

## Activity Leader Outline

### **Before the Event**

Setup reservations and obtain required information

Have the following answers ready when members or guests call with questions

- cost, meeting place & time, approximate return time, equipment and skills required

Record the names and telephone numbers of people interested

Host pre-event meeting if required

Prepare maps if necessary for drivers

Pre-arrange equipment and drivers

Be prepared to cancel events for weather or personal circumstances

### **At the Meeting Place**

Arrive early at the Meeting Place

Introduce members and guests

Ensure all guests and members have signed waivers for this year

If required announce and collect the activity cost

Instruct that drivers are to collect gas money from their passengers

Ensure that all the drivers know the destination and route (handout maps if required, exchange cell numbers or use club walkie-talkies)

Attempt to leave on time, you do not have to wait for people that show up late.

### **After the Activity**

Return signed waivers, or membership information to the Membership Officer.

Be prepared to review the activity with the Activity Officer.

### **As an Activity Leader you have the authority to:**

- Cancel or abort any activity at your discretion
- To request any person not to participate (this includes children)
- To require person to slow down or stop their participation in the event.
- Change the activity fee (ideally before the activity begins). Please attempt to notify the participants before arriving at the meeting place.
- Point out inappropriate language and behavior to participants
- Recommend to the Membership Officer or Activity Officer that an individual's membership should be reviewed due to inappropriate behaviour