

WOMEN'S OUTDOOR NETWORK

Women's Outdoor Network Trip Leader Check List

Before the trip:

___ Been there! Done that! And *recently!* You've been to the locale before and are comfortable and knowledgeable enough about the activity to take others along. You are also aware of current conditions of the destination. For example, has a tree fallen and closed part of the trail or have water levels changed in a particular lake or river? If you haven't been able to make it to your trip site in the past two weeks, call the park, outfitter, etc. to find out if any thing has recently changed.

___ Done your homework. In WON that means that you have gotten a description and details to trips@wonatlanta.com and newsletter@wonatlanta.com. Below is our format for trip descriptions.

Date: What day is your event taking place?

Event: Name of event (e.g. Beginners Kayak on the Chestatee)

Description: A few sentences to describe the outing.

LENGTH: How many miles or what length of time?

DIFFICULTY: easy, moderate, difficult?

BRING: What do they need to have with them for this trip?

SIGN UP: Trip leader's name and contact information (include a phone number even if you want them to e-mail you)

COST: any equipment rental, accommodation fees, or other costs

MEET: you may prefer to disclose this when they sign up

LIMIT: how many people can participate

DEADLINE: whatever works for you

DIRECTIONS: how to get to meeting place. Again, you may prefer to disclose when they sign up

___ Keep a list of those who contact you to sign up with their names and contact information including their phone number.

___ Screening participants. Make sure when talking with trip participants to find out their skill level. For example, if you are going for a long bike ride, it's a good thing to find out the longest ride that they have completed. A few simple questions will tell you what their skill level is and you will know what to expect. The trip leader always has the option to refuse a person to go on a trip, but only if she feels that person hasn't the skills necessary to complete the trip. This is especially true of the more dangerous sports like rock climbing, whitewater paddling and mountain biking.

___ Be sure to check your voice mail and e-mail regularly during the sign-up period.

___ Encourage participants to contact you ASAP if they aren't able to attend. As annoying as cell phones are, it is a good idea to give your cell number out to participants so they can call you if they get lost on the way to the meeting place or they flake at the last minute.

___ ** If you have had to make a deposit for any accommodation fees, it is a good idea to establish a payment deadline for participants for which you will be willing to hold their spot. This is for your protection.

___ Make sure that you have contacted all participants via phone or e-mail with the complete and final details.

Day of Trip

___ Should you need to cancel the trip at the last minute for reasons such as inclement weather, call participants to inform them rather than e-mail them. Most people won't check their e-mail before heading out. Should you wake up ill the morning of the trip, see there might be a suitable replacement for you among the participants if possible.

___ Arrive a few minutes early to meeting place. It is not a bad idea to bring a First Aid kit with you just in case!

- ___ Have a 15 minute courtesy waiting period for participants to get there.
- ___ Give a phone call to check in with any "no-shows."
- ___ Introduce yourself to participants and have them introduce themselves to the others. Have them sign the liability waiver that you printed off the website.
- ___ Encourage participants to carpool. (After all, we are environmentally conscious, aren't we?) Have a few copies of the directions to the locale of your trip so you can give one to each car. It is too easy to get lost when we "just follow each other".

During Trip

- ___ Be sure everyone has arrived at the destination intact!
- ___ Establish a "no woman left behind" act. Be sure to either have a "sweep" person to bring up the rear or to stop periodically to make sure everyone is together.

After Trip

- ___ Hold on to the liability waivers for a while just in case we get a call from Ken Nugent on behalf of one of the participants.
- ___ E-mail a brief re-cap of the trip and a few pics if you've taken them to newsletter@wonatlanta.com. If you do send pictures, be sure it is okay with the people in the picture if the picture appears on our website or in our newsletter.