

Trip Leader Activity Guide

Updated: 11/27/2023

Thank you for your interest in leading a Panhandle Nordic Club activity! Trip leaders are responsible for all aspects of planning and implementing the desired activity. This document will provide an overview of leader responsibilities and resources to help plan and promote your trip.

Promoting Activities

There are 3 main methods for promoting club activities:

1. Announcement during club meeting
2. Posting in the [Club News](#) section of www.panhandlenordicclub.com
3. Event post on [Panhandle Nordic Club Facebook page](#)

As the Trip Leader, you will need to email a description of the activity with the following information Pnc12@emaldodo.com at least one week prior to the event:

1. Location of activity including trailhead and links for reference
2. Type of activity
3. Length of trip
4. Level (see Trail Classifications)
5. Date and time
6. Location for meeting place and/or carpool including directions
7. Deadline to sign up

Sign Up

You will need to create and print a signup sheet for the next club meeting. A template can be found here [Panhandle Nordic Club member page](#).

Safety Tips

Below are some tips to ensure a safe and enjoyable activity for all.

- Ensure essential supplies are brought:
 - 1st Aid kit
 - Knee and ankle support
 - Fire starter
 - Flashlight
 - Knife
 - Duct tape
 - Map and/or GPS
 - Compass
 - For ski/snowshoe activities: bring extra equipment (poles, wax, etc.) and tools suitable for making minor repairs.
- Pair-up participants as a precaution to avoid losing someone.

Day of Activity Responsibilities

Before departing, the Trip Leader should ensure that participation and travel plans are established and understood by the group. Following are guidelines that should be practiced or considered:

1. Create a roster of all the participants including names and phone numbers.
2. Review driving instructions to activity trailhead, meeting time/s and coordinate carpool assignments.
3. Review the activity description ensure that participants are comfortable with & prepared for:
 - Level of difficulty, distance and estimated time to complete (as a group).
 - Their clothing, shoes, and equipment.
 - Hazards and how to respond (Such as: wildlife, steep terrain, cold or wet weather, slippery footing, etc.).