

WE NEED YOU AS A LEADER

Yes – YOU!!

HOC is *always* looking for people to lead trips and to assist in leading trips – either day excursions or extended trips for weekends or longer, in Ontario or elsewhere. Our members love adventure, being outdoors, and being active, and the places to go are virtually limitless.

Although leading a trip may seem overwhelming and out of your comfort level – remember – all of our leaders were once a first time leader – volunteers with a personal motivation to do a particular activity or go to a particular place.

WIIFY (What's in it For You)

There are many good reasons for you to be a leader or an assistant leader:

- You will be sharing your joy of a sport with others – whether they are new to the club or experienced members.
- You have the ability to choose destinations that appeal to you, and have others go with you to maximize the experience.
- You'll discover new talents – for example research skills to find out about different options inherent in a trip, budgeting and organizational skills that are transferable to many life situations.
- You'll improve your communication skills – through negotiating for better prices, or interacting with members before and during a trip
- You will provide club members with an opportunity to be outdoors and active, in a social environment. For many of our members you are providing an experience that would not otherwise be available to them.
- You'll be recognized and appreciated. Our club members are generally easy to work with and they are always appreciative of the efforts of trip leaders.

- Leadership skills gained either through applied programming (e.g. hike leader certification) or through experience are transferable to other sports and to the general workforce environment.
- Leaders will be compensated in some manner – through fully or partially subsidized trips (amount varies depending on the nature of the trip).

HOC has your back!

As a club that has offered volunteer run excursions for more than 45 years, HOC has the supports in place to help you as a first-time leader, a repeat leader, or an assistant leader:

- If you have an idea for a trip, the sport director can advise you on many aspects of your trip, and provide guidance on how to make sure it will be a trip that will appeal to the members and is consistent with club guidelines.
- “Trip Leaders Handbook” and “Leading Major Trips” are valuable resources that are in the member’s section of the website <link>. These documents offer guidance on how to plan and execute a trip. They have been prepared by members who have led various trips and offer templates and examples of actual trips. These documents may seem a bit overwhelming at first but remember that everything is done in sequence and over the course of several weeks or months. It is not as onerous as it looks.
- The club’s Executive Director has experience in leading trips and has all the information of trips taken over the past 10-15 years. There is a wealth of information available to you – for example, past itineraries, costing sheets, and knowledge of each sport and many destination locations. Sport directors or previous trip leaders will also have additional information on specific trips. Most trips will not have to be created anew.
- The club’s Executive Director will make sure you work within club trip guidelines e.g. working with a travel agent for trips further than 2,000 KM away, preparing a suitable budget, seeking HOC Executive approval, developing the appropriate communications materials - contact the Executive Director at info@haltonoutdoorclub.ca for more information.
- HOC has a Canadian Sports General Liability and Errors and Omission Insurance policy in place that is reviewed periodically by the HOC Executive (last reviewed in 2018). So you, as a trip leader, don’t need to worry about liability.
- Depending on the proposed trip, some funding might be available to assist you in scouting a particular location or type of trip – contact the Executive Director at info@haltonoutdoorclub.ca for more information.

- The club recognizes that there is some effort and responsibility taken on by the trip leader, and for the most part the cost of the trip will be covered for one trip leader. You might think that leading a trip is too daunting – but remember- you can also lead a trip with a partner – it doesn't have to be “only you”. Leading with someone else helps share the workload and could offer a higher comfort level. (Only one leader will be fully subsidized, that subsidy could be shared.) A partial subsidy might be considered in unusual circumstances. For example, if a trip leader leads specific activities such as a hike, or if the leader requires the help of another individual to lead specific activities, there could be compensation available of up to \$100 per day. This is especially helpful where an activity necessitates more than one leader such as on a hiking trip where different levels of hikes must be offered. For example, on a 3 day hiking trip, \$300 per day (\$100x3) may be included in the budget if additional leadership is required. The Executive Director can advise on the use of this compensation.
- The club's “administrative machine” will be assisting you – promoting the trip through Constant Contact updates and the Newsletter, enabling trip registration, assisting with funding and liaising with the travel agent, as applicable.

KEY FACTS

- Extended trips (more than a weekend and out of province) require Executive approval – you will be asked to present your proposed trip to the board at one of their regularly scheduled meetings
- Given that these trips involve multiple parties (members, travel agents, sport director, Executive) – you need to start 12-18 months in advance to plan and confirm
- Contact the Executive Director and/or the relevant sport director early in your planning stage to help ensure the success of a trip
- The first year leaders can/will receive mentorship from a member of the executive or an experienced HOC trip leader
- Trips to destinations more than 2,000 KM's from Burlington must be organized through a registered travel agent (this is a legal requirement)
- Trips must focus on at least one of HOC's sports
- THE SAFETY AND SECURITY OF THE MEMBERS IS ALWAYS THE OVERRIDING CONCERN

ROLES AND RESPONSIBILITIES

Sport	Day Trip Responsibilities	
	Leader	Assistant Leader
Cycle (Road or Trail)	<ul style="list-style-type: none"> • Contact sport director to confirm destination • Liaise with Executive Director/sport director with respect to weather conditions (beginning 2 nights before) • Obtain participant list from Executive Director • Confirm attendance at meeting location • If there are non-registered participants ensure add them to the list and have them sign a waiver • Conduct an information briefing and have all participants introduce themselves to the group • Be responsive to questions/concerns from members during the day • Notify sport director/Executive Director of trip conclusion 	<ul style="list-style-type: none"> • Confirm all information with the leader • Act as sweep – always stay at back • Communicate with leader (via cell phone) if stops required • Be responsive to questions/concerns from members during the day
Ski/Snowshoe	<ul style="list-style-type: none"> • Contact Executive Director to confirm trip is on • Confirm attendance on bus • After Oakville members have boarded, welcome members etc. using the prepared script • Collect trail fees from the members • Before arrival, determine which members would like to ski with a group • Obtain ski passes and distribute • Observe lunch time activities – look for members who might be alone and ask if they want company etc. • Be responsive to questions/concerns from members during the day • Confirm attendees before departure • Provide any cash (e.g. tag sales) and summary sheets to Executive Director within a week 	<ul style="list-style-type: none"> • Assist with collecting trail fees • Assist with distribution of ski passes • Observe lunch time activities – look for members who might be alone and ask if they want company etc. • Be responsive to questions/concerns from members during the day
Hike	<ul style="list-style-type: none"> • Contact Executive Director to confirm trip is on • Liaise with Executive Director /sport director with respect to weather conditions (beginning 2 nights before) • Obtain participant list from Executive Director • Confirm attendance at meeting location • Confirm attendance on bus (if applicable) • Conduct an information briefing and have all participants introduce themselves to the 	<ul style="list-style-type: none"> • Confirm all information with the leader • Act as sweep – always stay at back • Communicate with leader (via cell phone) if stops required • Be responsive to questions/concerns from members during the day

	<p>group</p> <ul style="list-style-type: none"> • Be responsive to questions/concerns from members during the day • Notify sport director/Executive Director of trip conclusion 	
Kayak	<ul style="list-style-type: none"> • Contact Executive Director to confirm trip is on • Liaise with the sport director with respect to weather conditions (beginning 2 nights before) • Obtain participant list from Executive Director • Confirm attendance at meeting location • Conduct safety briefing • Be responsive to questions/concerns from members during the day • Notify sport director/Executive Director of trip conclusion 	<ul style="list-style-type: none"> • Confirm all information with the leader • Act as sweep – always stay at back • Communicate with leader (via cell phone) if stops required • Be responsive to questions/concerns from members during the day

Extended Trip Responsibilities (All Sports)		
	Leader	Assistant Leader
Planning and Approval	<ul style="list-style-type: none"> • Research destination, preliminary pricing, possible timing etc. and assess whether it would be a suitable destination for HOC • Contact the sport director and the Executive Director to enlist their support and advice • If the trip destination will be more than 2,000 KMs, contact a travel agent (Executive Director can advise) • Develop a detailed trip proposal using HOC template and present to Executive at a regularly scheduled meeting • Once approved, work with Executive Director to post the trip, promote the trip, and begin registration process 	<ul style="list-style-type: none"> • Assist the leader at their direction
Pre-trip	<ul style="list-style-type: none"> • Answer questions from members regarding the trip • Liaise with the travel agent to confirm details • Send out information to all members regarding the trip; confirming rooming arrangements; transportation logistics etc. • Hold a meeting before the trip to answer questions and offer the opportunity for members to meet their fellow participants • Liaise with Executive Director as necessary 	<ul style="list-style-type: none"> • Assist the leader at their direction
During the trip	<ul style="list-style-type: none"> • Before departing, confirm meeting location and transportation logistics • Confirm participants have arrived safely 	<ul style="list-style-type: none"> • Assist the leader at their direction • Be available to members for all matters, ensuring

	<ul style="list-style-type: none"> • Hold a briefing with all participants as soon as practical on the first day • Oversee logistics during the trip (e.g. hotel check in, meal attendance and transportation, sport attendance and transportation) • Observe weather conditions particular to the sport – modify itinerary when necessary • Communicate frequently with all participants – as a group and individually • Count participants on each bus/excursion before any departure • Be available to members for all matters, ensuring confidentiality as appropriate 	<p>confidentiality as appropriate</p>
<p>Post trip</p>	<ul style="list-style-type: none"> • Provide a summary report to the Executive Director • Complete a financial reconciliation and submit it to the Executive Director 	<ul style="list-style-type: none"> • Assist the leader at their direction