

CTA TOUR COORDINATOR PRIMARY DUTIES & RESPONSIBILITIES

The goal of the Tour Coordinator (TC) is to organize and lead an MDT that is safe and enjoyable for a large group of skiers with a range of skiing abilities. Participants should feel they have all the information needed, there were no serious surprises on any section and they did not have to wait for long periods at trailheads nor that everyone else was running ahead on the trail. To achieve these goals the MDT should be well organized prior to the tour and both safe and responsive to the needs of the participants when on the trail. Be sure to review and understand "*Tour Safety Planning Guidelines*" on the CTA web site.

In addition to the above, **an important TC responsibility is to train the ATC so he/she is qualified to be a TC the following season.** Therefore, involve the ATC in as many tasks as possible. If further assistance would be helpful at any point in MDT process, the TC and/or ATC are encouraged to contact any member of the CTA Tours Team.

Organizing before the MDT

1. Coordinate all tour related planning, screening and skier communications.

- a. The office will manage sign-ups and update the roster on Google Drive for additions or cancellations. You are responsible for having skier cell phone and emergency contact numbers with you on the tour.
- b. The TC may decide to limit the number of sign-ups on any days of the MDT and communicate that information to the office by early December.
- c. The TC should screen all sign-ups of whose ability you are uncertain or who are not listed on the master list of past MDT participants.

2. Plan the order to ski sections.

- a. Start with an easy day so you have an opportunity to evaluate skiers who may not be ready for a hard day.
- b. Try to end with a short day to make the participant's drive home easier.
- c. Try to stay off busy snowmobile trails on weekends.

3. Recruit Day Trip Leaders well in advance of the tour. Consider drawing day leaders from skiers registered on the tour. The TC and ATC can act as a day leader but should not do so on the first day or two in order to monitor new or unknown skiers. Day leaders should be, experienced tour leaders and familiar with key aspects of the day's section including, parking, shuttle and meeting options and trail characteristics such as terrain, bailout options and cell coverage.

4. Keep approved skiers informed of all relevant tour information by periodic emails. Post this information on your page of the MDT web site so that new sign-ups can quickly get all the previously distributed messages and all participants can refer to this information in one convenient place. Remind skiers of all safety requirements via email and daily briefing at the trailhead. See "*Tour Safety Planning Guidelines*" on the CTA website.

5. Provide maps for each day of the tour to include the driving map of local roads and the CTA trail map on the CTA web site.

6. Send participants and day leaders a list of meeting places and times for each day of the tour. Try to set a standard meeting time (e.g. between 8:30 & 9:00) for each day.

7. Provide information regarding housing offered by CTA friends. The CTA office will add available housing options to the *MDT*.

8. Organize one or two social events that will enhance camaraderie on the tour but not delay the start of any day's tour.

9. Read the "Multi-Day Tour Logistics" for each section of your MDT posted on the CTA web site: Tours/Tour Coordinator/Leader Resources.

10. On the first day or two be on the lookout for participants who may not have the ability or stamina to complete the tour. If anyone is having trouble, assign an experienced skier to monitor their progress, assess their ability to continue and, if necessary, help them leave the trail at the bailout point.

11. Inform any skiers who are having difficulty or can't keep pace with the rest of the group that they cannot ski future days on the tour.

12. When new snow requires much trail breaking, rotate the strong skiers in the front every five minutes or less.

13. Near the end of each day's tour ensure the leader of the front skier group has a tour roster and understands that it is their responsibility to check everyone in at the finish. Skiers are not allowed to leave until all those they shuttled with have arrived and their shuttle driver has a ride back to their car.

14. At the end of each day:

- a. Make sure that everyone on the roster is accounted for.
- b. Make sure that all skiers who left cars at the start of the tour have rides and all drivers know the directions back to the start.

15. Be aware that dogs are not allowed on CTA MDTs.

16. Record the actual number of participants for each day of your MDT.

17. At the end of the MDT send a list of those participants who might be good potential tour leaders, trail chiefs or Board members to the CTA Office. Provide the CT tour team with feedback and lessons learned. Also provide the CTA with problems with the trail or trail markers.

18. Encourage tour participants to report each day's activities including pictures on social media such as Facebook, Tumblr, or Twitter.

19. Submit a report with photos at the end of your MDT. The TC can write them or ask for a volunteer. The reports do not have to be long and should focus on the fun, interesting things that were seen or happened for each day of the tour. It can mention the weather, snow conditions and anything. More reports on the CTA website mean more and better information is available to people looking to ski the CT. You can see two examples here:

<http://www.bart-tech.com/catamount/reports/report2013.shtml>

<http://www.bart-tech.com/catamount/reports/report2011.shtml>

Sample Screening email to participants

This Multi-Day Tour is a serious backcountry ski trip. We want you to enjoy the experience. Please answer the following questions so that both of us can be sure that this tour is a good match for your ability and experience.

- How much ungroomed backcountry skiing have you done?
- What sections (if any) of the CT have you skied and which most recently?
- Have you skied in a CTA multi-day tour? Where and when?
- Where else have you skied in the backcountry?
- What was your most difficult backcountry ski? When & why?
- Do you have any reservations about being able to complete this tour?

Minimum Emergency gear to be carried on all MDTs

- Two way radios
- Cell phone
- Spotx Emergency Locating Devices
- Kicker skins: 50 mm nylon
- Multi-tool: Juice CS 4
- Duct tape: small roll
- Spare ski pole: 4 section collapsible
- Space blanket or Thermo-lite 2 bivy
- First Aid kit: AMK weekender kit
- Closed cell foam pad: Z rest
- SAM splint: 18"
- Matches in waterproof box
- Lighter
- Base plate compass
- Headlamp

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