



Hikes and Rambles

Leader

Guide



Thank you for volunteering to be a leader with the Lake Oswego Hikes and Rambles Program. Your leadership is essential to this program. The dedication and hard work of Volunteers is what has made the program successful.

This booklet contains materials for all leaders to be familiar with. Please review the materials before leading a hike or ramble. If you have any questions about this booklet or the program, please reach out.

Thank you,

Jordan Morales, Recreation Specialist
503.534.5434
jmorales@ci.oswego.or.us

Hikes and Rambles

Leader Guide

Contents

Leader Guidelines: Detailed information about being a hike or ramble leader with the Hikes and Rambles program

Leader Checklist: A summary of items to check when leading a hike or ramble

Hiker's Guide: A handout given to new participants that describes the Hikes and Rambles program as well as what to wear and bring

Monthly Coordinator's Responsibilities: Instructions for the monthly coordinators

Copies of Forms:

- **Hikes & Rambles Roster:** The form that people use to sign in for the hike and provide their emergency contact number. The leader also records the volunteer hours and fees collected. This roster is turned in to the Parks and Recreation Department after the hike.
- **Registration Form:** Green form to be filled out by each hiker every year; this form is turned in to the Parks and Recreation Department
- **Emergency "Runner" Card:** Pink card to be filled out by hikers that serve as "runners" to locate help in the event of an emergency
- **Accident/Incident Report Form:** Form to be completed by the leader in the event of an emergency and returned to the Recreation Supervisor
- **Volunteer Agreement and Release:** Form to be completed by individuals when they volunteer to help with the Hikes and Rambles program
- **Criminal Records Check and Degree Verification Consent Form:** Another form to be completed by individuals when they volunteer to help with the Hikes and Rambles program

Leader Guidelines

Lake Oswego Parks & Recreation Department

Thank you for volunteering as a hike leader with the Lake Oswego Parks & Recreation Department (LOPRD). These guidelines will assist you in preparing and conducting safe hikes, as well as responding to emergency situations. **HAVE FUN HIKING!**

PLAN THE HIKE

When choosing a hike, consider the length, difficulty, and condition of the hiking trail, as well as the type of weather to expect at that time of year.

1. For potential hikes, check our website (www.lohikes.org > LEADER RESOURCES > Plan Your Hike), talk to the Schedulers, and consult hiking books and websites.
2. Obtain information about your selected hike and a map of the area. Determine the hike mileage, elevation change, driving mileage (round trip from Westlake Park), 2nd meeting place, and whether a parking pass is needed.
3. Write a brief description of the hike and submit the hike details online at: www.lohikes.org > LEADER RESOURCES > Hike Submission Form

SCOUT THE HIKE

1. Scout the hike with one or two other people who can assist you.
Tip: See the website (www.lohikes.org > LEADER RESOURCES > Volunteers) for a list of volunteers that may help scout or be a co-leader.
2. Before leaving for the trailhead, check wildfire and ranger station websites to make sure that the trail is open. For links and phone numbers, see www.lohikes.org > LEADER RESOURCES > Plan Your Hike.
3. As you drive to the trailhead from the 2nd meeting location, check or write the driving instructions. If needed, note potential restroom stops, a car shuttle spot, or an area from which to caravan. Confirm if a parking pass is required at the trailhead.
4. On the trail:
 - a. Measure the distance and elevation change to see if it differs substantially (over one mile) from your initial hike submission.
 - b. Note trail conditions (such as mud, rocks, roots, downed trees, stream crossings, and poison oak) and available restrooms/porta-potties.
 - c. Note interesting sights like wildflowers and views.
 - d. Identify a place to stop for lunch or a snack.

Note: If the trail enters a Wilderness Area, hiker groups are limited to 12 people. Plan for a second leader if the group needs to be split.

5. If you find problems (such as blocked access to the trailhead or unsafe trail conditions), discuss this with your monthly coordinator or the Schedulers. You may want to change the hike location or shorten the hike distance. If you must choose a substitute location, it is important to keep the same 2nd meeting place as published, since there is no way to ensure all hikers can be made aware of the change.

Note: If the hike location changes, ALWAYS notify Jordan Morales (**503-534-5434**) prior to the hike and explain the reason for the change.

6. Email your scout report to the newsletter editor at lohikesnews@gmail.com no later than **Wednesday** of the week before the hike. Send a scout report even if there are no changes from the original write-up.
7. Identify the nearest emergency service location, such as a ranger station or sheriff's office.

BEFORE THE HIKE

1. Write **driving directions** for carpool drivers. Include your cell phone number (or the cell phone number of a person who will be riding with you). Also include the driver donation amounts from the 1st and 2nd meeting places. Make 4-10 copies to hand out.
2. Sign out the **Hiker Leader Briefcase** from a LOPRD staff member or from the previous week's leader. Familiarize yourself with its contents. You must take the briefcase to the trailhead. Check the batteries in the walkie-talkies.
3. Check your pack. You must carry your essential items, the First Aid kit from the briefcase, and the sign-up Roster on the hike.
Tip: For information about essential items, see
<https://americanhiking.org/resources/10essentials/>
4. Check wildfire and ranger station websites to make sure that the trail is open. For links and phone numbers, see www.lohikes.org > LEADER RESOURCES > Plan Your Hike.
Note: Hikes are canceled if the Lake Oswego Parks & Recreation Department has an emergency closure; see www.ci.oswego.or.us/parksrec.
5. If conditions require a last-minute change to the hike location but the Lake Oswego Hikers email announcing your hike has already been sent, contact the schedulers to discuss options. They will contact Jordan Morales and the monthly coordinator about the change and may have the change posted to the website.

CHOOSE A SWEEP

If you have a co-leader, that person may become the Sweep. The Sweep should be:

1. An established member of Lake Oswego Hikers, familiar with the policies of the group.
2. In good physical condition, with a basic knowledge of first aid, hypothermia, dehydration, and medical emergencies.
3. Familiar with the trail (and have a map of the trail).
4. Able to use the walkie-talkies.

Responsibilities of the Sweep:

1. Walk at the end of the line of hikers so nobody gets left behind.
2. Know the trail that will be hiked, paying attention to junctions.
3. Be alert for poles or packs left on the trail, denoting that someone has gone off-trail for a bathroom break. Wait for them to return to the trail before continuing.
4. Ensure that all hikers are accounted for and back on the trail after lunch.
5. Notice any issues/difficulties that a hiker may be having.
6. Communicate with the leader if there needs to be a break or if a hiker is having difficulty.

AT THE MEETING PLACE

1. Have people enter their name, cell phone number, and emergency contact phone number on the **Roster**.
2. Collect the \$1 hike fee from each person and put it in the money pouch.
3. Mention the hike specifics so people can bring the correct gear and enough water. Be aware of hikers who may not have items needed when the weather is marginal (such as hot, wet, cold, or windy conditions). The leader may refuse to take anyone not properly equipped or who may be incapable of completing the hike.
4. If there are new hikers, have them fill out the green **Registration Form** and give them the **Hiker's Guide** handout.
5. Have people arrange carpools.
6. Hand out the driving instructions to the drivers.
7. Circle the names of the drivers on the Roster.
8. Mention rendezvous points, such as the 2nd meeting place and restroom stops on route.
9. Leave the meeting place on time if possible.

AT THE TRAILHEAD

1. Take the Roster, the money pouch, essential items, and a writing instrument in your pack. In case of emergency, also carry the first aid kit, Emergency Runner Card, and phone numbers of emergency services nearest to the trailhead.
2. Circle up. Have people count off and give their names. Verify that the number of hikers matches the number on the Roster and the money collected.
3. Split into groups if necessary (such as when entering a Wilderness Area where the group cannot exceed 12 people).
4. Describe the trail/map, lunch/rest stops, and restroom facilities (if any).
5. Introduce the person who is the Sweep. Hand out the walkie-talkies (one with the leader and one with the Sweep) and check that they work.
6. Describe how you will manage the group.
 - a. The leader is usually in the front and the Sweep is at the end.
 - b. At junctions, hikers should wait at the junction until everyone can see which way to turn.
 - c. If a hiker needs to go off trail for a bathroom break, they should leave their pack on the trail so the Sweep knows they are off trail. That hiker should be careful to check their path so they can successfully return to the trail.
 - d. If a hiker needs a rest stop (such as to drink water or remove a coat), have them inform the leader or the Sweep.
 - e. If a hiker gets injured or is having difficulties, have them inform the leader or the Sweep so that the appropriate action can be taken.
7. If a parking pass is needed, make sure drivers know to have the pass visible on their car's windshield.
8. Remind hikers that no car should leave without notifying the leader. So that no car is stranded, the last two cars should leave together.
9. Allow people to make announcements, such as about upcoming hikes.

ON THE HIKE

As the leader, ensure that the group walks at a reasonable pace and that hikers don't make wrong turns or get lost. Keep the group together as much as possible.

1. The leader sets the pace for the group. Although hiking paces vary considerably (especially within a large group), it is best to set a relatively uniform pace where possible, especially during uphill climbs or on variable terrain.
2. Establish a pleasant, friendly atmosphere and encourage interest in the surroundings.
3. Recommend that people eat and drink fluids, especially during exceedingly warm or cold temperatures.
4. Plan regular rest stops. A rule of thumb is a five-minute stop approximately every 30 to 45 minutes. For bathroom breaks, stop in an area that enables separation of men from women.
5. Account for all hikers at rest stops before resuming the hike.
6. Stop at all trail junctions and wait until everyone can see which way to turn.
7. After crossing a substantial stream or log, ensure that everyone crossed successfully.
8. Look for hikers who show signs of overexertion, overheating, fatigue, hypothermia, etc. during the hike and at rest stops. Check with the Sweep for any problems.

Note: If someone doesn't think they can finish the hike, or needs to go slower, decide if that person and a companion should stop, rest, and wait for the rest of the group to return – or return to the trailhead. They should be given a walkie-talkie to keep in communication with the leader.

AT THE END OF THE HIKE

1. Verify that all hikers have returned.
2. Drivers should notify the leader before leaving. In wilderness areas, remind drivers to carefully follow the driving directions in reverse – or wait and follow the leader out.
3. The last two cars (including the leader's car) should leave together.

AFTER THE HIKE

1. Return the walkie-talkies and first aid kit to the briefcase.
2. Fill out the back of the **Roster** with the estimated volunteer hours and fees.
 - a. Enter the **# of Volunteers** (including the co-leader and those who scouted with you).
 - b. For **Total Volunteer Hours**, enter the number of hours you spent planning the hike, hours you and your scouting partners spent scouting, and hours on the hike.
 - c. For **Net Fees to City**, subtract the amount to be given to the person who drove on the scout from the total fees collected from the hikers.
3. Give the **Roster**, money, and any green **Registration Forms** to a LOPRD staff member as soon as possible. You can also give the briefcase to LOPRD – or give it to the leader for the next hike and notify LOPRD who received it.

EMERGENCIES

Although emergencies are rare, be prepared for anything from minor cuts to major emergencies. You should carry the first aid kit, know where the nearest emergency services are located, and have a plan for reaching them as quickly as possible in an emergency.

During the hike, carry the following in your pack:

1. An **Emergency Runner Card** and a writing instrument
2. Phone numbers of emergency services nearest the trailhead.
3. **Hike Roster** with emergency phone numbers for all participants.
4. First Aid Kit, including any medication you may need
Note: The leader should not dispense drugs.
5. Other essential items, including:
 - Snacks and lunch plus plenty of fluids (1-3 quarts, 32-96 oz. including beverages containing sodium, potassium, and calories.)
 - Extra clothing, such as rain gear, gloves, and socks
 - Wind and sun protection (sunglasses, sunscreen, lip balm with SPF) and insect repellent
 - Map & compass – or a trail app (such as AllTrails) with the map downloaded (so cell coverage isn't needed)
 - Whistle (3 blasts signals an emergency)
 - Flashlight or head lamp
 - Matches and fire starter in waterproof container
 - Knife and tools for repair of equipment
 - Sitting pad, space blanket for shelter, and plastic to protect your pack in case of rain

IN THE EVENT OF AN EMERGENCY, the following procedure MUST be followed:

1. Stabilize the victim and provide the necessary first aid. Ensure safety of the rest of the group.
2. If the victim requires additional medical attention or evacuation, use a cell phone to call **911**. If the call fails, send a text message. (Note that a cell phone only works if there is a relatively clear and direct line between the phone and a transmission tower, so it may not work in heavily forested areas or deep canyons.)
3. If you cannot use the cell phone, select two hikers (who know the trail) to act as runners.
4. The runners should fill out an **Emergency Runner Card** with the victim's information and then head for the closest cell reception area, telephone, or emergency services location.
5. The leader should stay with the victim to continue to provide first aid – or designate someone to do so.
6. After the runners obtain necessary medical or evacuation services, they **MUST notify Jordan Morales at 503-327-9467**. If they cannot reach Jordan, they **MUST contact Cydny Fletcher at 503-697-6589**.
7. The hike leader must complete the City's **Accident/Incident Report Form** and return it to LOPRD staff within 24 hours of the incident.

CITY OF LAKE OSWEGO CONTACT INFORMATION

Lake Oswego Parks & Recreation Department (LOPRD) 503-675-2549

Lake Oswego Police Department - Lake Oswego Communication (LOCOM) 503-635-0238

Cydny Fletcher, Recreation Supervisor 503-697-6589 (office)

Jordan Morales, Outdoor Recreation Programs 503-534-5434 (office)

Leader Checklist

Several weeks before the hike:

- Scout the hike with at least one other person.
- Call your monthly coordinator or the Schedulers if you encounter problems.
- Email your scout report to the newsletter editor at lohikesnews@gmail.com by Wednesday of the week before your hike.

Several days before the hike:

- Pick up the briefcase and familiarize yourself with its contents.
- Check the batteries in the walkie-talkies.
- Prepare written driving instructions with your cell phone number and driver donation amounts. Make 4-10 copies to hand out.

At the meeting places:

- Have people sign the **Roster**.
- Collect the \$1 hike fee from each person and put it in the money pouch.
- Mention the hike specifics so people can bring the correct gear and enough water.
- If there are new hikers, have them fill out the green **Registration Form** and give them the **Hiker's Guide** handout.
- Have people arrange carpools.
- Hand out the driving instructions to the drivers.
- Circle the names of the drivers on the Roster.
- Mention rendezvous points, such as the 2nd meeting place and restroom stops on route.

At the trailhead:

- Circle up. Have people count off and give their names. Verify that the numbers match.
- Split into groups if necessary (in a Wilderness Area, the group cannot exceed 12 people).
- Introduce the person who is the Sweep.
- Describe the trail, lunch/rest stops, and restroom facilities (if any), and any hike management information.
- If a parking pass is needed, make sure drivers know to have the pass visible on their car's windshield.
- Allow people to make announcements, such as about upcoming hikes.

Take on the hike:

- The Roster, money pouch, and walkie-talkies (one with the leader and one with the Sweep)
- The first aid kit, Emergency Runner Card, and a writing instrument
- Other essential items (including a whistle, flashlight or head lamp, map & compass (or trail app), knife, sun protection, and insect repellent)

End of the hike:

- Verify that all hikers have returned.
- Watch cars leave. The last two cars (including the leader's car) should leave together.

After the hike:

- Fill out the back of the Roster with the estimated volunteer hours and fees.
- Give the **Roster**, money, and any green **Registration Forms** to a LOPRD (Lake Oswego Parks & Recreation Department) staff member as soon as possible. You can also give the briefcase to LOPRD – or give it to the leader for the next hike and notify LOPRD who received it.

Hiker's Guide

Welcome to the Lake Oswego Parks and Recreation Department hiking program.

Our goals are enjoyment of the outdoors, social interactions with friends (old and new), and safety. We are not intent on setting speed or distance records. We prefer to support one another as we promote awareness, appreciation, and knowledge of the environment in the beautiful Pacific Northwest.

Tip: To receive a weekly update of our scheduled hiking events, send an email to the newsletter editor at lohikesnews@gmail.com asking to add you to the list.

General Guidelines

1. To ensure there aren't any last-minute changes, check the schedule on our website (www.lohikes.org/schedule) before leaving home. We may change the hike location for driving or hiking safety. Hikes are canceled if the Lake Oswego Parks & Recreation Department has an emergency closure; see www.ci.oswego.or.us/parksrec.
2. Arrive at the meeting place (listed in the schedule) 15-20 minutes before the departure time to sign the Roster, arrange carpools, and get driving instructions. We leave *promptly* at the stated times. Traffic may delay the leader from arriving at the 2nd meeting place, so be patient!
3. Bring enough money to pay the \$1.00/hike fee and the "driver donation" to be paid to the driver that you ride with. The driver donation is listed in paratheses at the end of hike description.
4. Leave pets and firearms at home. No smoking. No fragrance out of respect for those with intolerances.
5. Allow adequate time for the hike. Return times vary due to driving time, traffic, and the length or difficulty of the hike. Please do not ask drivers to return early for your convenience.

Clothing to Wear or Carry

1. Clothes suitable for the expected weather conditions. Dress in layers so you can adapt to any changes in weather; carry additional clothes in your pack. Manmade fibers wick moisture away from the body and keep you cool in summer and warm in winter. For your upper body, wear or carry a base layer, warm layer (fleece), and a waterproof/windproof shell. Wear pants with zip-off legs. Wear waterproof rain pants on some hikes or carry them in your pack.
2. Sturdy, lug-soled, waterproof walking shoes or boots as well as cushioned socks.
3. Hat for sun protection and warmth.
4. Gloves.

Note: Though rare, a leader may refuse to take a hiker who is not properly equipped.

What to Carry in Your Pack – for use during the day or for emergencies

- Snacks and lunch plus plenty of fluids (1-3 quarts, 32-96 oz. including beverages containing sodium, potassium, and calories.)
- Extra clothing, such as rain gear, gloves, and socks
- Wind and sun protection (sunglasses, sunscreen, lip balm with SPF) and insect repellent
- Map & compass – or a trail app (such as AllTrails) with the map downloaded (so cell coverage isn't needed)
- Whistle (3 blasts signals an emergency)
- Flashlight or head lamp
- Matches and fire starter in a waterproof container
- Knife and tools for repair of equipment
- Sitting pad, space blanket for shelter, and plastic to protect your pack in case of rain
- First Aid Kit, including any medication you may need

For more information, see <https://americanhiking.org/resources/10essentials/>

On the Trail

1. The leaders are volunteers, so please respect their requests. Stay behind the leader and in front of the Sweep.
2. Take a moment to observe or photograph views, animals, and flowers. However, do not disturb the animals or generally hold up the group.
3. If you need to use a cell phone, respect others' desire for quiet.
4. At trail junctions, wait at the junction until everyone can see which way to turn.
5. If you leave the trail for a bathroom break, leave your pack on the trail to signal the Sweep that you are off the trail.
6. If you get lost, stay on the trail and stay put. Keep warm and hydrated. With your whistle, use three short blasts intermittently until you are found.
7. Leave the trail equal or better than you found it. Pick up litter. Do not cut switchbacks.
8. At the end of the hike, wait until all hikers return to the trailhead. Drivers should notify the leader before leaving. The last two cars (including the leader's car) should leave together.

Health, Safety, and Sanitation

1. Recognize and avoid poison oak. Wash clothing, boots and yourself thoroughly after exposure.
2. Avoid ticks by wearing light colored clothing (easy to see the ticks), tucking pant legs into socks, and tucking shirts into pants. Shower and wash clothes soon after returning home.
3. Be careful on slippery logs, rocks, and bridges. Use hiking poles for safety.
4. Avoid contamination of water with human waste. Choose sites 200 feet from water sources, bury solid waste, and carry out any paper products in a plastic bag for disposal at home.

Monthly Coordinator Responsibilities

THE BRIEFCASE

At the beginning of the month, restock and organize the briefcase. There should always be 6 fresh batteries in the briefcase. Contact Jordan Morales if anything is missing.

COMMUNICATION WITH LEADERS

1. Review the list of leaders for the month. Give them your phone number so they can contact you if they encounter any problems.
2. About 3 weeks before their scheduled hike or ramble, review the leader guidelines in detail with NEW leaders. Also verify that experienced leaders understand their responsibilities. Find the guidelines at lohikes.com > LEADER RESOURCES > Leader Guidelines.
3. Suggest the leader recruit a co-leader to help scout and act as Sweep. The website (www.lohikes.org > LEADER RESOURCES > Volunteers) has a list of volunteers that may help scout or be a co-leader. No one should scout a hike alone.
4. After the scout, if the leader finds problems (such as blocked access to the trailhead or unsafe trail conditions), assist them with plans to shorten the hike distance or choose a substitute location (with the same 2nd meeting place).
Note: If the hike location changes, ALWAYS ensure that Jordan Morales (**503-534-5434**) is notified prior to the hike and knows the reason for the change.
5. Remind leaders to send their scouting report to the newsletter editor at lohikesnews@gmail.com no later than **Wednesday** of the week before the hike. They should send a scout report even if there are no changes from the original write-up.
6. Review the emergency procedures with the leader. Help them identify the nearest emergency service location, such as a ranger station or sheriff's office.
7. Remind leaders to write the driving instructions – and include their cell phone number and driver donation amounts from the 1st and 2nd meeting places.
8. Remind leaders to pick up the briefcase and check the charge on the walkie-talkies before the hike. Be sure the leader knows how to use the walkie-talkies.
9. After the hike, remind the leader to give the **Roster**, money, and any green **Registration Forms** to a LOPRD (Lake Oswego Parks & Recreation Department) staff member as soon as possible. Also give the briefcase to LOPRD – or give it to the leader for the next hike and notify LOPRD who received it.





Lake Oswego Parks & Recreation

HIKES & RAMBLES ROSTER



DATE: _____

HIKE DESTINATION: _____

Hike Cost: \$1.00

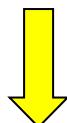
Total Miles Hiked: _____

Please Circle: HIKE or RAMBLE

Please circle if hiker is a driver

My name below signifies I have read, fully understand and signed the Medical Consent & Liability Release card required by the City of Lake Oswego. I understand that it is my responsibility to inform the hike leader, prior to departure from the pick-up site, of any medical condition(s) that the hike leader and/or emergency personnel should be aware of.

****LEADER MUST CARRY ORIGINAL ROSTER ON HIKE****



NAME (please print)

PAID

Home Phone

**Emergency Ph. #
for today's hike required**

X	_____	Leader	_____	_____
X	_____	Co-Leader	_____	_____

1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____
11	_____	_____	_____	_____
12	_____	_____	_____	_____
13	_____	_____	_____	_____

LEADER:

PLEASE CIRCLE EACH DRIVER

LEADER:

REPORT EXPENSES ON OTHER SIDE
OF THIS FORM

Lake Oswego Parks & Recreation –Hikes & Rambles

My name below signifies I have read, fully understand and signed the Medical Consent & Liability Release card required by the City of Lake Oswego. I understand that it is my responsibility to inform the hike leader, prior to departure from the pick-up site, of any medical condition(s) that the hike leader and/or emergency personnel should be aware of.

Emergency Ph. #
for today's hike required

NAME (please print)

PAID

Home Phone

14

15

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26

Leader must carry original roster on hike.

Volunteer Hours

of Hike/Ramble Leaders = _____

Total Volunteer Hours Per Leader = _____

If the hiker fee collected is less than the driver donation, hike leaders can request reimbursement for the difference from the City. It is up to the leader if you choose to be reimbursed or if you would like to make the donation to the city. **Hike leaders must request reimbursement at the time the hike roster is returned to L.O. Parks & Rec. Staff. Reimbursement will only be given to the Hike/Ramble Leader.** Reimbursement is made payable in **cash only** and **cannot be mailed**.

Items

Amount

Hiker fee

Amount Collected

+\$ _____

Hike Leader:

Driver Donation Fee
(to offset scout)

-\$ _____

Total to City if +

\$ _____

Total to Leader if -

\$ _____

LAKE OSWEGO PARKS & RECREATION DEPARTMENT – Hikes & Rambles



Name of Participant _____ Birth Date _____

Address _____ City: _____ Zip: _____

Home Phone _____ Wk./Cell/Msg. Phone _____ E-mail: _____

Please list an additional name and phone number in case of an emergency:

Name _____ Phone Number _____

Medical Consent and Liability Release Form

I, the undersigned, for myself and/or as parent/guardian of the named minor child, understand that during any Lake Oswego Parks & Recreation Department Program, I may suffer from aches, pains, strains or other injuries, including death or dismemberment. I understand that any cost for expenses, such as medical bills, doctor bills and lost wages, incurred as a result of accidental injury or death while participating in Parks & Recreation Department programs **WILL NOT BE PAID** by the City of Lake Oswego. I understand that the City of Lake Oswego Parks & Recreation Department does not provide transportation to and from program locations and that I may use my own vehicle or car pool with others at my own risk.

I understand that I must be in physical condition appropriate for the difficulty of the hike, and that the hike leader(s), at their prerogative, may decline participation to anyone not properly equipped or who is judged incapable of completing the hike in a reasonable time frame.

I understand that any special physical condition I have may be affected by participation in this program. I understand that it is my responsibility to consult a physician about any questions I might have regarding the advisability of my participation in this program.

I, the undersigned, intending to be legally bound, hereby for myself, my heirs, executors, and administrators, waive, release and hold harmless the City of Lake Oswego, its employees, officers, agents, volunteers, and all other parties and their representatives, successors and assigns from any and all loss of damage resulting directly or indirectly from injuries suffered by me in this program. I attest and verify that I am participating at my own risk.

I have read the foregoing and do voluntarily consent to its terms.

Signature _____ Date _____

Add me to the Hikes & Rambles email and phone list? Yes No

LAKE OSWEGO PARKS & RECREATION DEPARTMENT – Hikes & Rambles



Name of Participant _____ Birth Date _____

Address _____ City: _____ Zip: _____

Home Phone _____ Wk./Cell/Msg. Phone _____ E-mail: _____

Please list an additional name and phone number in case of an emergency:

Name _____ Phone Number _____

Medical Consent and Liability Release Form

I, the undersigned, for myself and/or as parent/guardian of the named minor child, understand that during any Lake Oswego Parks & Recreation Department Program, I may suffer from aches, pains, strains or other injuries, including death or dismemberment. I understand that any cost for expenses, such as medical bills, doctor bills and lost wages, incurred as a result of accidental injury or death while participating in Parks & Recreation Department programs **WILL NOT BE PAID** by the City of Lake Oswego. I understand that the City of Lake Oswego Parks & Recreation Department does not provide transportation to and from program locations and that I may use my own vehicle or car pool with others at my own risk.

I understand that I must be in physical condition appropriate for the difficulty of the hike, and that the hike leader(s), at their prerogative, may decline participation to anyone not properly equipped or who is judged incapable of completing the hike in a reasonable time frame.

I understand that any special physical condition I have may be affected by participation in this program. I understand that it is my responsibility to consult a physician about any questions I might have regarding the advisability of my participation in this program.

I, the undersigned, intending to be legally bound, hereby for myself, my heirs, executors, and administrators, waive, release and hold harmless the City of Lake Oswego, its employees, officers, agents, volunteers, and all other parties and their representatives, successors and assigns from any and all loss of damage resulting directly or indirectly from injuries suffered by me in this program. I attest and verify that I am participating at my own risk.

I have read the foregoing and do voluntarily consent to its terms.

Signature _____ Date _____

Add me to the Hikes & Rambles email and phone list? Yes No

DATE: _____

EMERGENCY "RUNNER" CARD

Time of Accident _____



1. Send Runner if: a) _____ Medical attention is required and/or b) _____ Evacuation is required
2. Completely fill out this card prior to sending Runner for help.
3. Runner must **Call 911** or local Sheriff's office and obtain the necessary emergency services.
4. **Call Lake Oswego Recreation Department (503) 675-2549.** If no answer, or if you get the voicemail, hang up and call LOCOM (City of Lake Oswego Communications) **503-635-0238**

Participant's Name _____ Phone # _____ Age _____

List any medical condition(s) of the injured person that emergency personnel should be aware of:

Emergency Contact Name _____ Emergency Contact Phone # _____

Probable Injuries _____

Symptoms exhibited by injured individual (heart rate, pupil dilation, clammy skin, consciousness)

First Aid given _____

If possible, exact location of accident, marked on a map, in addition to the following information:

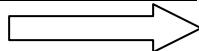
Distance from trailhead _____ Approximate time to reach victim _____

Type of terrain where victim is located _____ Distance from scene from main road or side roads? _____

Any area available for helicopter landing? (flat and open area) _____

Information for Recreation Department: Will remaining hikers be returning on time? _____

Turn over for contact numbers



In Case of EMERGENCY
***Hikes/Rambles on channel 4.2
Call 911

SHERIFF DEPARTMENTS

STATE OF OREGON

Clackamas County	503-655-8211
Marion County	503-588-5094
Multnomah County	503-823-3333
Washington County	503-629-0111

STATE OF WASHINGTON

Clark County	360-397-2211
Cowlitz County	360-577-3098
Klickitat County	509-773-4545
Skamania County	509-427-9490

CITY OF LAKE OSWEGO

Recreation Department

503-675-2549

Jordan Morales, Outdoor Recreation	503-534-5434 (office)
Cydny Fletcher, Recreation Supervisor	503-697-6589 (office)

Lake Oswego Police Department (LOCOM)

503-635-0238

Lake Oswego Communication

City of Lake Oswego

Parks & Recreation Department
www.ci.oswego.or.us/parksrec



380 A Avenue

Lake Oswego, OR 97034
Phone: (503) 675-2549 Fax: (503) 697-6579

Accident/ Incident Report Form

- Please fill out both sides completely at the time of the accident/incident
- See reverse side for instructions on what to do after form is completed

Incident Date ____/____/____
Time _____ am pm

Nature of Accident/Incident:

injury illness theft confrontation/ altercation fire property damage
 mechanical other _____

Name & address of location: _____

_____**Name & address of person(s) involved:** (I- injured/involved person, W- witness, S-staff)

	<i>name</i>	<i>age</i>	<i>phone #</i>	<i>address</i>
I W S				
1. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____			

Affiliation (group/team name) _____
I W S

2. _____
Affiliation (group/team name) _____
I W S

3. _____
Affiliation (group/team name) _____
I W S

Affiliation (group/team name) _____

Supervisor: _____ *name* _____ *phone #* _____
Supervisor/staff/volunteer in charge of activity: _____

Present at time of accident/incident? Y N

Description of Accident/Incident (include specifics: what were they doing, who was present, what happened afterwards, etc.)

Medical Information:

Body part(s) injured: _____ left right (describe on page 1 if necessary)
_____ left right (describe on page 1 if necessary)

Type of injury (if known): severe cut break/fracture concussion sprain dislocation

Was treatment provided on site? Y N By whom? _____

If yes, describe treatment _____

Given further medical attention? Y N

If yes, where? _____

Was parent / guardian / emergency contact notified? Y N

If yes, who was contacted, and by whom? _____

With whom did the injured party leave the site? _____

When? _____

Follow up:

Was follow up contact made? Y N By whom? _____

Who was contacted? _____ Date ____/____/____ Time ____ am pm

Status? _____

Additional Information: (anything else you feel is important to the accident/incident)

I, the undersigned, have completed this form to the best of my ability, with no willfull misrepresentations, omissions, or falsifications.

Signature

Printed Name

*Date***Administrative Procedures:**

1. Complete both sides of this form to the best of your ability, and sign above.
2. Contact your supervisor *immediately* following the accident/incident.
 - o If your supervisor is not available, call Parks & Recreation at 503-675-2549
 - o If it is after hours, leave a voice mail.
3. Return this form to the Parks & Recreation Department within 24 hours of the accident/incident.



VOLUNTEER AGREEMENT AND RELEASE Hikes/Rambles

Name of Volunteer:	Volunteer Position: Hikes/Rambles Leader Physical Activity? <input checked="" type="checkbox"/> Yes Outdoors? <input checked="" type="checkbox"/> Yes.
Address: _____	Dates of Volunteer Activity Expected: Start Date: _____ Completion Date: _____ or <input checked="" type="checkbox"/> Ongoing
Phone: (hm) (cell)	Email:
Is Volunteer Under 18 Years of Age? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Emergency Contact Person:
Does service require use of volunteer's vehicle? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Emergency Contact Phone:

I, the Volunteer, and on behalf of myself, my heirs, and personal representative or, if the Volunteer is under 18 years of age, the Parent/Guardian of the Volunteer on behalf of the minor Volunteer, do acknowledge and affirm:

1. **Description of Project / Volunteer Activities:**
Hike leaders are responsible for planning and leading hikes creating the safest possible situation for themselves and participants. This includes taking into consideration not only the actual hiking trail, but also the type of weather to expect at different times of year, physical condition of your fellow hikers, and location of emergency services in the event of an accident. Refer to the "Hike Leader's Guidelines" for further details of responsibilities and expectations.
(To be completed by City.)
2. **I will abide by instructions of the Program Supervisor(s) and Leader(s).**
3. I will abide with City policies at all times I am providing volunteer services, including but not limited to:
 - Always act in a respectful and courteous manner.
 - Be safety conscious at all times.
 - Reporting any injuries incurred to the program supervisor.
 - Use of alcohol and controlled substances is absolutely prohibited.
4. **I have read the REVERSE SIDE and agree to the Volunteer Terms for Agreement and Release.**

Signature:

Volunteer

Reviewed and Accepted:

Program Supervisor

Volunteer Terms for Agreement and Release

1. Physical and Site Risks; Medical Consent
 - All volunteer activities are subject to some degree of risk of harm (injury or death).
 - If the project is described as "physical", the volunteer should consult with the program supervisor to ascertain the extent of physical labor required. It is recommended that the volunteer notify the program supervisor of any physical limitations the volunteer may have in carrying out the volunteer work. **I affirm that I am physically able to perform the volunteer activities. If at any time I believe that I may not be able to perform any activity, I shall promptly notify the program supervisor and I will not engage in any activity that I believe I am not physically able to perform.**
 - If the project is described as "outdoor", the site conditions are outside the control of the City and may present known, visible hazards **as well as** unknown, undisclosed hazards.
 - The City may provide tools for use during the program. I will use the loaned tools only during work on the program. I acknowledge that I will not use the tools if I have any questions on the manner of operation of the tools. I will be responsible for return of the tool at the end of the program in the condition provided to me, subject to reasonable wear and tear as caused by use on the program.
 - The City does not provide medical insurance for any volunteer.
 - In the event of accident, illness, injury, or other physical impairment during my service, I authorize the employees of the City to consent to emergency medical transportation and/or treatment, including but not limited to surgical or dental examination and treatment, whether administered by City personnel (including other volunteers) or third party medical personnel. I give permission to be treated by a professional medical person and admitted to a hospital, if necessary. I agree to be the party responsible for all medical expenses incurred in my behalf.
2. To the extent the Volunteer is acting within the scope of the program, the City will defend, save harmless, and indemnify the Volunteer against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of duty, to the extent required by ORS 30.285. This indemnification does not apply in cases of malfeasance, or willful or wanton neglect of duty. If I will be driving and/or my vehicle will be used in providing the volunteer services,
 - The vehicle will be of the private passenger type only.
3. (Circled)
 - The vehicle will be operated at all times in accordance with the traffic laws of the State of Oregon. (The City will not reimburse traffic fines.)
 - The vehicle will be maintained in good mechanical condition.
 - I will be the driver at all times while the vehicle is used in providing my volunteer services.
 - If I am involved in an accident or incur a mechanical breakdown or similar situation that prevents or delays completion of my assignment, I will notify the person who authorized the trip as soon as possible.
 - I possess and will maintain a valid Oregon Driver's License.
 - I have obtained and will maintain liability and property damage insurance as required by Oregon State law at all times the vehicle is used for volunteer services; I will not drive any uninsured automobile while engaged in volunteer activities. I understand that in the event of an accident, the volunteer's personal auto coverage is the primary insurance coverage against third party claims.
 - The City is authorized to obtain my driving record for purposes of determining if I qualify under City policies to operate motor vehicles for my volunteer activities.
4. If requested by the Program Supervisor, I will complete a Background Check form to determine if I am qualified under the department policies to act as volunteer for the program.
5. I grant permission to the City of Lake Oswego, and its departments, agents or employees, to use photographs and/or video taken of the above named on the date and at the location listed below for use in City publications promoting the activities and purposes of the referenced program, including the use of such photographs and/or video in brochures, newsletters, Internet, display boards, and magazines, and to use such photographs and/or video in electronic versions of the same publications or on City web sites or other electronic forms or media. I hereby waive any right to inspect or approve the finished photographs and/or video or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph and/or video.

Section 3 (circled): Not applicable; volunteer duties do not include driving



**City of Lake Oswego
Human Resources Department**

380 A Avenue, PO Box 369, Lake Oswego, OR 97034
503-635-0220

CRIMINAL RECORDS CHECK AND DEGREE VERIFICATION CONSENT FORM

In order to serve the best interest of the citizens, the City of Lake Oswego conducts a criminal check on all new employees, contractors and volunteers. If the position requires a degree, a degree verification check may also be completed.

PLEASE PRINT THE FOLLOWING INFORMATION IN INK

Position Applied For: Hikes and Rambles Volunteer

Full Name: _____
Last _____ First _____ Middle _____

Other Names Used (aliases, maiden names, etc): _____

Date of Birth: _____

Address: _____

Have you ever been charged with any crime? Yes (please list below) No

Please list all convictions on charges made against you. Please provide additional sheets if needed.

Name When Convicted	Conviction	Date	City & State

AUTHORIZATION

I authorize the City of Lake Oswego to check my criminal history and/or conduct a degree verification. To the best of my knowledge all of the above information is accurate. I have made no willful misrepresentations, omissions or falsification of any information. I am aware that should investigation disclose such misrepresentations, falsification or omission in the information I have submitted in the application process, my application will be rejected. I understand that information disclosed by me or by investigation may, in the sole discretion of the City of Lake Oswego, disqualify me from employment. I am also aware that after acceptance for employment, if subsequent investigation or information disclose misrepresentation, falsification or omission, it will be just cause for immediate dismissal.

Print Name: _____

Signature: _____ Date: _____

CIS Check Date: _____ **by:** _____ **Arrest record found:** Yes No

