

OTTAWA OUTDOOR CLUB NON-CANOEING ACTIVITY SIGN UP SHEET

NCC Emergency #: 613-239-5353. Don't call 911.

Activity: _____	Destination: _____ <small>(see back for Round trip distance (km): _____ common distances)</small>	Date: _____
WAIVER DECLARATION - Please read and sign below. "I understand that there can be risks associated with any recreational pursuit and hereby release Ottawa Outdoor Club and any of its Executives and Members from all liability and damage sustained by myself in connection with the above-mentioned event." Drivers must read the transportation section on the back.		Activity Fees
(see above waiver and 2 nd page)		single day activities
(see above waiver and 2 nd page)		multi-day activities (flat fee)
SIGNATURE	NAME (PLEASE PRINT)	PHONE # <small>(cell preferred)</small>
		CELL? ?
		CAR ?
Leader		
Co-Leader		
3		
4		
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Trip leader: Please see back of form. Totals are to be recorded in this row. Forms must be submitted to the treasurer at all times, even when no fees are collected.		

OTTAWA OUTDOOR CLUB NON-CANOEING ACTIVITY SIGN UP SHEET
Activity Guidelines

Planning

The leader shall consider bringing a first aid kit, map, compass, whistle, paper, pen, space/rescue blanket, and plastic garbage bags to be used as raincoats.

Sign-up Procedures

The leader shall advise all participants of the general nature of the trip (route, expected duration, level of difficulty, degree of fitness required, etc.) and check to ensure that all participants have the appropriate equipment. The leader shall read the waiver on the sign-up side to the group so that everyone is aware what their signature means.

The leader should recommend to any participant who in his/her estimation is not sufficiently fit or adequately equipped that he/she switch to a less-demanding trip. **The leader has the right to refuse to allow participation of anyone whose presence would, in his/her estimation, be a danger to that individual or to the group.**

The leader shall request that participants inform the leader of any serious medical problem(s) that they may have and let the leader know about the medication(s) that they have with them. **The leader shall ensure that each participant has filled in and signed the sign-up/waiver form.** The leader shall bring the sign-up form along on the activity, since it includes contact information should an emergency arise.

The leader shall collect any fees, as appropriate, from each participant.

Equipment

All Club equipment that is required for multi-day trips shall be signed out by the trip leader(s).

Snowshoe rental fees are \$3, both for a day activity or a weekend trip.

Transportation and Park Fees

Drivers are expected to act responsibly. The leader shall assess how many cars will be required for transportation and will give all volunteer drivers detailed instructions about how to reach the rendezvous point.

Before departure, the leader shall inform passengers of the amount they should pay the driver for car-pooling. The car-pooling rates are

Destinations with a round trip distance of	Per-Person Amount
Gatineau Park up to and including Pine Road (54 km)	\$4
Gatineau Park up to and including Luskville Falls (73 km)	\$6
Gatineau Park up to and including Lac Phillippe (91 km)	\$7
Gatineau Park up to and including Lac Ramsay (92 km, via Hwy 148)	\$7
100 km radius	\$8
Other destinations	\$0.31 per km per vehicle total, divided among all in vehicle (including driver)

Park entrance fees shall be split evenly among all in the car. Gatineau Park charges \$11 / car / day for parking lots by beaches.

Post-Trip Responsibilities

After the trip is over, the leader shall calculate the full amount of fees collected and either

- pay via **PayPal** by going to www.ottawaoutdoorclub.ca/payment/paypal.php on the Club's website. The sign-up / waiver form can be scanned in or photographed, and that image can be emailed to treasurer (at) ottawaoutdoorclub.ca.
- write a cheque to "OOC" for this amount and mail it and a copy of the sign-up / waiver form to the OOC Treasurer. The treasurer's address can be determined by sending an email to treasurer (at) ottawaoutdoorclub.ca.

For all trips, when any equipment has been borrowed from the Club, the leader must ensure that it has been returned and that it is in good condition. For multi-day trips, the leader shall sign in returned equipment. All leaders must report to the Equipment Coordinator any damage to or loss of equipment. Please ensure that equipment is clean and dry before storing it.

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