

Quick Tips for Hosting/Coordinating Events

- **Research your trip.** The Internet is a great resource for planning and researching your hike, or any other type of event. As well, guidebooks like the *Kananaskis Country Trail Guides* by Gillean Daffern and topo maps such as those created by Gem Trek are extremely useful. But don't overlook the resources available at your fingertips on CORE's website, particularly the [Resources/Links](#) page where you will find listings of useful phone numbers and Internet sites, and reports on weather, road, camping, and trail conditions.
- **Post the event on the CORE calendar.** Before doing so, make sure you have the following information available: Date and time of event; return distance, elevation gain and difficulty rating (if it's a hike or walk) and a description of some of the highlights of your event. For instructions on how to post events, refer to the [Guides/Calendar Posting](#) page.
- **Determine the difficulty rating for your hike,** by referring to the [Guides/Difficulty Ratings](#) page.
- **Ask questions** in a positive manner if you are unsure of a member's ability for a particular trip, e.g., previous experience/physical ability. Inform participants whether you intend this to be a leisurely trip at a slower rate or a faster paced event.
- **Note phone numbers** (cell and/or home phone) in case you need to cancel an event. If you must cancel, inform participants by email, text message or home phone, with as much notice as possible. Cancel the event on the CORE calendar. Provide your own cell number, if possible.
- **Confirm club memberships** by contacting the Executive Trip Coordinator or Membership Coordinator, if you are uncertain about whether a participant is a current member. Refer to [Resources/Protected: Executive Contact Info](#) for their contact details.
- **Arrange a convenient meeting place,** preferably at one of CORE's designated carpool locations, and make sure participants are aware that the posted time is the carpool **departure** time. See CORE's [Guides/Car Pooling & Locations](#) page for potential car pool meeting locations
- **Arrange carpooling** and ensure that each driver knows how to get to the trailhead. Provide maps if necessary. Let drivers know the return distance from the meeting place to the trailhead by researching the distance on Google. Know the current [carpool rate](#).
- **Consider asking another member** to co-coordinate with you. Having someone to share the "duties," can help, even if that person just helps you at the carpool location.
- **Introduce participants** to each other at the trailhead and/or carpooling lot.
- **Speak to your group at the trailhead.** Tell them what you expect on the event. Let them know that they must wait at all junctions for the slower group to catch up. Try to establish a suitable place for lunch, reminding participants to reconvene there.
- **If you have a large group,** it is best to split into a faster and slower group, Ask for a volunteer to "coordinate" the slower group, and establish a tail-ender (sweep) for each group. Make sure participants understand that everyone should be travelling in groups of four or more, for safety.
- **If a sub-group** wants to go beyond the scheduled destination, you, as the coordinator MAY permit this, provided there are at least 4 people in the group. **Make it clear that they are fully responsible for themselves.** Any necessary carpooling adjustments should therefore be arranged before they set off.

- **Make sure everyone arrives back safely** at the trailhead before you leave. Remind participants to pay the driver when they are back in Calgary. Assist drivers in figuring out the carpool contribution costs, if necessary.
- **Once you have left the trailhead**, your responsibility is over and each car can make its own way back.
- **Above all, remember that you are all there to have fun**; try to make it an enjoyable experience.
- **Fill in the Trip Report.** Record all participants and trip details on the Trip Report. Submit the Trip Report to the Executive Trip Coordinator via email, mail or at a meeting.
- **If you are unable to lead the trip**, try to find a substitute coordinator before cancelling or postponing the event. Reminder: If you cancel your trip but fail to contact all who have registered, you must go to the meeting area and wait a reasonable time for them—otherwise they may be tempted to drive to the trailhead expecting to find you there.
- **Remember that you need at least 4 people** (including yourself) for the trip to qualify as a club-sanctioned event.