WWC EVENT COORDINATOR GUIDE

The continued success of the WWC depends on the willingness of members to initiate events. All WWC members are encouraged to volunteer to coordinate events. Coordinators are not expected to be wilderness experts or to have exceptional fitness levels or technical skills. See Guidelines for Participants.

These suggestions have been compiled to help you plan and coordinate an event.

In Advance:

- Bring your event proposal to a quarterly planning meeting, or, if you are interested in hosting an impromptu event; first review this WWC EVENT COORDINATOR GUIDE, then check the schedule that the date is free and then press this button to send the information requested below and to get authorization.
    - Your event will be forwarded to the membership as soon as it is approved.
    - Please ensure any impromptu events do not conflict with another club event.

Prepare a brief summary of the event and send to WestmanWildernessClub@gmail.com .
It should include:

- Name of the trail or location of the outing
- Type of activity (ski, hike, canoe)
- Driving distance to location
- Any information that can help participants estimate their ability to participate (distance, duration, altitude gains, hazards, park fees, etc.)
- Your contact information

- Note: you may list meeting time and place if you wish, but leaving it out forces people to contact you for details, ensuring that you know who is coming and give you time to prepare waiver in advance.

Immediately Before The Event:

- Ensure that conditions (weather, trail conditions) are appropriate for the event. If they aren't, cancel or postpone the event.
- Answer emails or phone calls about the hike. Keep a list of names and contact information of people who contact you about participating. Ensure that they have all the details they need to estimate their suitability to participate. Do not hesitate to advise members if you feel that they are not prepared for the demands of the activity. If there are new participants, direct them to the participant guidelines on the website, and ensure that they understand their responsibilities as a participant.
- Establish a meeting time and place (either the trail head, or a carpooling junction). Ensure that everyone knows the meeting place and time. Remind people that they must be at the meeting place on time and that they must notify you if they decide not to come.

You have the right to cancel the event for any reason. Send an email to WestmanWildernessClub@gmail.com indicating that you are cancelling the event. If individuals have already registered, advise them personally that you are cancelling it. If another member volunteers to coordinate the event, pass on any registrant information.

- Ensure that you have event-specific waiver to take with you (available on WWC Website)
- Arrange to get Walkie talkies from Steffany Peters - steffanypeters@hotmail.com

Please be sure to send your (single-day or multi-day) trip plan to someone not going on the event.

Day Of The Event:

- Ensure that everyone driving to the trail head or starting point knows the location and route. For complicated routes, it is helpful to have a map prepared. Arrive at the designated meeting spot at least 10 minutes prior to the scheduled departure time. Send list of participants, details of your event & approx end time to someone not attending

At The Trailhead:

- Welcome participants and introduce yourself. Check that everyone is properly equipped for the event. (eg. appropriate footwear, adequate water, life-jacket for water activities). Members are responsible for their own equipment and preparedness. However, if you feel that they are not adequately equipped, you have the right to ask them not to come on the event.
- Review the route and possible hazards. Give walkie talkies to person at front & person bringing in the rear.
- Have participants sign event-specific waiver.
- Determine the makeup of your group. If there is likely to be a variation in the pace, identify a "leader" (someone in the fastest group) and a "sweep" (an experienced member who agrees to be the last person in line to help out anyone who runs into difficulty and ensure that no one gets left behind)
- Agree on whether and where or when the groups will meet up along the way

During The Event:

- Set a pace appropriate to the group. Stop often—not only for rest or water breaks, but to smell the roses! Be flexible to meet the needs of sub-groups—ensure that everyone gets a rest (don't start off immediately when a slower group catches up), change the route or the destination if it looks like some people won't make it.
- If any hiker gets ill or injured, establish an appropriate plan:
    - If they are capable of getting there "under their own steam", arrange for at least two people to accompany them back to the trailhead and back to town (one person can go for help and another remain with them if it becomes necessary).
    - If the injured person is unable to move, arrange for at least two people to remain with the person. Instruct them to remain where they are until help arrives. If they feel able to progress before help arrives, they should do so only if there is absolutely no alternate route that could be taken, so that any rescuers must meet them on the way.
- Stop at all trail intersections or any place where there might be confusion and ensure that all participants see the correct direction of travel. Do head counts at stops and don't continue until you see the sweep or all participants are accounted for.

At The End Of The Event:

- Count the participants and ensure that everyone is accounted for. If not, determine the best course of action to find the lost participants. Don't leave until everyone is accounted for.
- Ensure that everyone has a ride back home and knows the way.
- If there are non-members participating, tell them where to find membership information and registration forms.

After The Event:

* Prepare a short description of the hike with suggestions for hiking this trail in the future. Make sure it includes the name, date of the hike. Send to WestmanWildernessClub@gmail.com to be sent to members. It will also get posted on the website.
* Take a photo of waiver & email to WestmanWildernessClub@gmail.com.
Also the incident report if it was necessary to use.

Special Notes For Coordinators Of Multi-Day Backpacking Trips: While participants are responsible for their own equipment and safety, inexperienced people may not be in a position to judge preparedness or recognize if they are not capable of the level of the physical demands. Taking ill-prepared people on such an activity can put them and other participants in danger and affect the success and enjoyment of the expedition for everyone.

Coordinators of multi-day trips should not accept any participants unless they have previously participated in similar activities or have done at least one rigorous overnight backpack with the club and have had an opportunity to test their equipment. Participants should have adequate personal insurance should a mishap occur requiring medical attention/transportation that would not be covered by Manitoba Health.