

Central Okanagan Naturalists' Club

Summary – Responsibilities of Activity Leaders on CONC Activities

2016 February 1

This is a summary of material in both the Risk Assessment and Mitigation and the Information for Activity Leaders documents.

Activity Leader Responsibilities

- Inform all participants of the details of the activity, including risk.
- Collect waivers from visitors and signatures from CONC members. Return both forms to the director responsible for the activity.
- Spend time with new participants before and during the activity.
- Do not lose participants. The 10% rule is a myth!
- Lead the hike with attention to safety.
- Make certain the last two vehicles leave the activity site together.
- Know CONC's general contingency plan for dealing with emergency situations (under development) and complete an **Incident Report Form** if necessary.