

# YUKON OUTDOORS CLUB

## Trip Leader Training

### 1. Purpose of YOC club

*The Yukon Outdoors Club is a not-for-profit society whose activities include coordinating trips to promote the enjoyment of the outdoors at low cost. The YOC is a cooperative society where members share the role of coordinating and planning activities.*

### 2. General Responsibilities of the Leader

- liability  
release and indemnity forms

### 3. Handbook

- forms  
procedures
  - picking trip and advising co-ordinator  
sign out and check in
  - incident/accident

### 4. Planning and Organizing Your Trips

- Know the route/ potential risks/ info sources
- Rating for trips
- Estimate time and difficulty
- Screen the participants using checklist - **you** decide who goes on your trip
- Maximum number of participants is 10 (more are permitted if there is a co-leader)
- Minimum number of participants is 4 (or 6 in an area that is noted for high density of bears). If less than the minimum numbers then the leader can suggest that group go as a "group of people" and not as a YOC organized trip.
- Cancellation due to weather, road conditions, too few for safety
- Be Prepared for all kinds of weather - Leader kit, Participant kit

- Emergency planning: ph #'s, participant list, paper, pencil etc.

## 5. Pre-trip Briefing (see form)

- If someone shows up ill prepared, it may be necessary to turn them away, tactfully
- Length of trip, group pace, breaks, bear protocol
- Collective buy-in for group responsibilities for individuals
- Encourage hiking buddies
- Location of keys, emergency evacuation plan etc.

## 6. During Trips

- set the pace to suit the group
- stop at all major junctions for the group to assemble and ensure all hikers are accounted for
- stop periodically for everyone to have a break
- be aware of the condition of all hikers, skiers
- break into groups no smaller than 5
- all participants must be in sight

## 7. Post Trip

- check- in
- self assessment of trip
- concerns with a problem participant- notify trip coordinator who will in turn inform other leaders

## 8. Incident/Accident Report

- importance of full documentation

## 9. Scenario Discussion

- slow participants
- split group
- the solo hiker/skier
- minor injury
- conditions: frostbite, heat stroke, hypothermia
- be prepared for emergency or layover

- lost participants

## 10. Group Dynamics

- specialized course useful for those leading overnight trips or longer

## 11. Outdoor Practical

- develop skills and attitudes necessary for assessing and managing injury related emergencies in the wilderness
- simulations: practical experience in treatment of shock, hypothermia, dehydration, major fractures, bleeding
- building shelters and fires
- survival situations - risk management - plan

# Yukon Outdoors Club Forms

Screening and Registration	- 1 per trip
Release and Indemnity Forms	- 1 per participant for each trip
Trip Checklist and Sign out/ Check in	- 1 for each overnight and longer
Membership	- enough for potential members
Accident report/statements	- 1 set

## YUKON OUTDOORS CLUB TRIP RATINGS

**Easy** - These trips are slower paced trips for people who haven't tried this activity before or who enjoy the slower speed. Easy, gentle terrain, Sunday stroll kind of event. Participants should be in average physical condition.

**Moderate** - These trips are for people who have done this sort of thing before, but are still trying to master the basic skills in this area. These trips usually go at a little faster/steeper/rougher pace than the easy trips. Be prepared for elevation gain and scrambling. Participants should be in reasonably good physical condition.

**Difficult** - These trips are for people with experience and endurance who are looking for a challenge. Expect steep hills, rough off-trail terrain, scrambling, and considerable physical exertion. Participants must be in good physical condition.



10. Additional Medical Insurance (for B.C. and Alaska)												
11. Identification (for Alaska)												
12. Are you 19 or over?												
13. Caller should call back if they can't go so people on waiting list can go.												

**Whitehorse Area 911**  
**Road Report 667-8215**

**RCMP - non emergency 1 (867) 667-5555**  
**Weather 668-6061**

## YUKON OUTDOORS CLUB TRIP REGISTRATION FORM

TRIP DATE AND DURATION \_\_\_\_\_

LOCATION OF TRIP \_\_\_\_\_

DIFFICULTY \_\_\_\_\_

NAME	PHONE	SKILL LEVEL	EQUIPMENT	COMMENTS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Inform participants of the trip details, emphasizing the skill level required and hardships that could be faced. What do they expect out of the trip? Do they have any medical problems? Do they have the related gear? Do they have any questions? Use the checklist on the back of this page to ensure you have covered every item that applies to your trip.

Only you decide who goes on your trip. Assess the ability of each participant. If you have determined that they may not be physically capable or do not have the proper equipment then you must advise them that they are not suited for your trip.

# YUKON OUTDOORS CLUB PRE-TRIP BRIEFING

## 1. INTRODUCTION

- Introduce yourself and your assistant.
- Have participants introduce themselves.
- Tell them to listen and think - *the responsibility for safety is shared by participants*.

## 2. TRIP SPECIFICS

- Introduce the area, suspected weather to be encountered, etc.
- Describe inherent dangers (e.g. cold water, falling, hypothermia, bears and other environmental conditions, etc.)
- Explain proper equipment usage. (who has the first aid kit)
- Demonstrate proper technique (e.g. Sit and paddle like this, use bear spray like this, etc.)
- Explain what to do in case of an emergency (e.g. if you are lost... if the canoe capsizes...if we encounter a bear... etc.)

## 3. PARTICIPANTS' RESPONSIBILITIES

- Able to handle the outlined level of physical involvement and indicate if they have any medical or physical conditions.
- Notify the leader if they observe any problems with the equipment or animals, and to report any incidents or accidents.
- Follow transportation arrangements: car pool, meet at this location, share gas.
- Follow "leave no trace" guidelines.

## 4. CLOSING

- Ask if everyone understood and signed the Release (waiver) forms.
- Ask if there are any additional questions.
- If there are non-club members, provide them with a membership application form
- Complete Trip Checklist and attach Release and Indemnity Forms for each participant.

# YUKON OUTDOORS CLUB

## ***Leader's First Aid Kit (kit available for all YOC trips)***

Adhesive Bandages (a variety of types and sizes)	
Adhesive Tape	Antiseptic Towelettes
Elastic Roller Bandage	Gauze Pads
Latex Gloves	Moleskin/Second Skin
Safety Pins	SAM Splint
Small First Aid Manual	Space Blanket
Sterile Gauze Pad	Triangle Bandages
Tweezers/needle	Zip Lock Bags
Cold packs	

## ***Trip Leader's Kit***

Bear spray	Map and Compass
Braided nylon cord	Paper and pencil
Duct tape	Pocket knife
Emergency food (ie. energy bar)	Rehydration system (ie. two cans/candles)
Fire starter	Shovel
First Aid Kit (see above)	Signal mirror
Hot shots	Space blanket (+ orange garbage bag)
Matches/lighter	Whistle
Optional: tarp	Wire

***\*\*Trip Leaders cannot give any medication (including aspirin/tylenol) to participants. Participants must bring their own medication.***

## ***Participant's Kit***

Bear spray	Medication (Tylenol, aspirin etc)
Braided nylon cord	Pocket knife
Duct tape	Rehydration system (ie. 2 cans/candles)
Emergency food (ie. energy bar)	Space blanket (+ orange garbage bag)
Fire starter	Suitable clothing (for weather)
First Aid (band aids, Blister kit)	Whistle
Matches/lighter	

## ***Car Emergency Kit***

flares, candles, flashlight, sleeping bag, shovel, spare tire

**YUKON OUTDOORS CLUB**  
***Sharing outdoor experiences since 1980***  
**APPLICATION FOR MEMBERSHIP**  
**EXPIRES SEPTEMBER 30**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**POSTAL CODE:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_(H) \_\_\_\_\_(W)

**EMAIL:** \_\_\_\_\_

The Yukon Outdoors Club is a not-for-profit society whose activities include coordinating trips to promote the enjoyment of the outdoors at low cost. The YOC is a cooperative society where members share the role of coordinating and planning activities. The YOC does not have professional or trained guides, leaders or drivers on its trips. Most trips are limited to 10 people.

### **BENEFITS OF BEING A MEMBER**

- Advance notice of trips, courses and events
- Courses to develop skills and safety in the outdoors
- Equipment rentals (tents, bear canisters, pulks, peips, snowshoes ...)
- Opportunity to meet people with shared interest and knowledge of the outdoors
- Opportunity to explore new areas
- Shared transportation/gas/equipment

Please indicate whether you are available to lead or co-lead trips. Experienced leaders will assist new leaders. A Coordinator's Handbook will be provided to all trip leaders.

Yes, I am available to lead /co-lead trips      I want to learn more about leading trips

Areas of interest: \_\_\_\_\_

***I am aware that I am responsible for my personal safety and well being during courses and trips. I understand that I will be required to sign a waiver form for each trip in which I participate releasing the Yukon Outdoors Club and its associates from being sued for negligence.***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Indicate Family Membership \$15.00/yr or Single Membership \$10.00/yr

Please return this form and cheque or money order to:

YUKON OUTDOORS CLUB, C/O Sport Yukon, 4061 - 4<sup>th</sup> Avenue, Whitehorse, YT, Y1A 1H1

Yukon Outdoors Club  
Incident Accident Report  
(use additional paper if necessary)

Leader's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone H \_\_\_\_\_ W \_\_\_\_\_

Name of Injured Participant \_\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_

Address of Injured \_\_\_\_\_

Phone H \_\_\_\_\_ W \_\_\_\_\_

Type of Trip \_\_\_\_\_

Date of Injury \_\_\_\_\_ Time \_\_\_\_\_

Describe the extent of injury \_\_\_\_\_

\_\_\_\_\_

Describe the injured's mental status: Confused \_\_\_\_\_ Calm \_\_\_\_\_ Panicked \_\_\_\_\_  
Aggressive \_\_\_\_\_ Other \_\_\_\_\_

Describe in detail how the accident happened: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe First Aid given: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this a reinjury of an old condition? \_\_\_\_\_

Describe Evacuation: \_\_\_\_\_

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Describe location and accident site: \_\_\_\_\_

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Describe Weather \_\_\_\_\_

Air Temp \_\_\_\_\_ Water Temp \_\_\_\_\_

Wind \_\_\_\_\_ Precipitation \_\_\_\_\_ Visibility \_\_\_\_\_

Were there other contributing factors (if yes, describe) \_\_\_\_\_

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Did equipment contribute in any way to the accident? (if yes, describe) \_\_\_\_\_

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Did the injured participant contribute to the accident in any way? (if yes, describe) \_\_\_\_\_

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Did the injured participant refuse first aid or evacuation? \_\_\_\_\_

Did another participant contribute to the accident? (if yes, describe) \_\_\_\_\_

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Were there warnings or instructions that were not heeded? \_\_\_\_\_

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Were there other participants injured in this accident? \_\_\_\_\_

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**Attach:** A copy of the Release and Indemnity Form that the participant signed.  
Your written narrative statement of what happened.  
Names addresses and Phone #'s of other witnesses.  
Witness statements.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Statement of Accident

1. Describe the actions leading up to the accident (situations, statements and actions of leader and participants)

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2. Describe the accident:

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3. Describe the actions following the accident:

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4. Were sufficient warnings, instructions and information provided?

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5. How could this type of accident be avoided in the future?

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Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_