



COP Leader Training

Introduction

Introduction



- We don't do anything without a release!

Office Orientation



- Exits
- Bathrooms
- Water fountain
- Fridge and Drinks
- Where to find Leader Paperwork
- Where to find COP Instruction Manuals

Class Participants



- When you joined?
- What activities do you do?
- When did you become a leader and why?
- Any credentials? (Outward Bound Educators Course, NOLS RM, WFR, SWR etc.)

Columbus Outdoor Pursuits



- We are volunteer based
- 1,800 members
 - Most in 430, 431, & 432 zip codes
 - At least 200 in other parts of Ohio
 - At least 150 live out of state, most show up for an activity or two every year
- Average of 600 trips a year, most lead by volunteers

Our Purpose

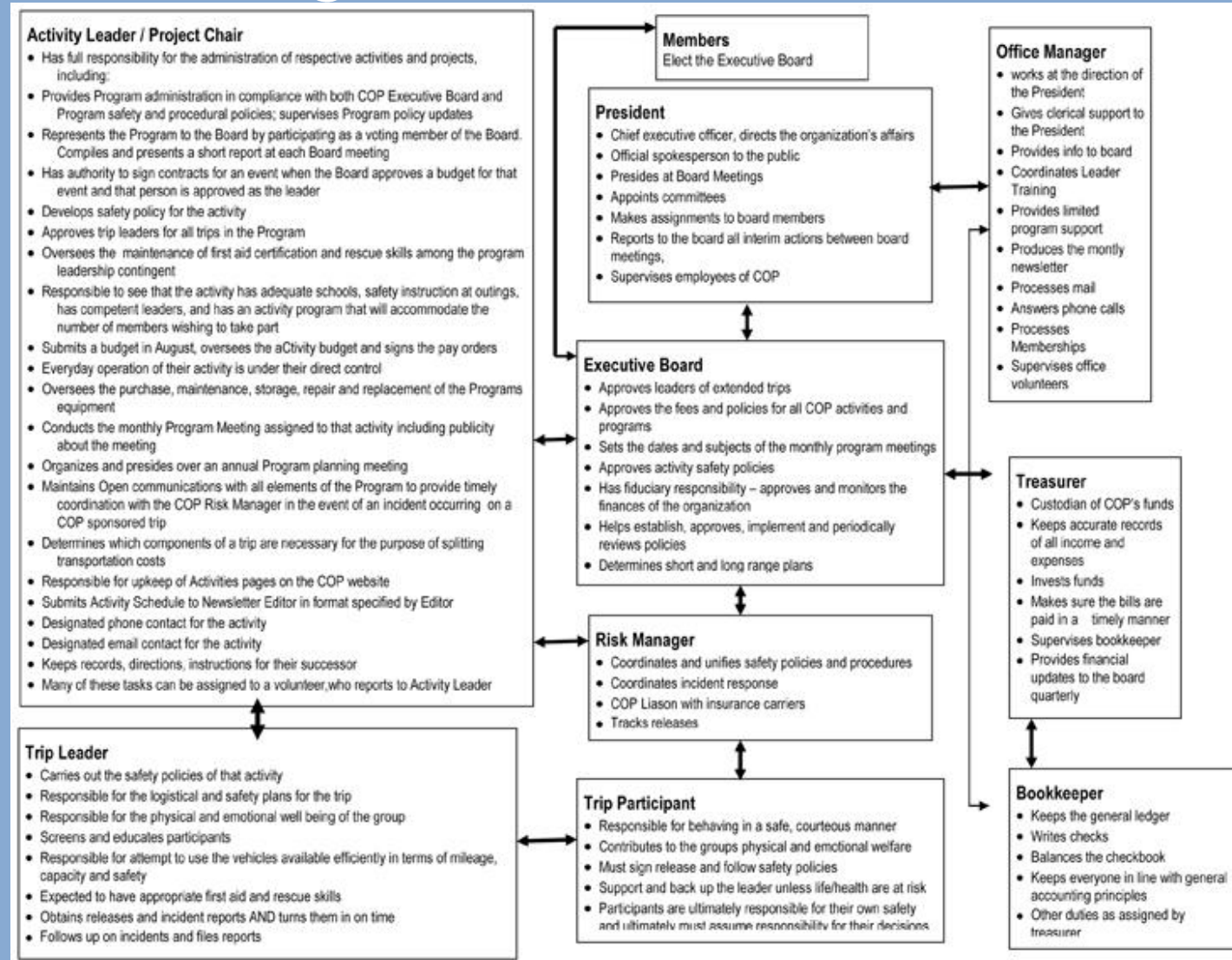


- Columbus Outdoor Pursuits is a volunteer-based, participatory organization created to provide opportunities and education for outdoor recreation and activities, and thereby aid in acquisition of a greater knowledge and appreciation of the out-of-doors and to develop self-reliant, community minded citizens.
- We:
 - Provide outdoor recreation education to the public, including safety and technique
 - Organize and lead outdoor trips
 - Train our own outdoor leaders
 - Purchase and maintain a limited amount of equipment for use in our programs and activities
- We define outdoor recreation as primarily non-competitive, self-propelled activities such as backpacking, bicycling, kayaking, etc



- We are not a club!
 - Clubs are responsible for the well-being of their members only
- We are a 503(c)(3) organization
 - As such, we are responsible for contributing to the greater good of the community

COP Organizational Structure



War Stories



- Purpose of war stories is...
 - to remind
 - to review
 - to instruct

Leader Training Goal

- To produce volunteers who think and act like leaders, rather than people who can regurgitate policy

Our Guiding Principles

- Inclusiveness
- Mentoring
- Guiding Through Challenge
- Fun
- Safety – physical & emotional
- Trust – caring for personal welfare
- Positive support & stroking
- Opportunity and education
- Selflessness
- Volunteerism
- Modeling good behaviors
- Leadership Development
- Safeguard Environment
- Promote outdoor Activities

Requirements to be a COP Trip Leader



- Be a member of COP
- Support the mission (purpose) of COP
- Have the appropriate skill level for the activity
- Read the Trip Leaders Manual
- Be trained in first aid to the degree appropriate to the activity or have someone on the trip that is
- Have a signed Liability Release from each participant and turn it in to COP within 30 days of the trip
- Use the Incident Report Form when needed & send to Risk Manager within 7 days
- Do not accept or place guilt at time of occurrence
- Follow up with injured participants, and use the Occurrence Follow-up Form



- Ensure that all participants are equipped with the necessary safety gear/equipment as described in the Activity Guidelines
- Leaders are expected to implement safety guidelines, including safety gear use, as specified in the Trip Leaders Manual, Chapter 3 safety guidelines.
- All COP Leaders and Instructors are expected to teach/model principles espoused by Leave No Trace®, consistent with circumstances.
- Meet specific Activity leadership requirements if they exist
- All leaders must be approved by their Activity Leaders and must have minimum activity-oriented leader training including the Risk Management and paperwork sections of the Trip Leaders Manual.
- Leaders of extended trips must attend the full Leader Training offered by the COP Office unless exempted by the Board.

Position Title: Trip Leader



The Trip Leader reports to the Activity Leader and, sometimes, to the Risk Manager.

- **Position Description**

- Leads trips for Columbus Outdoor Pursuits
- Program Responsibilities
- Carries out the safety policies for that activity
- Responsible for the logistical and safety plans for the trip
- Responsible for the physical and emotional well being of the group
- Screens and educates participants
- Responsible for attempting to use the vehicles available efficiently in terms of mileage, capacity and safety
- Expected to have appropriate first aid and rescue skills
- Obtains releases and incident reports. Follows up on incidents and files reports.
- Checks membership status, on trips that allow non-members, encourages them to join COP
- Presents COP in a positive manner
- Models the Guiding Principles of COP

Trip Leader Rights



- A trip leader has the right to be treated with respect by the trip participants, other trip leaders, COP members and the Executive Board.
- A trip leader can reject a participant if the leader feels that, from past experience, the person would constitute a safety hazard or diminish enjoyment of the trip. The leader should inform the rejected participant of the reasons for the rejection.

Trip Leader Administrative Responsibilities



- Get the Activity Leader's approval for the trip
- Send newsletter schedule item to activity schedule volunteer before the deadline
- Submit a budget request if needed
- Liability Releases must be returned to the office and funds deposited within 7 days after the trip
- Notify your Activity Leader and the COP Risk Manager of any incidents that happen on your trip. Send the incident report, follow-up form, and release to the Risk Manager.

Benefits of Leading!



- Personal satisfaction
- Get to go where you want, when you want, and how you want
- Organization could not exist without us