

Durham Outdoors Club

Risk Management Plan

May 15, 2022

This Risk Management Plan (RMP, or the plan) was prepared to support insurance coverage for the Durham Outdoors Club (DOC) and its activities provided through Hike Ontario (HO), the umbrella organization for hiking clubs and organizations in Ontario. The plan was submitted to Hike Ontario in fall 2013. This is the first update to the plan. It will be reviewed annually by the DOC executive and amended accordingly.

This plan includes relevant DOC information for the following 10 mandated elements:

1. Trail building and Maintenance Standards
2. Trail Signage and Marking
3. Trail Auditing
4. Training for Hike Leaders, Other Volunteers
5. Waiver of Liability and Assumption of Risk
6. Incident\Accident Reports and Record Keeping
7. Landowner Agreements
8. Collaboration with Landowners
9. Club Budgeting
10. Insurance

1. DOC General

DOC was formally established in 1996 by a group of outdoor enthusiasts, to promote and support activities for individuals who love the great outdoors, and who seek interesting adventure and the companionship of like-minded individuals. DOC members typically live or work in Durham Region.

DOC is a non-profit, member-driver organization, run exclusively by its members, for members. There are no paid employees or paid officers. The type, range and number of activities are determined by members and any club member can propose an activity. Members are also encouraged to run one of the executive positions. Event co-ordinators are part of the DOC executive.

2. DOC—Activities

The club sponsors and participates in various activities throughout the year including, but not limited to:

1. Nature hikes
2. Urban/neighbourhood walks
3. Day canoe trips
4. Multi-day canoe/camping trips
5. Cycling day trips
6. Ski days and weekend ski trips, and
7. Winter camping

The club also runs various urban events such as games nights, gallery or museum outings and theatre trips, sometimes in conjunction with a group lunch or dinner.

3. DOC—Governance

The club has an elected executive comprising a president, past president, secretary, treasurer, membership co-ordinator, newsletter editor and communications co-ordinator. The club's executive also includes six event co-ordinators: hiking, canoeing and camping, neighbourhood walks, cycling, skiing, and urban events. Any club member can stand for an event co-ordinator position or nominate another member.

At the club's March meeting, the DOC executive solicits nominees from the general membership for executive positions. The term of each position is for one year, with no limit on how many consecutive years an executive may stand for re-election. Executive meetings are held four times a year, in early January, April, June and September.

4. DOC—Communications

General membership meetings are held the last Tuesday of each month—except July and December—at Cana Hall, Faith Place, on William Street in downtown Oshawa. Meetings begin at 7:30 p.m. and conclude between 9 p.m. and 9:30 p.m. These meetings provide members with an opportunity to share experiences and hear presentations by a club member or invited speaker on an outdoor-related activity.

The club publishes an events newsletter four times a year (please see item 10) and maintains a website at www.durhamoutdoorsclub.ca. The website includes information on events, membership information and an application form, plus resources and links.

2022-23 Executive Committee:

- Communications Co-ordinator—Mike Kube
- Membership Co-ordinator—Maryjean Shanks
- Newsletter Editor—Scott Nokleby
- Past President—Deborah Corbett
- President—Catherine Shearer-Kudel
- Secretary—Joe Carabott
- Treasurer—Michelle Wormald

2022-23 Event Co-ordinators:

- Canoeing, Kayaking and Camping—Mike Thomas
- Cycling—Elinor Major and Bob Astley
- Hiking—Mary Koziar
- Neighbourhood Walks—vacant
- Skiing—vacant
- Urban Events—Barb Twiner

RISK MANAGEMENT MANDATED ELEMENTS

1. Trail Building and Maintenance

N/A—DOC uses existing trails in conservation areas, parks, etc., and does not build or maintain trails.

2. Trail Signage and Marking

N/A—DOC uses existing trails in conservation areas, parks, etc., and does not build or maintain trails.

3. Trail Auditing

N/A—DOC uses existing trails in conservation areas, parks, etc., and does not build or maintain trails.

4. Training of Hike Leaders and Other Volunteers

For all events, the club strongly encourages that at least one of participants be a DOC member who has valid Hike Leader certification by Hike Ontario.

Thirteen DOC members have a current HO leader certification. The certification is valid for five years and can be renewed application to HO and payment of \$5.

5. Waiver of Liability and Assumption of Risk

DOC's Waiver of Liability and Emergency Contact form, at [http://www.durhamoutdoorsclub.ca/Waiver and Emergency Contact Form.pdf](http://www.durhamoutdoorsclub.ca/Waiver_and_Emergency_Contact_Form.pdf) (Appendix A), is to be explained verbally by the event leader before being signed by each participant. This will help ensure that all participants acknowledge that they are participating at their own risk in a DOC activity, that they are physically and mentally capable of participating, and that they have knowledge of the conditions, rights and obligations they agree to by signing the form. The event leader will provide the complete forms to the DOC secretary.

6. Incident/Accident Reports

At the time of an incident or as soon as possible thereafter, the event leader is to report in writing all important details to the relevant event co-ordinator and club president, and to complete an incident reporting form (Appendix B). The form will then be given to the DOC secretary, to be retained for seven years. If the incident is significant, the club president will inform Hike Ontario in writing.

7. Landowner Agreements

N/A—DOC uses existing trails in conservation areas, parks, etc., and does not build or maintain trails.

8. Collaboration with Landowners

N/A—DOC uses existing trails in conservation areas, parks, etc., and does not build or maintain trails.

9. Club Budgeting

The treasurer reports regularly on the club's finances to the executive and general membership, to ensure that the club has adequate funds for hike leader training and insurance coverage, as well as expenses for website hosting, security and maintenance; production of the newsletter; use of meeting facilities; and other expenses.

10. Insurance

The club carries both general and directors' liability insurance, provided through HO. Each spring DOC's treasurer and president complete and submit a questionnaire, as requested by HO.

Club activities are published in the quarterly newsletter and posted on DOC's website. Since the onset of COVID-19 in spring 2020, publication of the newsletter was suspended; publication will resume when directed by the club executive.

To date, DOC has not been subject to any lawsuits. In the event of a lawsuit, all legal correspondence will be provided to the insurer immediately, without comment or response.

Revised by: Catherine Shearer-Kudel, President
Approved by: DOC executive, at the executive meeting March 22, 2022
Appendix: Waiver and Emergency Contact form

Appendix A

DURHAM OUTDOORS CLUB

WAIVER AND EMERGENCY CONTACTS



Date: _____

Group Leader: _____

Type of Activity: _____

Location: _____ Distance: _____

Terrain: _____ Hazards: _____

I understand that this activity could be hazardous and requires the exercise of due caution on my part. I am suitably equipped and fit enough to complete the activity and have no medical conditions that could reasonably be expected to pose a risk to me or to the group. I agree to advise the leader of any medical conditions that may require assistance (e.g., any allergies, a heart condition) and agree to follow directions of the leader(s) of the for the duration of the activity. I acknowledge that failure to abide by these conditions could put me or other members of the group at risk. I hereby release the Durham Outdoors Club, its executive, volunteers, Hike Ontario, agents, assigns and executors form all claims for damage however so arising as a result of my participation in this or any other organized activity by this club. I agree to pay the cost of any emergency evacuation of my person or belongings that may be necessary.

Name (PRINT)	Signature ¹	Phone#	Emergency Contact Name	Emergency Contact Phone#	First Aid ²
1					
2					
3					
4					
5					
6					
7					

¹ To be signed by the Parent/Guardian of the Child/Minor before they are permitted to participate. By signing this waiver, the Parent/Guardian accepts the terms and conditions on behalf of their Child/Minor. No other adult may sign the waiver in lieu of the Parent/Guardian. Note that the Parent/Guardian must accompany the Child/Minor at all times during the activity and that the Parent/Guardian is fully responsible for ensuring that the Child/Minor participates in the event safely and follows all Durham Outdoors Club policies and procedures.

² Do you have current first aid training (Y/N)?

Name (PRINT)	Signature¹	Phone #	Emergency Contact Name	Emergency Contact Phone #	First Aid²
8					
9					
10					
11					
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Appendix B

DURHAM OUTDOORS CLUB

INCIDENT REPORTING FORM



- Carefully document every accident, injury or incident.
- Record the location, and the nature of the hazard and the injury, and the circumstances. If needed, record additional relevant information and attach to this form.
- As soon as the person's emergency contact has been notified, inform the club president and file this form with the club secretary.

Name of injured:	Event leader:																												
Day, month, year and time of incident:	Location:																												
Hazards:	Terrain:																												
Weather conditions:	Type of activity:																												
Describe the incident (injury, lost hiker, etc.):																													
Emergency contact's name, phone:																													
Paramedic/police/fire service contacted: Name, badge # and phone:																													
Describe injuries:																													
Body part injured (circle all that apply):																													
<table style="width: 100%; border: none;"> <tr> <td>Abdomen</td> <td>Chest</td> <td>Face</td> <td>Finger(s)</td> <td>Head</td> <td>Left Ankle</td> <td>Left Elbow</td> </tr> <tr> <td>Left Foot</td> <td>Left Forearm</td> <td>Left Hip</td> <td>Left Knee</td> <td>Left Leg</td> <td>Left Shoulder</td> <td>Left Wrist</td> </tr> <tr> <td>Lower Back</td> <td>Neck</td> <td>Right Ankle</td> <td>Right Elbow</td> <td>Right Foot</td> <td>Right Forearm</td> <td>Right Hip</td> </tr> <tr> <td>Right Knee</td> <td>Right Leg</td> <td>Right Shoulder</td> <td>Right Wrist</td> <td>Teeth</td> <td>Toe(s)</td> <td>Upper Back</td> </tr> </table>		Abdomen	Chest	Face	Finger(s)	Head	Left Ankle	Left Elbow	Left Foot	Left Forearm	Left Hip	Left Knee	Left Leg	Left Shoulder	Left Wrist	Lower Back	Neck	Right Ankle	Right Elbow	Right Foot	Right Forearm	Right Hip	Right Knee	Right Leg	Right Shoulder	Right Wrist	Teeth	Toe(s)	Upper Back
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Describe action taken, including first aid administered at the scene, and by whom:																													
Witnesses (please print):	Phone:																												
1. _____	_____																												
2. _____	_____																												
3. _____	_____																												
4. _____	_____																												