

# Guidelines for Trip Coordinators

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Alpine Club of Canada – Vancouver Section Updated – 2017/05/15

Thank you for volunteering to organize a trip for the Alpine Club of Canada. Below are reminders about how to plan and stay safe on the trip. The objective is for everyone to have a good time on a safe trip, including you!

## 1. Trip Planning

Plan a trip that you are comfortable going on. It doesn't have to be somewhere you have gone before if you are an experienced person, but for your first few times organizing a trip it would be best to go somewhere that have been before. Plan something that you would like yourself.

Make sure the trip is well within your abilities. We carefully use the term "organizer" instead of "leader" to emphasize that we are volunteers and not guides. However people will be looking to you for guidance and possibly some leadership on the trip.

Think about how many people and what mix of skill levels would be appropriate for the trip. You don't want to take too many beginners along the first time you organize one. Maybe ask a more experienced leader to come with you.

A group of four to six is easy to manage to start with.

A group of 12 is the maximum in US Wilderness Areas or National Parks. Consider using that number for trips in BC parks too. With much more than 10, you won't get the same feeling of getting away. Once you get more than six, it really helps to have a second experienced person to be the "tail-person". They can keep track of any stragglers.

The next section explains how to create the trip on iCal. Some other things to think about before you start with iCal.

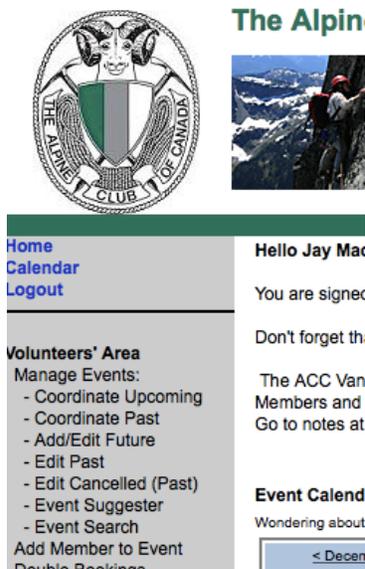
- If you are going to have a carpool where will you meet? The standard places to meet are St. David's United Church parking lot in West Van or at the Chevron just south of Grandview Highway on Boundary Road in Burnaby.
- What gear do you want people to bring? Try to add mandatory safety equipment such as climbing helmet for rock climbing or mountaineering and avi gear for winter trips.

Be ready to answer the following questions:

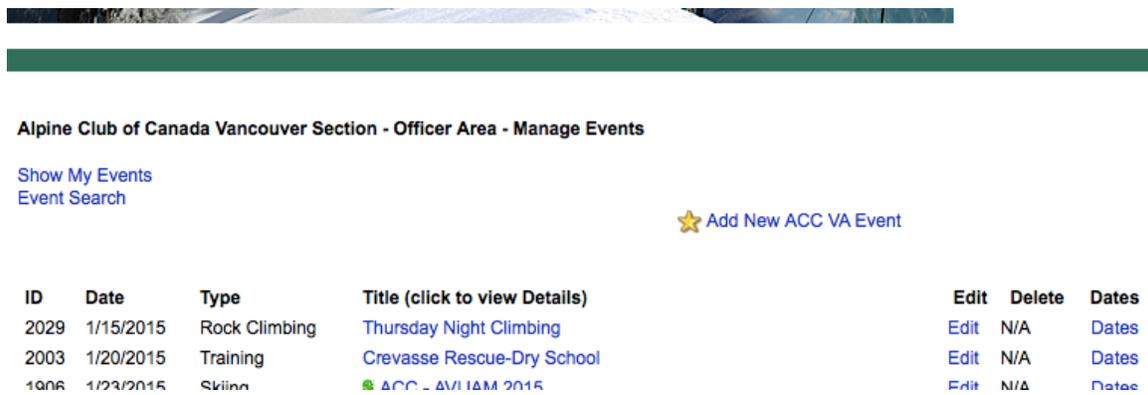
- Where is the trip?
- How long will it take?
- Where and when are we meeting?
- Who else is going?
- What do they need to bring?

## 2. Creating an iCal Trip

On the top left side of the screen, there is a Volunteers Area if you are set-up properly. Click on Add/Edit Future



Then in the middle of the screen above the list of trips click on Add New ACC VA Event



ID	Date	Type	Title (click to view Details)	Edit	Delete	Dates
2029	1/15/2015	Rock Climbing	Thursday Night Climbing	Edit	N/A	Dates
2003	1/20/2015	Training	Crevasse Rescue-Dry School	Edit	N/A	Dates
1006	1/23/2015	Skinn	ACC - AMU IAM 2015	Edit	N/A	Dates

That opens another screen with a list of information that must be filled out. The mandatory fields have a red star beside the label.

For more complex trips I like to use the screening function. That puts potential trip attendees onto a waiting list so you can decide who is allowed to come.

To add or modify an existing event, please fill in as much detail as possible. **The following details are mandatory, marked with a red star. You will not be able to fill them all in:** Start Date/Time, Registration Cut-off, Duration, Title, Type, Age Restriction, Maximum Group Size & Location.

<b>STATUS:</b>		<b>Inactive - Draft Form, Do Not Show on Calendar</b>
* Start Date/Time:	<input type="text"/> / <input type="text"/> : <input type="text"/>	
Carpool Departure Time:	<input type="text"/> : <input type="text"/> (if applicable)	
Registration Opens:	<input type="text"/> / <input type="text"/> : <input type="text"/>	
* Select a future date only if/when you wish to post an event without allowing registration until a certain date		
* Registration Cut Off:	<input type="text"/> / <input type="text"/> : <input type="text"/>	
* Duration:	<input type="text"/>	
* Title:	<input type="text"/>	
Event Leader(s): <i>When creating a new event, you are automatically selected as the Event Leader. To add more Event Leaders Ctrl-Click their names.</i>	<div style="border: 1px solid black; padding: 2px;"><p>Lund, Liz (115101) Lundgren, Daniel (110373) Luymes, Gavin (110374) Lyon, Leah (99437) Lyon, Peter (99436) Ma, Sylvia (110375) Mabrito, Elana (115102) MacArthur, Jay (589)</p></div>	
* Type:	<input type="text"/>	
Difficulty Rating :	<input type="text" value="10: Easy"/>	
Who's Invited:	<input checked="" type="radio"/> Members & Guests <input type="radio"/> Members Only	
Attendee Screening:	<input checked="" type="radio"/> Attendees are Pre-Screened <input type="radio"/> Registration is First-Come/First-Serve	
* Age Restriction:	<input type="text" value="18 &amp; Older Only"/>	
* Maximum Group Size:	<input type="text"/>	
Maximum Guests Size:	<input type="text" value="0"/>	
Minimum Group Size:	<input type="text" value="0"/>	
Maximum # Guests per Member:	<input type="text" value="0"/>	
Itinerary:	<div style="border: 1px solid black; height: 80px; width: 100%;"></div> <span style="float: right;">(HTML Permitted)</span>	
Required Items to Bring:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <span style="float: right;">(HTML Permitted)</span>	
Recommended Items to Bring:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <span style="float: right;">(HTML Permitted)</span>	
* Location:	<input type="text"/>	

Directions:

(HTML Permitted)

Travel:  This Event Will Have a Carpool

If carpooling, allow meet at event?

Round trip) NUMBERS ONLY:  (will be multiplied by 0.25 to calculate approximate vehicle expense)

Carpool Location:

Carpool Directions:

(HTML Permitted)

Carpool Question:

If you want to ask your carpool drivers to specify passenger/equipment capacity, etc.

Cost:  Participants Will Make Payment to ACC VA Prior to Event

Member Cost:  (25.00)

Non-Member Cost:  (30.00)

Cost Includes:

(HTML Permitted)

Cancellation/Partial Attendance Statement:

(HTML Permitted)

Additional Notes:

**Save Event:**

- Save Changes
- Draft Only  Post Directly to Calendar
- Send Notifications to Subscribing Members

### 3. Gather information on prospective participants

With email becoming the norm for signing up for trips, it is possible to get them to answer some written questions to find out their experience. I think it is still important to talk to people that you don't know. Also many people are not the best at responding to emails. Make sure that they have the right experience and equipment for the trip.

If you call or send a list of questions here are some ideas:

- How much experience do you have
- Have you climbed any similar mountains?
- Have you taken a climbing course? (if applicable)
- How good of a skier are you? (if applicable)
- Are you a member of the Alpine Club? Membership is not mandatory for club day and weekend trips but it is encouraged. Priority will be given to ACC members first, VOC members second, and others third
- Can you drive? What kind of vehicle? How many passengers?
- Get their name, email, and phone number. A cell phone number is always handy.
- Make sure they have an emergency contact number list in iCal Tell them they can't come on the trip if they don't add a contact. It is really hard if we don't have emergency contacts in case of an emergency.
- Make sure that the participants have answers to all the questions listed above in the trip planning section.

Alpine Club of Canada Vancouver Section - Event Leader Event Management - Upcoming Events

Event Leader Manual

Event	Start									
Whistler Backcountry or Cerise Creek	3/4/2017	Reg (10/10)	Upd Reg	Dtl List	Summ List	Carpool List	Wait List (1)	E-Mail	Payments	

In the Waiting List you can just see the name and contact information. If you click on the person's name it takes you to a page where you can see some information about the member:

- When they joined
- Number of trips attended
- Email address, phone numbers
- The experience level they listed on website

Once you accept or add trip participants, iCal sends them a confirmation email with a short message and sends you a copy.

Once you accept a few people, check the Detailed List. In that list, please check for emergency contact information. Quite a few members have not updated iCal with that. If there is an emergency, your emergency contact or the club executive may need that to deal with the police. On a recent trip, our group got separated and the leader stayed with some slower people. We didn't have the trip leader's emergency contact information or the other participants' names and ages handy. So ideally the leader should bring a couple of copies of the detailed list to leave in another car.

#### **4. Send Confirmation email**

Send an email to all trip participants as a reminder a couple of days before the trip. iCal has an option to do this. Make sure to include your cell phone number, in case they sleep in or are late.

#### **5. Leave a trip plan**

Leave a list of trip participants, contact numbers and emergency contacts, planned destination and route, and expected time of return with a trusted person.

iCal can provide a detailed list of trip participants, but often members do not have the correct Emergency Contact information in their iCal account. Ask them to update iCal with that if they want to come along.

Tell that trusted person to call the police if you are late. I usually tell my wife to call the police if she does not hear from me by dark (later in winter) to ask them to plan for a search the next morning.

Reference: <http://www.adventuresmart.ca/downloads/TripPlan.pdf>

#### **6. Review weather and avalanche forecasts**

The night before the trip make sure to check the weather forecast and avalanche forecast in winter.

#### **7. Print out the Waiver Form**

Trip Waivers Forms are available at: [accvancouver.ca](http://accvancouver.ca) or [accvancouver.org](http://accvancouver.org)

#### **8. Plan for Communications**

Most mountains close to Vancouver have some cell-phone coverage, but there are many dead spots. As you get further away from town, you cannot rely on a cell

phone for emergency communications. The Vancouver Section has a Spot, Garmin In-reach and a satellite phone for loan. You are strongly recommended to take a satellite device along on club trips. See the [ACCvancouver website](#) for more info.

## **9. Policies, procedures and forms**

The Alpine Club of Canada has established policies regarding Waiver Administration, Incident Management and Reporting for all ACC activities. The information here is available for Activities Coordinators and all Trip Leaders.

Any participant in activities sponsored by The Alpine Club of Canada is required to sign the Release of Liability, Waiver of All Possible Claims, and Assumption of Risk ("the Release"). The importance of this document to The Alpine Club of Canada cannot be over-emphasized. The form is provided for section trip leaders to print out and it is required their trip participants read and sign.

You can find the form in iCal on the left side near the bottom of the options or at the ACC website.

## **10. Carpool and/or Trailhead Meeting Location**

Be sure to get everyone to sign the waiver before you start! Do it at the carpool location if its not dark or raining.

Especially on winter trips when avi gear is required: confirm gear on hand before leaving town! Get participants to do a final check in cars for tents, stoves, ropes, hardware, and any other gear. You don't want to have an embarrassing situation like arriving at the campsite with too few tents!

If people haven't arrived within about 5-10 minutes of the meeting time, try to get them on their cell phone. After 15 minutes, feel free to leave without them.

It's a good idea to meet for coffee at a spot on the way or at a major junction before you start off on logging roads. Make sure everyone has enough gas to get back to the closest gas station. Sometimes we go a long way on logging roads.

## **11. On the Trip**

Try to keep the group together if possible. Keeping a group together is often not feasible for larger groups. However you can make sure the group comes together at designated meeting points. Take counts to make sure everyone is there. Having a designated person act as a sweep can help. The key here is to not leave stragglers on their own. There are some firm rules that the group should adhere to:

- No one hikes down the trail or access route until everyone is off the technical part of a climb
- No one skis down the access route until everyone is off the portion of the route subject to avalanche danger.
- No one heads down from a campsite until everyone is back in camp unless it is pre-arranged with trip organizer
- No one drives off until everyone arrives back at the cars unless pre-approved by trip organizer.

Be sensitive to the needs of each participant. Some will definitely be stronger and more experienced than others. Use other strong members of the group to help make sure the whole group is taken care of.

If someone wants to go back because the trip is too difficult or strenuous, make sure they are capable of going out safely on their own. If in doubt, ask someone to go out with them. Instruct them to stay on the trail. Make sure their car is gone when you arrive back at the parking area.

Sometimes a person will want to leave the trip because they disagree about the objectives/route or they think the group is too slow for them. In that case make sure they clearly understand and agree that they are no longer part of the ACC trip. It would be helpful to have others witness this.

If you have non-members on the trip, feel free to promote membership in the ACC. We have lots of great members like you and we are looking for more!

## **12. Post Trip Activities**

If you left someone behind in the area, phone to make sure they got home safely. If you had any difficulties with the trip, feel free to discuss them with the Climbing Coordinator or Section Chair.

Pass the completed waiver form to the Climbing Coordinator or Section chair at our regular Van Dusen Socials or mail it to the ACC-Vancouver Section c/o the FMCBC, 130 West Broadway, Vancouver, BC V5Y 1P3.

It is very important that the waiver form be returned. This is required to show we have a track record of having participants signing waivers on ACC trips. Send a trip report to the Avalanche Echoes Editor.

## **13. Emergency Contacts**

In the event of an emergency, the first contact is 911. The 911 operator will contact the ambulance service or RCMP, who will in turn contact a local search & rescue group if required for rescues or evacuations.

Also contact the Section Chair or the Climbing Coordinator as soon as possible. If necessary they will contact the National Executive Director. Do not talk to the media.

**13.1 2017 Contacts:**

See ACCvancouver.ca website on contacts page.