

# Prairie Nordic Ski Club Multi-Day Trip Leader Guidelines

**Note:** This outline refers to all trips that are longer than one day in duration.

**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.
- a. 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/> )
- b. Trip rating shall be determined by the Trip Coordinator in discussion with the Trip Leader.
- c. Except where authorized by the Executive, events are not to be co-sponsored with another organization.
- d. 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 Day Trip Coordinator or Vice-President.
- e. 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
- f. 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.
- g. 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.
- h. In general, trail fees, if applicable, will be collected the day of the trip and not included as part of advance registration.
- i. 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).

### Multi-Day (Weekend, Midweek, and Weeklong) Trip Policies

- a. The Executive chooses dates and locations of ski trips of more than one day.
- b. The Vice-President is responsible for obtaining information about options for destinations of trips of more than one day, options for accommodation including group rates and cancellation and

refund policies unless other members of the Executive have volunteered to do this. (as well as finding trip leaders, negotiating agreements including rates with the hotels and where applicable restaurants).

- c. The registration deadline and refund policy are determined by the hotel.
- d. Once a trip is booked, if there is a capacity and the capacity has been reached, members may have their names placed on a Waiting List which is maintained by the Trip Leader. If a member is on a waiting list and a room or seat on a bus which has been previously booked by a member becomes available, the replacement is responsible for reimbursing the member who paid for the seat or room directly with no Club involvement.
- e. Multi-day trips are open to members only.
- f. Members book their own rooms directly with the hotel.

## TRIP LEADER RESPONSIBILITIES

### Participant Communications

- a. Trip Leaders can cross check the list of members that have signed up on Meetup and with the hotel if the hotel's privacy policy permits.
- b. Trip leaders can update trip descriptions in Meetup by using the "Manage" and "Edit Event" option.
- c. Trip leaders should advise members registered for trips to contact them with all questions, concerns etc. about the trip and should provide confirmation to all participants three weeks before the trip including:
  - i. a list of all participant's names
  - ii. room allocations where possible
  - iii. group meal details where applicable
  - iv. relevant room and facility details (e.g. fridge in room; hot tub available etc.)
  - v. trail map where possible
  - vi. Information regarding trail fees
  - vii. The leaders cell number and contact information for email or text messaging during the trip
- d. If group email is being used for communication, privacy of members' addresses must be maintained by using the blind copy function for all members' email addresses. Although trip leaders have access to all email addresses, some members have requested that this information not be published, and we must respect their request.
- e. The Trip Leader will maintain a list of members who are looking for a ride or a roommate and advertise this information to the club members via group email and the newsletter indicating without providing the name of the member and including a gender preference if there is one.
- f. The Trip Leader maintains the waiting list if there is a capacity for a trip and notifies those who have been placed on the list if a member has cancelled so that the member can contact the hotel

to book their room and the member who cancelled to reimburse them where applicable for their seat on a bus.

## Pre-Trip Planning

- a. Leaders should familiarize themselves with the area in which they are leading a trip, including how to get there, the degree of difficulty of the trails and facilities such as warming huts and washrooms.
- b. Contact the Park Manager/Warden/Supervisor to determine trail conditions and inform them that a large group will be using the trails (hopefully to ensure recent grooming).
- c. Make sure people know what type of trip they are signing up for. Ensure new skiers have the necessary equipment and clothing.
- d. Suggest items which skiers should bring with them: high-energy food, water, warm liquids, an insulated sit-upon, basic first aid supplies, duct tape, extra clothing (sweater, warm socks, mitts, scarf).
- e. If trail fees are involved, inform skiers of this additional cost.
- f. Give skiers clear directions to the accommodations.
- g. Act as a transportation coordinator, where possible encourage carpooling.
- h. Ensure you have current maps of the area.
- i. Trips may be cancelled due to adverse weather or road conditions, at the discretion of the Trip Leader on the travel day for the trip (usually Friday). Notify the Vice-President of your decision.

## At the Trailhead

- a. Before heading out, have members introduce themselves to the group, so that newer members will feel more comfortable.
- b. Take charge of the group.
- c. Park cars in a manner so that they can be boosted if necessary.
- d. Take a headcount.
- e. Ask all skiers to assemble and not to begin skiing until all arrangements are finalized.
- f. Depending upon the size of the group (and the abilities of skiers) it may be advisable to break into fast, intermediate, and slower 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.
- g. 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 always. 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.
- h. Discuss the times and locations of lunch and rest stops.
- i. Make sure all groups have a map of the area.
- j. Establish a finishing time by which everyone should be back at the trailhead.

## 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 Day

- a. Take a final head count. Ensure all skiers are accounted for.
- b. Notify authorities of missing skiers.
- c. At the trailhead, ensure all vehicles can be started (before too many people leave).

## At the End of the Trip

- a. Send the Vice President a trip report. This is an important aid to future planning and should include:
  - i. an overall assessment of how the trip went
  - ii. number attending
  - iii. trail conditions
  - iv. assessment of accommodations
  - v. recommendations about whether the facility should be considered for future programs
  - vi. concerns; recommendations for changes to trip format
  - vii. any injuries (these should be reported immediately).
- b. Submit a trip report to the newsletter editor or request another member to do so.
- c. 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.

**PRAIRIE NORDIC SKI CLUB TRIP RATING GUIDELINES – see the Trip Rating Guide on our website at <https://prairienordicskiclub.ca/>**