

**Guidelines for multi-day trips**  
**AMC Worcester Chapter Leadership Committee**

10/24/99

revised 1/12/00

Revised 2/23/04 SGF Added Leader Comp. Details

The Worcester Chapter of the Appalachian Mountain Club offers multi day trips to the AMC membership. These trips generally involve lodging and/or use of outside outfitters and involve accounting for much larger sums of money than the Chapter's day trips. The purpose of this set of guidelines is to assure The Chapter's standards of volunteer leadership are upheld in the course of these trips, and that proper liability risk management for leader, participant and The Worcester Chapter is maintained. These weekend trips are some of the most popular offerings within the AMC, and offer the participant an opportunity for many options of outdoor activity at a great value. The Chapter values the volunteer leaders who put forth the effort into making these trips such a success and wishes to make their experience in leading these events is as enjoyable for them as well as the participant.

**Leadership Qualifications:** Leaders who are already approved to lead day events may lead multi-day events with the approval of the Leadership Committee, or after having co-lead at least one multi-day trip. The leader must be qualified for the difficulty level of the activities to be associated with the trip, OR in the event of multi-activity trip (i.e. hike & bike weekend) the leader must assure that all individual events are led by a leader who is approved to lead that particular activity by the Leadership Committee. These leaders may be drawn from the trip participant roster if they are approved leaders.

**Trip Limits:** Worcester Chapter trips may not exceed four nights and must be limited to within five hundred miles of Worcester. Trips outside these limits must be approved by the AMC's Major Excursion or Interchapter Excursions Committees.

**Leader Responsibilities:** The leader(s) will act as agent for all trip participants, arranging lodging and outdoor activities. The leader will collect from the participants all fees associated with the trip and act as bursar for the trip. Leaders should collect all trip fees in advance of the trip. The leader(s) will distribute any unused portion of these funds back to the participants within thirty days of the completion of the trip. It is recommended that leaders maintain financial records of the trip. There will be at least one leader for every twelve trip participants.

**Advance Deposits:** Leaders of trips which require advance deposits for lodging or activities are strongly encouraged to obtain these funds from the Chapter Treasury. The leader will follow the Treasurer's policy on trip deposits. A copy of the policy may be obtained from the Chapter Treasurer.

**Leader Compensation:** Leaders' may charge the costs of the trip to the participants subject to certain limitations. Leader's costs are costs incurred as part of the trip such as lodging, meals, and activities fees that are charged to all participants. Leaders' cost also may include administrative fees as described below. Leader's cost may not include gas, restaurant meals if not included in the trip, guidebooks, damaged gear and optional lodging (e.g. Friday Night lodging for a trip that begins on Sat. am).

One leader's cost may be included in the trip cost for every 9 participants. If there is more than one leader it is up to the leaders to decide how to split the compensation between them.

Leaders are responsible to keep an accurate accounting of the cost of the trip and the amounts collected. This information should be available to submit to the Treasurer and/or Leadership Chair upon request.

**Administrative Fees:** A trip leader may either itemize completely personal expenses incurred on the behalf of the trip participants OR charge an administrative fee of no more than 1% of the total cost of the trip to cover items such as stamps, phone calls, and photocopying.

**Non-Member Participants:** Trips are open to non-AMC members, but non-members are to be charged a nominally higher rate of approximately 10% higher than the published member rate. AMC members from any chapter get the normal member rate.

**Use of Outfitters:** Trips may employ the use of outfitters such as rafting outfitters, downhill ski areas or charter boats. These outfitters should be normal operators and be properly insured.

**Trip Planning:** Trip plans with an itinerary, destination, maximum and minimum number of participants and estimated cost, and a trip announcement text are to be submitted and approved by the activity chairperson of corresponding committee, multiple activity trips are to be approved by all appropriate committees (i.e. Skiing and Ice-climbing Weekend must be approved by both skiing and Mountaineering Committee Chairs) Trip announcements will be published by the Activities Committee via the normal channels-AMC Outdoors magazine, The Wachusett Views newsletter and the Chapter's web page. This information must be presented in time to assure publishing in time to advertise the event. A cutoff date is to be established with both lodging providers and participants such that a trip may be canceled with minimal loss of deposit if insufficient participation occurs. Please don't wait until the last minute to publish your trip. After trip approval, leaders may secure deposit money for the trip from the Treasurer, if needed.

**Participant Notification:** Leaders are to notify all participants of the specifics of the trip beforehand. This is often best accomplished by a written letter a week or two before the trip. The notification should describe the lodging, rooming situations, required equipment, *refund policy*, directions and a description of the activities to be offered over the course of the trip. Please give any useful phone numbers. If the leader offers a 'carpool list' of participants, for security reasons, do not offer street addresses- towns and phone numbers/emails are fine. Before putting any name on this list, please ask the participant's permission to make this information known to the other participants.

**Refund Policy:** Trip leaders are to produce a refund policy in case a participant cancels out of a trip. This policy is to be made known to the participants. Please make this policy such that a participant who cancels with plenty of time gets a full refund if possible, but maintain a policy which a cancellation at a late date will not raise the price for other participants. This burden is to be borne by the participant(s) who cancel and affects the price.

**Participant Screening :** Leaders are responsible for putting forth an effort to screen participants for technical skills and physical ability sufficient to complete and enjoy the trip. If proper equipment is required for any activity, the leader must inform the participant.

**Sign-up Sheets:** Leaders are to have all participants sign in and identify themselves as AMC members or non-members. This sheet along with a brief trip report are to be forwarded to the appropriate Committee Chair for the activity.

**Have Fun!** These guidelines are designed to encourage leadership of these popular AMC offerings. They are to help the leaders be informed of the necessary elements to make their trip enjoyable for leader and participant alike. Use them to continue the Worcester Chapters reputation for putting on memorable weekends of outdoor recreation.