

Cascade Adventures

Trip Leader Procedures

Offer / Accept Trip Proposal:

Trip proposals may be offered by anyone, regardless of their ability to lead or not. Included are activity, location, date(s), skill level of participants, and necessary gear.

Develop Trip Plan

Along with the co/asst. leader, fill out a trip plan, completing each section as thoroughly as possible. The trip plan will be reviewed and approved, should everything be properly addressed.

Set Pre-Trip Meeting

This meeting will be for anyone who has signed up to participate or for anyone interested in attending. The pre-trip meeting is mandatory for all participants. During the meeting, space which is available may be passed along to interested people in attendance.

Pre-Trip Info

During the pre-trip meeting, each participant should fill out a Pre-Trip info sheet as information is dispensed, in order to assure an understanding of the plan and expectations. Participants should also complete medical history forms and waivers during the meeting.

The Outing

For the outing, be sure to arrive 5 minutes ahead of the scheduled time and have with you the trip plan, medical histories, and waivers. All these forms will have been handed to you upon approval of the trip plan, prior to the pre-trip meeting, as a packet. It is imperative that these documents remain with you during the outing.

Post-Outing

Please ask the participants to fill out an evaluation and return them to you. You and the co/asst. leader should complete a final trip report. When these are completed and assembled, return the entire trip leader outing packet to the coordinator, who will review it and schedule a debrief.

Debrief

Conducted with the coordinator, the debrief will be a facilitated discussion concerning the outing, beginning with the planning stages, through the evaluations. It is intended to offer feedback for each trip leader, concerning their performance, as well as, offering feedback to Cascade Adventures.