

# CRAMBA Trail Coordinator Agreement

This document is to define the role and responsibilities of a CRAMBA Trail Coordinator. This is a non-binding agreement to be signed annually by each person volunteering to work as a CRAMBA Trail Coordinator (TC), indicating their understanding of a Trail Coordinator's responsibilities. This agreement can be terminated at any time by either CRAMBA or the Trail Coordinator.

Below are a summary of the expectations of a CRAMBA Trail Coordinator, and how CRAMBA and the Trail Coordinator will work together:

- Be an active CRAMBA member.
  - Must have active CRAMBA-IMBA members currently, and maintain that membership during the year.
- Monitor Trail Conditions thread on MMBA Forum.
  - Regularly check your trail's Trail Conditions thread for reports of issues or any user questions. Use the forum for communications with the trail users.
- Be accessible via email / Actively communicate with other Trail Coordinators.
  - CRAMBA has dedicated email addresses for each trail that will be setup to forward to your personal email address.
  - CRAMBA also has a mailing list for all Trail Coordinators to facilitate group communication. Participate in this mailing list as needed and be responsive to email that require your attention/response.
- Actively liaise with Land Managers on CRAMBA's behalf.
  - The primary responsibility of a CRAMBA Trail Coordinator is to represent CRAMBA in its relationship with the land managers. Trail Coordinators should maintain an open channel of communications and regularly touch base with the land manager to keep them abreast of our current activities, and to ensure that the land managers don't have any issues or concerns that we need to address.
- Periodically report to CRAMBA board on trail status and developments.
  - Each Trail Coordinator is expected to give a quick trail update at the quarterly chapter membership meetings or email a report to the board/chairperson prior to the meeting if unable to attend.
- Host periodic, public Trail Days to engage membership and public.
  - Public trail days are the #1 way to introduce new people to CRAMBA and the volunteer work that we do and is as important to growing our organization as is maintenance of the actual trails.
  - In addition to major work trail days (new trail sections or reroutes), each Trail Coordinator should strive to hold at least one public Trail Day in the spring and fall for basic maintenance and fixing minor issues.
- Trail Coordinators must collect waivers from all trail work participants and record volunteer hours, lest our insurance not cover the work.

- Trail Coordinators must ensure that each and every participant in the trail days sign a CRAMBA liability waiver. After the Trail Day, the TC must ensure that all hours are entered for each participant in the CRAMBA volunteer work hour recording system.
- Completed waivers can be turned given to a CRAMBA board member for archiving or left in the CRAMBA Tool Trailer in the designated location for completed waivers.
- Printed waivers should be available in the chapter trailer, or the waiver can be downloaded and printed out from here the CRAMBA website. ÷ [http://www.cramba.org/wp-content/uploads/2012/01/Personal\\_MMBA-CRAMBA-IMBA\\_Waiver\\_and\\_Release\\_for\\_Trail\\_Maintenance.pdf](http://www.cramba.org/wp-content/uploads/2012/01/Personal_MMBA-CRAMBA-IMBA_Waiver_and_Release_for_Trail_Maintenance.pdf) (The current agreement will always be available in the CRAMBA website library @ <http://www.cramba.org/library/>)
- Collect and report trail hours
  - All hours for work on the trails by the Trail Coordinator and all volunteers, for all trail days and non-trail day work, should be reported by using the CRAMBA Volunteer Hour Reporting tool on the CRAMBA website. ÷ <http://www.cramba.org/record-volunteer-hours/>
  - It is suggested that Trail Coordinators use waiver information to enter Trail Day work hours en masse for individual volunteers after a Trail Day is completed.
- Work with CRAMBA Chairperson/Board for approval of all large expenses.
  - Minor out of pocket expenses (food for trail day volunteers, minor supplies for trail work) can be expense by filling out an expense report and submitting to CRAMBA treasurer.
  - Larger expenses (>\$100) should be approved by the CRAMBA Chairperson or Board first. For pre-approval, send email to the Chairperson and/or Board with a brief description of the expense, the reason, and an estimate and/or quote.
- Work with other CRAMBA Trail Coordinators to build trails via the IMBA trail building standards.
  - Be open to working with other CRAMBA Trail Coordinators and/or the CRAMBA Chapter Trail Coordinators and to be open to suggestions/concerns about how we build and maintain our chapter trails. The quality of the trails we build reflects upon both CRAMBA and IMBA, and we must work to build trails that represent the standards of trail building that IMBA holds as a standard. Our strength comes from working together and being open to the viewpoints of other trail coordinators.
- Coordinate use of the CRAMBA tool trailer with other Trail Coordinators.
  - If you need the CRAMBA tool trailer at a Trail Day, please coordinate that with the other TCs so we don't have multiple people expecting to use the trailer on the same day.
  - If you remove tools from the trail for use or repair, please let the other TCs know via the CRAMBA Trail Coordinator mailing list when they are removed and when they are returned.
  - If you need help getting the trailer to your Trail Day event, you can ask for

someone to assist you via the CRAMBA Trail Coordinator mailing list.

- Hold Safety Briefings before each Trail Day.
  - Before heading out to work on any Trail Day, hold a safety briefing with the volunteers to inform them of proper tool usage and the importance of safety while working. Most notable is instructing volunteers to be aware of others while using tools and importance of not walking up behind someone using a tool without them being aware of your presence, and the 'circle of death' when using tools.

Below is a standard CRAMBA event waiver. By signing the waiver as part of this document your activities as a CRAMBA Trail Coordinator and work performed on your trail are covered for the current calendar year.

When participating in a trail day organized by another Trail Coordinator you should still fill out a waiver for that day.

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#### RELEASE OF LIABILITY AND COVENANT NOT TO SUE

Please read carefully before signing

This is a release of liability and waiver of certain legal rights

In consideration for being permitted to participate in bicycling and bicycling related activities (the "Activities") at the Clinton River Area Mountain Bike Association ("CRAMBA") / International Mountain Bicycling Association ("IMBA") trail maintenance day (the "Event"), I agree to the following

Release of Liability and Covenant Not to Sue (the "Release"):

1. Acknowledgment and Assumption of Risks. I understand that the Activities are inherently dangerous and involve significant risks of personal injury, death, and property damage. By means of example and not limitation, I understand that I may encounter risks associated with variations in terrain, natural and human-made hazards and obstacles and the design and construction thereof; as well as risks relating to my conduct and the conduct of others participating in the Activities, which independently or in combination with the Activities may cause personal injury, death, and property damage. I hereby assume and accept responsibility for all risks of personal injury, death, and property damage which might be associated with my participation in the Activities whether known or unknown and whether attributable to my actions or inactions or the actions or inactions (including negligence) of anyone else.

2. Release of Liability and Covenant not to Sue. I hereby release and discharge CRAMBA/IMBA

and its directors, officers, volunteers, members, employees, and agents, any Event sponsors, and any other owner, operator, or manager of the facilities hosting an event (the "Released Parties") from any and all responsibility, liability, claims, damages, costs, attorneys' fees, expenses, and from any and all causes of action either known or unknown, relating to or arising out of my participation in the Activities. Further, I hereby covenant not to sue or assert any claim of any nature against the Released Parties relating to or arising out of my participation in the Activities.

3. Indemnity. I agree to indemnify and hold harmless the Released Parties from and against any and all claims, costs, expenses, or liability (including attorneys' fees), attributable to personal injury or death, or to damage or destruction of property relating to or arising out of my participation in the Activities. If I am signing this Release on behalf of a minor, I agree to indemnify and hold harmless the Released Parties from and against any and all claims, costs, expenses, or liability (including attorneys' fees), attributable to personal injury or death, or to damage or destruction of property relating to or arising out of the participation in the Activities by the minor on whose behalf I am signing this Release.

4. Representations. I represent that: (i) I am 18 years old or older; (ii) I know of no reason, medical or otherwise, which would prevent me from participating in the Activities; (iii) I understand and agree that this Release is binding upon me, and my heirs and assigns; and (iv) if I am signing this Release on behalf of a minor, I represent that I have full legal authority to do so and realize the binding effect of this Release on them, as well as on myself.

5. Consent to Medical Treatment. If I, or the minor on whose behalf I am signing this Release, is injured or becomes ill, I consent to and authorize the provision of emergency first aid or medical treatment.

I, THE UNDERSIGNED, HAVE CAREFULLY READ THIS RELEASE OF LIABILITY AND COVENANT NOT TO SUE, I FULLY UNDERSTAND ITS TERMS AND I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT. I HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE OR GUARANTEE BEING MADE TO ME AND I INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF RELEASED PARTIES TO THE GREATEST EXTENT ALLOWED BY LAW.

Print Name of Trail Coordinator \_\_\_\_\_

Age \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_