

ACC OTTAWA SECTION TRIP COORDINATOR GUIDELINES

V1.1, 4 Nov 02

General:

- Screen participants for suitable experience, fitness and ability. Politely but firmly reject participation by those lacking the required background or who appear to lack appropriate clothing, gear or supplies. Suggest alternative trips and ways to advance their personal skill and experience.
- Familiarize yourself with the terrain, route and weather conditions. If you have not previously done this trip, advertise it as an “exploratory trip”.
- Limit participation to a number allowing the trip to be manageable and safe.
- If there is a change of trip plans, advise the appropriate activity convener as soon as possible so a change notice can be published in the eletter and on the web site.
- Ensure the group has suitable emergency supplies, to include a group First Aid Kit.
- Organize trip logistics: start/finish times, meeting place, transportation, cost sharing, common and personal gear, hut reservations, etc.
- Be prepared to modify trip goals and plans and turn back, if necessary, due to participant fitness problems, slow progress, changing weather or other conditions.
- Leave a written copy of the trip itinerary with a responsible person and advise them of the action to be taken if not back by the specified return time.
- Try to make the activity fun for all participants.
- For more involved trips, encourage the writing of a trip report for the Leader.
- Retain the signed waiver(s) and pass to the activity convener at the next convenient opportunity.
- *Ensure participants sign the [waiver](#) prior to the start of the trip.*

Hiking/Snowshoeing/Skiing:

- Consider carrying a folding saw, small tarp, insulation pad, small pot, cell phone.
- Keep the group together. With larger groups, it is useful to assign a sweep position and rotate this responsibility amongst the more experienced participants.
- Monitor development of foot problems, particularly blisters. Make an early stop (say after 1km) to check for and protect “hot spots”. Make similar inquiries at other stops.
- Set a pace sustainable by the weaker members of the group.
- Frequent short rest and refreshment breaks help keep everyone hydrated and energized.
- Observe the group for early signs of distress, to include blisters, dehydration, frost-bite, extreme fatigue or hypothermia and take early corrective action.
- If individuals show an interest, use the trip as an informal mentoring opportunity for navigation, route finding, track setting, etc.

Climbing:

- Review the climbing agenda before heading out. Make sure everyone is comfortable with the suggested routes and knows the different procedures required between top roping, leading/seconding and multi-pitch climbing.
- On top roping, ensure that top rope anchors are set by capable persons.
- Ensure everyone has a partner or is part of a group, especially on multi-pitch climbs.
- Pair beginners with more experienced climbers.
- Monitor beginners for safe practices, particularly rope tie-in and belay techniques.
- Use a buddy system to check and recheck tie-ins, anchors and belays.
- Ensure teams attempting multi-pitch routes have adequate plans for a safe descent after completing the climb and for self-evacuation if the climb is aborted for any reason.
- If individuals show an interest, use the trip as an informal mentoring opportunity e.g. anchor and belay techniques.

In Case of an Accident:

- Follow the section [Emergency Response Protocol](#) and [Emergency Scene Management Checklist](#). Each club first aid kit contains a copy along with a map of commonly-accessed local climbing areas and local emergency phone numbers.