

## **Recommendations for BCMC Trip Organizers. (Rev 5)**

### **Pre-trip Planning**

- Obtain road maps guide book notes and topographic area maps. Check parking, weather, avalanche forecasts, and the needs for permits, area limits and access issues.
- Familiarize yourself with any hazards and check the strenuousness of the route. Reconfirm that the rating is according to the clubs criteria.
- Plan for what to do if the group becomes separated driving up and on the trail. Consider a rendezvous at key places.
- Have an emergency plan including:
  - A suitable First Aid kit that is freshly stocked.
  - An emergency "bivouac sack" (if someone is injured and can't be moved).
  - Two 5 metre prusick slings.
  - Know the quickest route to a telephone (ask who has a cell phone in the group and if it works in that area).
  - A list of emergency numbers.
  - Awareness of who will take the injured to the hospital (or gets help) and who stays with the group.
- Make sure everyone knows the departure time from the meeting place — as opposed to the meeting time.
- Tell a responsible person where you're going, when you'll be back, and what to do if you don't return in the planned timeframe. Give the participants the name and number of the emergency contact.

### **As the participants phone in.**

- Tell non-members that members have priority and that non-member participation on trips (where the number of participants is limited) will not be confirmed until the evening two days prior to departure; i.e. Thursday evening for Saturday and Weekend trips, Friday for Sunday trips. Advise participants of the required information for the Trip Participants Form; their contact person/phone number etc and a waiver will have to be signed to join a BCMC trip.
- Use a Trip Participants Form as a checklist for those who phone in.
- Ensure participants have suitable skills, fitness and equipment for the trip.
- Have a mental note of the maximum and minimum number of participant for the trip.
- Ask the participants if they are taking medication or, have medical condition.
- Sort out transportation needs and car-pooling.
- Discuss the process of costs sharing such as fuel, permits or group equipment.
- If someone seems unsure or intimidated, suggest an alternative trip.

### **At the meeting place.**

- Have non-members fill out a waiver. All participants must add the relevant information to the Trip Participants Form. Bring several pens.
- Make sure everyone has time to read the waiver.
- Give the group a short overview of the trip, it's objectives and safety requirements. Remind participants that this is a club trip and participants should travel with the group.
- Double check that everyone has suitable equipment (Page 41, from Freedom of the Hills Vol: 6 has a sample)
- Ask who has First Aid Equipment and ask their level of expertise.
- Arrange transportation.
- Plan a few 'regrouping' points on the way.
- Warn participant about likely trip hazards.

### **At the trailhead.**

- Briefly run through the objectives. Review map/guidebook with participants.
- Check safety gear (e.g. transceivers)
- Ask around about equipment, tents, stoves and food. Ensure nothings forgotten.
- Leave the Trip Participants Form and the Waivers where they can be located easily by

Police, Highway Crew or rescue/emergency personnel in the event of an emergency.

- Remind everyone of relevant safety issues such as avalanche, rock fall, weather and environmental waste disposal.
- Remember to stop once or twice in the first hour to adjust clothing or treat hot-spots before blisters occur.

**Management of groups and individuals.**

- Make policies known.
- Keep instructions simple.
- Use positive feed back and focus on results. Tell people what to do, as opposed to, what not to do.
- The priorities are a safe, happy and successful trip — in that order.
- Be sensitive to the needs and condition of all participants at all times.