

## **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 Sports Officer. Additionally, you can get a heavily discounted first aid certification.

### Approval Procedure

1. Initial Interest
  - 1.1. Express interest to the Head Sports Officer for each sport you will apply for, making sure to 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 trip leader 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 Officer of your participation.
2. Training and Certification
  - 2.1. If you do not have the basic required certification (First Aid and CPR) you will need to sign up for a class. CPR courses are offered through RecWell at the Corec multiple times throughout the year. CPR is the minimum requirement for the club; however, first aid is greatly recommended, so do your best to try and find a FA cert along with the RecWell CPR cert. Once complete, submit it to the website via the "Trip Leaders" page. After you lead your first trip, reach out to the treasury for information on reimbursement.
  - 2.2. You will need to complete the trip leader training on Google Classroom (linked on our website). 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 will need to get a score of 100% on all the quizzes to pass. 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.
  - 2.3. Finally, you will need to shadow a trip with a current trip leader. You will need to be involved in all stages of the trip, including initial planning, APF creation, advertisement, roster selection, and managing a safe and fun environment on the trip for all participants. Once the trip is complete, your trip leader will fill out an evaluation form to determine how well you did, which will be submitted to the Head Sports Officer and Secretary of Sports for review.
3. Final Approval
  - 3.1. Once you complete all these steps, the Secretary of Sports and Head Sports Officer will review your shadow trip evaluation form and approve you to become

a trip leader. They will send your information to the Data Analyst to be added to all of the proper databases and receive Boilerlink permissions.

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 officers.
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 Officer. 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 Officer 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 Officers 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 Officer 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 Sports Officer or Head Sports Officer 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.