

Activity Leader Guidelines



For
Jewish Outdoor Escape 2016 – Ottawa Odyssey

Welcome

Thank you

for volunteering to be a leader, driver or bus
captain.

Leader Info Packet

- Should have received an email with a link to the leader packets. If not contact me at Event@MosaicOutdoor.org
- Download your Leader Info Packet from the [Drop Box Folder](#)
 - You do not have to sign up for drop box to use the site. Just click through to the download.
- If you have not done so already read through the info packet. There is a lot of information in them.
- Some website links are included. Suggest visiting those sites before the event.
- The Info packets Online are to be considered rough drafts. Final copy will be supplied to you on site.
- Changes will be focused on:
 - Transportation plans
 - Financial Arrangements
 - Who is volunteering to be a leader, co-leader, driver or bus captain.
- The general plan of the activity should stay the same. It is the details as describe above that might change.

Take pride in being the leader.

- You are the face of Mosaic.
- Your fellow participants are depending on your knowledge of the activity to have a safe and enjoyable activity.
- Really understanding the activity will be apparent when you lead (visa versa).
- You will know you did a good job when most everyone comes back safe and happy.

Own Your Activity

- BEFORE THE EVENT

- Safety is number one. A good understanding of your activity increases the chances you be able to deal with what ever happens.
- Spend time reading the info packet
- Study the trail maps.
 - Understand the planned hike
 - Review alternate trails for the unforeseen
- There are many links to other websites. Look them over as they might add info not listed in the info packet.
- Spend time understanding the emergency plan
 - Most hikes are on park land. In an emergency a park ranger is a better choice to contact first.
 - Then call 911.
 - **Once help is on the way call Mosaic to let us know what is going on.**
- Contact Brian Horowitz at Event@MosaicOutdoor.org for any questions.

Arrival in Camp on Thursday

Pick up your leader packet when you arrive in camp.

They will be separate from your participant packets.

Some activities require a check or cash to be given to the vendor on the day of your activity.

Please find Hillary Brown to get your cash or check you need your activity the night before. (Check with Hillary)

MEET YOUR LEADER

- Immediately after dinner on Thursday, Friday and Saturday nights we will hold a meet your leader session.
 - This is for everyone to get a face to a name of who their leader is.
 - For you to give everyone pertinent info on what they are doing the next day to make sure everyone is ready/fit for the activity planned.
 - To give everyone a last chance to back out.
 - List of what to bring and not to bring
 - Make sure everyone understands the transportation plan.
 - Access the group and make adjustments if needed.

To give everyone pertinent info on what they are doing the next day to make sure everyone is fit for the activity planned. Last chance to back out.

- Read the description on the front page of your info packet.
- Make sure everyone in your group understands the details (this is where your research pays off)
 - Distance from camp
 - Length of activity
 - Elevation
 - How strenuous the activity will be
 - Anything else you learned in your research
- This is the time to have person back out if they are not comfortable. Not the day of the activity.

Give everyone a list of what to bring and not to bring

- Things to bring
 - A good attitude
 - Water
 - At least 2 liters on moderate to strenuous hikes.
 - Lunch or snacks
 - Raingear – Most activities will go out in light rain.
 - Bug Repellant,
 - Sturdy hiking shoes with ankle support.
 - **REQUIRED ON STRENOUS HIKES**
 - Backpack to put gear in so hands are free.
 - Hiking Pole
 - Change of clothing for the paddles
 - Bike gear (Helmet, gloves, shoes, lock, repair kit, spare tire, pump)
 - Etc.
- Things not to bring
 - Open toed shoes or flip flops are not allowed on any hikes or paddles

Make sure everyone understands the transportation plan.

- All drivers are instructed to **LEAVE ON TIME.**
DO NOT WAIT FOR ANYONE FOR ANY REASON
 - Make sure everyone knows:
 - Which vehicle they are going on.
 - Know where to find said vehicle.
 - Some activities have multiple vehicles and might be parked in different locations. Spend the time at meet your leader to physically split the group to fit in the vehicles.
 - What time to be at vehicle. This should be at least 20 minutes before planned departure time.
- IF A PARTICIPANT IS LATE THEY WILL BE LEFT BEHIND**
- Most activities will leave shortly after breakfast. Come to breakfast prepared to leave for their activity.

Give a chance for the leader to access the group and make adjustments if needed.

- As you are meeting with your group take the time to look around.
 - Is anyone obviously not fit to attend your activity
 - Anyone have medical issues to address that might be a safety issue.
 - Is everyone on your list at the meeting?
 - A check off list you will be supplied of the participants that have signed up for your activity.
 - If a participant misses the meet your leader meeting you have the right to not let them attend the activity the next day.
 - Is anyone not on your list asking to join you?
 - Substitutions on activities that have a cost are strongly discouraged.
 - If a substitution happens it should be arranged the night before.
 - Several activities are on busses or vans that have limitations on the number of people they can hold. These limitations may not be apparent to you. A person can join the activity only if someone else who is signed up talks to directly you (the leader) that they are not going. Do not take the word of someone else.
 - Many activities are on shared buses and many of the busses are full.
 - Financial issues need to be addressed the night before.

Morning of Activity

- Bring EVERYTHING you need for your activity to breakfast. As leader you most likely WILL NOT HAVE TIME to make it back to your cabin.
- Make sure you bring:
 - Your leader packet
 - Any maps
 - Sign in sheet
 - Any paperwork required by the vendor
 - Release forms for each person.
 - Checks
 - Cash
 - Whistle
 - Flashlight
- You may receive from our Quartermasters (Barry Segal & Paul Silver)
 - Radios
 - First Aid Kit
 - Clipboard
- If you are driving a Mosaic Passenger Van or Minivan then your package will be in the van
- If you are in a bus or private car then you will find the package in the office. Make sure to take the one labeled for your activity.

Before you leave camp

- Group up at your vehicle(s) and check-in everyone by name. Not just by headcount.
- Make sure all drivers understand the route and have a navigator to help them.
- Make sure you have cell phone numbers for all leaders, drivers in your group with you. You will be supplied a list, but it would be good to exchange numbers so it is on in your phone.

Once you arrive on site at your activity

- Recount to make sure you have everyone
- Regroup in a circle and do an icebreaker:
 - Go around and have everyone say:
 - Name
 - Home town
 - What they expect to get out of today's activity
 - Something else (be creative on a topic)
 - Go over once more what to expect
 - Ask anyone who has a medical issue that you should be aware of to come see you after this meeting.
 - Asthma
 - Diabetes
 - High Blood Pressure
 - Serious Allergic Reactions to anything
 - Use an Epinephrine Pen
 - Pregnant
 - Joint or Muscles Issues
 - Seizures
 - or any other medical issues
- Hand out any maps or pamphlets
- Designate a leader (you) and a sweep. Make sure they both have radios and understand how to use them. Test radios
- Make sure everyone understands the rules of the trail
 - No going off on your own
 - If you need a bio break let the leader know to stop. Leave your pack on the trail to make sure we know your off trail.
 - Make sure everyone understands not to go in front of the leader or behind the sweep.
 - Everyone is to stop at all intersections of trails. Then wait until the last person has sufficient time to rest before heading back out.

On the hike, paddle or peddle

- Set a comfortable pace. The pace is set by the slowest member of your group, therefore it is important to screen your participants **BEFORE** you leave.
- **Count & recount-** You are responsible for the safety of your group. Count 'em when you leave camp. Count 'em at the trailhead, count 'em at breaks & at lunch, count 'em at all intersections, count 'em before heading back to camp.
- **Stop at all trail junctions** - Keep people from getting lost. Stop at all trail junctions for people to regroup.
- **If someone is missing** – Stop the group, yell, use your whistle, if no one shows up, you must head back & let the camp know ASAP so we can contact the proper authorities to begin search & rescue. Note the location on your map where person was lost. **STRESS THAT NO ONE GOES IN FRONT OF LEADER OR LEAVES GROUP UNANNOUNCED.**
- **Take breaks at least every half hour** – A five minute break will refresh the group, remind people to drink water and can also be used for bathroom (separation breaks). Do not forget to count'em at the break.
- **Use your radios**– Check in occasionally with your co-leader to see if everything is okay. **It reinforces communication as well as making sure the radios will work in an emergency**
- Please encourage your group to act in an **environmentally responsible** way, such as picking up trash along the way & staying on the trail.
- **Don't forget to have fun yourself!**

When you get to the end of your activity

- Count em' to make sure everyone is back.
- Circle up and ask everyone to tell what was their high-point and their low-point of the activity. This will give you a true sense if everyone had a good time or not.
- Make sure everyone hydrates. The body tends to suck up liquids when at rest just after a work out.
- Make sure any bio breaks are attended to before getting into the vehicles for ride back to camp.

Medical Info Envelopes

- In your packet will be a sealed envelope. It will contain:
 - Everyone's contact information
 - Emergency contact information
 - Listing of medical issues.
- These envelopes are to be opened only in an emergency situation.
- If opened you must file an incident report form listing the reasons why it was opened.
- Return the envelope to the Quartermaster or Chairperson
- Each envelope will be coded with the each activity for tracking purposes.

On the way back to camp

- If you are driving a Mosaic vehicle please check the gas gauge. If you believe it will go below $\frac{1}{2}$ tank before getting back to camp then fill it up. The gas stations are far and few apart in the area of the camp.
 - Keep the receipt.
 - Please fill out the reimbursement form in your packet.
 - You can find copies online at:
<http://2016event.mosaicoutdoor.org/AttendeeInfo.aspx>
 - Make a copy of the receipt and form for your records (in camp)
 - Staple the receipt to the form (in camp)
 - Submit the form and receipt to Brian Horowitz, Terry Auspitz or Mindy Tumarkin. (in camp)

Leader Debrief Form

On the way back to camp or as soon as you arrive please spend time filling out your leader debrief form.

- Indicate time you returned
- Write down your thoughts as a leader how the day went while they are still fresh in the mind.
- Rate the day on scale from 1 to 10. 10 is highest.
- Indicate any issues that may need to be addressed. Make sure to fill a incident report form if any further action needs to happen.
 - Please personally deliver incident report forms ASAP to a chairperson to discuss what happened and what is your recommendations.
- List any materials you used in the first aid kit.
- Let us know if we need to resupply missing items in first aid kit
- Please note we may not be able to read these forms until later that night. Make sure to personally make sure we are aware of an issue that needs our attention.
- You can find a copy of this form at:

<http://2016event.mosaicoutdoor.org/AttendeeInfo.aspx>

When you arrive back in camp

- If you are driving a MOSAIC vehicle you please return the vehicle in its designate spot so other people can find it.
 - If you are in a private car then bring your gear to the office.
 - LEAVE ALL MATERIALS (Radios, First Aid Kit, Etc.) IN THE VAN.
 - **LEAVE THE KEYS IN THE VAN**
 - **DO NOT LOCK THE MOSAIC VAN**

Sign in Board

- We will have a master sign in board in the office.
 - Please sign in once you have arrived under your activity
 - Give an overall rating of the activity on scale 1-10. Ten is highest.
 - What vehicle you were on.
 - Mark off the specific vehicle you were on.
 - Confirm if the other vehicles are back as well if there were multiple vehicles on the activity
 - Do not assume. Please confirm before signing a vehicle in.
 - Check off a indicator that there is an issue or incident we should checkup with.
- We will use this board as quick way to check if everyone is back and if there is immediate follow-up to attend to.

Activities that still need people

- Bus Captains:
 - Locks and Locks Tour
 - Gardens Bus (Photo Hike with w/Dave at Gardens, Central Experimental Farm, Ornamental Gardens)
 - Arbraska Laflèche (Discover Cave Tour, Adventur Hiking)

Questions?



Thank you for
attending!!!