

RA Ski Club Cross Country Day-trip Leader Guidelines

Nov. 7, 2011

Thank you for volunteering to serve as a XC trip leader. Below you will find some procedures that will assist you.

On the day of the trip:

Decide if the trip is a go or not. If it is not, call Glen Campbell at 613 247-0358 (or back up Michael Ryan at 613-829-5229) before 7:45am on Saturday trips or before 10:45am on Sunday trips and let him know so that he can update the SNOWphone.

At the RA Center:

1. Ensure each skier signs the sign in sheet (attached PDF). Ensure that you know the exact number of skiers.
2. Introduce new members to existing members. Take note of new members or members with whom you are not familiar and ensure that they have someone with whom they can ski.
3. Inform everyone of the parking lot where cars will meet and which trail will be followed.
4. Inform everyone of the name and location of the apres-ski restaurant. If it is a new place you may want to provide maps. Confirm who will join you at the restaurant and who will not.
5. If the group is large (more than 8 people), designate someone to be the sweep. The sweep stays at the back of the group and ensures that everyone reaches the turn around point. Often, the trip leader can be the sweep. Ensure that all skiers know who the sweep is.
6. Remind skiers of skiing etiquette (see Trip Information Package brochure). In addition, inform skiers of the following "responsibilities of trip participants" :
 - a. They must stay on the designated route, or if they decide to deviate from it, they must let someone in the group know.
 - b. They should ski with at least one other person.
 - c. They should identify themselves to the sweep as a member of the ski club if the sweep passes them on the trail. The sweep may not know that they are passing a club member. (From behind, many skiers look alike!)
 - d. It is important to meet at the RA Centre, as opposed to going to directly to the trailhead, so that all participants receive the trip briefing. This also ensures that the trip leader gets an accurate count of the number of skiers, who they are, and who they are skiing with.
7. Arrange car pooling.
8. Suggest a dollar amount for gas for drivers. People getting a ride should pay their share to their driver. Sample rates for a car follow: Chelsea: \$7, Pine Road; \$9, Lac Philippe: \$12 and Pakenham: \$16
9. Take photos.

At the trailhead/parking lot:

1. Ensure everyone has arrived at the trailhead before starting out.
2. If a skier has come directly to the trailhead, ensure that they sign the sign in sheet and have someone to ski with. (We can't prevent people from going directly to the trailhead so we have to allow for it.)
3. Ensure the group stays together or failing that, that the front runners stop periodically to wait for the rest of the group.
4. Trip leader (and sweep, if one is designated) should ensure that all skiers have returned to the parking lot before departing after trip is complete.

In the event of an emergency:

Assess the severity of the situation and do one of the following to get help:

- Contact the attendant at the parking lot.
- Use the emergency radio located in a hut.
- Call the Gatineau Park emergency phone number: 819-239-5353; other NCC numbers are 613-239-5000 or 1-800-465-1867 (toll-free).

Afterwards:

Write a brief trip report and send it to Glen Campbell for posting on the web site along with photos.

Send the sign-up sheet to Michael Ryan, XC Co-Chair at 49 Parkland Crescent, Ottawa, Ontario, K2H 5V4