Columbus Outdoor Pursuits

Trip Leaders Manual 2011

Table of Contents

Subject Page		Subject Page	
Requirements to be a Leader front cover		Chapter 5: the COP Paper Path	
Why You should read this Manual	1	Checklist, Trip approval process	24
Chapter 1: Introduction		Listing in Newsletter	25
COP Mission	1	Group Orientation, Carry With You	26
Your Role as a leader	1	Incident Reporting, Collecting \$, Deposits	27
Trip Leader Job Description	2	Paying bills	28
Guiding Principles of COP 2, back cover	er	Release return, Where to get paperwork	29
Who We Are	2	Account for Cash Advances	29
We are not a club	3	COP Account Number Definitions	30
Information about the COP Office	3	COP Account Numbers	32
COP Organizational Structure Chart	4	Chapter 6: Trip Planning	
Chapter 2: Risk Management		Basic Principles, Who, What, Why	33
Reducing the Potential for Incidents	5	Where	34
Minimizing the Consequences	5	When, How, Documentation	35
Duties, Negligence	6	Checklist	36
Using Forms to Help Manage Risk	7	Chapter 7: Participant Scre	enina
Principle Causes of Accidents	7	The purpose of screening	37
Elements of a Successful Suit	8	Information That Pertains To All Trips	37
What is a reportable Incident?	9	Information You Must Give and Get	37
Chapter 3: Safety Guidelines		Refusing Someone Participation	38
Guidelines Common to All Activities	10	Checklist	39
Guidelines for Bicycle Day Rides	11	Chapter 8: Leadership	
Guidelines for Bicycle Special Events	12	Decision Making & Leadership Style	40
Guidelines for Boating	14		
Additional Guidelines for Rafting	15	"Handling a group, Conflict Resolution	41 41
Guidelines for Climbing	16	Problem" Participants Removing Someone from the Experience	41
Guidelines for Hiking, Backpacking	16	Becoming a Better Leader	42 42
Guidelines for Cross Country Skiing	17		42
Guidelines for Caving	17	Appendices	
Guidelines for Inline Skating	18	Appendix 1: All About Liability Releases	43
Guidelines for Off Road Bicycling	18	Appendix 2: The COP Release	43
, ,		Appendix 3: You and Liability Insurance	45
Chapter 4: COP Trip and Leader Policies Leader Requirements, Responsibilities 19		Appendix 4: Implement Helmet Policy	47
·	19	Appendix 5: Expedition Behavior	47
Training, Trip Definitions	19	Appendix 6: Americans With Disabilities Act	48
Special Events Trip Costs, Leader Fee	19	Appendix 7: Lessons from Accident	48
Reimbursement, Refunds, Non-members		Appendix 8: Have a Great Group Ride	49
Disabilities, Youth, alcohol/drugs	20	Appendix 9: On Planning and Leading A Trip	50
Helmets & Safety Gear	21	Appendix 10: Universal River Information	52
•	21	Appendix 11: Yough Stop Information	53
Risk Management, Newsletter	22	Appendix 12: Information for Event Leaders	55
Money Matters, Record Retention Rentals & Sales, Purchase/Sell Equipme		Appendix 14: Good Samaritan Law	64
Activity Equipment, Graphics Info	22	Appendix 14: Suggested First Aid Kit	66
HIPPA, Graphic Guidelines	23	Appendix 15: COP Forms	66 67
riii riz, Orapriio Ouludiiilos	۷.	Appendix 16: Down Dirty Checklist	67