

Guidelines for Leaders of Trail Tending Parties

Portland Chapter, Oregon Nordic Club — Revised December 2007

- Contact the Trail Tending Coordinator and the Forest Service Rep to confirm the location, goals, and tasks of your specific Trail Tending Party.(TTP) Confirm with them what tools and supplies will be needed; where you will pick them up; and where the tools and excess supplies will be left at end of day.
- Confirm where and when your team will meet the Forest Service Rep.
- Decide on a meeting place and time for your TTP. Teams usually meet at Gateway Transit Mall on weekends and at the Edgefield in Troutdale during the week. Let newsletter editor know by the 15th of the month, so she can publish the meeting place and time in the next month's ONC newsletter.
- Write up a brief "marketing" description to encourage volunteers to join you. Send this to newsletter editor by the 15th of the month for the next month's newsletter. Also send it to the TTP Recruiter, so she can send out an email two weeks before your TTP to encourage volunteers to participate. You may also want to notify friends that you would like to join you for this day.
- NW Forest Passes are not needed for volunteers, since the Forest Service Rep will cover the groups where required.
- Dogs are not allowed on Trail Tending Parties due to safety issues.
- All volunteers must sign an attendance sheet that includes an assumption of risk and liability waiver, along with listing an emergency contact. There are no trip fees for non-members on Trail Tending Parties. You will find this sheet on the ONC website. Mail the completed sheet to the Trail Tending Coordinator.
- Leaders can hand out the "Trail Tending Guidelines for Volunteers" at the initial meeting place so volunteers can read them during the ride to the site. (available on ONC website)
- Car Pool Drivers receive 25 cents per mile for mileage reimbursement. Let Trail Tending Coordinator know how many drivers you expect, and she will provide the reimbursement money for you, along with the mileage reimbursement forms. Get a receipt from each driver confirming that they received the money. (Reimbursements are for carpools only. There is no reimbursement for single drivers.) Send copies of the receipts to the treasurer for the ONC records.
- At the beginning of the work day, have each volunteer introduce themselves. Review the tasks for the day and any safety issues (such as always having one person hold the ladder). If your team will be breaking up into smaller teams, be sure everyone knows where to meet and what time to meet for the lunch break and/or at the end of the day. (Cell phones usually don't work in the forest.)
- Never leave anyone behind. Take head counts at each re-group spot
- It is helpful if TTP Leaders take photos and provide a brief recap of how the trip went for the newsletter. Send photos and articles to the newsletter editor by email, by the 15th of the month.
- Arrange a lunch time for the volunteers to stop and rest for awhile.
- Ensure that the volunteers work safely.
- Thank each volunteer at the end of the day for their work to keep our ski trails in good condition.