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# Durham Outdoors Club Event Policy

July 2023

## 1. Background

The Durham Outdoors Club (DOC) executive is introducing this policy to help ensure that all club events are conducted safely and for the enjoyment of all attendees.

This protocol applies to all club members and identifies the specific responsibilities for event co-ordinators, event leaders and event participants. All club activities, including monthly meetings, are restricted to current club members.

Some sections of this document are similar to those of the club's [Risk Management Plan](#).

This policy will be reviewed every spring by the DOC executive.

## 2. Creating a DOC activity

Every DOC member is encouraged to propose and lead events. If you do not see an event that interests you, create one.

## 3. DOC event co-ordinators' responsibilities

- ask members periodically to lead events; this can be done in person, by phone or by email, with members who have shared their phone number or email address with you;
- provide suggestions for potential club events to members who may wish to lead an activity;
- email this policy to the event leader and ensure that he/she understands the responsibilities and all required and recommended equipment for the activity (see DOC event leaders' responsibilities);
- as soon as you receive and accept an event, email the details—date, time, location, distance, rating, leader's name and email address or phone number—to the club's communications co-ordinator, so it can be included in upcoming weekly e-blasts; and
- every quarter, email the list of events to the newsletter editor.

## 4. DOC event leaders' responsibilities

- communicate promptly with members who express an interest in attending an event and inform them of where to meet, as well as all needed and recommended equipment, footwear etc. for the activity; for instance, for winter

hikes or whenever conditions may be icy, traction devices—also known as icers—are required;

- you may, at your discretion, limit the number of participants for an activity;
- for shorter events such as a morning hike or bike ride, walk, hike or cycle etc. travel the route up to one week before, to help ensure it is safe and without obstruction;
- keep informed of the weather; if current or expected conditions could endanger participants' safety during the activity or travelling to or from the event, inform participants immediately and ask the club's communications co-ordinator to mark the event CANCELLED on the club's [Events Schedule](#);
- arrive at the meeting point at least 15 minutes before the start of the activity;
- before starting the event, ask each participant state his or her name;
- bring a well-charged cell phone and carry it throughout the activity;
- the club's insurance policy strongly recommends that a first-aid kit be available throughout the activity; the kit should contain various sized bandages, antiseptic, gauze, medical scissors and medical tape; drug stores sell a variety of medical kits, some in the \$20-\$30 range;
- download and print a DOC [Emergency Contact and Waiver Form](#) and have all participants complete and sign it before the activity starts; email the completed emergency waiver to the [club secretary](#) no more than one week after the activity;
- download an [Incident Reporting Form](#); while the likelihood of injury is low, having the form handy will help you record vital information;
- carry both forms throughout the activity;
- if you deem a participant cannot complete the activity safely, ask the person to return to the parking/meeting point, accompanied by another member who can do so safely and responsibly;
- treat a minor injury, such as a small scrape, onsite using the contents of your first aid kit;
- **when an injury is serious or if there is any doubt about how serious it might be, call 911 immediately.**

## 5. DOC participants' responsibilities

- if you want to attend an event, contact the event leader at least one day in advance;
- attend only if you are well, fit enough to complete the activity, and can meet the requirements as stated in the club's [Emergency Contact and Waiver Form](#);
- it is recommended that you carry throughout the activity a fully charged cell phone, in case you become separated from the group or are asked to accompany another participant back to the parking/starting point;
- bring all required equipment, such as icers for a hike in winter or an approved life vest for a paddling outing; detailed requirements for each type of activity type are on the [Events Schedule](#); and
- conduct yourself in a respectful and courteous manner.