

Chilliwack Outdoor Club

Trip Coordinator Planning Tips

Pre-Planning

- 1) Please, whenever possible send trip information to the club secretary by the 15th of the month before the planned trip. Include date, trip description and rating, departure time and place, maximum numbers, your name and phone number.
- 2) Be prepared to describe the trip and its rating (length and elevation gain) at the monthly meeting.
- 3) Retrieve the trip sign-up sheet at the end of the monthly meeting.
- 4) Be available to take calls from people referred to you by other club members. Where & when appropriate, screen participants for fitness, skills, equipment needs, medical conditions to ensure that they will have a safe & enjoyable experience.
- 5) Prepare a trip plan – including car-pooling, parking, rendezvous points, user permits, etc. Have maps/guides ready to take on the trip.
- 6) Prepare your equipment, refresh your first aid kit and any emergency equipment. Identify location of nearest telephone and emergency numbers for the area you will be in.
- 7) The evening before and immediately before check weather forecasts – level of avalanche danger if going into the backcountry.
- 8) Notify participants if conditions warrant a change of plans or cancellation.
- 9) Leave information about the trip with a responsible person about where you are going, when you will be back and the name and number of an emergency contact.

Trip Day

- 1) The night before, ensure that you have all your equipment and are ready to go. Do you have the necessary passes/permits with your equipment?
- 2) Ensure that all trip participants have signed the trip sign-up sheet. NOTE – participants should be current members of the COC. If non-COC members are permitted on the trip they are to be advised that the club insurance will NOT cover them in the event that they are found to be legally responsible for injury to themselves or others. Leave the sign-up sheet in a vehicle at the trailhead.
- 3) Ensure that ALL participants have appropriate safety, first-aid and other essential equipment in good operating condition (maps, guides, sunscreen, but spray, rain gear, food, water etc.) **NOTE:** It is NOT the trip co-coordinator's responsibility to provide safety equipment, first-aid materials, food, water or other appropriate outdoor travel essentials for trip participants.
- 4) Co-ordinate car pools and rendezvous points.
- 5) Advise all participants as to the trip plan, known hazards, the safety emergency protocols, and individual responsibilities during the trip. Before leaving the parking lot, check that everyone has all his or her equipment and supplies.
- 6) Remind participants of COC practices to maintain the trails we use, and to transport out litter. Ensure that the group stays together and travels at a pace appropriate for ALL the participants.
- 7) Return the sign-up sheet(s) to the club secretary, as this is required as part of our insurance coverage obligations.
- 8) Submit a trip write-up to the newsletter editor as soon after the trip as possible.
- 9) Inform the President of any incidents on the trip.

NOTE: This is a group event. Individuals not staying with the group or not adhering to the trip route may be denied access to future club activities.

.....**Be safe and have fun.....**