Club (UCC) **special crews**, record name of individual crew members in the chart below and check requirements that have been met for each person

Note: A UCC special crew may be organized by a faculty/staff member (Crew Captain), primarily for faculty/staff participation with limited student participation. Faculty/staff Crew Captain and any students who participate must have completed 1 semester with the UCC or have paddled at least 1 season as a Novice B in last 5 years. Crew Captain is responsible for ensuring that all requirements of each crew member have been met and is also responsible for all equipment used and the key issued.

Crew Captain _____ Dept. _____ Phone # _____

e-mail _____

Crew member name	faculty/staff or student?	dues current?	Swim test?	Huli drill?	Steers OK?
Captain:					
2.					
3.					
4.					
5.					
Steers:					
Alternate:					
Alternate:					