



OUTINGS POLICY AND PROCEDURES

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I. Definition of an Outing

An outing is any club activity of more than one day's consecutive duration, consisting of a minimum of four participants, including the leaders.

II. Outing Policies

A. The Trails Club goal is for all outings to be enjoyable and economical for members to participate.

B. Outings should reflect the stated purposes of Trails Club of Oregon, which are "to foster and stimulate interest in hiking, climbing, skiing, camping and other similar outdoor activities; to promote activities of a social and recreational nature for the benefit and enjoyment of its members and generally to encourage and promote the physical and mental capacities of its members."

C. The Outings Committee provides approval and oversight of all Trails Club Outings. All outings are to be approved by the Board of Trustees prior to announcement as a Trails Club of Oregon event.

D. Outing dates should be coordinated with the Vice-President to avoid conflicts with other club events.

E. All outings are to be revenue neutral or to provide a small return to the club to cover the costs of club resources used.

F. Outing costs are to include the Trails Club's daily trip fees. Trails Club members, including junior members and senior members, and members of other Federation of Western Outdoor Club organizations, pay the current member daily trip fee. FWOOC member organizations are listed in the Trails Club Directory and on the FWOOC website at www.federationofwesternoutdoorclubs.org. Non-members pay the current non-member daily trip fee. (The Leader is exempt from the trip fees.)

G. All other outing costs are to be divided equally among the participants, including the Leader.

H. The outing deposit amount should cover any set up costs or advance deposits paid by the club.

I. Non-members shall be charged an additional amount over and above the outing fee for members, except for members of Federation of Western Outdoor Club organizations, who shall pay the member fee.

J. Members have priority over non-members for places on an outing during the first 30 days after an outing is announced. After 30 days, outing reservations will be open for non-members.

K. Outing announcements are not to be posted to the Trails Club website until the first business day of the month when the announcement will be published in the printed "Trail Blazer" in order to give equal chance at outing places to both electronic and paper readers.

L. An outing reservation is not confirmed until the deposit has been received. Deposits are recorded according to postmark date. All checks should be made payable to "Trails Club of Oregon." Confirmation will be communicated to applicants after their reservations have been received and processed.

M. Once the outing is filled, applicants are given the option to be placed on an Alternates List or to have their deposit returned. Deposits from people on the Alternates List are held and returned if not used once the outing is completed.

N. The Leader can decline an applicant's reservation.

O. The final payment and the Outing Release Form must be received no later than the deadline or the space will be given to the first person on the Alternates List.

P. The minimum refund is \$25.00. Refunds due to cancellations of reservations, cancellation of the outing and overages are processed after all the outing expenses are accounted for and the amount per person exceeds the minimum.

Q. If a participant cancels an outing reservation, a replacement person may take the place with the approval of the Leader. Reimbursement of any deposits and final payments will be made by the replacement person via the Leader.

R. The recommended carpool reimbursement donation to the volunteer driver is the same as for other club events.

S. Use of any substance, or being under the influence of any substance that may impair a participant's judgment, is not allowed during any Trails Club outing activities.

T. All other Trails Club rules apply during the duration of the outing. Daily camp chores are shared equally by all outing participants. The leader may ask any participant unwilling to follow club rules to leave the outing.

U. "Tag-Alongs" Policy: It is Trails Club policy that all individuals who are part of the outing, or who are closely associated with the outing, are to be considered participants in the outing, subject to all the procedures and policies described in these Policies and Procedures. For example, if a person wants to share campsites or other lodgings with the outing group, but not attend or participate in outing activities, that person is still to be considered a participant in the outing.

III. Requirements for Outing Leaders

The Trails Club recommends that all outings have both a Leader and an Assistant Leader who form the leadership team. The Assistant Leader should be involved with the planning and preparation of the outing from the beginning. The viability of an outing must not depend solely on the Leader. The Assistant Leader must be capable of taking over if the Leader must leave the outing. It is recommended, but not required, that the Leader or the Assistant Leader will have traveled to the area prior to the outing.

The Leader and the Assistant Leader(s) must meet the following leadership qualifications:

A. They must be Trails Club members.

B. They must have demonstrated ability and experience in leading groups of active adults. They must be able to provide for adequate safety, be able to direct firmly but diplomatically, and make appropriate decisions regarding group management.

C. The Leader or the Assistant Leader(s) must meet leadership requirements for the proposed outing activities or make arrangements to have a qualified leader accept responsibility for the activity in question (e.g., climbing, trail trip, Nordic skiing, kayaking, etc.).

D. The Outing Leader and Assistant Leader are strongly encouraged to be certified in American Red Cross or American Heart Association Standard First Aid and CPR at the time of the outing. A photocopy of the First Aid and CPR cards or the intent to be certified at the time of their outing should be submitted with the Outing Proposal to the Outing Committee.

E. The Leader shall either participate in all of the outing's events or ensure that the participants have sufficient information and leadership to participate without the leader.

IV. Planning an Outing

A. Basic Research on the Proposed Outing

1. The Leader and Assistant Leader(s) should decide where and what the participants will be doing, research the costs, what permits are needed and the size of the group allowed for the activities. If they have not been to the location, they need to know how to get information needed to lead the outing. They must also consider the experience and skills participants will need.

2. Discuss your plan with the chair of the Outing Committee as soon as possible in order to give the committee a heads up. This will help the committee avoid conflicts in outing scheduling. You do not need to have all the details nailed down for the initial discussion – mostly the potential date, location, and purpose of the outing.
3. Check on available dates for an outing with the Vice President. After approval, the Vice President will add the outing to the club’s master calendar.

B. Pre-Outing Forms

Once you have researched your outing and made initial contact with the Outings Committee, complete the following:

Outing Proposal/Disclosure Form (Form A)

Costing Out an Outing Form (Form B)

Notice for the *Trail Blazer*

Form A: Outing Proposal

This form covers basic information regarding the outing. You can add additional pages to provide more information as needed. Contact the Outing Committee chair for assistance if desired.

Following is an explanation of some of the items on this form:

1. The **Name** that you choose for your outing will be on all the announcements and on the information that you provide. It should not be too long but should catch attention and be descriptive.
2. **Number of Days** includes the travel days when the travel expenses are included in the cost of the outing. The travel day is also counted when there is information or other meeting on the day that participants travel to the outing site. “Number of days” also includes the final day of the outing when the travel is included or if there are any outing activities on that day.
3. **Leader Qualifications** includes your outdoor skills, knowledge of the area you plan to visit, prior leadership experiences, certifications. Focus on the qualifications needed to lead this particular outing. If you have led many similar outings you do not need to list every outing. Trails Club leaders are neither travel agents nor outfitters.
4. **Challenges** could include trails with exposure, long hiking days, elevation gains exceeding 3,000 feet, distances longer than 14 miles per day, hiking cross country, frequent stream crossings, etc.
5. **Possible Dangers** refers to dangers that participants might encounter. For example, hiking at high attitudes presents some dangers that should be listed.
6. **Trip Prerequisites** refers to the skills or experience participants need in order to join the outing. An example could be an ability to hike a certain number of miles per day.

Form B: Determining the Cost of the Outing

This form is to help you compute the probable cost of an outing. You submit the completed form along with the Outing Application and Disclosure form to the Outing Chair when you apply for outing approval. Most outings will have a range of probable costs dependent upon the number of participants.

Definition of Terms Used on Form B

Leader – includes the Leader and the Assistant Leader

Group – all of the people on the outing including leaders

Participants – people on the outing who are not leaders

Determining Group Costs

Items with stars * (Lines 1, 2, 3, 4, 5, 6, 7) are not included in computing the outing cost **when these items will be paid by individual outing participants**. Line 1, for example, asks for transportation costs. You use this line if the Leader is arranging group transportation but you would not list the transportation costs if each individual pays for his or her ticket themselves. Line 7 lists miscellaneous costs covered by the outing. An example would be the cost of entrance to a park or museum or for a sightseeing trip.

Line 8 calculates the amount that will be transferred to the Trails Club general fund as the outing fee. However, in the interests of simplicity in determining the range of costs of the outing, this line considers that all participants are paying the members rate for the outing fee. Those who will be paying the higher rate will have a surcharge but this cost will not be part of the minimum and maximum cost range.

Announcement of the Outing for the “Trail Blazer”

This is the notice that will be published in the monthly newsletter and on the website. Articles should include:

- name and description of the outing, including location
- dates of the outing
- names of the leader and assistant leader(s) and how to contact them
- range of anticipated cost
- amount of the deposit
- any deadlines
- description of the outing activities and any participant requirements
- accommodations, meals, transportation, entrance fees, etc., included in outing cost

This announcement should be around 150 words. Because the Trails Club is a not-for-profit organization rather than a commercial guiding operation, outings may not be advertised in any commercial way, such as in a newspaper, magazine, or other publication. Leaders may inform whomever they wish about their outing; however, the only printed promotion for the outing is to be in the Trails Club newsletter and on the Trails Club website. Prior approval must be obtained from the Trips Trustee before placing an announcement in any other outdoor clubs’ newsletters.

Outing announcements are not to be posted to the Trails Club website until the first business day of the month when the announcement will be published in the printed “Trail Blazer” in order to give equal chance at outing places to both electronic and paper readers.

V. Outing Approval To Two Weeks Prior To Outing Departure

A. Pick an Assistant Leader as soon as possible, if this has not already been done. Let the Outing Committee Chair know of your choice as soon as possible.

B. The Leader has the responsibility and authority for screening outing applicants. The Leader may deny the participation of any person who would not be compatible with the outing's expectations. It is extremely important for a successful outing that the group members are competent to do the planned activities.

C. Have applicants mail these completed forms to the Outing Leader or designated Outing Registrar.

1. Trails Club Outing Participant Application (Form C)

2. Medical Form (Form D)

D. As these applicant forms and deposit checks come in, the Leader will determine if the participant is capable of joining the outing.

E. The Leader will maintain a list of alternates when the outing is full. Experience shows potential participants do change their minds after initially signing up.

F. The Treasurer holds the funds in separate accounts for each outing. All expenses for the outing will be paid out of this individual account. The Treasurer is to send the Leader a copy of the outing income and expense report and the detail report for the outing. For a detailed version of the check-handling process for outings, see Appendix 3.

G. Leaders will keep a list of which participants are not Trails Club members and are paying the surcharge on the outing fee. This surcharge amounts to \$2.00 extra for each day of the outing.

H. The Leader will arrange for payments for vendors. Use the Trails Club Revenue and Disbursement Voucher form. All payments made to vendors or reimbursements to the leadership team will come from the Treasurer. In order to authorize a payment, complete a Revenue and Disbursement Voucher and mail it the Trails Club address. Verification of the expense such as a copy of a contract or a receipt for the expense must be included. The Treasurer only cuts checks once a month and the Outing Committee Chair must approve the voucher before it can be paid. It is important, therefore, to submit vouchers as early as possible especially if there is a deadline for payments.

I. Arrange for refund payments to participants who have dropped out of the outing. Refunds cannot be made after travel agents, outfitters, lodges, etc., have been paid. A full refund may be possible at any time if a replacement participant can be provided from the Alternates List.

J. Identify leaders for trail trips planned during the outing.

K. Give the participants the information needed to make travel plans as soon as possible when you are not arranging transportation.

L. If you expect any participants who are also medical personnel to assume some responsibility in case of illness or injury during the outing you need to discuss this with these participants before the outing starts and obtain their consent.

M. Arrange for a pre-outing meeting for all participants. It is best to schedule this as early as possible after knowing that the outing will go. Provide participants with a list of names of other outing members in order that they may contact each other to arrange carpools, share equipment, etc. Bring maps, pictures, books, etc., to the meeting to share. Provide the essential information in written as well as verbal form. Send this information to any participants who could not attend the meeting.

O. You may want to schedule some conditioning hikes for participants. This is a good way for the group to bond. If you are aware of a local event or program that would be of interest to participants, you may want to invite them to attend.

P. Advise the participants what sort of first aid kit is needed. Group first aid items might be carried by a number of the participants so that the leader(s) do not have to carry all of them. Be sure that you understand what items are needed for the type of activity that you are planning.

Q. Provide participants a list of equipment and clothing needed for outing activities.

R. Advise participants as to anticipated weather and level of fitness needed for the activities.

S. Leaders should ensure they are prepared to handle critical incidents, such as identifying the location of the nearest hospital to the outing area.

Understanding the Trails Club Outing Participant Application (Form C) and the Medical Form (Form D)

The Outing Participant Application Form includes the Release of Liability Form. Be sure that all of the requested information is provided. If an applicant leaves areas on either of these forms blank you should question the applicant. Applicants sometimes leave off very important health information which could later adversely affect the entire outing group. Lack of candor by participants can also endanger the applicant in an emergency. You must be very careful that confidential medical information is not allowed to become public information. Do not discuss this information with others without getting permission from the applicant. Do not leave the medical forms where others could have easy access to them. If you have prerequisites for the trip, be sure that the applicants have included information regarding the prerequisite on the application.

The Outing Leader will keep the Outing Participant Application Form and the Release of Liability Form (Form C) until shortly before the outing is to leave. At that time you should leave the originals with the Trails Club's Administrative Assistant after making a copy for yourself. The Medical Form (Form D) is to go with you on the outing. You should encourage participants to carry a Trails Club Emergency Medical Information card during the entire outing.

VI. Two Weeks Before the Outing Begins

A. Send the original participant applications including the signed liability page and the Final Outing Form (Form E) to the Trails Club's Administrative Assistant at the Trails Club address. This is to provide needed information in case of an emergency during the outing.

B. Send a detailed itinerary with the emergency contact numbers (telephone, fax, and email) for all locations to the Trips Trustee and the Trails Club's Administrative Assistant.

VII. During the Outing

A. Take the Medical Forms (Form D) for the participants with you in case of illness or injury.

B. Once the outing has begun, establish and maintain the group's cohesiveness. Nightly meetings to discuss the day's activities and plan for the next day are encouraged. Plan to eat most meals together. This preserves group identity and provides the opportunity to share impressions of each day's experience. When applicable, tent sites should be placed in the same general area to promote communication and togetherness. At the conclusion of the outing, a final meal with the group at a pre-selected location is a great way to complete the outing and to celebrate success together.

C. Be prepared to deal with such problems as fatigue, illness, inclement weather, and equipment failure. Have a plan in place for emergencies. Advise participants to tell the leader if they become ill or have had an injury.

D. Assign to outing members responsibilities such as setting the pace, sweeping, selecting the campsite, maintaining the trip log, taking group pictures, etc., so that you do not have to do everything. The outing should be an experience in which everyone participates; outings are not guided tours.

E. Be flexible. Sometimes your planned itinerary will not work as you originally intended. When necessary, be willing to change your plans. Have alternatives in mind.

F. Maintain group harmony. On any outing, the variety of personalities may make it difficult to avoid occasional conflicts or differences of opinion. Nevertheless, it is important that you do everything you can to maintain group harmony and camaraderie.

G. If a participant is unable to perform the needed activities of the outing the Leader may have to intercede. As Leader, you are responsible for the entire group and you have the authority to deny participation in the activity if in your judgment the participant could constitute a hazard either to him/herself or to the group. The leader may call upon the entire group or any member of the group for assistance in controlling individuals with behavioral problems.

H. Carry an Incident and Accident Form with you on the outing. You can download this from the Trails Club website and it is included in the Trip Leader packet. Before the outing familiarize yourself with the reporting responsibilities in case of injury, death, and other incidents.

I. If there is an incident or accident during the outing, follow the Trails Club procedures for reporting. Reportable incidents include death, injuries, near injuries to persons participating in the outing and any rescue attempt by an outing participant. When in doubt, report it. In the case of a fatality, or grave injury you must make every effort to contact the Trails Club President or Trips Trustee immediately by telephone or email if phone is not feasible. In the case of less severe injuries or non-injury incidents affecting the safety or health of an outing participant you must make every effort to submit a report within three days of the incident using the Incident and Accident Reporting Form.

J. The Outing Committee depends upon feedback from the Outing Evaluation (Form F) to help plan future outings and to improve the offerings. At the end of the outing it is helpful if you will mention how important it is that members respond by completing an Outing Evaluation.

VIII. After The Outing

A. Prepare and submit reports.

B. Plan an outing reunion if you wish. Outing fees may be used to cover some or all of this expense.

C. In the event that the revenue for the outing exceeded the total costs, you can consider requesting that the balance be returned to the participants. However, the cost of writing and mailing checks to each participant is considerable so the Trails Club policy is that amounts of less than \$25 will be donated to the Trails Club general fund or used for the outing reunion.

D. Consider a presentation of your outing for a monthly Travels and Adventures program.

E. If there was an incident or accident reported, you may be asked later for more information from the President or Trips Trustee. All information is to be treated as confidential and will not be divulged to persons besides the President and Trips Trustee.

F. Destroy the Medical Form (Form D) that was submitted by the participants or return the form to the participant.

G. Provide the completed Outing Evaluation forms from participants to the Outing Committee chair.

H. Write a trip report for publication in the "Trail Blazer" and on the Trails Club website. Group pictures and other photos from the outing are desirable. All submitted photos must identify the individuals in the picture and give photographer credit.

Appendix 1
FORMS

Form A: Outing Proposal

Form B: Determining Outing Cost

Form C: Trails Club Outing Participant Application

Form D: Applicant Medical Information

Form E: Final Outing Form

Form F: Participant Evaluation

TRAILS CLUB OUTING PROPOSAL FORM (Please print)

Name of Outing: _____ Date submitted: _____

Dates of Outing: _____ Number of Days: _____

LEADER INFORMATION

Name _____

Address _____

Phone: Home _____ Work _____ Cell _____

Email _____

First Aid Expiration date _____ CPR Expiration date _____

Leader qualifications (skills, experience, and education) related to this outing

ASSISTANT LEADER INFORMATION

Name _____

Address _____

Phone: Home _____ Work _____ Cell _____

Email _____

First Aid Expiration date _____ CPR Expiration date _____

Leader qualifications (skills, experience, and education) related to this outing

TRAILS CLUB OUTING PROPOSAL FORM (Please print)

General Description of Outing:

Location (can list or attach itinerary if known):

Planned Activities:

Travel Agents, Outfitter or Guides if any:

Name

Contact information

_____	_____
_____	_____
_____	_____
_____	_____

Challenges:

TRAILS CLUB OUTING PROPOSAL FORM (Please print)

Possible Dangers:

Transportation Plans (is this included in cost?) Driving mileage _____

Equipment needed to participate:

Minimum number participants: _____ Max number participants: _____

Minimum age of participant: _____

Trip prerequisites

Deposit Required: _____

Deadline for signing up _____

Range of Cost (from Form B)

DETERMINING THE COST OF THE OUTING

NAME OF OUTING _____ DATE PREPARED _____

LEADER _____ OUTING DATES _____

GROUP COSTS (*) include only if the cost is covered as part of outing

1. *Transportation \$ _____

2. *Lodging \$ _____

3. *Meals \$ _____

4. *Guides/outfitters \$ _____

5. *Camping Fees \$ _____

6. *Permits \$ _____

7. Misc. \$ _____

8. Standard Trails Club Outing Fees \$ _____

(\$1 X days of outing X number of participants excluding leader/assistant)

9. Total group cost (add lines 1 thru 8 together) \$ _____

10. Line 9 divided by minimum number in group \$ _____

11. Line 9 divided by maximum number in group \$ _____

Range of costs for outing is Line 10 (minimum cost) to line 11 (maximum cost)

Note that maximum cost does not include the surcharge of \$1.00 for each day of the outing for non-members.

Trails Club Outing Participant Application

Outing Name: _____ Leader: _____ Date: _____

Applicant Name: _____

Street Address: _____

City/State/ZIP: _____

Home Phone: _____ Work: _____ Cell: _____

E-Mail: _____ DOB: _____

Membership Status: Member FWOC Member Non Member

Emergency Contact:

Name: _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone number(s) _____

Experience as relates to this outing. Please list training and experience such as other outings attended, current fitness program. Attach an additional page if necessary.

Medical or physical condition leader should be aware of _____

Have you passed a recent First Aid Class? ___ When? _____ CPR Class? ___ When? _____

Signature of applicant _____ Date _____

Signature of parent or guardian if applicant is under 18 _____

Date _____

Outing applicants are required to sign the liability statement on page 2 of this application form

Trails Club Outing Participant Application

RECOGNITION OF RISKS

The Trails Club of Oregon was organized in 1915 and currently promotes the enjoyment of outdoor activities such as trail hiking, mountain and rock climbing, skiing, cycling, swimming, camping, and other similar activities involving the out-of-doors. While the club has had an excellent safety record, it is the responsibility of the Trails Club of Oregon to inform you that these activities, although peaceful in nature, can be dangerous and as such can cause severe injury and even death due to conditions and forces which we cannot predict. Having made you aware of these facts, the Trails Club of Oregon believes you must make your own decision regarding participation in these activities.

DECLARATION OF INTENT

I acknowledge that the Trails Club of Oregon has apprised me of the dangers and hazards, hidden or apparent, in the various activities it sponsors, as outlined above, and I elect to accept such risks and undertake these activities on my own responsibility. My signature below signifies I hereby, for myself, my heirs, and personal representatives, release and forever discharge the Trails Club of Oregon and its elected officers from any claims or demands for resultant injuries or even death, sustained by me, while participating in a Club sponsored event. Furthermore, I am financially responsible for the costs of any medical treatment or evacuations, requested by me or others on my behalf, should I become seriously ill or injured.

Applicant Information (Please Print)

Name: _____

SIGNATURE _____ DATE _____

SIGNATURE of parent or guardian if applicant is under 18

_____ DATE _____

TRAILS CLUB OUTING MEDICAL FORM
(Please Print - This form will be kept confidential)

Outing: _____ Today's Date: _____

Name: _____ Date of birth: _____ Age: _____

Address: _____ City: _____ State: ___ Zip: _____

Phone: _____ Email: _____

Emergency Contact

Name: _____ Relationship: _____

Address: _____

Phone: _____ Cell/Pager: _____ Email: _____

Doctor's Name: _____

Clinic Name & Address: _____

Phone: _____ Fax: _____ Email: _____

Medical Insurance

Name: _____ Group/Policy#: _____

Address: _____

Phone: _____ Fax: _____

The following information is necessary before participation in this Trails Club Outing. It is essential to have this information in case of illness or accident.

1. Do you have any medical problems, issues or limitations? No ___ Yes ___

If yes, please explain:

2. Has a medical professional seen you for a medical condition in the past 12 months?

No ___ Yes ___

If yes, please explain:

3. List your current prescriptions, natural, and over-the-counter medication (aspirin & etc.) that you are now taking: (drug name, dosage and frequency)

4. Have you taken any medication in the past 6 months that is not listed in part 3?

No ___ Yes ___ Please list:

5. Allergies to food, medications, or the environment? No ___ Yes ___ Please list.

6. Current tetanus immunization? No ___ Yes ___ Please list date:

The Outing leader will keep a copy of this during the outing in case it is needed. Please keep a copy of this completed form with you at all times during the outing.

Signed: _____ **Date:** _____

TRAILS CLUB FINAL OUTING FORM

NAME OF OUTING _____

DATES OF OUTING _____

NAME OF LEADER AND ASSISTANT _____

NAMES OF PARTICIPANTS – attach list to form

FINAL ITENERARY IF DIFFERENT FROM THAT ON OUTING PROPOSAL

(Please include phone numbers, if applicable, where the group can be reached in an emergency)

LIST OF HIKES DURING THE OUTING

LIST OF OTHER ACTIVITIES

Please submit this form to the Trails Club Administrative Assistant and Trips Trustee prior to departure.

TRAILS CLUB PARTICIPANT OUTING EVALUATION

To Trails Club Outing Participants:

The Outing Committee and leaders of your recent outing need your feedback. In order to improve future outings, please answer the following questions. A prompt response is appreciated. Please give to the Outing Leader or mail to: Trails Club of Oregon, PO Box 1243, Portland, OR 97207. Thank you, the Outing Committee

Name of Outing: _____ Outing Dates _____

Leader: _____ Asst. Leader: _____

1. Was the outing well planned and were you adequately informed of what was required of you to participate in this outing (i.e. equipment, fitness level, etc.)? _____

2. Was the leadership competent and knowledgeable? Were they receptive to feedback from the group, before and during the outing? _____

3. Would you join other outings led by these same leaders? _____

4. Were any emergencies and/or unexpected events handled effectively? _____

5. What did you enjoy most about the outing? _____

6. What could have been improved or different? _____

7. Do you feel you received good value for your money? _____

8. On a scale of 1 (poor) to 10 (excellent) would you please "grade" this outing? _____

9. How did you hear about this outing? _____

10. If you are a Trails Club member, would you be interested in Leading or assisting an outing?
 Yes _____ * Maybe _____ * No _____

* Please provide your name and phone # or contact the Outing Committee Chair.

