

## Rossmoor Trails Club Safari Guidelines

### for Safari leaders and all Trails Club Members

1. Members who wish to lead a Safari should make a formal proposal to the Board. **A copy of the proposal should be kept in each Board member's notebook.** All Safaris should be revenue neutral, i.e., participants should pay the full cost.
2. In the proposal, leaders should provide a basic description of the Safari including:
  - (a) leaders' names, phone numbers, email addresses;
  - (b) Safari dates, location, place of lodging;
  - (c) estimated cost for each participant;
  - (d) any parameters or limitations for registrants, as described below in paragraph 6; and
  - (e) whether the Safari is suitable for Amblers, Ramblers, Trekkers, and/or Scramblers.
3. Safaris take much planning and energy, so every Safari should have at least one co-leader, both for assistance and to ensure that the Safari may proceed should the other Leader is unable to continue.
4. Once the Board approves the Safari, leaders will decide when to begin registration. **If a service provider contract is involved, the contract should be presented to the Trails Club Budget Committee for final approval before registration begins. Only if a deposit paid by the Club is required [?]**
5. At least two weeks prior to registration, announcement of the Safari should be emailed to all members and posted on the website **and at the Gateway Trails Club bulletin board.** All Safaris, as well as registration information, should be listed in a separate "Safari" category on the Club's website. Reasonable efforts should be made to contact members without email. Representatives are encouraged to spread the word about the Safari to their hiking group as they hike together, and **members without email are encouraged to (1) have a Trails Club buddy who can provide them with the information and/or (2) check the Club bulletin Board.**
6. **Registration may be conducted by mail or email.** Leaders might require registrants to send an email with the required information at a certain date and time on a first-come, first-served basis, **or they might offer a lottery system.** In other words, the type of registration process is within the leaders' discretion. **Leaders should require that all registrants submit a signed "Health Issues When Attending Safaris" form with their registration.** Whatever registration is used, documentation of enrollment process should be maintained until the end of the Safari. **For those without email, registration might be made by phone, in person, through their Club buddy, or any other means the leaders choose.** A waiting list for overflow registrations is recommended as cancellations occur frequently.

7. Leaders, within their discretion, might wish to give preference to particular groups of members, for example, those who joined the Club in the past year or two or those who have a history of service to the Club. Leaders may also wish to exclude non-members or non-hiker spouses/partners, particularly if there are limited spaces available and/or few activities for non-hiking guests. These criteria should be stated in the application.

8. Should the leaders wish to exclude a member because of health concerns, the member may furnish a medical clearance, in writing, from his or her physician. The demands/nature of the hike should be made clear to the physician and his/her comments should address them. The physician's clearance is determinative, unless the hiker has a history of difficulty completing hikes, e.g., significantly lagging behind, being unable to complete hikes, failing to properly hydrate, or being otherwise unprepared. In any case, the excluded member should be given the reasons for non-inclusion.

9. Safari leaders **may** wish to conduct a pre-trip meeting to distribute information about the Safari as well as blank medical forms, which should then be completed (or updated if the hiker has already completed one) **and carried on each hike**.

10. During the Safari, hikers should sign the usual hike Sign-up sheets before each hike. All guests must sign a Guest Waiver.

11. As the Club grows, it becomes increasingly important to offer enough Safaris so that members wishing to participate will have ample opportunity to do so, and members should be encouraged to lead a Safari from time to time.

12. After the Safari, leaders should provide the Club President with as much information as possible including contracts, lodging or dining provider emails, names and number of people who participated, Safari forms, and any other information that might prove helpful for the next Safari leader. This information should be kept with Club Records. *[As much info as possible should be stored on the website for future use].*

Approved by the Trails Club Board 3/9/16