

CASCADES MOUNTAINEERS  
OUTING COORDINATOR PACKET COVERSHEET  
&  
**OUTING & COORDINATOR GUIDELINES**

**Outing Guidelines:**

As a matter of course, participants will be provided the name(s) of the outing coordinator(s), the time and date(s) of the outing, where to meet, the equipment and apparel required and what the general plans are for the outing so that participants are informed and can judge for themselves if they can safely participate.

**Outing Coordinators** must provide a write-up or Prospectus clearly stating the goals, route description, equipment and skills, elevation gains and time required to complete the Outing. The purpose of the Prospectus is to enable each participant to judge for him or herself if they have the physical ability, equipment, skills and knowledge to safely participate in the Outing.

The Coordinator(s) must also have every participant sign the *Informed Consent and Liability Release* prior to actual Outing participation. The completed *Informed Consent and Liability Release* must be returned to the Outing Committee upon completion of the Outing.

It is recommended that the Outing Coordinator carry a Cell Phone, provide for a group First-Aid Kit and require that each Coordinator and Participant carry the traditional "Ten Essentials".

At least two copies of the *Incident Report* should be carried on the outing and used if deemed appropriate by the Outing Coordinator.

**Outing Coordinators need to:**

- Decide on the Outing they would like to coordinate.
- Prepare an Outing Prospectus and submit it to the Outing Committee for review.
- Work with the Outing Committee to make any modifications necessary to make their Outing Prospectus appropriate for submission to the Cascades Mountaineers Board of Directors.
- Wait for approval of their Outing from the Board. The Board reserves the right to reject any proposed outing.

**Upon approval the Outing Coordinator(s):**

- Will be notified and provided with an Approved Outing Prospectus, two copies of the *Incident Report Form* and a copy of the *Informed Consent and Liability Release*. The Outing will be included in the Club's Newsletter with additional details published on the Club's website. The Outing will also be announced at Club Meetings.
- Need to select and confirm the participants for their Outing and provide each participant with an Outing Prospectus and an Equipment, Gear and Apparel Checklist or equivalent either via email or by regular mail.

**At the completion of the Outing Coordinators:**

- Are to provide the Outing Committee with their Outing's filled in and signed *Informed Consent and Liability Release* and a concise but complete Outing Report within two weeks after the Outing. Although this report is required it can be made brief as necessary to cover the salient parts of the Outing.
- Are encouraged to provide the Website Committee with a Trip Report complete with images. This report is optional. For submission guidelines see the website or contact a member of the Website Committee.

**Attachments:** *Informed Consent and Liability Release*; two copies of the *Incident Report Form*; the *Equipment, Gear and Apparel Checklists* and the *Approved Outing Prospectus*