



401-63 Albert Street
Winnipeg, Manitoba, R3B 1G4
Phone/Fax: (204) 943-9029
Email: mns1@mts.net
Website: www.naturemanitoba.ca

Outdoor Trip Leader Package

Dear Trip Leader:

Thank you for leading a _____ trip
(trip type / location)

on _____ .
(date)

Outdoor activities are a popular feature of Nature Manitoba's programs. We appreciate your time and effort to organize and lead this activity. In keeping with Nature Manitoba's objectives, and to ensure that many members enjoy the opportunity to enjoy and learn more about Manitoba's natural heritage, we encourage you to include these elements in your outings.

Notice of trips and activities listed in Nature Manitoba News should include enough detail to help participants make a determination as to whether they are capable of undertaking the activity. In addition, as leader and organizer, you can help increase the participants' level of preparedness, minimize risk of injury and ensure that Nature Manitoba trips are conducted as safely as possible, by following these "risk management" guidelines.

- 1) When people call to register for your trip, please ensure that they are aware of the length of the trip, difficulty level, equipment required, and supplies to bring. (eg. water, snack, etc.)
- 2) Upon arrival at the trip site and before starting the activity, gather the group together and have participants introduce themselves. (Especially try to integrate new members, who may not know anyone and feel awkward their first few outings.) While the group is still assembled, state clearly what the trip/activity will entail and any potential hazards.
- 3) Have participants read the Informed Consent/Liability Release (on following page) and ask that they print and sign their names. (If the group is a larger one, where it may be time-consuming to have each participant read the form individually, the leader can read the form out loud to everyone, and then pass around for signatures.)

Nature Manitoba has a comprehensive insurance policy to protect the organization and its volunteers, providing neither has been deliberately negligent. Should there be a mishap on the trip, the signed form will verify that participants were made aware that participation was at their own risk. Getting participants to sign the form is as important to protecting the trip leader as to protect Nature Manitoba from any potential law suits. Therefore, it is important that all participants sign, whether or not they are Nature Manitoba members.

- 4) Complete Trip Leader Report (on last page) and return with Informed Consent/Liability Release to the Nature Manitoba office within two weeks.

Should there be an incident involving injury or loss of person, equipment, etc., please complete the accident report available by calling the Nature Manitoba office.

For guidance in planning trips, and as a source of information, refer to the Nature Manitoba Trip Leader Guide available at the Nature Manitoba office or through the Outdoor Program Chairperson.

Nature Manitoba Outdoor Trip Rating Guidelines

General Rating Guidelines Applicable to all Activities

- Rate 1 Novice – Typically 2-3 hrs duration. Little or no experience required. Easy terrain or calm water. Limited physical fitness acceptable. Weather not likely to be severe and normally can be accommodated by retreating to shelter.
- Rate 2 Intermediate – Typically 4-6 hrs duration. Some previous experience and skill desirable. Some steep or difficult terrain or waves may be expected. Moderate physical fitness required. Seasonal weather not normally severe.
- Rate 3 Advanced – Typically full day trip. Previous experience, significant skill and good physical condition required. Steep or difficult terrain or waves to be expected. Sustained strenuous activity required. Seasonal weather not normally severe.
- Rate 4 Camping – Trip of several days duration with camping requiring heavy packs, specialized equipment and skills. Effects of inclement weather and injuries more severe than for day trips. Seasonal weather not normally severe.
- Rate 5 Camping, Advanced – Trip of several days duration with camping requiring heavy packs, specialized equipment and skills. Possible severe weather conditions – wind, cold, rain, sleet – may halt trip and demand use of skilled survival techniques or make accidents such as capsizing or physical injuries life threatening. Aid or rescue is difficult to obtain.

Biking & Backpacking

- Rate 1 Novice – Hike up to 6 kms on relatively flat terrain with a light pack.
- Rate 2 Intermediate – Hike up to 12 kms on flat and hilly terrain with a light pack.
- Rate 3 Advanced – Hike up to 18 kms on all types of terrain with a medium pack. Some strenuous activity possible.
- Rate 4 Camping – Backpack up to 18 kms per day on all types or terrain with a heavy pack under possible severe weather conditions. Strenuous activity is probable and effects of injuries may be severe.
- Rate 5 Camping, Advanced – Backpack up to 18 kms per day over difficult terrain with a heavy pack under probably severe weather conditions such as strong cold winds with driving rain, snow or sleet which may halt trip. Includes trips in wilderness conditions where aid or rescue is difficult and/or expensive to obtain. Physical injuries are potentially life threatening.

Cycling (Helmets must be worn)

- Rate 1 Novice – Cycle up to 2 hrs on paved streets at 10 to 15 kms per hour.
- Rate 2 Intermediate – Cycle up to 4 hrs on paved or gravel roads at speeds of 15-20 kms per hour.
- Rate 3 Advanced – Cycle up to 6 hrs on paved or gravel roads at speeds of 15-25 kms per hour under possible strong winds and rain.
- Rate 4 Camping – Cycle up to 6 hrs per day at speeds of 15-25 kms per hour under possible strong winds and rain. Camping trip has vehicle support. Specialized equipment and skills required.
- Rate 5 Camping, Advanced – Cycle up to 6 hrs per day at speeds of 15-20 kms per hour under possible strong winds and rain. Camping equipment is carried on bicycles. Specialized equipment and skills required.

Canoeing – Flat Water (Life jackets must be worn)

- Rate 1 Novice – Paddle on calm water for up to 3 hrs. Some assistance in carrying or loading canoe may be expected.
- Rate 2 Intermediate – Paddle for up to 6 hrs under moderate wind and wave conditions. Knowledge or rescue skills desirable. Short portages over easy terrain possible.
- Rate 3 Advanced – Paddle for up to 8 hrs under possible severe wind and wave conditions. Knowledge of rescue skills desirable. Long portages over difficult terrain possible.
- Rate 4 Camping – Paddle for up to 8 hrs under possible severe wind and wave conditions. Knowledge of rescue skills desirable. Long portages over difficult terrain possible. Camping requires specialized equipment and skills.
- Rate 5 Camping, Advanced – Paddle for up to 8 hrs under possible severe wind and wave conditions. Knowledge of rescue skills required. Long portages over difficult terrain possible. Camping requires specialized equipment and skills. Wilderness or remote location make rescue or aid difficult to obtain.

Canoeing – Moving Water (Life jackets must be worn – helmets advised for rapids)

- Rate 1 Novice – Paddle in moving water with currents less than 4 km/hr and clear channel without sweepers or rapids for up to 3 hrs. Knowledge of rescue skill desirable.
- Rate 2 Intermediate – Paddle in moving water with currents up to 6 km/hr and class 1 rapids (small waves and few obstructions) for up to 6 hrs. Knowledge of dangers of sweepers, ledges and entrapment. Skill in moving water rescue and use of throw bags desirable.
- Rate 3 Advanced – Paddle in moving water with class 2 rapids (waves to 1 meter and boulders in stream, clear passages) for up to 8 hrs. Able to back ferry and do turns in currents to 8 km/hr. Skill in moving water rescue and in use of throw bags required.
- Rate 4 Camping – Paddle in moving water with class 2 rapids (waves to 1 meter and boulders in stream, clear passages) for up to 8 hrs. Able to back ferry and do turns in currents to 8 km/hr. Skill in moving water rescue and in use of throw bags required. Camping requires specialized equipment and skills.
- Rate 5 Camping, Advanced – Paddle in moving water with class 2 rapids (waves to 1 meter and boulders in stream, clear passages) for up to 8 hours. Able to ferry back and do turns in currents to 8 km/hr. Skill in moving water rescue and in use of throw bags required. Camping requires specialized equipment and skill. Wilderness or remote location may make rescue or aid difficult to obtain.

Kayak Touring (Life jackets must be worn)

- Rate 1 Novice – Able to enter kayak from shoreline, egress overturned kayak in water, paddle in calm water straight line with double bladed paddle and rudder for up to 3 hrs.
- Rate 2 Intermediate – Able to paddle in light winds and waves to 0.5m, paddle in straight line without rudder. Paddle up to 6 hrs.
- Rate 3 Advanced – Able to paddle in moderate winds and waves to 1m. Can assist in rescue of another kayak. Able to turn kayak and with assistance get back in. Paddle up to 8 hrs.
- Rate 4 Camping – Able to paddle in waves up to 1m for up to 8 hrs. Able to wet exit and self rescue. Can assist in rescue of other paddlers. Cold weather paddling skills advisable. Able to assist in establishing camp efficiently. Suitable equipment for overnight trips.
- Rate 5 Camping, Advanced – Able to paddle in waves up to 1.5m and winds up to 20 km/hr for up to 8 hrs. Able to wet exit and self rescue. Able to assist or aid in rescue of other paddlers. Familiar with use of throw bags and paddle floats. Rolling ability advisable. Can organize camp duties and establish camp in all weather or light conditions. Able to assess weather and water conditions for safety. Able to assess skills of other participants and give guidance as needed.

Cross-Country Skiing

- Rate 1 Novice – Ski up to 6 kms on relatively flat terrain with a light pack.
- Rate 2 Intermediate – Ski up to 12 kms on flat and hilly terrain with a light pack.
- Rate 3 Advanced – Ski up to 18 kms on flat and hilly terrain with steep sections with medium pack. May need to break trail.
- Rate 4 Camping – Ski up to 18 kms/day on flat and hilly terrain with steep sections with medium to heavy pack under possible severe weather conditions.
- Rate 5 Camping, Advanced – Ski up to 22 kms/day in difficult off-trail terrain. Severe weather conditions are probably. Must be able to carry a heavy pack. Trips are in wilderness or remote locations where physical injuries are potentially life threatening.

Snowshoeing

- Rate 1 Novice – Snowshoe up to 6 kms on relatively flat terrain on packed snow with light pack.
- Rate 2 Intermediate – Snowshoe up to 12 kms on flat and rolling terrain on packed snow with a light pack.
- Rate 3 Advanced – Snowshoe up to 18 kms on flat and hilly terrain with steep sections with medium pack. May need to break trail.
- Rate 4 Camping – Can travel up to 8 hrs with a 14 kg pack or pulling a sled. Able to break trail. Familiar with signs of cold injuries and first aid for them. Able to assist in establishing camp or building emergency shelter. Has basic route finding skills. Able to assess weather conditions. Adequate equipment to overnight in winter conditions.
- Rate 5 Camping, Advanced – Can travel up to 8 hrs pulling a sled or with a 14 kg pack. Can break trail. Advanced route finding skills. Lead and organize camp establishment. Able to construct/set up emergency shelter, e.g. quinzhe, snow trench, lean-to. Capable of making emergency equipment repairs. Knowledgeable in assessment and care of cold injuries. Strong awareness or weather conditions.



Informed Consent & Liability Release Agreement

Please read carefully & sign below

Description of Activity:

Trip Rating (refer to other page) _____

I understand that Nature Manitoba is a not-for-profit corporation, the trip leaders are non-professional volunteers, and that the objectives of Nature Manitoba are, among other things, to facilitate participation by members in wilderness and other recreational activities and that participation in such activities may involve risk of bodily injury or death.

I acknowledge that risks of injury and death are inherent to participation in outdoor, wilderness and recreational activities. I understand that I am solely responsible for determining my ability (and the ability of any minors accompanying me in such activities) to participate in the above activity that will require appropriate levels of fitness, health and skills as determined by me, which included consideration of the trip rating assigned to the activity.

I further understand that Nature Manitoba, its members, directors, officers, trip leaders, employees and any other representatives (collectively, "Nature Manitoba Organizers") make no representation as to the expertise of the trip leaders or any of the trip participants in connection with the above activity and I acknowledge that I do not rely upon the trip leaders or any other trip participants for such expertise. I agree that my participation and that of any minors accompanying me in the activity shall be entirely at my (our) own risk and I assume full responsibility for myself and such minors. In consideration of the foregoing and the Nature Manitoba enabling me (and any minor accompanying me) to participate in the activity, the sufficiency of which consideration I do hereby acknowledge, I hereby assume on my behalf, and on behalf of any minors accompanying me, all risks arising from participation in the above activity, including travel to and from the activity. I do hereby release and discharge the Nature Manitoba Organizers of all claims of whatever nature in respect of any liability loss, cost or damage whatsoever, including, without limiting the generality of the foregoing, bodily injury or death, damage to or loss of property, arising out of or in connection with my participation (and that of any minor accompanying me in the above activity) including travel to and from the activity.

I acknowledge having read and understood the activity rating guideline published in the Nature Manitoba News. I declare having read and understood the above release in its entirety.

Dated this _____ day of _____, 2009.

All participants are required to sign. If under 18 years, parent or guardian must also sign opposite participant's name. (If not a member, include address below)

Full Name (print)	Telephone	<u>Sign In</u> Email Address	Signature
<hr/>			

(continued on next page)

Trip Leader Report

(please complete & return to the Nature Manitoba office within 2 weeks)

- to ensure that the trip is actually reflected in future Nature Manitoba News notices, indicate the difficulty rating.
- include the trip leaders and co-leaders in the number and list of participants
- if available, provide photocopies of marked topographical or area maps, as a more detailed reference for future leaders of this trip
- include the stop and start times and dates, as well as planning and reporting time

Leader _____ Phone _____

Co-Leader _____ Phone _____

Destination _____ Type of activity or trip _____

Trip Classification

Beginner Novice Experienced Expert All may attend

Rating _____ Theme _____

Start date and time _____ Finish date and time _____

Amount of volunteer time to plan, execute and report this trip _____

(include 8 hours of volunteer time per day trips and 4 hours per partial day trips for leaders and co-leaders, ie 1 day trip with 2 leaders is equivalent to 2 days, or 16 hours in total)

of people registered for outing _____ # of people who showed up _____

Trip cancellation due to: Leader Not enough registrants _____

Maps needed for this trip _____

Do you recommend that the trip size be limited? No Yes, to _____ participants

Do you recommend future trips to the area? No Yes

What changes, if any, would you recommend to route, length of trip, etc?

List highlights of trip (sighting, etc)

Did you encounter any problems? If yes, please specify
