

Procedures for Evergreens Car Trips

Setting a hiking destination:

- **Trip Leader** to contact **Barb Brunton** (Summer Hike Director) and agree on hike destination, trailhead parking location, approximate hiking distance and climb. **Barb** can help with providing suggestions on suitable locations and details on the stats for the hike if necessary.

Putting car hike event on website:

- **Barb** will set up the basic hike event on the website, which will be open for registration a week before the hike date; it will be set up for a maximum of 10 participants with any additional people going onto a waitlist.
- The **Trip Leader** should review the event posting and either edit it themselves with additional info or changes if desired, or let **Barb** know the changes needed and she will do it. If you would like participants who have radios to bring them, or any other equipment, put that in the event description.
- **Leader** – remember to register yourself for the trip!

1-2 days before (Tuesday/Wednesday) before the hike:

- **Greg McKenzie** (Summer Bus Coordinator) will send a guest waiver form and emergency contact form to each guest registered for a trip – the guest is to complete the forms and scan/photograph them and email to **Greg**; **Greg** will send a copy of this to the **trip leader** and **Membership Director (Johanna Voordouw)**.
- NOTE
 - o current COVID restrictions require a strict limit of 10 people, keeping a 2m distance between themselves at all times.
 - o people are accepted on a first come/first served basis. There is no priority for members over guests. Members are encouraged to sign up early – they can take their name off the list later if necessary (should be done before Tuesday 6pm).
- **Greg** will close registrations for the event at 6pm on Tuesday. If anyone wants to register after that (and there is room on the hike), they should contact **Greg McKenzie** by phone or email who will discuss with the trip leader.
- **Greg** will email the emergency contact info for any guests to the trip leader; the **trip leader** should upload this info to their cellphone or print it out and bring it with them on the hike. Note: emergency contact info for all members can be uploaded or printed from the website (Club Documents) in advance. Having the emergency contact info stored on your cellphone or with you on paper would be helpful in case of an incident during the hike as cell service may not be available at the location; the emergency contact info could be sent with someone going to a location to get help.

Day of the hike:

- **Trip Leader** should:
 - o print off the list of those registered to 'take attendance' at the trailhead; signatures are not required
 - o do not delay leaving if members who signed up aren't there yet – respect the time of those who did come on time and are ready to hike
 - o review the planned route with participants, and requirement to keep 2m apart at all times (including when you are telling them the plan!). Ensure everyone carries a mask while hiking so they can put it on if a situation arises where the 2m separation between themselves and other people cannot be maintained.
 - o consider appointing a Sweep to ensure no-one falls behind.
 - o check who has radios with them.
 - o enjoy the hike!
 - o make sure all your participants are back before you leave.

After the hike:

- The **Trip Leader** should send an email to the **Membership Director (Johanna Voordouw)** johannavoordouw@gmail.com and copy **Barb Brunton** bbrunton@telusplanet.net indicating any no-shows and giving the count of people who went on **the** hike, for Club records.