

Contents

Trip Leader Progression and Training.....2

- Progression Breakdown
- Leadership and Skill Expectations
- Roles and Responsibilities
- Trip Leader Trainings
- Trip Leader Activity Specialization
- Outdoor Program Service Project

Leading Outdoor Program Trips.....7

- Trip Life Cycle
- Trip Pricing
- Trip Participant Numbers

More Trips Specifics.....12

- Pre-Trip Considerations
- Pre-Trip Meeting
- Trip Procedures

Trip Leader Progression and Training

To become an OP trip leader, you need to complete all the necessary trips, demonstrate the necessary leadership and skills, complete all necessary trip leader training, as well as the specialization trainings related to the activity areas you choose.

Progression Breakdown

1. Go out on 3 or more Outdoor Program Trips
2. Meet the leadership and skill expectations
3. Fill out an application
4. Meet with OP professional staff to discuss requirements, engage in an initial interview, and develop your Trip Leader Timeline.
5. Pick 2 adventure activity areas of focus
6. Commit to and attend Fall and Spring training
7. Attain a Wilderness First Responder Certification
8. Become a C of I Certified Driver
9. Start the trip attendance progression
10. Start volunteering and joining trip planning teams
11. Create and implement an OP service project
12. Demonstrate competence as a trip leader
13. Lead trips

Leadership and Skill Expectations

- Demonstrates passion for the outdoors and outdoor activities & education
- Brings excitement to teach others and share passions
- Brings an open mind & maintains a growth mindset

- Demonstrates risk awareness & conservative judgement
- Demonstrates patience, thoughtfulness, & compassion
- Demonstrates a solid work ethic, attention to detail & organization
- Maintain big picture goals & ideas
- Demonstrates responsibility & service to others
- Models diversity, equity, and inclusion
- Brings a willingness to learn new things

Roles and Responsibilities

TL : Trip Leader

AL : Assistant Leader

SC : Student Coordinator

WFR : Wilderness First Responder

SWRT : Swift Water Rescue Technician

PTM : Pre-Trip meeting

PTR : Post-Trip Report

RMP : Trip Risk Management Plan

Trip Leader Trainings

Reflects all available trainings

*Note not all trainings are available each year *

1. Policy and Procedure Training
2. Trip Planning and Logistics Training

3. Leadership Training
4. Risk Management Training
5. Group Management Training
 - Site management, Expeditionary, Behavioral
6. Wilderness First Responder Training
7. C of I Driver Training and Approval
8. Activity Specific training
 - Backpacking/camping skills
 - Swiftwater Rescue
 - Water Sports
 - Rafting
 - SUPs
 - Kayaking
 - Climbing (CWI, SPI)
 - Snow sports (AIARE I)

Trip Leader Activity Specialization

There will be 5 areas of specialization and each trip leader can pick two to focus on.

1. Backpacking & Camping
 - To become a backpacking instructor, you need to attend the backpacking training course, volunteer on 3 overnight backpacking trips, and have passed the practical exam.
2. Rock Climbing
 - To become a rock climbing instructor, you need to attend the rock climbing training course, have volunteered on 3 rock climbing trips, and have passed the practical exam.

- To instruct without a professional staff member present you will need to become certified as an AMGA Single Pitch Instructor.
- 3. Water sports (Rafting, Kayaking, SUPs)
 - To become a water sports instructor, you need to attend the specific water sports training course (Rafting, Kayaking, SUPs), have volunteered on 3 trips of the specific water sport, and have passed the practical exam for that specific activity.
 - Once you feel proficient at water skills, you will need to become a certified Swift Water Rescue Technician
- 4. Snow sports (Snowshoeing, Skiing)
 - To become a snowshoeing or skiing instructor you need to attend the snowshoeing or skiing training course, volunteer on 3 snowshoeing or skiing trips, and have passed the practical exam for that specific activity.
- 5. Biking (Mountain Biking, Casual Biking)
 - To become a biking instructor, you need to attend the biking training course, volunteer on 3 biking trips, and have passed the practical exam for that specific activity.

Outdoor Program Service Project

Every trip leader will choose an OP service project that they will complete during their time as a trip leader. The scale of the project can vary, but it should be something that will leave a lasting impact on the OP and something that you are passionate about.

Every leader will work with Professional Staff to design and implement their project over their time at the OP.

Here are some examples of possible projects:

- Offer trips to other on campus groups (i.e. affinity trips)
- Work to fundraise for a new climbing wall
- Design and implement a long-term plan for bike repair at the OP
- Redesign OP activities to be more accessible and accommodating for folks with physical limitations

Leading Outdoor Program Trips

Here at the OP, we are always looking to take C of I students on new and exciting adventures! Once you have become a trip leader, part of your role includes developing future trip ideas for the program! Especially those that you would be interested in leading, be it climbing, rafting, backpacking or something entirely new! Here is the process of getting your trip on the OP Trip Calander and then what it will take to lead it!

Trip Life Cycle

6 Months Prior to Trip:

1. Create a trip proposal
2. OP Staff reviews idea and feasibility
3. Pick the dates
4. Build it into the trip schedule and assign it to a trip leader
5. Decide on the trip's pricing
6. Get a permit if needed
7. Assign supporting leaders to the trip
8. Reserve transportation vehicles

1 Month Prior to Trip:

1. Pick a date for the Pre-Trip Meeting
2. Schedule a Trip Leader Kick-Off Meeting
3. Trip Kick-Off Meeting
 - Fill out Trip Planning Goals
 - Fill out Trip Timeline and Check List
 - Create a Trip Binder

- Poster for front of binder
- Itinerary
- Waivers
- Menu
- Driving directions
- Emergency info
- Risk Management
- Activity protocols
- Group gear list
- Personal Gear list
- Gear checkout sheets
- Weather
- Create an itinerary
- Create a budget
- Request a cash advance from OP Staff
- Create a trip poster with Canva
- Check the weather
- Create a personal gear list
- Create an email to send out about the trip
 - Send the email from the OP account
- Create a trip sign-up sheet
- Plan the Pre-trip meeting

2 Weeks Prior to Trip :

1. Open Sign-ups
 - Gather payment and waivers from all the people signing up for the trip
2. Send email to trip participants with pre-trip meeting date, gear list, any details about the trip
3. Review the medical forms and address any concerns with fellow trip leaders and staff (reach out to students as necessary)

- Address any special accommodation requests or protocols that may be needed
- 4. Pickup the cash advance
- 5. Create a group gear list
 - Pull the group gear
- 6. Plan the menu for the trip, then create and print a shopping list with the Paprika App
 - Reserve vehicle for buying food
 - Go Shopping
- 7. Send pre-trip reminder email out to participants
 - Trip leaders should pull their own gear to bring to the meeting

Fews Days Prior to Trip :

- 4. Hold the Pre-trip Meeting
 - Start with a name and ice breaker activity
 - Trip activity briefing & disclaimers
 - Discuss weather considerations
 - Review waivers & medical concerns
 - Check out gear
 - Go over OP trip rules & guidelines,
 - Answer any questions
 - Make sure everyone has what they need
 - Make sure they know when and where we are meeting

Morning of Trip Departure :

- 1. Double check the group gear
- 2. Double check the vehicle reservation
- 3. Pack the food and gear into vehicle friendly containers
- 4. Pull the medical kit and spot device (if necessary)
- 5. Lay out the breakfast and lunch food
- 6. Go over the golden hour checklist

7. Load the vehicle
8. Circle up with the participants and check personal gear before we drive away
 - Water
 - Sunscreen
 - Layers
 - sleeping bag
 - Meds
 - Toiletries
 - Etc.
9. Fill out the Pre-Trip Details Report and email it to Poe and Gabby

Have FUN on your Trip!!!

Upon Return from Trip :

1. Fill out any near-miss forms that may be necessary
2. De-issue the gear from participants
3. Clean all of the gear used and put it away
4. Give out the left over food
5. Give out and collect the Trip Evaluation Surveys
6. End the trip with a closing circle
 - rose, thorn, appreciation, apology, etc.
7. The team needs to make sure the OP is not a wreck and that things are put away before they depart

Trip Follow-up :

8. Schedule a Post-Trip Debrief meeting
9. Meet with leaders and OP staff to review the feedback and fill out a Post-Trip Report

10. Fill out any incident or near-miss paperwork that may be necessary
11. Pull the trip waivers and give to them to the OP staff to file
12. Reconcile the receipts and turn the cash back into the business office
13. File the trip binder contents into Big Ol' Binder

YAHOO!! You have done it. Nice work out there!

Trip Pricing

Day trip | \$15-30

Overnight trip | \$30

2-day trip | \$55

3-day trip | \$80

4-day trip | \$110

5-day trip | \$140

Special and Break trips | \$160

Trip Participant Numbers

- Climbing: 9-10 students, 2 leaders, and 1 OP Staff in a 15-passenger van
- Backpacking: 9-10 students and 2 leaders in a 15-passenger van
- Biking: 9-10 students and 2 leaders in a 15-passenger van
- Snow Sports: 9-10 students and 2 leaders in a 15-passenger van
- Water Sports: 9-10 students and 2 leaders in a 15-passenger van

More Trip Specifics

Here's a deeper dive into the questions & processes you will want to consider and address when leading a trip!

Pre-Trip Considerations

Questions to ask :

- Where are you going?
- Are there enough maps available?
- Where will you camp?
 - Do you need reservations, permits?
 - What will the space cost?
- Will there be a shuttle?
 - Who will do it?
 - What vehicle?
 - How will it be done?
- What are the nearest points to get help?
 - Plan escape routes
- Who do you need to call for medical help or assistance?
- Has any new information about the location of the trip been added to our files?
- What kind of menu is appropriate?
- What is the trip budget?
 - Calculate trip participant cost
- What vehicles should be taken on the trip?
 - Reserve through Campus Safety
- What are the safety guidelines for the particular activity of the trip?

Required Paperwork :

- Complete *Trip Plan Report* (see Appendix) with the following information:
 - A detailed route and itinerary with contingencies and evacuation.
 - Emergency support numbers.
 - Contact numbers for CI Campus Safety Office (459-5151).
- Make 2 copies of *Trip Plan Report* : one for the Trip leaders and one for OP records
- Submit *Trip Plan Report* and *Travel Authorization Form* and a *Risk Management Form* to CIOP director at least 10 days prior to the trip's departure.
 - If necessary, update the trip participant list and submit it to the CIOP director by Wednesday prior to the trip.
- Make sure all the participant paperwork is complete and all the participants have proof of health insurance.
- Screen the *Health Information Form* (see Appendix):
 - If anyone has indicated yes to any ailments, they should be discussed with the individual. Call the participant if you cannot talk in person.
 - Contact CIOP's Consulting Physician and review all the medicals with him. Be sure to discuss any conditions that are recent and/or significant, or about which you have any concern, confusion, or questions.
 - Any individual who indicates that he/she has 3 or more cardiac risk factors needs to be reviewed by a medical professional. If our Consulting Physician is not available, then another health professional should be contacted. For students, you can send them to CI Student Health Center for a health provider to review their situation.

- If you have concerns about a non-student's medical, you can ask them to bring written approval for their participation from a health professional.
- The CIOP Consulting Physician, CIOP staff or a health professional can be asked to review anything that is of concern.
- Check to see if people are currently under any treatment or taking medication. If you are not familiar with the medication, find out if it indicates a serious problem or might have side effects, such as drowsiness. Our Consulting Physician can provide this information.
- Recommend to anyone who has not had a tetanus shot in the last five years to have one before the trip.
- Consult with the participant regarding any dietary concerns they may have.
- It is the responsibility of the CIOP staff to carry:
 - Copy of *Health Information Form* and insurance information
 - Copy of *Trip Plan Report* with itinerary and emergency support numbers.

Funding:

- Make a *Budget Form* before filling out a *Travel Advance Request*.
- Check out the travel advance money from OP Director as needed for the trip.
 - Anticipate camping fees, permits, meals and any other travel-related expenditures.
- Secure a petty cash advance for any expenditures of a supply nature as anticipated while off campus.

- **For every purchase, be sure to get a receipt with legible writing that indicates the vendor, date, amount, and items purchased. A printed receipt is preferred.**
- Turn in all receipts and money within 48 hours following the trip. Must be signed by OP Director.
- Do not leave any money in the van.

Co-Leader Meeting :

- Schedule a meeting with the co-leader to discuss pre-trip duties.
- Meet with co-leader to discuss how the trip will go, who oversees what, get to know the team, and how to give and receive feedback.
- Discuss how you will plan each day and how you would like to debrief at the end of the day.

Pre-Trip Meeting

Beforehand:

- Meet with the fellow staff to determine who will facilitate the various components of the meeting.
- Plan some interactive activities so participants are not just sitting absorbing information the whole time.
- Look over the *Trip Participant List* (see Appendix). Become acquainted with names and greet each participant when they arrive at the meeting.
- Have a slide show or other appropriate films set up and ready to show if you are planning to use visuals.
 - Audio-visuals are effective only if the projector or other equipment runs properly. Try out equipment before the meeting

- Set up an equipment or clothing demonstration beforehand if appropriate.
- Have maps and guides of the trip area available for the participants to look over.
- Have all appropriate logistical details worked out before the pre-trip meeting unless you are involving participants in the planning.

During :

- Show the films or slides the team prepared (not required)
 - This can be done at the beginning, while waiting for late arrivals.
- Begin meeting with introductions and expectations.
 - It will benefit you, as an instructor, to know participants' expectations.
 - A simple non-threatening game can help set a positive tone.
 - It is important to have an interactive activity, so participants feel more involved.
- Talk about the nature, itinerary, and location of the trip.
- Set up the departure time and location.
- Discuss the food menu and determine if there are any participants with special diets or dietary restrictions.
 - Inform participants to bring money for meals while traveling in the van, if applicable.
- Explain the alcohol and drug policies.
- Explain the participants' responsibility for equipment.
 - The cost of lost or damaged items will be charged either to the individual responsible or divided among the group, as is most appropriate.
- Review *CIOP Waiver* and *Health Information Form* (see Appendix) with participants.

- These forms should allow for a dialogue regarding risks and safety procedures, as well as document any people with health problems, allergies, or medications.
- Do not back off from issues and questions that your participants may raise at this time.
- Give participants CI Outdoor Center number (459-5216) in case someone must cancel or needs last minute information.

Trip Procedures

Departure Logistics:

- Meet participants at the CI Outdoor Program Center.
 - The team should arrive before the participants are scheduled to arrive to get organized.
- Check to make sure all requested group equipment has been received.
- Typical group items to double check for are:
 - Food from the refrigerator
 - Toilet paper
 - First aid kit (which should be kept inside the van, so it is accessible during the drive)
- Load the van & trailer.
 - If using a trailer, check all tie downs to make sure the boats or bikes are secure.
 - 60% of weight should be toward the front of the trailer, and 40% should be in the back of the trailer.
 - Check the trailer connection, safety chains, lights, and hubs.
- Review the itinerary for the drive and arrival site with the participants.
- Inform the participants that state law requires individuals to wear seatbelts in the van.

- Activate the SPOT prior to departure.

Trip Site Logistics:

- Cover the immediate itinerary again - as appropriate.
- Explain the system for unloading the van & trailer.
 - Remind students that valuables left in the van may not be safe.
- Go over the operating rules & regulations
 - Cover all the safety issues specific to the trip site
 - Emphasis group travel protocols
 - Inform participants that risk management is a major goal on our trips, and that we all share responsibility for managing risk appropriately.
 - Set a climate that encourages individuals to share concerns openly, ask for what they need, and so they will not be overly stoic.
 - Encourage participants to share any concerns, aches, pains, or problems with the staff.
- At the appropriate time, review the following with participants:
 - Camp site selection :
 - Find flat ground
 - Use a ground cover that can handle the impact
 - Find a sufficient space for all the tents
 - Ideally near a water source
 - Out of sight (if possible) of trail
 - Free of widow makers (dead trees that can fall on your camp)
 - Tent pitching :
 - Use a ground tarp

- Put empty pole and stake bags together in tent bag and place that bag in tent so they do not get lost
- Sleeping :
 - Use flannel liners
 - Use insulating pads
 - Demonstrate how to stay warm in sleeping bags
- Water treatment
 - Demonstrate how to filter water
- LNT Practices :
 - Bodily Functions and Sanitation :
 - Urination and Defecation
 - Demonstrate the proper way to dig a poo-hole away from water
 - Demonstrate how to handle toilet paper
 - Bathing and Sanitation :
 - No soap in the water
 - Demonstrate how to handle toothpaste
 - Food Utensils and Cleaning :
 - No soap in the water source
 - Demonstrate how to strain food waste
- Meals :
 - Determine who is responsible for each meal prep
 - At evening or morning meal, meet with the group to discuss the options for the coming day.
- Assess the physical and psychological state of the group and adjust your plans as appropriate. Staff should have regular check-ins with each individual on the trip.
- Debrief the weekend as appropriate. This usually works best on the night before arrival back to campus as to how the day

went and hopes for the next day, or at the end site before getting in the van for the return trip.

- The purpose of this discussion is to allow participants time to express and clarify learning and feelings and to put closure on the experience. Sometimes the discussion on the last night of the trip suffices.
- Load van/trailer for return trip using the same safety checks as before.

Returning Logistics:

- Check-in any rented gear
 - Explain the system for checking in gear - all gear must be accounted for before participants go home.
 - Check returned equipment against the *Group Equipment List* made prior to trip departure.
 - In case of any missing or damaged equipment, assign damage & replacement charge to the responsible individual, or split charge among the group, as appropriate.
 - Leave a note for the Director for anyone who does not have the money. Note should include name, amount owed, and student ID # number.
- Have participants clean and sweep out van, remove all the equipment, hang up any wet gear, set-up tents, wash any dirty dishes and utensils in the dishwasher, rinse out the coolers and pickle buckets, and put all other gear that needs to be washed in the CIOP gear storage area.
- Any equipment needing repair should be tagged with what is wrong and placed where OP staff will see it and fix it.
- If there is food leftover from the trip, lottery the leftovers off to trip participants.
 - Dispose of any remaining perishable food.

- Note any items used from first aid kit and turn into the CIOP for review of first aid supplies.
- After participants leave, straighten out the equipment room as appropriate.

Post-Trip :

- Evaluations :
 - Review the student evaluations and make note of any quotes that capture the essence of the trip or that would be good for marketing/public relations.
 - Evaluations should be turned into the CIOP Director following the trip.
- Money :
 - Turn in all receipts and remaining money with the *Trip Accounting Form* to the CIOP Director within 48 hours of return from the trip.
- Debrief :
 - Meet with the co-leaders to debrief the trip.
 - Provide feedback to student leaders in training and student leader staff.
 - Meet with trip leaders and OP Director the week following the trip.
- Paperwork :
 - File the participant waivers and medical forms in the participant file drawer.
 - Complete the *Post Trip Report* (see Appendix) summarizing the trip. Inform the director of any significant injuries, illnesses or mishaps that occurred on the trip.
 - **Give all student leaders and leaders in training an opportunity to contribute to the Post Trip Report form.**

- If needed, complete a *Field Near Miss Form* and turn in any completed patient assessment forms. File the *Post Trip Report* in the Trip Report Folder with the corresponding *Trip Report*.
 - A *Field Near Miss Form* should be completed if there was potential for a significant injury; outside help was needed; the incident changed the course of the trip (length of trip, routes traveled, etc.).
 - Anytime this form is completed, the instructor needs to inform the Director the first workday after the trip.
- Attach the participant evaluations and any incident reports and turn them in to CIOP director.
- Library Returns :
 - Return books to bookshelves in the OP Office.
- File Maps in appropriate place.

Trip Injury Follow Ups :

- The CIOP Director should make follow-up phone calls to individuals involved in any significant injuries or incidents.
- If it seems appropriate, staff from the trip should also maintain an ongoing dialogue with any participants who may need continuing support following a trip.