

RMRA Coordinator Procedures and Guidelines

January 2024

This document describes procedures and recommended practices for coordinators. See also the Coordinators responsibilities section, Appendix 7 in the Outdoor Guide:

http://www.ramblers.ab.ca/Content/Documents/outdoorguide.pdf#nameddest=Coordinators_Responsibilities

Mentoring

- Probationary Coordinators are required to have a Full Coordinator attend their first three trips.
- See the last section of this document for more information about the mentoring role.

Certifications

- Probationary Coordinators are required to have a current basic first aid course certificate (minimum one day) or to obtain it by the end of their probationary year. The course is eligible for partial subsidy by the Ramblers (50% of the course cost to a maximum of \$100). Subsidy application forms are on the website under Member Resources: <http://www.ramblers.ab.ca/Content/Documents/coursesubsidy.pdf>
- Coordinators leading winter trips into avalanche terrain are required to have taken AST 1 or provide a description of equivalent training and experience.

Member Participation on Activities

- **All Association trips require each participant to register.** The registration process ensures that participants have signed the waiver outlining the terms and conditions for participation, and have seen trip difficulty and hazards information on the calendar posting so that they know what to expect.
- **Members** sign up for the trip on the website Calendar and are accepted on the trip by the Coordinator, and **Guests** are registered under the Guest Procedure where they sign a guest waiver and have a member sponsor be responsible for them.
- Members bringing children must have submitted a Minor Children Waiver signed by the parent.
- If you allow non-registered people to join your trips (e.g. if you meet other hikers on the trail and invite them to hike with the group), **you have no legal protection and you and/or the Association could be sued** should something go wrong. The Association carries no insurance and therefore would be unable to protect you.
- Coordinators can deny trip participation to any Member or Guest they feel is improperly equipped, insufficiently skilled, incompatible with the group or any other reason. This may occur during registration or at the trip meeting location. You don't need to explain your decision.
- Do not accept club membership applications/renewals/payments in the parking lot.
- Before a trip begins, download the Trip Signup sheet to your phone so that you have the participants' emergency contact information. Go to Calendar, select More beside the trip, then Print trip sheet (PDF).

Pre-trip “group huddle” (usually at the trailhead)

- If there are new people, do **introductions**.
- Give a brief **overview of the trip**, potential hazards, and turnaround point or time. Find out who is familiar (or not) with the route.
- Describe where participants should **regroup** (e.g. trail junctions or landmarks), locations for **breaks**, and where participants are expected to **stay close together** (e.g. confusing terrain, bear areas).

- Ensure that **no one gets left behind** and maintain a good idea of where everyone is during the trip. For large groups, you may want to arrange for someone else (preferably a Coordinator) to help lead or sweep.
- Identify who in the group has satellite **emergency communications devices** such as an InReach, PLB, or cell phone.
- For trips into **avalanche terrain**:
 - Review the latest avalanche forecast with the group.
 - Confirm all participants have shovels, probes, and working transceivers with batteries charged greater than 50%.
 - Designate a Rescue Coordinator and Alternate Rescue Coordinator.

You may want to consider the following, especially with new people on the trip.

- Invite participants to let the coordinator or others know if they have **medical conditions** to be aware of (e.g. bee sting allergies and the location of their EpiPen).
- Ask who is carrying **First Aid** supplies and is competent at administering First Aid.
- All participants should have any **safety equipment** required by the RMRA risk management policies plus other appropriate clothing, gear, and food.
- For **cold** trip days, ensure that people have appropriate gear to handle unexpected delays (e.g. warm clothing, hand warmers, headlamps, extra mittens, etc.).
- For **hot** trip days, ensure that people have enough water, electrolytes, and sun protection.

Incidents or Injuries

- An **incident** is a *death, serious injury, illness, or any situation that has the **potential** for death or serious injury*. An **injury** is a less serious situation that may require medical attention but not hospitalization or rescue (e.g. sprains, some fractures, stitches).
- If either occurs, an Incident/Injury Report must be filled out by the Coordinator and all other Participants. It is recommended to carry blank copies of the Incident Form in the car so that participants can fill them out while memories are fresh and to be a source of notes for filling out the online form. It is available on the website under Trips > Trip Incidents.
- Reports can also be filed on the website from Trips > Trip Incidents > Incident Reports (Online) and click on **Report a new Incident or Injury**. (<https://www.ramblers.ab.ca/IncidentReports/IncidentNew>)
- Notify the Trips Director and info@ramblers.ab.ca of the incident/injury.
- The President is the spokesperson for the club regarding incidents. Participants must not talk to the press and should refer them to info@ramblers.ab.ca, where information requests will be directed to a member of the Executive who will gather the facts for any public statements.
- The Incidents forum on the Forums webpage summarizes incidents and recommendations.
- For trips where unexpected issues occurred, a post-trip debrief with participants is recommended to identify improvements and recommendations.
- Unsafe actions by any Rambler should be brought to the attention of the Vice President (as chair of the safety committee) and the President (for serious incidents).

Guests

- Members are permitted to bring a guest on a day trip, but not on multi-day trips.
- The member is required to follow the Guest Procedure (<https://www.ramblers.ab.ca/MemberApplication/GuestProcedure>) which will send an email to the coordinator requesting to bring a Guest on a trip. The coordinator does not have to accept the guest.
- Guests may come on a maximum of 3 day trips per Membership Year.

- Guests on trips into avalanche terrain must meet the same course/refresher requirements as members. The Guest Procedure requires the sponsor to enter details about the guest's avalanche training.

Calling a trip on the website

Note: Approval of the Executive is required for any Rambler trips exceeding three days outside North America.

- Select the Trips tab, then Research a Trip.
- Select either the Summer or Snow Activity trip list (the default changes by season). You can:
 - enter a keyword/phrase and click Search, or
 - enter a trip number and click Search, or
 - select Browse by Area which lists trips grouped by region and trailhead.
- If searching by keyword, a number of trip options may show. Check the various fields to ensure you select the correct trip.
- When you have found the desired trip, click the Call trip button.
- Edit the data fields and checkboxes as required, paying particular attention to the Description, Unusual Hazards and Terrain, equipment, and meeting location/time.
- If you think that the trip difficulty will be more than the regular rating (e.g. due to snow or different routing), you may increase the rating number (may require an Edit after the trip is posted).
- You have a few options regarding on-line registration for trips:
 - o For most trips, check both the Allow Registration Online and Email Coordinator Registrations checkboxes. This will make it easier for you to screen participants to make sure they have suitable skills for a trip or if you are limiting the trip size.
 - o If the registration boxes are left blank, anyone who shows up at the meeting place can come. This is only recommended for events that aren't backcountry trips.
 - o Selecting both the Allow Registration Online and Automatically Accept Registration Online checkboxes means that anyone who signs up is approved for the trip. Again, this isn't recommended for hikes or other backcountry activities.
- You can select whether you wish to permit dogs on a trip. All dog regulations for the area where you are going must be observed.
- When complete, click the Call new trip button to post the trip to the Calendar. Check your posting to confirm it is correct, and you can edit it at any time.
- You can Call a trip not in the database, and will need to fill in all the required data manually. If the trip will likely be called more than once, contact the Trips Director to have it added to the database.
- When you click Call new trip, the website sends an email at 25 minutes past the hour to those members who have indicated they would like to receive emails of trip postings. If you make subsequent minor edits to the posting after the initial email has been sent, you can check the Do not send email box so that another email is not sent out when you re-save the changed trip.
- For most trips in the database, a pre-measured round trip distance to trailhead calculates the recommended carpool fare based on a cents per kilometer factor related to gas prices (reference: https://rmra.blob.core.windows.net/misc-docs/Car_fare.pdf). If it is blank you will have to determine or track the distance.
- To Cancel a trip, click Edit from the Calendar, select a reason, and click one of the red buttons.
- If you find errors in the trip database (e.g. distance, elevation, trailhead location, etc.), notify the Trips Director with the corrections.

Reporting Trips

- Select [Submit a Trip Report](#) on the Trips page menu, then select the appropriate trip. Participants on the trip other than the coordinator can submit the trip report.
- Ensure that the number of participants is correct. If less than 3 people attended, the trip is unofficial and no trip report is submitted; however you may post a trip writeup on the Non-Club Trips forum.
- Photos must be added to the Photo Gallery **before** you can include them in a trip report. From the Photo Gallery webpage, click [+Add Photos](#) to get to the Add photos page, then click another [+Add Photos](#) button to select the files and [Start upload](#) to save the photos onto the website.
- After you have uploaded the photos, click [Edit your recently added photos](#). This will cycle through all of the pictures you just added so that you can add a caption underneath and assign the picture to one or more photo albums (e.g. “2024 Day Trips”). You need to click [Save](#) for each photo that you edit.
- In the Photo Gallery, note the 5-digit number of each of the photos you want to include in the trip report.
- In the body of text, after the first 150 characters of your trip report, insert photos per the following example for photo 22105: `<photo 22105>`. The caption in the photo gallery will appear under the photo in the trip report. (If you don't type 150 characters first, the photo reference shows as part of the text on the Recent Trips page).
- The website uses a Live Names protocol to show only participants' first names on the public view of the website. The Live Names of participants who registered for the trip are pre-populated in the trip report. More information about using Live Names is documented at the bottom of the Report a Trip screen.
- Compose the report in the report box. Instructions about including photos are at the bottom of the page. Click the button [Save](#).
- If you want to edit your trip report after submission, go to Recent Trips and click on [Edit](#) for that trip.

Coordinator Profile

- On the Members Info web page there is a link to “Edit Member Profile”; the profile will show up as a link on the Calendar when you call a trip.
- You are encouraged to describe the types of trips you like to do and the style of your trips (e.g. faster vs. slower pace, group management philosophy, etc.). This gives members an idea of the kind of trip they'll be on when they go with you.
- You can also upload a picture of yourself to the photo gallery, check off the Coordinator album, note the photo number and then put a link to it at the end of your profile writeup using the following script:


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where p3299 is the photo number. The above width & height dimensions assume the photo is a portrait layout (3 wide by 4 tall proportion); you will have to adjust this to avoid distortion if your photo has different dimensions. Some new members have said they find it helpful going to a parking lot to know what the coordinator looks like.

Coordinator Mentoring Role

A probationary coordinator must arrange to have a full coordinator present as a mentor on their first 3 trips.

This need not be the probationary coordinator's sponsor or the same person for each trip. However the full coordinator should feel comfortable as the mentor and may refuse without disclosing a reason. Both the probationary and full coordinator should feel comfortable with the trip and agree that it's within their abilities.

Usually the mentor will do nothing but observe but will give advice if requested. However, the mentor should comment if Rambler risk management policies or administrative procedures are not being followed. If the full coordinator thinks that the decisions or styles of the probationary coordinator are compromising the safety of the group, then the full coordinator should raise the concern for the group to discuss and resolve. In the unlikely event of a conflict, the full coordinator is expected to take over the role as coordinator to bring the trip to a safe conclusion.