



Outdoors Club Trip Leader *Training Guide*

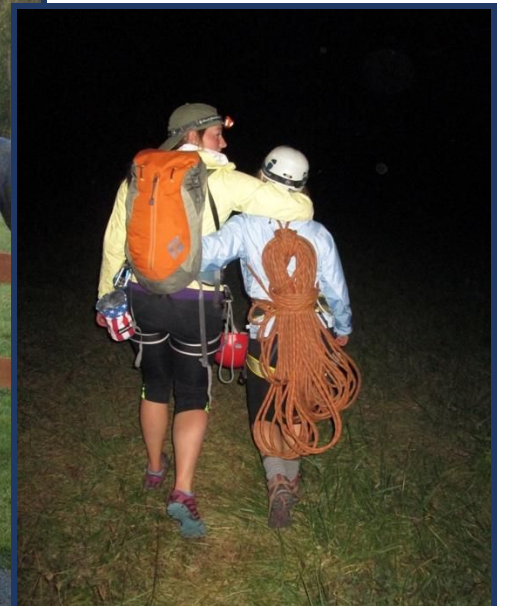


Table of Contents

<u>Section</u>	<u>Title</u>	<u>Page #</u>
1.	Introduction	4
2.	Reserving Vans	5
3.	Sending E-mails/Registering Participants	5
4.	Communicating with Trip Specialist	6
5.	Obtaining Appropriate Forms	6
6.	Completing Activity Information Form	7
7.	Collecting Liability Release and Participant Information Forms	7
8.	Attending the Trip/Providing Leadership	8
9.	Completing/Filing Paperwork	8
10.	Additional Certification/Training	8
11.	Check List	10
12.	Leave No Trace	11-12



Outdoors Club Executive Officers

Name	Position	Email	Cell phone
Caleb Cook	President	cc1373@messiah.edu	(518) 538-5556
Jenna Conner	Director of Operations	jc1492@messiah.edu	(814) 251-2762
Jess Husman	Co-director of Operations	jh1685@messiah.edu	(518) 538-5556
Trent Johnson	Director of Leadership Development	tj1182@messiah.edu	(678) 631-6688
Derek Siewert	Co-director of Leadership Development	ds1438@messiah.edu	(203) 556-3991
Austin Bright	Co-director of Leadership Development	ab1666@messiah.edu	(484) 225-4640
Jake Gulinello	Director of Finance	jg1435@messiah.edu	(774) 551-6415

Sam Lyon	Co-director of Finance	sl1309@messiah.edu	(717) 673-7371
Kayla Harner	Director of Communication	kh1469@messiah.edu	(301) 518-5997
Mary Roberts	Co-director of Communication	mr1357@messiah.edu	(908) 328-7590
Dave Tanis	Advisor	dtanis@messiah.edu	(717) 503-5179
Bob Barret	Advisor	barrett@messiah.edu	(717) 855-0343

1. Introduction- What is the Outdoors Club?

Purpose

The purpose of this organization is to provide opportunities for outdoor enthusiasts within the college community the chance to enjoy fellowship with others. Students also have the opportunity to develop stronger outdoor skills while maintaining a stable environment. The Club's leadership works to integrate these three aspects with the appreciation of God's Creation through outdoor activities.

Membership

Members of the Outdoors Club have the ability to take full advantage of any of the activities and trips we sponsor as a club. Every semester the club receives a budget from the college which provides us with the funds to make most of our activities possible. This means that there are rarely activities where members must pay a fee. Transportation is most always provided for all trips. There are many other advantages, and some are listed here:

- All club activities
- Borrowing equipment for Outdoors Club activities
- Opportunity for spiritual growth
- Leadership training
- Instruction for outdoor activities
- Activities for beginners to experts
- Fundraising opportunities
- Membership is FREE

Goals

- To enjoy and appreciate God's Creation that He has given to us.
- To bring together people who enjoy outdoor events and activities.
- To grow spiritually through sharing with others and through experiences in the Creation together.
- To help our environment and community through acts of service.
- To develop proficiency in selected outdoor recreational skills, and an awareness of safety when participating.
- To learn to have a respect for the natural environment that is around us.

Leadership

The officers of the club put a strong emphasis on leadership by our members. Becoming a Trip Leader is how one initially enters into a formal position of leadership within the Outdoors Club. As a Trip Leader you are responsible for canceling vans (if necessary), sending e-mails, communicating with the Activity Specialist, collecting various forms, completing the activity information form, attending the trip, and providing leadership. There are also some benefits in becoming a trip leader. At times throughout the year the Club will invest back into you depending on what you have invested into the club. (WFR, WFA, LNT) This is also a great opportunity for you to gain practical experience.

2. Reserving Vans

As a trip leader, we do NOT hold you responsible to reserve the vehicle(s) for the trip. The executive officers ensure that vans are reserved for the event months in advance. If a trip is to be canceled for any reason, you need to check with your trip specialist or the Trip Leader Coordinator to ensure that the Outdoors Club has canceled its vehicle reservation for your trip because there are other clubs and organizations who may want to reserve our canceled vehicle.

3. Sending E-mails/Registering Participants

E-mailing is an important line of communication within the Outdoors Club, for this reason it is important that you check your e-mail and respond to essential club related information *promptly*. As a trip leader you are responsible to send an e-mail to o-outdoor@messiah.edu or the Trip Leader Coordinator about the trip you are leading. This e-mail should include the following information:

- The Activity (Rock Climbing, Hiking, Canoeing....)
- The Location (Yellow Breeches, White Rocks.....)
- Date (Saturday, September 24th)
- The Time (departure and return)
- Campus Meeting Location (Eisenhower Circle, etc.)
- Your E-mail Address for participants to confirm they are going on the trip. Make sure to add "Do not reply to the Outdoors Club email because no one will respond"
- Include the activity blurb (see trip leader web site).
- Inform participants what to bring and wear (and not wear) given your events, location, and time of year.

Sample e-mail:

It is important that you have members respond **to your personal address**, because you do not have access to the Outdoors Club Mail account. Unfortunately, people will sometimes respond to the Outdoors Club e-mail address, so it is a good idea to get an officer to check it for responses. Keep a running list of those who sign up. Preference is typically given to those who have signed up in the past but were not able to go because the trip was full. Students are given a space on the trip according to the order in which they respond. Respond to students' emails **within 24 hours** and let them know they have a space on the trip. Also let them know that they should contact you if their plans change and they are no longer able to participate.

Once the trip is full, put students on a **waiting list** and inform them that there are currently no spaces for them on the trip. You may encourage these students to show up at the beginning of the trip in case a registered participant does not show up. **Save the waiting list and after the trip send an e-mail to the Outdoors Club account with a list of who signed up, who was on the waiting list, and who was a no-show.**

Send a reminder to registered participants one or two days before the trip. If their plans have changed, inform students on the waiting list that there is now a spot available for them.

4. Communicating with Trip Specialist

Every trip will involve a Trip Leader and an Activity Specialist. The role of the Activity Specialist is to lead and guide participants effectively and safely through the chosen activity. While the Trip Leader doesn't necessarily need any prior experience in the activity they are leading, the Trip Specialist has received training and approval through the Outdoors Club and Adventure Programs Office to lead the activity. One must first be a trip leader before they can become a trip specialist.

The role of the Trip Leader in relation to the trip specialist is to communicate with him/her in order to make sure they are on board with the trip that is going out. If the Trip Leader is unfamiliar with the activity they are leading, the Activity Specialist can also be helpful in letting the trip leader know what to inform participants to bring on the trip and other important things to communicate. Work together as a team with the Activity Specialist to provide leadership for the event.

5. Obtaining Appropriate Forms

Prior to the activity, the Trip Leader is responsible for acquiring the appropriate forms and plastic folder from the "Adventure Programs" file cabinet in the Student Programs Office. **Remember to check your folder for required forms:**

- Liability Release Forms –enough for all participants, Trip Leader(s), and Trip Specialist(s).
- Activity Information Form – two copies, one for Public Safety, one to accompany you on the activity
- Emergency Action Plan - In the Adventure Programs file cabinet is an Emergency Response Plan for each area where we lead trips. This plan is a critical part of our risk management plan. Pick up two copies, one to accompany you on the activity, one to be left with you Activity Information Form with Public Safety.
- Participant Information Forms – Every participant must complete this form once a year. This form provides critical information about participants should an emergency arise. These forms are filed alphabetically in the Adventure Programs cabinet and must be pulled by the Trip Leader and taken into the field. If a student is participating for the first time, they must complete this form prior to departure. This form is available on the Outdoors Club home page.
- Incident/Near Miss Form – If there is some type of incident, injury, or "near miss," this form should be completed by the activity specialist.
- Pens for people to complete forms/paperwork.

Typically, your forms will be prepared by the Adventure Programs work study by Friday noon. Pick them up by Friday night, because the **Union Desk does not open until 1:00 P.M. on Saturdays and Sundays.**



Outdoors Club drawer in Student Programs Office

6. Completing Activity Information Form

A risk management plan is a safety precaution, and an essential aspect of leading any trip. Two forms are a critical part of our Risk Management Plan, the Emergency Action Plan and the Activity Information Form. The Trip Leader will fill out two identical Activity Information Forms, with identical information for each activity they lead. **One must be turned into dispatch (Public Safety)** prior to leaving for the trip. Dispatch is located in the Eisenhower lobby. The other copy is to be taken on the trip. After the trip, you must pick up the Activity Information Form from dispatch to file following the trip. The “Activity Copy” of the Activity Information Form should be given to the Activity Specialist.

7. Collecting Liability Release and Participant Information Forms

Trip leaders are responsible for picking up enough blank Liability Release Forms and Participant Information Forms, distributing them to participants, and collecting them (Participant Information Forms should be sent electronically to participants several days before the trip). These forms are located in the Adventure Programs file cabinet in the Larsen Student Union Desk. When the trips meet at the circle in front of Eisenhower, the Trip Specialist will give a safety talk after which the Trip leader will distribute the Liability Release forms. Make sure that everyone attending the trip fills out these forms, **including you**. Collect these forms before you leave for the activity.

The Participant Information Form provide critical information about participant should there be a medical emergency. Instruct participants to complete as much information as possible. It is important that they include a person to contact incase there is an emergency or medical issue. This form may contain sensitive information about a person’s medical history. This information is for the Trip Specialist who is trained in wilderness first aid. Your role is to distribute and collect the forms, not review the information on the forms. The Participant Information Form, Emergency Action Plan, and

the Activity Information Form, and a cell phone should be with you at all times during the trip (not left in the car/van).

8. Attending the Trip/Providing Leadership

The trip leader **must attend** the trip they are leading. Be at your meeting place **10 minutes early** and greet participants as they arrive. As Trip Leader, you should have the names of all the participants potentially attending the trip. Wait an appropriate amount of time for all participants to show up (call them if you have their number). Please keep your list of those who signed up and turn it in with the other paperwork at the end of the activity. This will allow us to track those who consistently attends trips, or who consistently does not attend.

Once students meet and the trip begins, the activity specialist is the person who is ultimately in charge of the event. However, you can work with the activity specialist to help provide leadership for the experience. Help students get to know each other and make sure everyone is included. Look for opportunities to serve others during the trip.

At the conclusion of the activity, it is critical that the Trip Leader collect the Activity Information Form from dispatch. If this form is not picked up, dispatch may conclude that you are lost, trapped, injured, etc.

9. Completing/Filing Paperwork

Within two days of the activity, the Trip Leader must complete and return the plastic folder with all paperwork associated with the trip. This may be done any hours that the Union is open. Please simply place the trip leading folder inside the bottom drawer labeled Outdoors Club folders.

10. Additional Certification/Training

If possible, it is recommended that all trip leaders **obtain a car/mini van license and a 15 passenger van license**. Detailed instructions concerning how to obtain a Messiah College fleet license can be found at the Messiah College website. For any other questions concerning this please talk to an Outdoor Club Executive Officer.

The Outdoors Club will also be sponsoring various medical trainings throughout the academic year. While, these are not required for Trip Leaders, medical training will enable you to better serve the participants on your trip. These certifications are required for Activity Specialist. The Outdoors Club typically sponsors a Wilderness First Aid course in the spring.

11. Check List for Leading an Outdoors Club Trip

- Pray about leading this trip and for those who will participate!
- Attend a Trip Planning Meeting or email any executive members with possible questions.

- Send an e-mail to the OC Trip Leader Coordinator to announce the trip to all OC members. You can ask for an example email from the Trip Leader Coordinator. Remember to tell interested participants to reply to your e-mail address, not to the Outdoors Club email address.
- Keep a running list of those who sign up: Keep the list by order of the e-mail response.
- As you receive emails, respond within 24 hours to inform participants if they are registered or on the waiting list. Remind them to notify you if they must cancel. If some can not come, e-mail those on the waiting list informing them that there is now space available on the trip.
- Pick up appropriate forms in the plastic folder **(By Friday Night). Check to make sure all appropriate forms are in the plastic folder.**
 - 1. Activity Information Form (2)
 - 2. Emergency Action Plan (2)
 - 3. Liability Release Forms (one per participant)
 - 4. Participant Information Form -blank and those on file
 - 5. Near Miss/Incident Report Form
- Fill out the yellow Activity Information Form in duplicate.
- Arrive 10 minutes early to the appointed meeting place, and check in with the participants as they arrive. Then, have participants complete their Participant Information Form.
- Once the Activity Specialist has given the safety talk, distribute the Liability Release Forms.
- Just **before leaving** give one of the yellow Activity Forms and Emergency Action Plan to Public Safety at Dispatch.
- **When you return** to campus, go to Dispatch and retrieve your activity form.
- Return your plastic folder **within 2 days** with all forms to the OC cabinet.

Leave No Trace Ethics

Plan Ahead and Prepare

- Know the regulations and special concerns for the area you'll visit.
- Prepare for extreme weather, hazards, and emergencies.
- Schedule your trip to avoid times of high use.
- Visit in small groups when possible. Consider splitting larger groups into smaller groups.
- Repackage food to minimize waste.
- Use a map and compass to eliminate the use of marking paint, rock cairns or flagging.

Travel and Camp on Durable Surfaces

- Durable surfaces include established trails and campsites, rock, gravel, dry grasses or snow.
- Protect riparian areas by camping at least 200 feet from lakes and streams.
- Good campsites are found, not made. Altering a site is not necessary.
- In popular areas:
 - Concentrate use on existing trails and campsites.
 - Walk single file in the middle of the trail, even when wet or muddy.
 - Keep campsites small. Focus activity in areas where vegetation is absent.
- In pristine areas:
 - Disperse use to prevent the creation of campsites and trails.
 - Avoid places where impacts are just beginning.

Dispose of Waste Properly

- Pack it in, pack it out. Inspect your campsite and rest areas for trash or spilled foods. Pack out all trash, leftover food, and litter.
- Deposit solid human waste in catholes dug 6 to 8 inches deep at least 200 feet from water, camp, and trails. Cover and disguise the cathole when finished.
- Pack out toilet paper and hygiene products.
- To wash yourself or your dishes, carry water 200 feet away from streams or lakes and use small amounts of biodegradable soap. Scatter strained dishwater.

Leave What You Find

- Preserve the past: examine, but do not touch, cultural or historic structures and artifacts.
- Leave rocks, plants and other natural objects as you find them.
- Avoid introducing or transporting non-native species.
- Do not build structures, furniture, or dig trenches.

Minimize Campfire Impacts

Campfires can cause lasting impacts to the backcountry. Use a lightweight stove for cooking and enjoy a candle lantern for light.

Where fires are permitted, use established fire rings, fire pans, or mound fires.

Keep fires small. Only use sticks from the ground that can be broken by hand.

Burn all wood and coals to ash, put out campfires completely, then scatter cool ashes.

Respect Wildlife

Observe wildlife from a distance. Do not follow or approach them.

Never feed animals. Feeding wildlife damages their health, alters natural behaviors, and exposes them to predators and other dangers.

Protect wildlife and your food by storing rations and trash securely.

Control pets at all times, or leave them at home.

Avoid wildlife during sensitive times: mating, nesting, raising young, or winter.

Be Considerate of Other Visitors

Respect other visitors and protect the quality of their experience.

Be courteous. Yield to other users on the trail.

Step to the downhill side of the trail when encountering pack stock.

Take breaks and camp away from trails and other visitors.

Let nature's sounds prevail. Avoid loud voices and noises