

# Prairie Nordic Ski Club Day 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.

## 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 them 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 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).

### Day Trip Policies

- a. Day trips will be scheduled for Saturdays and Sundays throughout the winter when there are no bus trips scheduled. They may also be scheduled for midweek.
- b. Day trips are the last item to be scheduled when planning the season program.
- c. Day trips are open to all members. Guests may attend one day trip in the ski season, and they will be required to sign the "INFORMED CONSENT AND ASSUMPTION OF RISK AGREEMENT" form. The Trip Leader is to provide guests with copies of the waivers at the meeting place, obtain the signed

copies before departing from the meeting place and send all the signed waivers to the President after the trip.

- d. Any additions, deletions or changes to the day trip schedule will be reported by email and in the upcoming newsletter and updated on MeetUp.
- e. Half-day trips will be noted as such in the event description.
- f. All participants must pre-register for day trips and phone, email the trip leader or communicate via the trip's MeetUp page to cancel if they are not coming. Pre-registration can be via MeetUp or by emailing or calling the Trip Leader.
- g. The schedule of day trips will be distributed to all members, along with a trip rating for each trip.
- h. The group will wait no more than ten minutes after the meeting time for latecomers.
- i. The trip leader will set the meeting time and place.
- j. Day trips may be cancelled, or the destination changed by the Trip Leader due to adverse weather, road, or trail conditions.

## **TRIP LEADER RESPONSIBILITIES**

### **Pre-Trip Planning**

- a. Familiarize yourself with the area in which you are leading your trip, including how to get there, degree of difficulty of the trails and facilities such as warming huts and washrooms.
- b. Contact the Park Manager/Supervisor/Warden to determine trail conditions and inform them that a group will be using the trails (hopefully to ensure recent grooming).
- c. People may register by phone or email to the trip leader or on MeetUp. If they register by phone or email, record their name and contact information on the Trip Report. If group email is being used for communication, respect the privacy of members' addresses by using the blind copy function (bcc) for all members' email addresses. Although as a trip leader you may have access to their email addresses, some members have requested that this information not be published, and we must respect their request.
- d. Members who registered via MeetUp can be communicated to as a group or individually through MeetUp using Event Comments.
- e. Describe the day's activities and the length of the trip in time and distance. Day trips usually start skiing at 10:00 and finish around 3:30 while for half day trips it could be morning or afternoon, whatever is the leader's preference. Make sure people know what type of trip they are signing up for. Ensure new skiers have the necessary equipment and clothing. Event hosts can update the trip descriptions in MeetUp by using the 'Manage' and 'Edit Event' option. Event information should also be provided to the Member Communication Coordinator for member email communications. Suggest items which skiers should bring along with them: high-energy food, warm liquids, an insulated sit-upon, basic first aid supplies, duct tape, extra ski tip, extra clothing (sweater, warm socks, mitts, scarf, etc.)
- f. Give skiers clear directions to the meeting place, additionally the MeetUp event will include a location "pin" to navigate to. Ensure that the "pin" is in the correct location. For out-of-town trips it is a good idea to meet at an accessible place in the city, close to the highway, with parking. A

location with bus access is preferred. Car pooling is strongly encouraged. Ski area parking lots are often limited in size, fewer cars minimize costs & impacts to the environment, and it's a great opportunity to meet new people who share interests! Carpooling passengers should expect to share gas costs. Club members with an extra seat(s) & ski space are encouraged to put a comment in the MeetUp event. Ensure all skiers have a clear description of the make, model and license number of your car so they know what to look for. Be visible so that you can be identified.

- g. If trail fees are involved, inform members of this extra cost.
- h. Ensure you have current maps of the area.
- i. The Trip Leader has the final responsibility in deciding whether 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.
- j. Non-members may attend day trips but must sign a waiver which can be found on the website Members Only page under "Information Useful to Trip Leaders and Others - Informed Consent and Assumption of Risk Agreement". One copy is required for each guest. Email a photo of the signed waiver to the club email and the registrar or president will file the waiver to ensure guests only attend once.
- k. If the trip leader wishes to change the original trip destination to a new location, due to poor trail conditions or weather, approval should be obtained from the Day Trip Coordinator who will then advise the Member Communications Coordinator to issue a communique with this information and update the MeetUp event information and Event Comments.

## **The Day of the Trip**

- a. Trips may be cancelled due to adverse weather or road conditions, at the discretion of the trip leader.
- b. The trip destination may be changed due to adverse trail conditions, at the discretion of the trip leader.
- c. Ensure that you arrive at the predetermined meeting location on time and preferably 15 minutes early. The group will wait no more than 10 minutes for late arrivals.
- d. New members are key to the club's future. Please ensure that everyone is introduced, and a special effort is made to welcome a new member.
- e. Take a head count and check skiers off against the list of those registered.
- f. Guests must sign the "INFORMED CONSENT AND ASSUMPTION OF RISK AGREEMENT" waiver form. Provide guests with copies of the waivers at the meeting place, obtain the signed copies before departing from the meeting place. Email photos of all the signed waivers to the President after the trip. The emails will be filed in the Guest Waivers folder of the club email.

## **At the Trailhead**

- a. Take charge of the group.
- b. Pets are prohibited. Do not allow anyone who has a dog with them to ski with the group.
- c. Park cars in a manner so that they can be boosted if necessary.
- d. Ask all skiers to assemble and not to begin skiing until all arrangements are finalized.

- e. 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.
- f. Tell skiers that it is a club expectation that **no one skis alone**; skiers should choose a buddy of similar skiing ability and always stay in touch with the buddy. 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.
- g. Discuss the times and locations of lunch and rest stops.
- h. Make sure all groups have a map of the area.
- i. Establish a finishing time by which everyone should be back at the cars.

## 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.
- b. Ensure all vehicles can be started (before too many people leave).
- c. Once you are home, contact the Day Trip Coordinator to report how your trip went (numbers, trail conditions, concerns, etc.).
- d. Submit a trip report to the Newsletter Editor or assign another member to do so (optional). Photos are always welcome and can be posted on MeetUp as well as provided to the Newsletter Editor.
- e. Sample Trip Report Template:

On Dec 17th, I led a full-day ski at Grand Beach.

There were \_\_\_\_\_ participants who met at \_\_\_\_\_.

The weather was \_\_\_\_\_.

The snow conditions were \_\_\_\_\_.

The trail conditions were \_\_\_\_\_.

I want to thank \_\_\_\_\_ for their help.

Please add any comments, funny happenings, or unusual events etc. I would also appreciate any photos you think could be included.

- f. Submit the completed Trip Report to the Day Trip Coordinator and any email photos of the signed waivers to the club email address.

g. Please check in and collect a comment from any new members. Was the organization & 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**

- 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
- k. **SKI CLUB TRIP RATING GUIDELINES – See the Trip Rating Guide on our website at <https://prairienordicskiclub.ca/>**