



ALPINE CLUB OF CANADA EDMONTON SECTION TRIP COORDINATOR GUIDELINES

The Alpine Club of Canada – Edmonton Section recognizes that trip coordinators are an integral part of the membership experience. Trip coordinators exercise leadership on club trips, offer mentorship, take precautions to maximize safety, and communicate extensively with trip participants throughout the trip creation and execution cycle. By doing so they create a safe and enjoyable experience for all participants.

We use the term “coordinator” instead of “leader” to emphasize that we are amateurs and not guides. However, there are several responsibilities associated with the role that are important to maintain a positive member experience and follow Alpine Club of Canada policies.

Trip Coordinator Responsibilities:

1. Familiarize yourself with the National [ACC policies for Section Trip Administration](#)
2. Know and understand the route, mode and time of travel, and objective and subjective hazards.
3. Know your trip applicants and select those appropriate for the trip.
4. Oversee the organization of the trip including logistics.
5. Ensure that the waiver is shared in advance of the trip, and signed by all participants before the trip begins. File the completed waivers with the Section's Secretary (secretary@accedmonton.ca).
6. Have a decision-making process and communicate this to all participants during the trip.
7. Treat all participants equitably and with respect.
8. Know and follow applicable regulations and stewardship guidelines.
9. Be prepared to deal with the hazards of the trip.
10. Should an incident occur, assist with or organize the emergency response. Immediately contact the Executive Director and the Edmonton Section Chair as soon as feasible after the provision of emergency aid and response. Refer any media inquiries to the National ACC Office.

Executive Director - white@alpineclubofcanada.ca OR 1-403-678-1473
Edmonton Section Chair - chair@accedmonton.ca



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How to get started:

- Choose trips which are well within your physical and technical competency, and that allow you to focus on the group and the terrain. For your first few trips, it is recommended you pick trips which you have completed before or where you are familiar with the general area.
- Research the trip. Understand the fitness requirements, logistics, subjective, and objective hazards. If in doubt solicit an experienced member of the section.
- Post your trip using the trip submission form on the Edmonton Section website. Ensure the information is complete and you have adequately rated and described your trip. When submitting a trip for the first time, please include the following details when asked for "relevant experience" in the trip form:
 - technical background/experience (e.g. similar objective completed)
 - leadership experience
 - any training and courses relevant to the proposed activity
 - a reference from the section, preferably a trip coordinator.
- Your trip will be reviewed by the Safety Committee. The Committee may recommend changes if necessary. Once approved, your trip will be added to the trip schedule and event calendar.
- Participants will contact you! Talk to them and find out if they have the appropriate fitness, training, experience, and personality for your trip. Be sure to communicate the objectives of the trip in order to manage expectations. Consider using the trip applicant forms available on the website to evaluate applicants.
- Continue to develop your leadership, first aid, and technical skills through mentoring and courses, and take advantage of the Section's Course Subsidy Policy.

If you have any questions about becoming a trip coordinator or posting your first trip, please do not hesitate to contact volunteering@accedmonton.ca!