

Minutes of CSMC Trip Organizers Meeting – 29 May 2019

Notes/minutes from May 2019 organizer's meeting, taken by Lisa Lee-Johnson

If you have any questions about this meeting please feel welcome to ask Lisa or Michael or anyone on CSMC exec.

1. Intro & welcome

We have really great team of trips leaders at CSMC, and it was awesome to have so many of you come to this meeting. Thanks for contributing to make CSMC so successful.

2. Update on club management

- 2019 CSMC Exec is Michael (prez), Rob M, Rob H, Alex J & Sylvie
- Lisa and Oscar are organizer managers. We're here to support you. Please contact us if you have questions or needs related to leading club trips.

2. Safety

- CSMC should set the standard for safety. Our trips should be at least a bit safer than the norms for the sport. If your planned objective is too risky consider running it as a private trip.
- Participants must bring the gear that you listed as "required" on your trip posting, and use this where needed during the trip (eg putting a helmet on where rockfall risk may occur). This will protect you and the club from liability in the event of an accident. Organizers please check the gear **at meeting place** (not after arrival at trailhead). For your and the club's protection you will have to turn away anyone who hasn't brought the listed gear (eg helmet).
- Start all club trips by gathering the team for a brief intro and safety talk. Establish who has rescue device, first aid kit, any safety concerns. Discuss not going ahead, not dropping rocks on others, etc. This helps increase safety culture in the club by getting folks thinking about safety at the outset.
- CSMC's insurance does not cover US trips. If you want to organize a trip to USA please run it as a private (non club) trip.
- CSMC has an incident reporting process. If you have an accident or close call on a club trip please let CSMC exec know asap. Organizers are encouraged to be open and won't be penalized for reporting incidents (minor or major); this is important for continuous improvement in our club's safety practises.

3. Wilderness first aid

- Send Michael a note if you are interested in completing this. CSMC may subsidize part of the cost for ACTIVE organizers. Level of subsidy will be decided on case by case basis depending on extent of contribution to the club. The course is 40 hours (typically Fri night + Sat/Sunday). We'll likely run this during the shoulder season (Oct/Nov).

4. Beginner Trips

We specifically need organizers to post "genuine beginner trips". All organizers please consider posting one beginner trip. These are defined as:

- Slow pace.
- Less than 500m vertical.
- Typical examples of these are the trips in "Ridgewalks" guidebook by Mike Potter.

We also need next-level "intro to scramble" type trips, (easy scrambles, pace not too fast, provide encouragement and support to new folks, and most importantly monitor safety carefully and watch for rockfall risk, slips and sprains, etc). Screen newcomers to scrambling carefully and unless they're very fit and have some entry level hiking experience we encourage a new participant to start with the beginner trips as described above.

5. Trip Posting Process

- Keep participants on waitlist until they meet the criteria (waiver, membership, appropriate skills, etc)
- Explain this in trip text.
- Check participants have current paid up membership.
- Folks wanting to join CSMC tell them to go to mycsmc.ca (link on Meetup) for instructions. Ask them to send you screen shot or email of receipt if their meetup profile isn't updated yet. We need to enforce this to protect you as organizer and the club in a liability situation (discussed further below).
- If leading winter trips into avalanche terrain, all folks must have A1
- More details provided at bottom of these minutes about the CSMC trip posting process

6. Handling payments to CSMC

- NO CASH! All payments to CSMC must be by paypal or email money transfer
- When sending money to CSMC, please ask folks to include: full name, meetup profile name, what the payment is for (membership, hut fees for Bow Hut June 14 trip, etc)
- For big/complicated trips (like Bugaboos) all payments will typically be through CSMC. For smaller trips it's optional for you (the organizer) to keep payments private if that's simpler for you.
- Either way it's up to the organizer to tell folks where the payment should go, and to chase payments from participants.

7. Trip & participant selection/organizer training

Rob Herbst is introducing an organizer training initiative to help us focus on:

1. Is this the right trip?
2. Am I the right leader for this trip?
3. Are these the right participants?
4. Is this the right group?

This will be an interesting, fun and interactive evening workshop. We will break up into small groups to discuss trip planning and solutions to address your own experiences & priorities around keeping your trips safe and enjoyable. Stay tuned for the workshop which will be sometime in next few months.

8. New organizers & re-instating former organizers

- We are excited about all the folks who've contacted us interested in becoming an organizer with CSMC! Lisa and Oscar are available to support new organizers and walk you through the steps required to join our team. If you're interested please get in touch with one of us.
- We require new organizers to first become active with the club. Please go on some club trips particularly in the discipline you are interested in organizing (scramble, rock climbing, mountaineering, skiing, etc).
- We may make an exception to the above requirement in some cases if someone has been an active organizer with CSMC in the past and wants to rejoin.
- If you're not active in organizing trips for some time you might find yourself bumped off the list. This is to keep our organizer listing active and ensure any perks and benefits offered are available to active organizers only. However you are welcome to rejoin if you plan to post trips; please speak to Lisa or Oscar or Michael if you want to be reinstated.

9. Questions raised at the meeting:

Q- If the objective is switched, do folks need to sign a new waiver?

A – Ideally you'd get a new waiver. Legal position is "what would a reasonable person do?" If it's the day of the trip, especially at the trailhead, you don't need a new waiver. Also it's good idea to add to trip posting text that the objective might change.

Q- If the date is switched, or if two identical events are posted, can folks use the same waiver?

A- It's OK to use a single waiver for a multiday trip, or for a sequential series of events run over different dates, or if folks sign up for event 1 then move to event 2 of 2 identical events (eg a training course).
If the date is moved but objective is the same then a new waiver isn't required.
Again, good idea to write something in the trip posting details that the date or objective may move depending on weather, etc – by writing this in the text then the waiver will protect you and the club better if things change.

Q- Liability was discussed

- Tom described some details of our club's legal setup to protect you as organizers and the club in the event of an accident.
- You need all participants (including club execs and other organizers) to be a current paid up member of the club to protect you and the club. Ie the legal protection may not apply if someone's membership has lapsed.
- Also as described in "Safety" section above, we need folks to bring and use the safety gear listed on your trip posting - to protect you and club legally in the event of an accident.
Generally CSMC has very good legal protection for the organizers and the club in comparison with many other clubs and organizations in the outdoor sports scene.

10. We drank beer and planned new adventures!

More Details about CSMC's Trip Posting Process

Keep participants on waitlist until they meet the criteria (waiver, membership, waiver, appropriate skills, etc)

Checking Membership and A1

Check participants have current paid up membership, and if it's a winter trip into avalanche terrain check they have their A1. Click on their name, and you can see membership status here:

<https://www.meetup.com/Canadian-Scrambling-and-Mountaineering-Company/members/42673482/profile/>



Canadian Scrambling & Mountaineering

Calgary, AB
4,226 members - Private group
Organized by Michael S. and 36 others

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Kiwi Lisa

Event organizer Jan 19 to Jan 20 - AA1

View full profile

Membership to Jan 2020
And A1

Managing Waivers:

- All outdoor trips must have a waiver. (Not required for pub nights & indoor classroom-based training events.)
- Meetup is not set up for automatic waivers so we have a separate waiver system (Gerry very kindly set this up for us)
- Each organizer has an individual "waiver widget" link, using Adobe Echosign. Once becoming an organizer you will receive an email with your personal waiver widget link. We require all trip organizers to paste their personal waiver link into their standard trip preamble. When a member selects it they are directed to the waiver, which they complete as usual. After the trip leader also signs it a copy is sent to the trip leader, the member, and to our CSMC gmail account.
- Please do not keep personal copies of the waivers past the time of the scheduled trip.
- We recommend that every non-social trip be set to one participant to avoid the flooding of the trip with people that are not paid members. As each trip participant signs and completes the waiver process then they can be added to the trip.
- We recommend adding a comment to this effect in your trip posting (more on this below).

Trip Posting Text:

In the past we've had a "standard preamble" (several paragraphs of text) that we paste onto all CSMC trips. We are discussing this (please feel free to feedback any thoughts). In the meantime, for new organizers we suggest copy-paste the CSMC blurb from one of the recent trip postings from the long-time organizers in the club. Or talk to me (Lisa) and I can send you a typical.

As a minimum please explain the waitlist process and waiver process in all trip posting text, as these are unique to CSMC. Here's a typical minimum detail that should be on all trip postings:

To sign up for this trip please complete all of the following steps:

1. Complete the waiver;

ADD YOUR WAIVER WIDGET LINK

When you have completed the waiver, it will send you an email and you will need to click the "Confirm my email address" link in the email.

2. If you haven't done so already, pay your \$40 membership for this year. See the link on the homepage.

3. RSVP to join the wait list. Make sure you answer any questions before clicking the "Finish RSVP" button.

Your name will be moved to the "going" list only if the questions are answered, fees paid and on-line waiver completed.

Thank you so much for continuing to organize trips and being a vital part of making CSMC a success.