

## Outing Leaders - Guidelines and General Information

- COF outings are intended for current members, but guests are allowed (and encouraged), subject to a requirement that they become members before any subsequent participation. While current members have executed a liability release when they joined or renewed membership, guests have not. Prior to participation in an outing, non-member guests must sign a liability release form. Outing leaders can obtain forms at the COF website on the “Administrative Aids” tab. Signed forms should be retained by the leader and conveyed to the Outings Director at the next general meeting.
- The outing leader should make sure information about the outing is made available to the membership. This should be done by:
  - Supplying a descriptive and informational article to the COF newsletter editor a month or two in advance of the trip.
  - Personally announcing and briefly describing the trip at the monthly general meeting.
  - Making his/her phone number and e-mail address available to potential participants.
  - Being present at the “Outings Information Table” for 5-10 minutes prior to the monthly general meeting of COF.
- If possible, the leader should scout the intended fishing destination near the time of the outing or, if this is not practical, make inquiry to a local fly shop or ODFW to ascertain the most current information about the destination and fishing conditions.
- At the outing destination the leader should provide information about fishing that specific water. Equipment, flies, locations, and preferred fishing methods should be discussed.
- The leader should ensure that each participant has someone to fish with if they desire advice or assistance. The leader should also be willing to provide coaching and encouragement to less experienced anglers. (However, leaders are not expected to assume the role of a professional guide.)
- Inclusion of a community lunch or refreshments is a good way to promote club fellowship. For multi-day outings a pot luck approach is a simple way to do this. COF owns equipment for group cooking and serving meals. This equipment is available to any outings leader wishing to use it.
- Outings, especially those at distant venues, can include camping overnight or for several days. For such outings, leaders should consider recruitment of additional members to assist.
- When possible, the outing leader should provide to the COF newsletter editor a summary of the outing activities (conditions, photographs, number and type of fish caught, size of the fish, experiences of the participants, suggestions for future trips etc.) and, for tracking purposes, inform the Outings Director of the number of participants on the outing.

11/21