

## Event Leader Guidelines

A volunteer Event Leader is identified to organize, coordinate and lead Fun, Fit, and Over Fifty Club (FFOFC) foot sports, wheel sports, and water sports events. It is recognized that Event Leaders, as volunteers, may not have expertise in the conducting of an Event, or in the safety of the participants, or in addressing emergency situations relating to accident, injuries or health problems, and that participants should have no expectation that any expertise to deal with such matters will be readily available.

The purpose of the following guidelines is to assist the Event Leader in their role of organizing, Coordinating, and leading an event. These guidelines relating to the Event leader are for the purpose of providing guidance to the Event Leader, but shall not be construed to create any duty, to any participant or create any liability, or responsibility by or for the Event Leader, the FFOFC, its officers, representatives or agents, which would not exist in the absence of these guidelines.

Event participants are responsible to understand their physical and health limitations and the rigors of the event, and bring the appropriate equipment and sustenance, conduct themselves in a safe and orderly manner, and assume all risk of injury in connection with or arising out of their participation in such trip or event. These guidelines shall not be construed to release any participant from their assumption of any risk of injury, known or unknown, arising out of their participation in such trip or event.

### **Event Leaders are encouraged:**

#### **During the organization phase of an event, to:**

- Participate in the initial planning and Newsletter write-up including describing the objectives, level of difficulty, driving mileage, passenger trip fee, special clothing or equipment recommendations, permits, time and location of departure, and estimated time of return.
- Keep a sign-up list consisting of the participant names and phone numbers so that members can be contacted should the event be changed or cancelled, and take the list on the event.
- Be familiar with the route and details of the event. Maps and guidebooks can be utilized in planning, as well as consultation with someone who is familiar with the route, or take a scouting trip if the route is uncertain.
- Be familiar with the contents of the Club's first aid kit. The Club has a first aid kit for each of the Water Sport, Wheel Sport, and Foot Sport Committees.
- Cancel an event if conditions prevent safe transport or conduct at the location, and try to notify participants and the Committee Chair prior to the day of the Event. An alternate event may be proposed.

#### **At the start of the Event, to:**

- Feel comfortable that each participant understands the length, time, conditions and appropriate equipment associated with the event. The FFOFC Board authorizes the Event Leader to exclude persons from an Event if they do not, in the Event Leader's opinion, possess the capability to safely participate.
- A *Proof of Liability Coverage Form* is completed for each driver.
- Obtain a signed *Liability Release and Waiver Form* from each non-member if required.
- Remind the participants of the permits, fees, and passenger transportation contribution. The passenger contribution is calculated at \$0.08 per mile.
- Discuss the participants' interest in taking a rest stop during the drive, or a meal stop on the return.

- Provide, on events involving multiple vehicles, a written copy of the driving route, or explicit verbal directions to each driver.
- Identify if a cell phone suitable for emergency calls within the area to be visited is available. If multiple vehicles are involved, it is helpful if there is at least one person with a cell phone in each vehicle and that cell phone numbers are exchanged.
- Consider taking the Club's Walkie-Talkies to facilitate communications during the trip.
- Remind the participants that they are responsible for their own health and safety, for their own water, food, clothing, and equipment, to wear helmets during cycle events, and to wear approved personal flotation devices during water events.

**During the Event, to:**

- Designate a lead person and a last person. The last person is to assure that all participants are ahead. The lead person is to follow the planned route and to assure that all participants are behind. The lead and last designees may change during the event.
- Carry or designate another person to carry the FFOFC first aid kit and inform the participants as to its location.
- Maintain an awareness of the relative location of the participants as they tend to spread out along the route and reform the group periodically to maintain continuity. A participant is responsible to make it known to another participant if they wish to temporarily leave the group, or take a side trip from the main route.
- Take care that trail branches or water intersections are not passed until all participants are aware of the route or explicit markers are provided. This is a good opportunity to reform the group.
- Provide, or allow others to provide, first aid to the extent of their capabilities, in the advent of an accident or injury during an event. The Event Leader or designee should attempt to phone for emergency help if external support is necessary.
- Inform, after stabilization of the immediate emergency situation, and at the first reasonable opportunity, the responsible Committee Chair or and elected member of the Board as to the significant details. The President will contact the person(s) involved for the details and outcome of the situation, and share this information with the Board.

**At the completion of the Event, to:**

- Provide to the responsible Committee Chair the Proof of Liability Coverage Form for each driver of the event.
- Provide to the responsible Committee Chair the Liability Release and Waiver Forms for non-members, who participated, and a list of first aid supplies used.
- Provide the Club President or the President's designee, for inclusion in the FFOFC Weekly Update, a brief description of the Event and the names of the participants. Pictures of the participants or illustrative scenery are also appropriate.
- Deliver the first aid kit to the next scheduled Event leader or to the Committee Chair. The Committee Chair will replenish first aid supplies upon notice from the Event Leader.