

OREGON NORDIC CLUB – PORTLAND CHAPTER
LEADERSHIP HANDBOOK

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MISSION STATEMENT. The mission of the Chapter is to encourage, foster, and promote a greater interest in and understanding of the values of cross-country skiing, and to provide a means whereby its members may participate in a variety of social and recreational activities.

HANDBOOK PURPOSE. The purpose of this Handbook is to provide tour leaders with the tools they need to lead fun, creative, and safe outdoor recreation with the Portland Chapter of the Oregon Nordic Club (the “Chapter” or “ONCPDX”).

LEADERSHIP BASICS

Who Can Be A Leader? The Chapter encourages you to become a day or overnight tour leader if you: (i) are a Chapter member; (ii) like to recreate with other people; (iii) are confident about your ability to ski under a variety of conditions at the place you will be leading a tour; and (iv) can communicate effectively with tour participants under a variety of circumstances.

Responsibilities. Tour leaders are responsible for: (i) contacting the day tour or overnight trips coordinator to discuss suitable locations and dates; (ii) picking the tour date and location; (iii) planning the tour; (iv) preparing for the tour and, when applicable, ensuring that fees are collected and costs are paid; (v) leading a fun and safe tour; and (vi) completing required reports. While tour leaders should generally observe whether or not tour participants are properly equipped, tour participants remain fully responsible for

having the correct clothing, equipment and food for the tour. Participants who are obviously unprepared should not be allowed to go on the tour..

Benefits. There are numerous benefits to being a tour leader, with the most important benefit being the knowledge that your efforts have resulted in someone else having a safe and fun cross country ski experience. In addition to this gratifying knowledge, tour leaders: (i) do not pay tour costs, including overnight lodging costs; (ii) are reimbursed for a variety of costs including gas and snow park passes; (iii) are eligible for training cost subsidies (e.g. first aid training); and (iv) meet new and interesting people, some becoming life-long friends.

Volunteering. It is easy to volunteer to be a tour leader; simply contact the Day Tour or Overnight Tour coordinator to discuss the types of tours (see below) that you are interested in leading. Contact information is provided in the Chapter's monthly newsletter as well as on the Chapter's website (<http://onc-pdx.org>). It is usually helpful to check the tour calendar before contacting one of the coordinators. If you are new to tour leading, the Chapter encourages you to shadow other tour leaders on a tours that are similar to the tour that you intend to lead. You will find Chapter tour leaders friendly and happy to share what knowledge with you.

TOURS TYPES. Tours range from one-day tours close to Portland to over-night tours lasting several days at significant distances from Portland, including ski tours in Norway. Guidance provided in this Handbook typically applies to both types of tours, with the exception that the sign up process for day tours is different than signing up for an overnight tour.

While the Chapter focuses principally on cross-country skiing, it does sponsor other types of tours, including snowshoeing, biking and hiking tours. Tour planning ranges from simple to complex. Overnight tours can sometimes involve a complicated set of tasks, especially if they are in another state or country.

TOUR RATINGS. ONCPDX tours are qualitatively rated to help members better select the tours which match their skill levels. Please do not volunteer to lead a trip which you are not sufficiently skilled and conditioned to lead under the worst of circumstances (e.g., icy steep terrain). With the above in mind, tour ratings are as follows:

Novice Tour: Short (2-5 miles), slow paced day trips over gentle terrain. These tours are for the beginning cross-country skiers with a little prior skiing experience, but the ability to do a reasonable shuffle on their skis. Leaders will not teach skiers how to ski, but will help them as much as possible.

Easy Tour: 4-6 miles over gentle terrain at a pace comfortable for all participants.

Intermediate: 6-12 miles. Flat to long hills that are no steeper than found on a road (maximum 10 degrees). Moderate pace. Trail turning skills required for hills. Consult tour description for specifics.

Advanced: >12 miles. Flat to steep hills (> 10°). Moderate to fast pace. Strong turning skills required.

TEN STEPS OF LEADERSHIP. While the Chapter tries to make tour leading a relatively easy experience with standard procedures and forms, every trip is unique. So, the use of common sense and good judgment cannot be overemphasized. With this in mind, tour leading can be generally broken down into the following steps. More detailed information and advice for day tours and overnight tours provided in the tabbed section, “Leadership Tips,” in this Handbook.

1. **Select the Tour Location.** Select a location or trail that you know or have sufficiently researched. When researching an area or trail, contact local experts (e.g. Forest Service recreation specialists) to get other information about the trail or area, especially information about likely snow circumstances in the area at the time you are planning to lead your tour. Tour selection and planning resources are attached as **Tab A**.
2. **Coordinate.** Avoid frustrations by contacting the Day Tour or Overnight Tour coordinator to generally discuss the trip you would like to lead. Tour coordinators will know whether the planned trip is a good fit with the existing tour calendar and may also have advice that will be useful when making more detailed plans for the tour.
3. **Research Necessary Special Arrangements and Likely Costs.** Special arrangements include, but are not limited to, transportation, lodging, food and snow park passes. It is important for potential tour participants to fully understand the specific details of the planned tour, including likely costs and special equipment needs, if any.
4. **Make Specific Plans.** Once the basic research has been completed specific plans are required, including: the specific tour dates; tour size limits; actual lodging transportation

and food requirements; and the per person cost of the tour. A Chapter trip planning form and budget worksheet is available at onc-pdx.org/resources/forms/. These forms must be filled out prior to approval by the Overnight Trip Coordinator.

5. **Get Approval and Advertise.** Specific plans will be reviewed by the appropriate tour coordinator and/or the Chapter Board. Once the tour is approved, the tour can be advertised, typically in the Chapter's monthly newsletter. Chapter resources will be made available to pre-pay required costs, if any (e.g. overnight lodging reservations, transportation deposits, etc.).
6. **Signing Up.** Tour leaders are the point of contact for all reservations. If more people sign up than there is space, the tour leader also maintains a waiting list. Overnight tour reservations are made with a standard overnight tour reservation form (see Tab B-1). Current overnight tour policies are attached as Tab B-2. Required payments are mailed to the tour leader, who forwards all payments onto the Chapter treasurer. Day tours reservations are less formal, typically by phone or email. But, day tour participants are required to sign the day tour "Assumption of Risk and Liability Waiver" maintained by the tour leader (see Tab C-2).

Both the day tour and overnight tour sign up forms include a standard indemnity language, indemnifying the Chapter and tour leader from injury claims made by tour participants. Tour leaders must obtain an indemnification from all tour participants and forward them as instructed by day tour or overnight tour coordinators.

7. **Make Preliminary Arrangements.** Among other things, tour leaders: (i) facilitate car pooling arrangements; (ii) make final arrangements for lodging, including room assignments, if applicable; and provide trip participants with general information which will help to ensure a successful tour. Tour leaders should provide beginner and novice skiers with advice on clothing and equipment that will be necessary for the tour. A clothing and equipment checklist is attached as Tab D.
8. **Lead the Tour.** Each tour is different, with some requiring very little in the way of leadership skills, while other require highly skilled leaders. Regardless of the skill levels required, the outcome goal is the same, a safe and enjoyable tour. Tips for achieving this outcome goal are provided as Tab E to this Handbook.
9. **Encourage Proper Trail Etiquette.** Trip leaders should encourage tour participants to use proper trail etiquette at all times. A Chapter guide to proper trail etiquette is attached as Tab F for this purpose. Additionally, given the increasing number of people who are recreating with their pets, trip leaders should be familiar with the Chapter's tour guidelines that apply to dogs (see Tab G).

10. **Follow Through.** One of the most important jobs of the tour leader is post-tour follow through, with key activities including: (i) reporting final tour details (participants, costs, expenses, etc.) to the tour coordinators and treasurer; (ii) evaluating the trip outcome and recommending ways to make it better in the future; and getting reimbursed for reasonable expenses. A reimbursement form is attached as **Tab H.**
11. In the case of an accident occurring on a day tour or an overnight trip, an incident report form is provided in Tab I-1 and I-2.

SAFETY. The most important goal of all tours is a safe outcome. Key to this outcome is a tour leader with appropriate skills, experience and conditioning for the tour. While wilderness first aid skills are helpful, they are not essential. But, the ongoing use of common sense and good judgment is essential to a safe tour. Additionally, tour leaders should take the following steps to ensure a safe outcome:

- Limit the size of the tour to a manageable size.
- Ensure that all participants are properly equipped before starting.
- Encourage your group to remain together and have an understanding of what should be done if participants become separated from one another.
- Watch for signs of frustration, fatigue and hypothermia.
- Carefully watch tour participants at danger areas, including creek crossings, avalanche areas and difficult traverses.
- Team more experienced skiers up with skiers that appear to be having problems.
- Watch the time, being careful not to go farther than intended before turning around.
- Adapt to changing circumstance, e.g. give up on a destination goal if the route to the destination is apparently too difficult for some of the participants.
- Do not leave the trailhead until everyone is accounted for.
- In the event of an injury, report the injury details on the Injury Report Form (**Tab I-1 and I-2**).

TAB A

Trip Planning Resources

TAB A

RESOURCES

All areas use 9-1-1 for Roadside Assistance & Emergencies: 9-1-1 (statewide)

Avalanche info (206) 526-6677 (Washington) and (503) 808-2400 (Northern Oregon)

Mt. Hood National Forest (all offices closed on holidays)

Barlow Ranger District (541) 467-2291 Monday-Friday, 7:45am - 4:30pm Hood River

Ranger District (541) 352-6002 Monday - Friday, 8:00am - 4:30pm Zig-Zag Ranger

District (503) 622-3191 Monday - Friday, 7:45am — 4:30pm

Gifford Pinchot National Forest

Headquarters (360) 891-5000 Monday-Friday, 8 am to 5 pm

Mt Adams Ranger District (509) 395-3400 Monday—Saturday, 8am 4:30pm (Closed
12-1:00pm)

Mt. St. Helens National Monument (360) 449-7800 Monday-Friday, 8 am - 5 pm

Willamette National Forest

Detroit Ranger District 503-854-3366 Monday-Friday, 8 - 4:30

Deschutes National Forest

Sisters Ranger District (541) 549-7700 Monday - Friday, 7:45 am -4 :30 pm

Bend/Fort Rock Ranger District (541) 383-4000 Monday - Friday, 7:45 am -4 :30 pm

Snow Numbers

Mt. Hood Meadows	(503) 337-2222 or (800) SKI-HOOD
Timberline Lodge	General (503) 272-3391 Tickets, 503-272-3138
Mt. Hood Ski Bowl	(503) 272-3206 or (800) SKI-BOWL
Willamette Pass	(541) 345-SNOW
Mt. Bachelor Ski Area	(800) 829-2442

Handy Web Resources

Oregon Nordic Club Chapters <http://www.onc.org/>

NW Ski Council <http://nwskiers.org/>

Northwest Weather and Avalanche Center <http://www.n.wac.us/mtnweather.htm>

Teacup Lake Nordic Club <http://www.teacupnordic.org>

Timberline Lodge Conditions http://www.timberlinelodge.com/ski_ride/conditions.php

Mt Hood Meadows Conditions <http://www.skihood.com/mountain/conditions/default.aspx>

Mt. Hood National Forest Winter Activities <http://www.fs.fed.us/r6/mthood/recreation/winter/index.shtml>

Willamette Pass Ski Area Conditions <http://www.willamettepassresort.com/mountain-info/>

Gifford Pinchot National Forest Winter Recreation <http://www.fs.fed.us/gnfnf/recreation/winter/>

Deschutes/Ochoco National Forest Winter Recreation Maps <http://www.fs.fed.us/r6/centraloregon/recreation/winter/wintermaps.shtml>

For road and travel conditions, consult ODOT's website: www.tripcheck.com

TAB B

**Overnight Trip Application, Policies and Optional Insurance
Information**

Tab B-1

Overnight Trip Application

Oregon Nordic Club Portland Chapter Overnight Trip Application

TRIP NAME: _____ DATE: _____

FEE/DEPOSIT: _____ **One application per person**

Mail your check payable to ONC-Portland Chapter and this application to the tour leader at their address listed in the tour description in the newsletter. Contact them for their address if it is not available.

NAME: _____ ONC-PDX MEMBER: yes no* other ONC Chapter

*You must be a current ONC member before signing up for ONC-PDX overnight trips

PHONE: (home) _____ (work) _____ (cell) _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL**: _____

** If you do not have an e-mail address, please include a stamped, self-addressed envelope with your check and this form.

Assumption of Risk and Liability Waiver

Outdoor adventures by their very nature are inherently dangerous and involve some degree of risk. I am aware that participating in Oregon Nordic Club Portland Chapter (ONC-PDX) outings may expose me to certain risks and dangers including, but not limited to the hazards of mountainous, aquatic, or wilderness terrain, accident, illness, the forces of nature, and travel to and from the trailhead or point of departure. I am aware that it is not possible to foresee all of the potential hazards of outdoor activities. Each participant in a ONC-PDX activity is responsible for his or her decisions.

To the best of my knowledge, I feel physically and mentally able to assume full participation in the outings of activities in which I will participate. I understand that the ONC-PDX is a volunteer organization. In consideration of voluntarily participating in these outings, trips, or activities, I have and do hereby assume all the risks inherent in these activities and hold harmless the ONC-PDX and its agents, tour leaders, officers, and instructors, from and against any and all claims, liability, and demands of any nature, for the acts or omissions of the ONC-PDX or its agents, tour leaders, officers, or instructors.

Please read ONC-PDX's overnight trip policies below before signing up for a trip; note the cancellation policy. Refunds are not made unless a replacement is found for your spot on the trip.

Purchase trip insurance in case of hardship: http://www.travelguard.com/agentlink.asp?ta_arc=163395&pcode= (this link is on our website)

I have read and understand the above statements concerning ONC-PDX's programs.

SIGNATURE: _____ DATE: _____

ONC-PDX OVERNIGHT TRIP POLICIES

1. Overnight tour descriptions must be submitted to the overnight tour coordinator to be approved. Once approved, the overnight tour coordinator submits them to the newsletter editor.
2. Only Oregon Nordic Club members are allowed on ONC-PDX overnight tours, even if it is a trip for which no money is collected. Non-members may join the club at the same time they sign up for an overnight tour (and pay the membership fee at that time). The only exceptions are overnight trail tending parties which are open to anyone, and Tilly Jane Club weekends which are open to ONC-PDX members and non-member volunteers.
3. The first overnight trip sign-up opportunity is at the October meeting at the designated time. The member must submit their application and payment at that time, in person, or through a representative in person. The trip leader cannot be a representative. Following the trip sign-up date, remaining tour spots will be filled on a first-come, first-serve basis, based on time/date the application is received by the trip leader. Overnight tour leaders have the privilege of signing up for any ONC-PDX overnight trip, prior to the October meeting.

Waiting list

4. If a tour is full, participants can be placed on the waiting list if they submit an application and pay the tour fee. If space



becomes available, participants on the waiting list will be notified and if they choose not to go on the tour, they will receive a full refund.

Trip Cancellation Policy

5. If canceling, participants must contact the tour leader immediately to determine if there is a waiting list.
6. Participants are responsible for finding their own replacements, including contacting people on the waiting list.
7. Tour fees and deposits are non-refundable, unless a replacement is found. Commercial trip insurance is highly recommended for members who fear hardship because of these policies. (see below for link to trip insurance)
8. Once a replacement has been found, participant must send a written or e-mail request for a refund to the overnight tour coordinator. When the replacement has been confirmed and payment received, a refund will be issued within 30 days, less \$10.
9. Additional restrictions on participation may apply to some trips based on participant's ability and experience needed to safely execute the trip. The trip leader has the authority to determine this, for the safety of all the trip participants. The trip leader may also limit participation based on accommodations.
10. If the club cancels the trip, then the club will refund the cost of the trip. All trip cancellations will be decided by Overnight Trip Steering Committee.

ONC-PDX Ski Trip Travel Insurance

We remind participants that trips are non-refundable, unless a replacement is found, and recommend that you use trip insurance, through our membership in the Northwest Ski Club Council/National Ski Federation Council. The cost is usually 7% of the trip cost, with a minimum of \$10. This is less than commercial policies.

See Travel Insurance link under "Activities and Events" on the website: http://www.travelguard.com/agentlink.asp?ta_arc=163395&pcode= Where they ask you for tour operator, select "not listed" and indicate that the "ONC" is the tour operator. For agent's initials, use mine: "TPS." Read the coverage carefully and make your choice.

For more info contact the Overnight Trip Coordinator Ted Scheinman tedskier@gmail.com

TAB B-2

ONC-PDX OVERNIGHT TRIP POLICIES

OVERNIGHT TRIP POLICIES

1. Only Oregon Nordic Club members may participate on ONC-PDX overnight trips, even if it is a trip for which no money is collected. Non-members may join the club when signing up for an overnight trip. The membership fee can be paid at this time. The only exceptions are overnight trail tending work parties and Tilly Jane Club weekends, which are open to volunteers on those projects.
2. The first overnight trip application opportunity is at the October ONC-PDX meeting and at the designated time. The member must submit this application and payment at that time, in person, or through a representative in person. The trip leader cannot be a representative. Following the trip sign up-date, openings are filled on a first-come, first-serve basis, based on the time/date the application is received by the trip leader. Overnight trip leaders have the privilege of signing up for any ONC-PDX overnight trip prior to the October meeting.
3. Restrictions on participation may apply to some trips based on the participant's ability and experience needed to safely execute the trip. The trip leader has the authority to make this determination for the safety of all trip participants. The trip leader may also limit participation based on accommodations.

WAIT LIST

4. If a trip is full, participants may choose to be placed on the wait list, if an application is submitted with the trip fee. If space becomes available, wait list participants may then choose to fill the space or decline. If participation is declined the full payment is refunded.

TRIP CANCELLATION POLICY

5. If canceling, contact the trip leader immediately. There may be a wait list.
6. Participants are responsible for finding a replacement which may include contacting people on the wait list.
7. Trip fees and deposits are non-refundable, unless a replacement is found. Commercial travel insurance is highly recommended.
8. Once a replacement is found, the participant must send written/email refund request to the overnight trip committee. When the replacement has been confirmed and payment received, a refund will be issued within 30 days, less \$10 administration fee.
9. If the club cancels the trip, the full amount paid will be refunded. Trip cancellations are decided by the Overnight Trip Committee.

Travel Insurance Commercial travel insurance is available from a variety of providers. One such company, Travel Protectors offers a variety of coverage plans for the level of protection desired. Visit "Travelprotectors.com" for details or call 703 443-9055.

Tab C

**Day Tour Procedures,
Sign Up Form and Liability Waiver,
and
Lists and Levels of Tours**

ONC-PDX Day Procedures

Please read the policies and procedures below.

Submitting Day Tour Descriptions

Please send your day tour descriptions in the format below to: oncdaytours@gmail.com by the **14th of the month.**

A list of written tour descriptions club members have led are attached. You can use these descriptions by adding your date, tour location, rating, and contact info. If the tour you want to lead is not on the list, please write a description.

Day tour description format:

Month day, day of week, level/type of tour

Trail name, location, state

Description (please give distance and elevation gain) Meeting place (typical meeting places listed below)

For more info contact the leader: (name) (phone) (email).

Other options for last sentence:

For more info, meeting place and time contact the leader: (name) (phone) (email). For more info and to RSVP contact the leader: (name) (phone) (email).

Note: you can include phone and/or email

Sample tour description:

Nov 11, Sat, Intermediate Hike

Deschutes River Trail, East Columbia Gorge, OR

Come hike along a desert river with blue skies, the piquant smell of sage, and perhaps the sound of the meadowlark. We'll go 8 miles round trip with 200 ft. elevation gain. Meet at the Gateway Transit Center parking structure, NE 99th Ave. & NE Pacific St., at 9 a.m. to carpool. For more info contact the leader: (name) (phone) (email).

Common meeting places:

Oregon

Fred Meyer (19200 SW Martinazzi), Tualatin in the SE corner of the parking lot

Gateway Transit Center parking garage (NE 99th Ave. north of NE Pacific Ave.)

McMenamins Edgefield's West parking lot (2126 SW Halsey), Take I-84 east to Exit 16 (Wood Village) turn right, at the first stop light (Halsey) turn left go about 1/2 mile. It's on the right.

Parkrose/Sumner Transit Center (NE Sandy Blvd. and NE 96th Ave.)

Washington

Salmon Creek Park and Ride (NE 134th St. and NE Hwy 99—Exit 7 off of I-5 on the west side of the freeway or Exit 36 off of I-205) in Vancouver, WA.

Fisher's Landing, 3510 SE 164th Ave, Vancouver, WA (located off of SR 14 take Exit 8, 164th Ave.)

Publicity for tours:

Tours are published in the monthly newsletter, posted on the club website and posted on the club Meetup site. Advanced tours are not posted on the meetup site.

Day Tour Policies/Procedures

Tours depart promptly; arrive at least 15 minutes before the scheduled departure time to allow for necessary arrangements. Arrive fully prepared for the day's activities!

Canceling tours: Tours are not canceled unless the weather and road conditions are unsafe. The leader will determine when conditions are dangerous. Warning of dangerous conditions may be sent out to all leaders. Tour leaders may change tour itinerary due to weather conditions. Announce change at the meeting place.

Bring the tour essentials (*see list below*): Food, water, map, clothing, and equipment appropriate for the tour. Tour leaders can forbid participants from joining a tour if they are not prepared.

Tour ratings: Read and heed the Oregon Nordic club's tour ratings listed below.

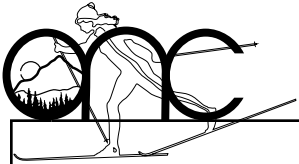
Carpool: Day tour participants are encouraged to carpool and share costs. The maximum suggested total contribution by each passenger is 15 cents per mile. For three or more passengers, the maximum total contribution by all passengers is limited to 45 cents per mile.

Introductions: Introduce yourself to the group and have everyone introduce themselves.

Waiver/sign-up sheet: Sign and have all participants sign the waiver/sign-up sheet (download from the web site) at the meeting place or before leaving on the tour. There are no charges for going on a tour. ***After your tour mail waiver/sign-up sheets to:*** ONC, P.O. Box 3906, Portland, OR 97208-3906. They can also be dropped off at the general meeting; an envelope for them will be at the membership table.

Tab C-2

Sign Up Form and Liability Waiver



Oregon Nordic Club Activity Sign-Up Form

Assumption of Risk and Liability Waiver

Outdoor adventures by their very nature are inherently dangerous and involve risks, including the risks of serious injury or death.

I understand that participating in ONC's activities may expose me to certain risks and dangers including, but not limited to, the hazards of mountainous, aquatic, and wilderness terrain, accidents, and forces of nature. I assert that my participation in ONC's activities is voluntary and that I assume all such risks.

I understand that it is not possible to foresee all hazards of outdoor activities and that there may not be rescue or medical facilities necessary to treat injuries.

In consideration of my being permitted to participate in ONC activities, I do hereby assume all the risks inherent in these activities, and agree to hold ONC, its officers, tour leaders, assistant leaders, instructors, and members harmless from and against any and all liability for any reason, including but not limited to negligence.

By signing this Waiver and Release, I acknowledge that I have read and understand its entire content, agree to all its terms, and intend it to be a complete and unconditional release of all liability. I acknowledge and understand that this Waiver and Release legally prevents me, my heirs, assigns, or legal representatives from filing suit for damages resulting from injury, death, or any other reasons, against ONC, its officers, tour leaders, assistant leaders, instructors, and members.

If I am signing on behalf of a minor under age 18, I accept full responsibility for any and all damages incurred from that minor's participation in ONC activities.

Activity/Outing					Date
	Print Name	Sign Name	Email Address	Cell Phone	Emergency Contact
1	Leader Print Name	Leader Sign Name			Name/Phone
2					Name/Phone
3					Name/Phone
4					Name/Phone
5					Name/Phone
6					Name/Phone
7					Name/Phone
8					Name/Phone
9					Name/Phone
10					Name/Phone
11					Name/Phone
12					Name/Phone

Tab C-3

Lists and Levels of Day Tours

Oregon Ski Tours

Novice Ski

- Novice ski tours must have a leader; it is recommended to have a co-leader in addition to assist.
- Novice ski tours are for inexperienced skiers. Leaders will not teach skiers how to ski, but will assist new skiers as much as possible.
- Let participants know they should rent skis the night before (unless you are willing to stop at a rental shop).
- Remind participants to wear synthetic or wool clothing (not cotton).
- Skiers need to bring the following items in a daypack (lined with a plastic bag to keep things dry):
 - Raincoat and rain pants
 - Warm coat and extra long sleeve shirt or sweater – Extra wool socks
 - Warm hat and gloves/mittens (bring extras)
 - Gaiters
 - Sunglasses and sunscreen
 - Lunch and snacks
 - At least one liter of water
 - A thermos with something hot to drink (optional)

(Date), (Day of Week), Novice Ski

Bennett Pass, Mt. Hood, OR

Ski a 3-4 mile round trip tour on relatively easy terrain through the forest on a road. We will stop at the saddle before the S-curves for lunch and a view of the area. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Novice Ski

Snow Bunny Hill, Mt. Hood, OR

Join us on a 4-mile, nearly level trail to work on your newly learned skills. The trail is mostly in the woods and is quiet after passing the snow play area. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Novice Ski

Glacier View, Mt. Hood, OR

Ski this gentle downhill road out and back through the forest near Government Camp. For more of a challenge we may complete the loop. We will explore Kurt's Konnection, which is nearly flat for a tour of less than 4 miles. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Novice Ski

Pocket Creek, Mt. Hood, OR

Ski the Pocket Creek trail, a wide, gentle road which has views of the East Fork Hood River valley and Mt. Hood. It is an out and back of 3-5 miles depending on when you turn back. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Novice Ski

Robinhood Loop Trail, Mt. Hood, OR

Ski an easy trail on the north side of Highway 35 across from Pocket Creek. The traverse is relatively flat through open woods. For those who still have energy, we can venture up Newton Creek. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Novice Ski

Teacup Lake, Mt. Hood. OR

Perfect your skills and enjoy the scenery on groomed trails, where conditions are nearly always good. Bring a \$10 donation to contribute for grooming, which is managed by volunteers from the Teacup Chapter of ONC. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Novice Ski

Trillium Lake Loop, Mt. Hood, OR

Ski 3-4 miles on relatively flat terrain to Trillium Lake (south of Hwy 26.) We will look for some bumps and hills to practice basic skills. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Novice Ski

White River West, Mt. Hood, OR

We will ski the trail next to White River toward the gravel pit. This is a wide, open area which is very good for beginning skiers. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

Easy/Intermediate Ski

(Date), (Day of Week), All Ability Ski

Teacup Lake, Mt. Hood, OR

The Teacup Chapter of ONC grooms and maintains this wonderful ski area. There are many easy short loops for beginners and longer loops for more advanced skiers. There is a view of Mt. Hood when the skies are clear. Bring a \$10 donation to contribute for grooming. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Easy/Intermediate Ski

Glacier View Loop, Mt. Hood, OR

Ski in Government Camp, combining the Glacier View Loop with Kurt's Connection for an easy 3-mile loop tour. For those who want a slightly greater challenge, we'll add the 1.2-mile Enid Lake Loop after returning to the sno-park. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Easy/Intermediate Ski

Mineral Jane Trail, Mt. Hood, OR

This out-and-back tour starts at the White River East Sno-Park and crosses the snow bridge over the White River. The easy group will ski until noon, have lunch, and return for a total distance of about 6 miles. The intermediate group will ski out until noon, then return for a total of 9 miles. The trail connects with a road that climbs the Barlow Ridge, providing unique views of Mt Hood and White

River Canyon. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Easy/Intermediate Ski or Snowshoe

Trillium Lake, Mt. Hood, OR

This popular, comfortably-wide trail goes down, then around Trillium Lake. The loop is about 8 miles. Enjoy nice views of Mt. Hood from the south shore of the lake. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Easy/Intermediate Ski

Weygandt Loop, Mt. Hood, OR

Ski the Weygandt Loop from the Tilly Jane parking area on the northeast side of Mt. Hood. When we reach the Cloud Cap road, the easy-level group will head back, making it a 5-mile loop. The intermediate group will ski up the old wagon road to Cloud Cap and back down the route. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Easy/Intermediate Ski

Mud Creek/Lost Man Loops, Trillium Basin, Mt. Hood, OR

Ski the Mud Creek loop and include the Lost Man loop. When skies are clear, there are views of Mt. Jefferson, Mt. Hood, the Salmon River ridges, and the Clackamas high country. The distance for the longer tour is about 10.5 miles with a gain of about 1,200 ft. elevation. The self-guided easy tour follows the intermediate group, turning around when desired or goes around Trillium Lake (about 5 miles). Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

Intermediate Ski

(Date), (Day of Week), Intermediate Ski

Mystery Ski (TBD)

Come join us for a Wednesday activity. We ski where the snow is good! Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Intermediate Ski

Barlow Pass, Mt Hood, OR

Ski from the Barlow Pass Sno-Park following the Mineral Jane Trail to the Barlow Saddle. We will turn left and follow the Barlow Ridge Trail to a high point of 4,730 ft., which views the White River Valley and Mt. Hood. Total distance is 7.4 miles round trip with an elevation gain of about 600 ft. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Intermediate Ski

Bennett Pass, Mt. Hood, OR

Begin at the Bennett Pass Sno-Park (4,674 ft.). Ski past the Terrible Traverse to the ridge above Pocket Creek with views of the east side of Mt. Hood. Continue on to Bonney Junction at 5,400

ft. or beyond to Windy Gap for a total of 8 miles, 800 ft. elevation gain. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Intermediate Ski

Camptown-Crosstown Trail, Government Camp, OR

This is a relatively new trail that begins at Enid Lake. It goes through old growth trees and loosely parallels the North side of Highway 26. A loop is possible by connecting to the trails along the south side at the base of Summit Ski Area, which has the advantage of stopping to eat indoors and use indoor plumbing! Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Intermediate Ski

Lookout Mountain, Mt. Hood, OR

Ski up Lookout Mountain, the second highest point in the Mt. Hood National Forest, on the east side of Mt. Hood. The route is mostly on a road with a gradual rise. A mile from the summit is High Prairie, with great views to the north. At the top are views of the high plains to the east and south to the central Cascades. The return from the summit requires strong turning skills and good stamina for this 12-mile round trip tour, which gains 2,000 ft. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Intermediate Ski

Teacup Lake, Mt. Hood, OR

Cruise the groomed trails at Teacup Lake for 10-12 miles (classic, not skating). The pace will be reasonable with frequent breaks and time to appreciate the views. The lunch break will be in the sun or in the trailer. Excellent conditions are practically guaranteed. \$10 trail fee. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Intermediate Ski

Twin Lakes, Mt. Hood, OR

Join us on a loop tour that follows the Pacific Crest Trail. The loop passes by both lakes and is 9.7 miles with 1,100 ft. elevation gain. It is a fun challenge for an intermediate skier, best done in good snow conditions. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Intermediate Ski

West Leg Trail, Mt. Hood, OR

Starting in Government Camp, ski up West Leg Road, the original road that led to Timberline Lodge. It is a 5.3-mile uphill tour (10.6 round trip) with an elevation gain of 1,950 ft. and a great downhill run on the way back. Downhill skills are needed. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Intermediate Ski

North and South Loops, Santiam Pass, OR

Starting from the Ray Benson Sno-Park, ski to the North Blowout shelter on the North Loop then continue to Island Junction shelter via the Circle Lake trail. Return to the sno-park via the South Loop for a round trip of about 8 miles. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Intermediate Ski

Island Junction & Brandenburg Shelters, Santiam Pass, OR

Starting from the Ray Benson Sno-Park, ski to the Island Junction shelter on the south leg of the North Blowout loop and the Two Buttes trail. Continue to Brandenburg shelter and return via the South Loop for a round trip of about 10 miles. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

Intermediate/Advanced Ski

(Date), (Day of Week), Intermediate/Advanced Ski

Bennett Pass to Pocket Creek Loop, Mt. Hood, OR

This tour offers two options: 8.7 miles with approx. 800 ft. elevation gain or 11.3 miles with approx. 1,000 ft. elevation gain. Start at Bennett Pass, cross the Terrible Traverse, and have a thrilling downhill road run to the Pocket Creek trails. Those doing the shorter loop will head back to Bennett Pass. The longer loop follows the Meadows Creek trail around Teacup and returns via the Pocket Creek Tie Trail. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Intermediate/Advanced Ski

Mineral Jane to Barlow Ridge, Mt. Hood, OR

Join us for a challenging tour with a great view of Mt. Hood. Starting at White River, follow the Mineral Jane Trail (named for ONC's Jane Cox, who helped make this trail a reality in the early years of the club) to Barlow Saddle. From there follow the Barlow Ridge Trail to an open clear cut. We may ski up the ridge making it a ski of 10 miles and almost 1,000 ft. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Intermediate/Advanced Ski

Tilly Jane to Cloud Cap Inn, Mt. Hood, OR

Ski 11 miles with 2,300 ft. elevation gain. This trip is open to strong skiers, even if they cannot telemark. Start at the Tilly Jane Trail Head at 3,700 ft. and climb 2,000 ft. over 3 miles to the Tilly Jane A-frame where we can rest. Proceed to the Cloud Cap Inn, which we can tour if the Craig Rats are present and enjoy spectacular views of the Hood River Valley and Eastern Oregon. Depending on group strength, we can push higher above tree line for additional skiing. Return via the wagon trail and Cloud Cap Road. Skins are highly recommended; turning skills are required. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

Advanced Ski

(Date), (Day of Week), Advanced Ski

Bonney Butte, Mt Hood, OR

Ski the Bennett Pass trail to the top of the Bonney Butte. The trail goes past the Terrible Traverse at 2.4 miles and continues to Bonney Junction at 4.3 miles, with less than two miles to the summit of Bonney Butte from there. It is a 12-mile round trip with 1,500 ft. elevation gain. There are views of Mt. Hood along the way, and from the top of Bonney Butte you can see as far as the Three Sisters on a clear day. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

Washington Ski Tours Novice Ski

- Novice ski tours must have a leader; it is recommended to have a co-leader in addition to assist.
- Novice ski tours are for inexperienced skiers. Leaders will not teach skiers how to ski, but will assist new skiers as much as possible.
- Let participants know they should rent skis the night before (unless you are willing to stop at a rental shop).
- Remind participants to wear synthetic or wool clothing (not cotton).
- Skiers need to bring the following items in a daypack (lined with a plastic bag to keep things dry):
 - Raincoat and rain pants

- Warm coat and extra long sleeve shirt or sweater – Extra wool socks
- Warm hat and gloves/mittens (bring extras)
- Gaiters
- Sunglasses and sunscreen
- Lunch and snacks
- At least one liter of water
- A thermos with something hot to drink (optional)

(Date), (Day of Week), Novice Ski

Old Man Pass, Wind River, WA

This is a loop ski, using Trails 150 and 148, which are usually groomed. Start at Old Man Pass Sno- Park, head past the McClellan Sno-Park, cross the road, then return passing Koshko Sno-Park. Total distance is about 3-4 miles with options for another 1.3 miles. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Novice Ski

Upper Wind River, WA

Ski in the upper Wind River area on a 5-mile round trip route that follows the northern section of the Hardtime Loop. It goes through open areas and is very scenic on a clear day. If the group feels like it, we can ski a bit farther or add a short loop on the return. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

Intermediate Ski

(Date), (Day of Week), Intermediate Ski

Kalama Trail, Mt. St. Helens, WA

Come ski this wonderful, rolling trail with great views along the west side of Mt. St. Helens. Start at the Cougar Sno-Park and ski out and back on this scenic trail, which offers varied terrain. Total mileage is approximately 8 miles depending on conditions and group consensus. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Intermediate Ski

Sasquatch Loops, Mt. St. Helens, WA

Ski from the Marble Mountain Sno-Park on the road to the trailhead for the Sasquatch Loops. The trail climbs up to nice views of the mountain. The descent can be challenging depending on ski conditions; bring skins if you have them, just in case. Total distance is approximately 8 miles. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Intermediate Ski

Crazy Hills, Wind River, WA

Ski from the Lone Butte Sno-Park for 3 miles on a scenic, nearly-level road to the Beaver Marsh trail, a primitive road that leads to the flat, large meadows of the marsh with a view of Mt. Adams. Cross the marsh, climb to the Hidden Valley road, and begin a loop return. Depending on snow and weather conditions, the return leg of the loop is scenic, challenging, and interesting. This tour travels a little- visited area with multiple skiing routes. Maximum 9 miles with an elevation gain of 500 ft. Participants must be at least strong, intermediate-level skiers and be prepared for any kind of weather and snow. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

Intermediate/Advanced Ski

(Date), (Day of Week), Intermediate/Advanced Ski

June Lake Loop, Mt. St. Helens, WA

A gentle climb through a young fir forest takes you through the woods of snow-covered flows to June Lake, a 500 ft. elevation gain. We will lunch by the lake and cascading waterfall, then ski on the play hill and practice tele turns. After lunch ascend the hill and ski down the Swift Creek Trail or go higher on the mountain as conditions permit. Distance is 6-7 miles with about 900 ft. elevation gain. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Intermediate/Advanced Ski

Kalama Trail, Mt. St. Helens, WA

Ski this wonderful, rolling trail with great views along the west side of Mt. St. Helens. This is an out- and-back trip suitable for both intermediate and advanced skiers. The intermediate group can turn around at any point for an easy return. The advanced group will continue as far as conditions and consensus permit. Elevation gain will be at least 1,000 ft. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

Advanced Ski

(Date), (Day of Week), Advanced Ski

Muddy River Lahar, Mt. St. Helens, WA

This adventurous trip leads to the scenic Muddy River lahar. A clear day offers fantastic views of the mountain. The route is about 12.5 miles with 800 ft. elevation gain. The mile-wide lahar, with the towering mass of Mt. St. Helens rising dramatically above, is the south side's most scenic feature. Weather permitting we will explore for the best views. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

Skijoring

(Date), (Day of Week), (Difficulty Level) Skijoring

Trout Lake, WA

Skijoring is skiing with dogs in harnesses and tow ropes connected to a waist belt. The goal is to bond with the animal and form a team approach to enjoying the outdoors. Teaching the dog and human to ski together and stay together is a rewarding part of the experience. Bring pulling harness if you have one, but a standard harness will do. Do not expect your dog to pull using a collar. A sno-park permit is required. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

(Date), (Day of Week), Easy/Intermediate Skijoring, Dogs Welcome

Clear Lake, Mt Hood, OR

Klindt calls skiing at Clear Lake “truly a scenic gem.” The area is mostly rolling and ideal for easy skiing. Its variety of forest, clear cuts, and lakeshore makes for fun skiing. There are a variety of choices from a 2-mile out and back to 10-mile loops. If you want to skijor, bring your equipment. Meet at (meeting place) at (meeting time) to carpool. For more info contact the leader: (name) (phone) (email).

Tab D

Clothing and Equipment List

TAB D

CLOTHING AND EQUIPMENT LIST

First Aid Kit (for minor, scrapes, blisters, cuts, etc.)	Plastic whistle
Matches (in waterproof case) or Lighter	Fire Starter
3 liters of water	Pocket knife
Space Blanket or Bivouac Bag	Foam sitting pad
Topographic Map and Compass (and know how to use them)	Toilet Paper
Flashlight/ Headlamp with extra batteries and bulb	Shovel or trowel
Bags to carry-out waste	Sunglasses or Goggles
Lip balm (minimum SPF 16)	Sunscreen (minimum SPF 16)
Rain gear (jacket and pants)	Extra food (quick and easy)
Extra warm clothes (additional insulation layers; extra hat, socks, mittens)	

Biking Essentials

A well-tuned bicycle	Rain gear
Spare tube	Helmet (absolutely!)
Patch kit	Tire pump and irons
Water bottle, filled!	First aid kit

TAB E

LEADERSHIP TIPS AND GUIDELINES

GENERAL

- Take pride in your leadership role by talking to new members about the club, creating a friendly atmosphere, making the most out of opportunities to “train” participants on proper trail etiquette, and making prompt and direct decisions.
- Carry the equipment essentials listed in this guide. Bring extra food and a full-length thermal pad in case of emergencies.
- Although we want everyone to have fun, safety is your #1 priority.
- Be prepared with an alternative plan should trail, adverse weather conditions, or dangerous road conditions force a change.
- Always show up at the meeting place or find a replacement leader, be flexible, and do not cancel!

DAY TOURS

BEFORE

- Arrive at the meeting place at least 10 minutes, early.
- Greet participants and have them sign the attendance/waiver form.
- Refuse participation to anyone who is poorly prepared, either with clothing or skill level. These people could affect the safety of the group. Do this in private and advise the person what they need for next time or where to find more info about necessary items.
- Explain the trail, tour rating and why, anticipated pace, schedule for the day, expected conditions, re-group locations, and bail-out options. Explain the Tour Equipment Essentials. If someone does not have one or more of the essentials, you can either ask them to leave or buddy up with someone who has enough essentials to cover them. Buddying-up means they stay together all day
- If you are planning on a brisk pace and few stops, ask for a show of hands of people who would like a more leisurely pace, in the event that they want to form a separate group. If so, make sure they have a designated leader. If no one is willing to take on the leadership

role, recommend that they try a less challenging option for the day, such as Teacup Lake. Separate groups work well on out and back tours.

- Facilitate introductions (perhaps ask for something memorable about each person, like the name of their first pet, or place of birth). Make a note of the number of participants.
- Ask participants to organize carpools-- ask who can drive--and make sure personal equipment goes into the same car as the owner. Remind drivers they need a Sno Park permit.
- If separate group forms, explain that they should start and leave at the same time and make sure everyone is accounted for before departing.

DURING

- Carry the attendance/waiver form or list of participants with you
- Ask for a volunteer to serve as the sweep, either for the entire day or part of it
- Never leave anyone behind. Take head counts at each re-group locations.
- Notify the group when you reach bail-out locations. If anyone wants to leave, they must have a buddy. If they are in a separate car, and then ask them to leave you a note on your vehicle when they leave so that you know they arrived at the trail head safely.
- Watch each participant at danger areas, such as creek crossings or terrible traverses, to make sure they crossed successfully.
- Be a leader at all times. Maintain good communication with your group, check-in with individuals from time to time, and make resolute decisions.
- Do not leave the trailhead until all participants have returned.
- Re-group at the end of the day and ask for people to share fun experiences or to provide feedback.

AFTER

- Scan or mail the sign-up sheet to the ONC P.O. Box listed on the form.
- Pat yourself on the back for sharing a good trail, providing a fun experience, and bringing your group back safely.

OVERNIGHT TRIPS

Essential Information

1. You must complete the Activity Planning Sheet and forward it to the Overnight Tour Coordinator for approval before any checks will be issued by ONC. The Overnight Tour Coordinator must approve any expenses not listed in the original Planning Sheet.
2. You must have signed Overnight Tour Waiver sheets completed for all participants before the trip. After the trip, send signed Overnight Tour Waiver forms to the Overnight Tour Coordinator.
3. You are responsible for collecting all funds from participants before the trip, and forwarding checks to the ONC Treasurer. Funds are to be mailed within one week of receiving checks from participants. Make sure the specific trip is indicated on the check.
4. You are responsible for completing the Final Accounting Worksheet within 14 days of completion of your trip.
5. You are not authorized to offer refunds unless the trip is filled and a replacement is found. It is important to understand that when figuring out costs, the 10% stipulated in the Activity Planning Sheet will be used for operating costs for ONC, and is not a discretionary amount for your trip.
6. If you ask for reimbursement of an item not detailed in your Activity Planning Sheet, you will not be reimbursed for that amount unless it is approved by the Overnight Trips Coordinator and Steering Committee.
7. Accommodations often have cleaning fees and taxes. Be sure to investigate any and all possible charges before submitting your Activity Planning Sheet.
8. It is wise to add a small miscellaneous amount to cover unforeseen costs (tip, food items, extra blankets, telephone or mail expenses).

START TO FINISH TIPS AND GUIDELINES THE PLANNING

1. See Past Trips list for ideas on leading a trip.

2. Check with Overnight Tour Coordinator to discuss ideas and open dates on calendar.
3. Contact tour site to determine dates and availability. Ask about group discounts and high/low season charges and discount on group rates. What is the minimum and maximum number of attendees? Get a quote, in writing with deposit requirements: No-Penalty refund date, prorated dates whenever possible, and no refund date.
4. Using the spreadsheet, calculate the per—person amount based on the minimum number of attendees rather than the maximum number. If you are unable to get a quote for the next season's rate at the time, use last season's rate and add an additional 10% to your price.
5. When renting a house, it is generally easier to choose the option of paying to have a cleaning service take care of the cleaning rather than to have the attendees worry about, washing, sheets and vacuuming.
6. Use the Overnight Activity Planning Sheet to determine costs. There is a 10% per person cost added to the trips that goes toward the club's operating expenses.
7. Complete Activity Planning Sheet and submit to Overnight Tour Coordinator by the 8th of the month for submission in the following month's newsletter.
8. Create a write-up about the trip for the newsletter and email it to the Overnight Tour Coordinator. Identify any additional expenses such as food, ticket prices or other costs. Please submit articles as an attachment in Word following the basic format used in the newsletter. Once the article has been approved, it will be forwarded to the Newsletter Editor. DO NOT submit your article directly to the Newsletter Editor. It will not be entered into the newsletter unless it is submitted and approved by the Overnight Tour Coordinator. The cut-off date of submission for a newsletter article is the 13th of the month. It is recommended you submit the newsletter article with the Activity Planning Sheet
9. All money you received should be mailed to the Treasurer within one week of it being received. Please do not hold onto checks for more than a week, as these funds are needed to cover deposits. Prepayment is required before attending a trip. Make sure the specific trip is indicated on the check.

THE TRIP

1. One of the leader's responsibilities is to help market the trip to insure you have enough people to cover the cost of the trip.

2. Contact your tour participants shortly after sign up and inform them they are accepted for the trip. One month prior to the trip, contact participants to arrange for carpooling, potlucks, equipment info, etc. You may choose to have a trip participant meeting before the trip to allow participants to make arrangements, get to know their fellow travelers, arrange carpooling, etc. However, most of the trip leaders send out info via email. This info may include a roster listing attendees, food assignments, and whether they are driving or looking for a ride.
3. Gather maps of the area. Contact the area's Forest Service to find out about conditions, avalanche danger, trail recommendations.
4. Email or call with any last minute instructions, directions, room arrangements, food assignments, or changes.
5. Once at your location, assist members with their room assignments and locations. Instruct them of any time constraints for the following day. Decide upon times for breakfast, departures, and dinner.
6. As a tour leader, it is your responsibility to ski with the group, and to guide them when necessary. The leader should also coordinate carpools and ski groups to insure no one is skiing alone.
7. Remember to have a good time yourself!
8. Make sure everyone is aware of the departure/check-out time.
9. Be sure to check what is required of you before you depart. Some facilities require that you pull sheets from beds, put garbage out, and other similar type items. Leave the facility in a decent, clean order. Lock doors, close windows, etc. if needed.
10. When appropriate, the leader should make reservations for next year.
11. The leader should always help coordinate carpooling. Inform participants of the gas reimbursement policy. The policy can be found on the club website under Day Tour Policies.

THE FOLLOW THROUGH

1. Complete the Activity Final Accounting Worksheet. Final accounting is due 14 days after an activity.
2. Attach receipts if any additional funds are due, and submit a Check Request form.

3. Inform participants of the need for trip evaluations and direct them to the on-line evaluation survey. This could be done verbally at the end of the trip and as a follow up reminder email providing the link. Paper evaluation forms can also be used. These would be collected and submitted to the Overnight Trip Steering Committee. This is important because the club needs the information to better evaluate our the trips and the leaders.
4. You may submit a tour follow-up newsletter article along with a picture to the Newsletter Editor. Please note that submission is dependent on space.
5. You may choose to have a gathering after the trip to share and/or exchange photos. Many times this is a potluck at one of the attendee's home.

TAB F

TRAIL ETIQUETTE GUIDELINES

1. Match your abilities and experience with your trip plans and the difficulty of the ski trail.
2. Carry skis vertically to avoid injuring others.
3. Avoid walking on the ski tracks; it ruins the track for other skiers. Snowshoers and snow players may not be aware they are damaging the ski tracks. Politely ask them to stay on one side of the trail and out of the ski track. Thank them for doing so.
4. Respect one-way Trail marking signs.
5. Keep to the right when meeting an oncoming skier.
6. On hills yield the right of way to the descending skier. If there is only one track, step out of it and provide a clear path without damaging the continuity of the ski track.
7. Announce your intention to pass when going around skiers.
8. If there is more than one set of tracks, ski in the right-hand track.
9. Step off the trail when stopping.
10. When you fall, fill in your divots (holes in the snow made from your fall) to avoid trapping other skiers in your hole and repair the continuity of the ski track.
11. Respect the right of others to use the trails, even if they are using them for a different activity.
12. Respect the peace and quiet of the natural landscape. Do not disturb other people or wildlife, except to solicit help in an emergency situation.
13. If an accident occurs, everyone present should render any needed assistance. Refer to the leader for direction on what to do. Witnesses should establish their identity.
14. **DO NOT LITTER.** Carry out your litter and that of others. Remember, any item you leave behind decays very little over the winter months. Keep the ski tracks clean.
15. When “nature calls,” choose an isolated area away from the trail. Bury solid waste and pack out dirty toilet paper in a sealed plastic bag.
16. At the parking lot, park your vehicle without blocking other vehicles. Parking is often limited, use the space wisely.

TAB G

DOG POLICIES

The purpose of the dog tour policy is to offer guidelines to tour leaders and participants for dog friendly ski tours. Additionally, it is hoped that this policy will provide ideas and suggestions to the general public on how to ski enjoyably and courteously with one's dog.

GENERAL.

- Dog friendly tour leaders are required to follow all other ONC/Portland ski tour policies.
- All dog friendly ski tours are to be approved by the Day Tour Coordinator prior to listing of tours.
- Tour leaders are required to follow all state, federal, and county regulations regarding dogs and it is the tour leader's responsibility to know those regulations in advance.
- Dog tour leaders are responsible for the behavior of all dogs on the tour and shall exclude any dog that is not under adequate leash or voice control.
- All dogs are to be leashed while in Sno Parks or near highways.
- Dog owners have primary responsibility for their own dog.

SPECIFIC REQUIREMENTS

- Dog tours are required to have the following "dog essentials" for dog tours:
- All dogs must have a leash available
- Water and bowl adequate for a day's outing
- Plastic bags and trowel for immediate cleanup of dog waste
- Dog food and treats
- All dogs are current on required vaccinations
- Basic canine first aid kit (for example: gauze, ointment, and vet wrap)
- Dog booties are to be considered on an individual basis
- Trail selection and trail demeanor

- The total number of dogs plus skiers shall not exceed ten (10) and the ratio of dogs to skiers shall not exceed 1.0.

Dog friendly tours are not allowed on ski trails that are high risk for an adverse dog-skier event. Such trails are characterized by narrowness, steep inclines, and curves with limited visibility. Examples of such trails would be Twin Lakes trail, Yellow Jacket trail, Bennet Ridge trail starting at the "S" curves, Swift Creek trail, June Lake trail, Pika trail, Kalama trail, Pete Gulch trail (Tr. No. 157), Indian Heaven trail (Tr. No. 159), Tilly Jane trail.

In general, ski trails signed by blue diamonds should be avoided. Exceptions which provide adequate space for dogs and skiers would include Mud Creek Ridge Trails, Pocket Creek Trails, road ski tours out of Barlow Pass Sno-Park and Bennett Pass Sno-Park, and Sherar Burn Road. Using some of these trails may require short term leashing of dogs for safely connecting via groomed trails.

The best choice for dog friendly ski tours are undeveloped roads. Some of examples of these are Forest Service Roads 32, 3211, 31, and 6507 in the Wind River area, Forest Service Roads 8100, 83, 8312 in the Mount St. Helens area, Frog Lake Butte and Clear Lake basin tours in the Mount Hood area.

It is best practice to avoid ski tracks set by other skiers. In the event this is necessary, at least one skier shall ski in the sweep position and clean up set tracks and reset the track as best as possible.

The greatest chance of an adverse skier-dog event occurs when both a skier and dog are under less than ideal control. These events can be prevented by the following:

- Keeping dogs visible at all times.
- Never allowing dogs to be in the lead on an uphill section of trail or road. Keep aware of skiers heading downhill in your direction.

TAB H

REIMBURSEMENT FORM

Available on website under “Member Resources.” Open drop-down menu and click on “Forms.”

TAB I
Incident Report Form
and Incident Witness Statement

ONC/Portland Chapter Incident Report

Directions: Leaders fill out form, make a copy and send to ONC/PDX, Box 3906, Portland, OR 97208-3906. Please print clearly.

Leader Information:

Name _____

Phone _____

Report Date _____

Incident Details:

Incident Date _____ Time _____

Incident location _____

Trail (if applicable) _____

Size of Group _____

Activity:

- Day ski tour
- Overnight ski trip
- Hike
- Bicycle trip
- Other

Incident Description: In the box below, briefly discuss conditions, hazards, events leading up to the incident, immediate and secondary causes. Use back of form if necessary.

Name of person involved/injured in incident:

Age _____ Gender _____ Experience level _____

List others present: _____

Injury/Illness:

- Allergic reaction
- Burn
- Laceration/Puncture
- Fracture
- Sprain/strain
- Concussion
- Frostbite/hypothermia
- Heat exhaustion/heat stroke
- Unknown
- Other

Evacuation/Outcome: Briefly describe in the box below. What emergency procedures were used? What emergency responder, if any, was called for assistance? Did the person have to be evacuated? If so, how and by whom? Did the person need to receive medical attention? If so, where?



Leader's Signature: _____

Date: _____

