

## **Trip Leader Overview**

### Why Become a Trip Leader

Being a trip leader allows you the ability to lead official trips in the club and to check out gear reserved for trip leaders while having the flexibility of no requirements to lead trips and events or attend meetings. It is also a necessary stepping stone before you can apply to be a sport consultant. Additionally you can get a heavily discounted first aid certification.

### Approval Procedure

1. Initial Application
  - 1.1. Express interest to Head Sports Consultant for each sport you will apply as well as discuss your qualifications and get any questions you have about the role answered.
  - 1.2. Go on at least one trip for your sport(s) with a consultant for that sport and make sure they are aware of your interest so they can help teach you how leading a trip in the club works along the way and can inform the Head Consultant of your participation.
  - 1.3. Submit an application through the website and select all sports you are interested and qualified to be a trip leader for and you will become a Trip Leader Applicant.
2. Application Review
  - 2.1. Every couple weeks the recent trip leader applications will be reviewed by the President and Vice President and Head Consultants will be contacted to confirm that each applicant has completed the Initial Application steps.
  - 2.2. Trip Leader Applicants will be announced to the Admin Board via an online poll and Head Consultants will have the chance to describe the qualifications of each applicant within their sport and how they did on the trips they have been on.
  - 2.3. The poll will be open for 24 hours. Once 24 hours are up, if you have a majority of the vote (more votes for approval than rejection) then you will be accepted as a Trip Leader Candidate and promptly notified.
3. Training
  - 3.1. If you do not have the basic required certification (First Aid and CPR) you will need to sign up for a class. You can either take the class yourself or the club will reimburse you for \$20 of the class only if you take the corec class once you have already been approved by the Admin Board. Check with the treasurer beforehand to make sure you will get your reimbursement. Use the code "FullCPR" for the discount so you can be reimbursed. Once complete, submit it to the website following Step 3.2.
  - 3.2. If you have any FA certifications (FA, CPR, WFA, WFR, etc.) then please submit them to the Outing Club website via the "Upload your forms" tab.

- 3.3. You will need to attend the next available trip leader training session. This will go over important things such as filling out the paperwork to lead trips, organizing rosters, communicating with your group, as well as basic trip safety. You must complete this to the satisfaction of the leadership running the training. Note that this can happen before you take your first aid class, but that first aid and trip leader training must both be passed before you can get final approval.
4. Final Approval
  - 4.1. Once you have completed all these steps, let the President or Vice President know so they can log you as an official Trip Leader. You are now all set to lead trips!

Notes on procedure:

1. Current trip leaders do not need to reapply for this role each year.
2. If you are a current trip leader and want to add another sport, you must complete all steps except Step 3 which can be skipped once it has already been completed once. This is also true of former consultants.
3. You should keep your certifications current so if they expire you will need to redo Steps 3.1-3.2.
4. If you are rejected for any reason during the process you are eligible to reapply the following semester and follow all 4 steps again.
5. It is possible to be approved for only some sports you apply for so keep an eye out to make sure you know which sports you are approved for.

Once you are a Trip Leader

- You will be invited to 1 or 2 club leadership meetings each month at the discretion of your Head Consultant. Note that this is not a club leadership position, but you are still invited to attend the meetings on a basis determined by the leadership of your sport. You are not required to attend these meetings however they are strongly recommended if you wish to lead trips.
- You will receive permissions on the Outing Club Boilerlink to submit APFs and trip rosters.
- Parts of the Outing Club Google Drive will be shared with you as necessary.
- Your Head Consultant should reach out to you to catch you up on the coming plans for the sport and to see where you are at with leading trips.
- You may sign up to lead or assist in the leading of trips planned by the consultants of your sport which will already have most of the paperwork taken care of. This is the easiest way to lead a trip and will likely be how the first few trips you lead go so you can learn the ropes.
- You may also organize your own trips and complete the paperwork yourself, however you must check with your Head Consultant before planning any trips to get their approval and make sure it does not conflict with any other trips.

- To be eligible to apply to be a regular consultant or Head Consultant you must already be a Trip Leader who has led at least one successful trip, but of course the more trips you lead the more likely you are to be appointed.

### Removal

This is not expected to be necessary, but if necessary you may be removed or temporarily suspended from your role as a Trip Leader by a blind majority vote of the Admin Board taken in person at an Admin meeting. Any member of the Admin Board can bring forth a proposal to remove you if you run trips in an excessively dangerous manner, cause excessive damage to gear, harass or bully club members, discriminate against club members, or violate club policy in other ways. If you are up for removal you will be notified and invited to attend part of the meeting to answer questions and make a case if you wish, before you will leave the room for a discussion followed by a blind vote conducted by the President and Vice President. You will be immediately notified of the results. Note that this is not a removal from the club, simply a removal from the Trip Leader role. If you are removed, you are eligible to reapply in the next semester by following all 4 steps again.