

**PRAIRIE NORDIC SKI CLUB  
BUS TRIP LEADER GUIDELINES**

**Note:** Participant safety is our most important consideration and is the reason for the following rules, which should be adhered to by all trip leaders.

**POLICIES FOR SANCTIONED CLUB ACTIVITIES**

**General Trip Policies**

- a. All Club activities must be approved by the Executive to be considered sanctioned Club activities.
- b. All sanctioned Club activities (except social activities and some Summer Program activities) are rated as to degree of difficulty per the approved rating scale and the rating included in the event outline. See the Trip Rating Guide on our website at <https://prairienordicskiclub.ca/>
- c. Trip rating shall be determined by the Trip Coordinator in discussion with the Trip Leader.
- d. Except where authorized by the Executive, events are not to be co-sponsored with another organization.
- e. Trips may be cancelled or the trip destination may be changed due to adverse weather or road conditions on the day of the trip, at the discretion of the trip leader. Cancellation of a trip prior to the day in which travel would take place should only occur however after consultation with the Trip Coordinator or Vice-President.
- f. The Club may change a destination due to adverse trail conditions including lack of snow, races, anything else on the trails that will impede a good day of skiing and travel restrictions that may prevent travel to the original destination
- g. No pets are allowed on the ski trails. Anyone who has a pet with him/her will not be able to ski with the group.
- h. The Trip Leader has the final responsibility in deciding any member may not attend the trip based on a mismatch between the skier's ability and the trip level, and is encouraged to consult with an Executive member if considering barring someone from the trip.
- i. In general, trail fees, if applicable, will be collected the day/weekend of the trip and not included as part of advance registration.
- j. Injuries, or other incidents involving medical treatment or possible litigation, should be reported promptly to the President and an Incident Report form completed (see section on Injury Reporting).
- k. A trip leader may hold a reservation with their credit card but the Club will pay expenses/invoices with Club issued funds (cheque or other means), requested by the trip leader in advance of the trip, or upon subsequent invoice. Receipts/invoices must be e-forwarded to the Treasurer, with an indication of which trip they pertain to.

**Bus Trip Policies**

- a. Bus trips are open to members only.
- b. Bus trip prices are determined based upon 90% occupancy of the bus.
- c. Trip leaders are not responsible for making or authorizing refunds.

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- d. Seats will be sold on a first-come, first-served basis. Payment is via Zone4. There are no refunds; if someone is unable to go and there is a waiting list, it is that person's responsibility to sell the seat to the club member on the top of the waiting list for reimbursement. The trip leader maintains the waiting list.
- e. Anyone late for the bus for the return to Winnipeg will be responsible for extra charges incurred to the Club unless an injury is the cause.
- f. Lateness may result in a review by the Executive of the individual's participation in future trips.
- g. The bus will depart at the scheduled departure time.
- h. The Club may change a destination due to adverse trail conditions including lack of snow, races and anything else on the trails that will impede a good day of skiing.
- i. The bus trip will be cancelled if the temperature is expected to be -28 Celsius or colder or the wind-chill -35 or colder on the day of the trip.
- j. Be aware that only the President or designated alternate can cancel the trip.
- k. The Executive also reserves the right to cancel bus trips if there are adverse weather, road or trail conditions, or insufficient registration by the registration deadline.

### **Pre-Trip Planning**

- a. Familiarize yourself with the area in which you are leading your trip, including how to get there, the degree of difficulty of the trails and facilities, such as warming huts and washrooms.
- b. Contact those responsible for trail grooming (Park Manager/Warden/Supervisor) to inform them that a large group will be coming to use the trails that day (hopefully to ensure recent grooming).
- c. Members can sign up via Meetup, but must pay via Zone 4. Zone 4 is the 'official' registration and is a complete list of paid registrants. Members who registered via Meetup can be communicated to as a group or individually through Meetup using event comments. Review the list of members that have signed up on Meetup and ensure they are also on the paid Zone4 list.
- d. A few days before the trip, e-mail those registered in Zone4 to describe the day's activities and the bus loading information. A list of the emails for those registered in Zone4 can be obtained from the club Registrar. (alternatively, the Bus Trip Coordinator may send the email.) The email should include:
  - i. Trip Leader Contact information – Name, email, phone number
  - ii. Bus Departure Times and Location. (Bus Load time, Departure time)
  - iii. Reminder of items to bring: Skis, boots, poles, waxes, change of clothing, trail lunch, WATER, and a snack to eat on the bus on the homeward trip.
  - iv. Any additional information: maps, restaurant facilities, trail fees, cancellations
  - v. Respect the privacy of members' addresses by using the blind copy (bcc) function for all members' email addresses. Although as a trip leader you have access to all email addresses, some members have requested that this information not be published, and we must respect their request.

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- e. If trail fees are involved, inform skiers of this extra cost and collect the fees on the bus.
- f. Give skiers clear directions to the bus departure place.
- g. Ensure you have current maps of the area. Bring extras to give to group trip leaders on the bus.
- h. If the trip leader has concerns about any member based on a mismatch between the skier's ability and the trip level, they are encouraged to consult with the Bus Trip Coordinator.
- i. Be aware that only the President or designated alternate can cancel the trip.
- j. Contact the Bus Trip Coordinator with any issues or questions you may have.

### **The Day of the Trip**

- a. Ensure that you arrive at the predetermined meeting location on time and preferably 30 minutes early. The bus will wait no more than 10 minutes for late arrivals.
- b. Bring a current version of the Zone4 registration list, maps, paper plates, hand sanitizer and napkins.
- c. Park cars in a manner so that they can be boosted if necessary. Park away from stores and restaurants.

### **On the Bus**

- a. Take a head count and check skiers off against the list of those paid and registered in Zone4.
- b. Remind members to have their ski boots with them, not under the bus with their skis.
- c. Have people introduce themselves to those around them. New members will appreciate this.
- d. Circulate a signup sheet and have members sign up with a group of similar skill level. Club policy is that no one skis alone. (Leisurely, Medium, Medium Fast, Fast). Ask for volunteer leaders to lead each of the groups. Introduce the leaders so members on the bus know who their leader is. Provide maps to the group leaders.
- e. Announce bus availability time for lunch and bus departure time.

### **At the Trailhead**

- a. Take charge of the group.
- b. Ask all skiers to assemble together and not to begin skiing until all arrangements are finalized.
- c. Depending upon the size of the group (and the abilities of skiers) it may be advisable to break into fast, intermediate and slow sub-groups. Each sub-group should have its own leader and "sweep" who together will keep track of sub-group members. Skiers should be told to keep either of these people informed if they decide to switch sub-groups.

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- d. Tell skiers that it is a club expectation that **no one ski alone**; skiers should choose a buddy of similar skiing ability and stay in touch with the buddy at all times. No skier should be allowed to fall behind the group or ski a trail alone. (Exception: fast skiers may ski back and forth ahead of the group if they wish, or ski ahead on a trail where the return is the same route). Take a moment to double check with any new members. Ensure that they are comfortable with the ability of the sub-groups and verify that a ski-buddy has been chosen.
- e. When skiing on longer trails where assistance is not immediately available, please pay more attention to group sizes in case of injury or equipment malfunction. Where trails can take several hours to complete and or the closest EMS is over an hour away consider group sizes no smaller than 4 skiers. One to stay with injured party and 2 to ski to the trailhead for assistance.
- f. Discuss the times and locations of lunch and rest stops.
- g. Make sure all groups have a map of the area.
- h. Establish a finishing time by which everyone should be back on the bus.

### **While Skiing**

- a. Ensure skiers get adequate rest periods.
- b. Encourage skiers to eat and drink often and to adjust their layers of clothing as necessary to avoid overheating or chilling.
- c. Modify the skiing pace whenever necessary to accommodate all skiers in the group.

### **At the End of the Trip**

- a. Take a final head count. Ensure all skiers are accounted for before the bus leaves.
- b. Notify authorities of missing skiers.
- c. Remind skiers there is hand sanitizer on the bus. Make available hand sanitizer, paper plates and napkins.
- d. At the bus departure location, ensure all vehicles can be started (before too many people leave).
- e. Check the bus for any items that may have been left behind.
- f. Once you are home contact the Bus Trip Coordinator to advise how your trip went (numbers, trail conditions, concerns, etc.) and submit a report to the Newsletter Editor or assign another member to do so.
- g. Please check in and collect a comment from any new members. Was the organisation & event as expected, were the ability groups appropriate, did they maintain contact with the ski-buddy, any suggestions or other general comments? Feedback any relevant comments in the trip report.

### **Injury and Incident Reporting**

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- a. All incidents involving injury or potential litigation should be reported promptly to the President (the President must report the incident to the insurance company within 24 hours). If so indicated by the President, an Incident Report should be completed and submitted.
- b. The Incident Reporting form can be found on the CCSAM website and a link is provided on the Members Only page under the section “Information Useful to Trip Leaders and Others - CCSAM Insurance”.
- c. ***The club insurance policy covers the Club for liability, not accident. It protects members and club executives from being sued by an injured party. It does not cover the cost of injury rehabilitation.***
- d. Treat the injured person with courtesy and sympathy but do not admit liability or make any commitments.
- e. Do not render first aid unless qualified to do so (Ski Patrol, etc.), except to make the injured person comfortable.
- f. Send a fast skier for help and have someone stay with the injured person.
- g. Get the names and addresses of all witnesses.
- h. Note the probable cause of the accident and, if possible, remove the cause of the accident immediately to prevent further accidents