



Haliburton Highlands Trekkers Outing Guidelines And Risk Management Policies

This document outlines expectations for club management, outing leaders and outing participants regarding outing procedures and risk management during club activities.

Information for Participants in Outings

Each participant in an outing is responsible for their own health, safety and equipment. He or she must assess the suitability of their own clothing, equipment, experience, physical condition, and ability to participate in any particular outing. All participants should be capable of maintaining a brisk hiking/snowshoeing pace for approximately two hours. You are encouraged to consult with the outing leader or any member of the Trekkers Committee if you are unsure about any aspect of the planned outing.

All participants must provide a signed Membership Application or Guest/Non-Member Waiver prior to joining an outing. Individuals are permitted to join an outing as a Guest/Non-Member once per year. Members are responsible for their guests, and should explain the practices and guidelines of the group so that they know what is expected of them. All participants are expected to carry with them: identification, health card, a list of relevant medical conditions they have, and any medications they require.

Participants must inform the leader or sweep if at any time during an outing if they experience any unexpected physical reaction such as fatigue, shortness of breath, dizziness, cramps, blisters, pain, a rapid heart rate etc.

Participants need to be prepared for the eventuality that they may spend longer out on a trail than originally planned.

It is recommended that participants have a snack and something to drink with them on an outing.

Other useful items to carry on each outing include: an extra pair of socks and mitts, hand warmers, a solar blanket, extra clothing, a compass, a cell phone, a GPS and a whistle (three toots---help).

Participants should keep the person in front and behind them within their range of sight at all times.

A Trail Pack containing a first aid kit and supplies for making emergency repairs should be carried with each group while on the trail.

Dogs are not permitted on Haliburton Highlands Trekkers outings.

Changes and/or cancellations in the event of unforeseen circumstances will be communicated via the Trekkers e-mail system. **ALWAYS CHECK YOUR E-MAIL FOR LAST MINUTE INSTRUCTIONS BEFORE LEAVING THE HOUSE** on the morning of the outing.

Information for Leaders

Outing leaders are volunteers from the group. There will be a leader and 'sweep' for each outing and, if applicable, for each route or designated sub-group. The 'sweep' will stay at or near the end of the group to ensure that no one falls behind.

Each outing is a group effort, and the leader for the outing is encouraged to ask for the assistance of other Trekkers. Experienced Trekkers are a wealth of information, and they are always there to offer advice and/or assistance. Leaders should always try to involve some of the less experienced members to get them involved, and to give them a chance to learn to become leaders.

The week before a planned outing, the leader should check the condition of the trail and parking facilities (take your helper with you) to ensure that conditions are as expected, and that there are no unsafe conditions. We are required to have a signed Trekkers LANDOWNER AGREEMENT to enter onto private lands.

The leader will communicate (through the Trekkers Communications Coordinator) the location, car-pooling and parking instructions, start time, expected amount of time the outing will take, the degree of difficulty of the planned routes, and lunch plans. If the plan is to have lunch at a local restaurant the restaurant should be called the week before an outing to ensure they are open. (Note that many restaurants in Haliburton are closed on Mondays.)

Please have the following documents with you the day of the outing:

1. A sign in checklist
2. Extra Membership Application forms
3. Extra Guest/Non-Member Waiver forms
4. Incident reporting forms.

The Trekkers Club has assembled several Trail Packs for use during outings, and the outing leader should ensure that at least one Trail Pack is with each group at all times. The Trail Pack is a knapsack containing a first aid kit and additional supplies which may be useful in the event of an equipment problem or medical emergency (see appendix).

The day of the outing you should introduce yourself and describe the day's outing including difficulty of terrain, distance, and the length of time you anticipate the outing to take. Confirm that all Trekkers are confident that they are able to participate. Find out how many will be going to lunch at the prearranged restaurant and call or designate someone to call the restaurant with the number attending. You will have to remain flexible with respect to numbers – there may be only a few people show up, but you could have 40+ people. Depending on the route and availability of additional routes and the weather, you should consider splitting the group into smaller more manageable groups.

Have someone check off the names of the Trekkers present on the sign-in checklist. Note the number of people in your group. Make sure you have the emergency number of the trail or property on your sheet in case of emergency. Separate out the different outing groups if appropriate (long group, short group). Ensure that at least one Trail Pack is carried by each group.

Designate sweeps.

Safety Procedures on the Trail

Any group of Trekkers on an outing will contain a variety of talented people willing to help out in many ways to respond to any event. The outing leader is not required to personally 'look after' the group if there is an unforeseen event on the trail, but rather he/she will endeavor to see that the necessary steps are taken to deal with the event. She/he should be prepared to ask people to deal with aspects of the response.

Leaders/sweeps should do regular counts of people in your group to ensure that no one is left behind. The group should stop for breaks as needed to allow everyone to rest, drink, or snack. The leader and sweep should keep in contact with each other. Using Walkie Talkies is suggested.

Check your pace regularly to keep the group together. If the group has spread out **stop at all trail intersections**. Wait until everyone is together and rested before proceeding.

No participant should turn back or go ahead alone. It is the policy of the Trekkers that a volunteer accompany anyone leaving the group.

If an injury occurs or a participant is ill, the outing leader should request the assistance of anyone in your group with medical training. Assess whether it is necessary to call 911, and if it is safe to move the victim.

If an incident requiring emergency medical services (EMS) occurs, call 911. Report the location of the victim (trail name, property 911 number and/or GPS coordinates). Send two people to the

trailhead to assist emergency personnel in locating the victim. Consider making a makeshift stretcher to carry the victim to the trailhead. In winter conditions the possibility of hypothermia may influence your decision.

Designate a minimum of two people to stay with the victim if a decision is made to have the rest of the group return to the trail head. Call the victim's emergency contact person and fill out an incident reporting form as soon as possible.

At the conclusion of the outing, account for all participants. Ensure that all cars have started and that all participants are safely on their way home before you leave.

Appendix:

Suggested Trail Pack contents:

- Mobile phone
- Rope or cord
- Spare mitts and hat
- Small roll of duct tape (or similar)
- Nylon 'zip' ties
- Wire and small pliers
- Small woven plastic tarp (8'x10')
- Blankets (woolen or 'space' blankets)
- Small folding saw or axe.
- Water proof matches or lighter and candle
- Compass and/or GPS
- First aid kit (see below)

Suggested first aid kit items:

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| - two pair of latex gloves | -cotton swabs |
| -Tensor bandage | -hand sanitizer |
| -tweezers | -antiseptic wipes |
| -scissors | -triangular bandages |
| -sterile gauze | -butterfly dressings (steri strips) |
| -tape | -bandaids of various sizes |
| -gauze rolls | -moleskin or other blister treatment |
| -safety pins | |

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