

# Big Mountain Bike Adventures Ltd. TENURE MANAGEMENT PLAN

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## CONTACT:

Vanessa Murphy, Sales & Marketing Manager vanessa@ridebig.com | 604.935.8686

Chris Winter, Owner Operators <u>chris@ridebig.com</u> | 604.902.1807

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# BIG MOUNTAIN BIKE ADVENTURES

# PART A

# **1.0 BACKGROUND**

# 1.1 Who Is Big Mountain Bike Adventures Ltd.

Big Mountain Bike Adventures Ltd. (BMBA) is a Whistler-based travel company offering mountain bike holidays to 17 countries (as of 2017) worldwide. BMBA specializes in creating and delivering organized mountain bike trips from airport pick up to drop off including: hotel reservations, professional guided rides on primarily singletrack trails, all transportation, most meals along with cultural highlights and regional secrets.

As Big Mountain Bike Adventures' headquarters is based in the Sea to Sky region, which we have an intimate knowledge of – we offer local trips with our own professional local guides.

British Columbia's mountain biking tourism is growing steadily and we believe by working together with local organizations, businesses and communities we can help build a sustainable niche tourism market. <u>www.ridebig.com</u>

# 1.2 Big Mountain Bike Adventures Target Market

BMBA's current focus is enduro and/or all-mountain style terrain for all trips offered. The following describes BMBA's clientele:

- 75% male with growing female base
- 30-55 years old
- Intermediate to expert level riders with good base of fitness. A growing lower intermediate level due to addition of trips with more cross-country style terrain (Bali, Greece, Tuscany).
- 47% from Canada, 31% from the USA, 22% international (and growing). Majority of riders joining BMBA's British Columbia trips are from long haul markets (UK, Europe, Australia and New Zealand)
- Riders own two (or more) bikes and mountain biking is their preferred sport.

# 1.3 Project Overview

Big Mountain Bike Adventures Ltd. (BMBA) is seeking tenure for a *license of occupation* in an *extensive use area*. We intend to operate guided mountain bike tours on Crown lands in the Sea to Sky area (Pemberton, Whistler, Squamish) in between spring and fall (mostly July and August). Operations will be based out of Whistler with occasional overnight activities in select communities, using local accommodation, hotels and guides.

BMBA will operate trips with variety of vehicle logistics but mostly using either a 12 passenger van or crew cab (4 door) truck (or both), roof top or tailgate or hitch bike carrier, and

occasionally an enclosed trailer. Our ideal max capacity in unique circumstances is 12 riders including or not including guides. Average group size (as of 2017) in summer months is 4 to 6 riders. As of 2018 BMBA's trips are focused on full week or multi day experience with various elements of bike trip coupled together to create a complete mountain bike holiday – such as accommodation, transportation (to parking areas only), some meals, local guides and trip planning expertise.

BMBA targets strong intermediate to expert-level mountain bikers for all their trips – in the Sea to Sky and globally. Offering multi day guided services, not to be confused with coaching clinics or large mountain biking events.

# 1.4 Investigative work

Majority of the contact has been with local mountain biking clubs or associations. All have been receptive to our intent to organize and lead experienced mountain bikers in each community during a typical mountain biking season.

#### Squamish area

BMBA has been in touch with Squamish Off Road Cycling Association (SORCA) and in discussion regarding support via investment in corporate membership or sponsoring a trail day. As well, BMBA has supported a local enduro event with also acts as a fundraiser for local community efforts, more specifically – "Go Girl'.

#### Whistler area

BMBA has historically supported local trail efforts by sponsoring trail days for Whistler Off Road Cycling Association. BMBA has been in touch with the WORCA board and communicated intent to gain permission to operate mountain biking trails on the established trails within the valley.

#### Pemberton area

BMBA attended a meeting with the Pemberton Valley Trails Association and also Pemberton Off Road Cycling Association. Both groups were receptive and supportive our efforts to gain permission to access trails in Pemberton and surrounding areas.

# 2.0 LOCATIONS

# 2.1 General Description

With BMBA's office being located in the Sea to Sky area – it's a natural choice to offer trips in our home region using established trails and local guides. The Sea to Sky area is gaining recognition as world-class destination for mountain bikers. This application will focus on the following communities and trails that surround them – with operations taking place for most part, in July to early September, but not limited to with potential for spring and fall in the future. BMBA will use established and sanctioned trails as described in detail and mapped out in included files.



- 1. Squamish
- 2. Whistler
- 3. Pemberton

# 2.2 Seasonal expectations including volume

BMBA's preferred business model is focusing on travel with longer duration trips – typically seven to ten days in length. Occasionally there might be a trip or itinerary reduced to only a couple days (spring, fall or custom requests), but all trips will always be multiple days. BMBA prides itself on specializing in mountain bike trips to destinations globally, including its backyard; the Sea to Sky region.

Given BMBA is an operator of trips globally, along with focus or preference of longer itineraries – a typical season will see 2 to 6 trips with group size of 1 to 10 riders. Groups of 1 to 5 riders will have 1 guide, with larger groups having 2 or more guides.

BMBA expects an optimistic average of 4-6 riders per trip, with trips being an average of 7 days in length. Numbers of trips ideally 5 to 6 per year with ultimate business goal of 8 trips per season (which, in recent years has been tough due to several large events in Sea to Sky corridor) – with a continued focus on targeting experienced riders with intermediate to advanced skills and fitness.

Using 6 groups per year as a starting point – it would equal (approximately):

6 riders x 7 days x 6 trips = 252 client days per season.

# 2.3 Access Plans

Our trips officially start and end at Vancouver International Airport (YVR). We hire a local transfer service to bring clients to Whistler on the first day of the trip and return them on the final day. Occasionally with private or larger groups we will pick up clients at YVR. Once in Whistler we use rented vehicles to move clients and bikes between Whistler, Squamish and Pemberton where our guided bike rides take place. Hotel nights during trips are spent in Whistler and sometimes Pemberton and Squamish (when requested for custom or private groups).

In *Whistler*, our guest's typically stay in hotel style accommodation or private rental. In most scenarios for Whistler, groups will ride from the accommodation with BMBA guides choosing the trail network for the day or morning. Whistler is typically the location for warm up rides and also skills assessment and fitness testing. Once completed, after lunch groups venture to other areas, which are decided suitable and safe based on a groups' weakest or slowest rider. Important to note that the BMBA's office screens all riders fitness and skills in the sales process, as well, an online Rider Questionnaire with several detailed questions is completed once registered for a trip.

For groups riding in *Pemberton*, it's typical to either day trip from Whistler or overnight in a local Pemberton accommodation option. As with all our trips, BMBA's vehicles will park at a suitable, safe and designated parking area and ride to, and climb trails from there. BMBA's clientele prefer to ride 'all-mountain' style terrain, which means they will climb using pedal power to access any and all types of terrain.

Our groups will usually day trip to *Squamish* from Whistler for a full day of mountain biking, with lunch breaks in town at local café's and restaurants. Our guides will park vehicles in designated parking zones (example Legacy climbing trail trailhead parking lot) and use trails assigned to climbing with mountain bikes.

BMBA does not require any intensive use sites or development of any land since our focus is use of established trails.

# 2.4 Confirmation of Safety Plan

All BMBA guides have current Wilderness or Occupational First-Aid Training. During the guiding of a trip all guides carry first aid kits, as well, company vehicles have; first aid kits, fire extinguishers and a printed copy of BMBA's extensive Risk Management Plan.

All clients sign a lawyer approved waiver and have invested in personal insurance.

BMBA carries the necessary third party liability insurance with Gougeon Insurance Brokers.

For a more detailed summary of our safety plan please view our Risk Management Plan in PART B.

# 3.0 FACILITIES AND INFRASTRUCTURE

#### 3.1 Infrastructure

With BMBA's focus solely on mountain biking and the use of existing trails - there is no need or any intention to creation or use any kind of structures. As well, BMBA won't perform any modifications to any trail areas or terrain other than moderate trail maintenance.

## 3.2 Roads and Use

BMBA will use local roads and highways for accessing trails while obeying signage, posted speed limits and local traffic.

## 3.3 Utilities and water supply



BMBA will not require any utilities or water while out riding, and will always encourage riders fill hydration devices from their accommodation in morning or during lunch breaks at local establishments.

# 3.4 Waste Disposal

All clients will keep with them any garbage created including but not limited to: food packaging, anything from bikes in process of dealing with repairs as well waste from dealing with first aid incidents. All clients are encouraged to visit the bathroom prior to departing for rides – in the morning and again at lunch time.

# PART B

# 4.0 ENVIRONMENTAL

# 4.1 Land impacts

BMBA groups will be using established, professionally built trails with good drainage in each of the communities visited. We are aware that mountain biking can cause soil disturbance, that said we educate all our clients to stay on designated trails and to take breaks or deal with mechanicals in suitable locations during the rides that will avoid damage to delicate landscapes. In areas that are more sensitive or wet – trails are usually built up with bridges, gravel or rocks to further reduce impact. Occasionally guides will move or remove hazards such as fallen trees or branches blocking a trail – doing so by hand and without the use of tools. Anything of notable size will be reported to the local club and trail maintenance groups.

Important to note the following:

- Any and all garbage stays with all riders at all times.
- With regards to invasive species all bikes are recommended for washing daily and especially upon arrival if travelling long haul.
- Clients use local accommodation such as hotels or private (legal) rentals.

# 4.2 Visual and Atmospheric Impacts

We keep our groups to a reasonable size for ease, efficiency of travel and to reduce impact. As of 2017 a typical group is typically between 4 and 6 riders with a maximum of 12 riders in unique circumstances. Due to our groups being so small – our goal, which in turn can be translated as our visual impact, is to be no different than a small group of local friends out for a ride.

We mitigate sound and odor issues from our vehicles by maintaining a small to moderate group

size, keeping vehicles in designated parking areas and most importantly with riders climbing and riding all terrain on own. We are not, nor ever will be, a company that shuttles riders.

## 4.3 Fish and Wildlife Habitat Impacts

BMBA's focus is solely on mountain biking, using locally established trails. As part of our guide training, there is a component in relation to dealing with wildlife – it's hazards but also preservation and respect. Since most of our clients are travelling from long haul markets – we understand that our guides also field questions and, as a company, do our best to provide resources and information to ensure staff are up to date and current in conservation topics related to fish and wildlife and/or sensitive habitats.

**Fish.** BMBA groups will cross rivers and streams, but in all cases, thanks to local trail crews, will use existing bridges or raised crossings – this will mean zero impact or interaction with any fish habitat.

**Wildlife**. As per the guidelines laid out in the *Wildlife Guidelines for Backcountry Tourism/ Commercial Recreation in BC* – the following have been noted for staff training, as well as client awareness in pre-arrival trip preparation material.

- Record wildlife encounters, actions taken, and responses of animals.
- Remain on established trails where they exist.
- Obey all signs and area closures.
- Do not harass wildlife.
- Do not feed wildlife.
- Do not handle wildlife.
- Do not allow dogs to be at large and harass wildlife.
- Pack out all garbage.
- Yield to wildlife on trails and roads.
- Focus activities in areas and at times of the year when wildlife are least likely to be disturbed (seasonal closures might be necessary).
- Remain still or retreat when animals are encountered and react to your presence.
- Stay at distances sufficient to prevent changes to the behaviour of animals (at least 100 m in open areas is the default for large mammals).

Important to note that majority of trails used by Big Mountain Bike Adventures is close proximity to busy population centers including Pemberton, Whistler and Squamish.

# 5.0 SOCIO-COMMUNITY

## 5.1 Land Use

Following suit and using Whistler 2020 as a template or framework for success – BMBA believes in going above and beyond to ensure a memorable and positive destination experience, acting as local ambassadors showcasing 'the resort communities unique and



authentic sense of place, diverse and continually renewed offerings' as stated in *Whistler 2020 Priorities*. Tourism is a main economic driving for the Sea to Sky area – by encouraging travel for experienced mountain bikers to visit this area – we feel we are aiding in a more sustainable experience for all our clients.

# 5.2 Land Management Plan and Regional Growth Strategies

Working together with the respective community's local mountain biking clubs – BMBA is supporting these organizations in various methods. An annual review ensures that local groups are satisfied with BMBA support.

<u>Pemberton Office Road Cycling Association</u> – BMBA sponsors a women's 'Bike Club' evening ride and a seasonal Toonie Ride as well provides donations to PORCA's annual fundraising silent auction (gear and soft goods) and into the fall of 2018, sponsoring a Trail Day.

Whistler Off Road Cycling Association – organizing and sponsoring a local trail day.

<u>Squamish Off Road Cycling Association</u> – As of spring 2018 in discussion regarding investment in a Corporate Membership or Trail Day as advised by SORCA and supporting with a donation for an annual local Enduro event supporting 'Go Girls'.

BMBA is not required to perform maintenance or management of land that is overseen by any of the local user groups.

Looking into the future, BMBA will continue to focus on multi day trips, where riders experience several locations in the Sea to Sky corridor and surrounding areas. As growth occurs, BMBA will continue to work with local user groups and ensure support and positive engage locally.

# 5.3 Fire Protection or Emergency Services

BMBA clearly communicates that smoking is not to be tolerated during any of our guides rides. While its easy for us to say that we rarely see smokers join us, if they do, it's made clear that it's to take place while not on guide trip or in any company vehicle.

If a rider is seriously injured and requires an ambulance to transport them to hospital, the local Communities are all equipped to provide this service. Search and Rescue would be utilized in any extreme scenario where access is an issue. In a non-urgent situation, BMBA would transport the injured person to a local hospital and Emergency department. We are aware of the locations of hospitals in all areas we intend to guide trips.

# 6.0 RISK MANAGEMENT FOR SEA TO SKY

Big Mountain Bike Adventures Limited (BMBA) is a mountain bike adventure tour company. BMBA provides trips in British Columbia and worldwide that are focused on a high quality service. Each trip is well researched and given trial runs by experienced riders and guides before being offered to the general public. BMBA's trips are guided by experienced local guides and backed by the experience and clean safety record of its sister company, Cycleventures Bicycle Tours, who have run successful tours worldwide since 1972.

This Risk Management Plan will outline the foreseeable risks and hazards associated the trips we run in the Sea to Sky Corridor and out line BMBA's response to incidents.

#### Philosophy

The Philosophy of BMBA is to provide a premiere mountain bike experience in a variety of locales.

BM acknowledges that hazards will always exist in Mountain Biking and accepts that injury or death may occur during our trips. BMBA strives to actively identify and mitigate potential hazards. We require all of our guides to follow our best practices as set out in this document, in their training both with BMBA and by the industry as a whole. BMBA encourages clients to be responsible for their own decisions and to operate within their ability at all times.

In order to grow as a company the policies and procedures must be adhered to and continuously reviewed and updated to maintain the company mandate, avoid unnecessary accidents and lawsuits that may result.

BMBA believes in open communication from all participants including owners and management to ensure a safe and evolving work environment.

BMBA will minimize exposure to risk or hazard by using the safety management system that follows but understands that risk cannot be completely eliminated from the trips we offer.

#### Policy

BMBA promotes open communication between all levels of management, employees, volunteers and clients to reduce the risk of an incident and provide the highest level of safety for all activities. Currently, there are no industry standards for mountain bike guiding in Canada. BM hires only experienced, knowledgeable staff with current 80 hour or equivalent first aid certifications, training in wildlife exposure, an intimate knowledge of the local terrain and trails, including safe routes, exits and access within the trail network. BM requires drivers to have the appropriate license and insurance for the vehicle type relevant to the group size and location. BM recognizes the importance of continuing education for its staff and provides training sessions to develop guiding skills and promote teamwork.



Guide's meetings are scheduled before and after each trip to ensure open communication and understanding. The Lead Guide of each trip is responsible for checking in with the main office before each day. These meeting are used to provide an overview of identifiable risks and hazards during the day and planning alternative if risk cannot be satisfactorily managed. The Lead Guide works in conjunction with the other guides in the field to ensure the highest standard of safety is met. The Lead Guide is also responsible for all briefings, debriefings, trip reports and filing of trip plans with the appropriate parties.

The Rescue Plan will be used for training and reviewed regularly by BMBA Guides. Communication tools (cell phone) are tested in the field and any area of no service will have a contingency plan. (Sat phone, satellite based communication device such as a SPOT or Delorm)

The Risk Management and Rescue Plans are used as a training tools with all staff to aid in the making of good, safe decisions in the field. In the event of an incident the use of the plan ensure the quality of care from the first responder and efficient delivery to the next level of care.

Client is responsible for any costs associated with an evacuation.

#### Procedures

Pre-Trip Planning: Prior to the trip all the staff involved in the trip will meet to discuss the logistics, ie: transportation, site access, equipment needed, conditions (weather, terrain, etc), Accessibility, Communication and Evacuation. There must be a proven form of communication for the proposed area.

Communication with the clients will occur before the trip via emails and phone calls, and at the start of the trip through face to face communication with the lead guide so that everyone involved is aware of the expectations and environment they will be entering.

#### **On Site Evaluation**

Each trip is well researched and given trial runs by experienced riders and guides before being offered to the general public.

The Lead Guide and staff constantly re evaluate the terrain and the clients to achieve a safe environment. It is one of the goals of BMBA to instill the STEPS thought process in guides and clients. The Acronym STEPS: S - scene (big picture), T - terrain, E - exposure (to danger, where are we?), P - people (who are we? what are we doing? why are we here? Goals ex. pro rider or recreational?), S - severity (consequences of error).

Through out the trip the Lead Guide will be constantly reassessing the situation to reduce the risk.

#### Post Trip

After the conclusion of a trip the lead guide and staff will conduct a debriefing session to highlight any issues that arose during the trip. In addition, the clients will be asked to provide feedback and highlight any positive or negative experiences to ensure the evolution of safe, efficient trips.

The lead guide will file a trip report at the completion of the trip outlining the events, logistics and potential hazards involved. This will provide a reference for future trips.

Any additional paper work re incidents will be filed out and a copy will be filed with the debrief report in order to provide a history of events for reference.

#### Practices

If the above procedures are adhered to and updated as experience is gained the ability of all involved to identify and avoid hazards will greatly reduce the risk associated with activities in the outdoors. The cooperation between all levels of the organization at BMBA will ensure quality resources, on going training, professional guides and quality equipment, which will greatly reduce the potential for risk.

Awareness of the potential hazards and the associated risks will help to prevent an incident in the field. Outlined below is a summary of potential hazards and risks, which may be encountered through the activities, offered at BMBA.

#### **Client Education**

All clients are issued a pre-trip departure package. This ensures all clients are well informed in order to prepare for their adventure. When choosing the trip, clients may use an ability guide to gauge their experience with what the trip requires. Once the trip has been chosen the client is sent a PDF Preparation Guide that includes the following: what to expect, gear list, weather and terrain to encounter and tips for traveling with a bike. Also included in the PDF Preparation Guide are recommendations for training.

An online *Medical Form* is completed by all riders and provides the following: Personal doctor and contact details, brief medical history, notable allergies and emergency contact. Information collected by the medical forms are kept confidential by the office and assigned guides. Medical Insurance is the client's responsibility. Copies of all waivers signed at the beginning of all trips are kept on file.

During the pre-trip meeting with the clients the Lead Guide will go over the trip outline and have all the clients sign a waiver. The Lead Guide will collect contact information from the clients to ensure communication with them through out the trip. During this meeting the Lead Guide will re emphasis the STEPS acronym and encourage the guides to ride with in their ability



#### Driving

BMBA ensures all guides responsible for driving clients have the appropriate license and insurance for the vehicle type required to the trip they are guiding. BMBA has a zero tolerance policy around speeding and drinking and driving.

#### Trail Hazards

The risk of injury while mountain biking falls under the likely but minor category. Cuts scrapes and bruises are common. Broken bones and sprains are possible. Serious injury or death is remote. Trail hazards include, but are not limited to: rocks, cliffs, trees, erosion, roots, stream crossings and slippery conditions. It is possible to encounter other trail users as well as wildlife. If these situations are likely or expected the Lead Guide will provide a strategy to the clients at the beginning of the trip as well as closer to likely location. The Lead Guide will coach clients through trail hazards throughout the trip, and encourage clients to ride within their limits at all times.

#### Guiding

Guiding skills are imperative in recognizing a hazard and reducing the risk. BMBA uses client to guide ratios of a maximum of 5:1 and has a minimum age of participation of 18 years old unless accompanied by a consenting adult. The Lead Guide is responsible for identifying hazards and making decisions of significance based on the group's location, ability and the consequences of an incident. BMBA guides will focus on client education encouraging them to be self aware on the trail. Before the start of a trip BMBA guides will inspect the client's equipment to ensure its' trail worthiness. BM has the right to refuse inadequate equipment from their trips. BMBA is not responsible for clients equipment failure that may result in injury or death.

The Lead Guide will ensure / confirm client ability before committing to long, arduous days in any more remote locations during the trip. A first ride on local trails such as Lost Lake, will always take place to judge clients ability before committing to longer harder trails.

# **BASIC FIELD INCIDENT OUTLINE**

#### INCIDENT TYPES

<u>TYPE 1</u> incident is one that can be handled by the group at the scene with the equipment and materials at hand. An example is a minor first aid injury that can be transported easily without complications. The patient can then be transported by staff to the nearest clinic if necessary.

<u>TYPE 2</u> incident is one that requires an outside agency for assistance or extrication. For example, an ambulance to meet you at the trailhead. \*911 unless not available then RCMP directly.

<u>TYPE 3</u> incident is a major accident involving major injuries or multiple victims with numerous rescue agencies being called.

\*911 unless not available then RCMP directly.

<u>TYPE 4</u> incident involves a missing person(s). A Type 4 rescue would be initiated after a reasonable amount of time had passed with no sign of the missing person. \*911 unless not available then RCMP directly

#### SCENE ASSESSMENT

It is the responsibility of the guide at the scene to ASSESS the scene.

1. CLASSIFY the type of rescue.

2. ENSURE NO FURTHER DANGER to others in party. Do not put your self or your clients in further danger.

3. ASSESS CIRCUMSTANCES time, distance to travel, mental & physical condition of group, safe travel route and means of communication.

4. DECISION TIME for a Type 2-4 incident, call 911 and alert the BMBA office via 604.902.1807. The BMBA office will have the emergency contact information for each type of rescue and will assist the rescue in motion with communication and planning assistance.

#### EMERGENCY CONTACTS

All emergency agency contacts will be notified as necessary by making one call to either 911 or the RCMP who will then notify the Joint Rescue Coordination Center (JRCC) if necessary.

Be prepared to inform all outside assistance of the following information from the Rescue Leader:

- 1. Type of accident
- 2. Precise location (map and grid coordinates)
- 3. Number of people
- 4. The type of assistance you are looking for.

# **BIG MOUNTAIN** BIKE ADVENTURES

# **BIG MOUNTAIN ADVENTURES INCIDENT REPORT**

DATE:	TIME:
LOCATION:	
TYPE OF TERRAIN:	
WEATHER(PRECIP., TEMP.):	
ACTIVITY:	
GROUP LEADER:	
NUMBER OF PARTICIPANTS INVOLVED:	
NAMES OF PARTICIPANTS INVOLVED:	
DESCRIPTION OF INCIDENT:	
FIRST GUIDE ON SCENE:	
TREATMENT:	
TRANSPORTATION DECISION: RESCUE TYP	PE: 1 2 3 4
OUTSIDE AGENCIES CONTACTED? ASSISTE	ED?
SIGNED:NAME:	DATE:

# **BIG MOUNTAIN ADVENTURES WITNESS REPORT**

DATE OF INCIDENT:						
NAME OF WITNESS(ES):						
HOME ADDRESS:_						
HOME PHONE NU	MBER:	DATE OF BIRTH	:			
RELATIONSHIP WI	TH THOSE INVOL	VED IN INCIDENT: :				
WERE YOU INVOL	YES NO					
DID YOU WITNESS THE INCIDENT?			YES NO			
WERE YOU INJURED AS A RESULT OF THIS INCIDENT?			YES NO			
IF YES, PLEASE DESCRIBE THE NATURE OF YOUR INJURY:						
PLEASE DESCRIBI	E THE EVENTS O	F THE INCIDENT:				
ADDITIONAL INFO						
SIGNED	NAME		DATE			

# **BIG MOUNTAIN** BIKE ADVENTURES

# **BIG MOUNTAIN ADVENTURES PRE TRIP REPORT**

DATE OF DEPARTURE:\_\_\_\_\_DATE OF RETURN:\_\_\_\_\_

ROUTE PLAN: \_\_\_\_\_

DATE AND TIME TO INITIATE SEARCH IF NO CHECK IN NUMBER IN PARTY AREA TRAVELLED:\_\_\_\_\_

MAP # AND NAMEGRID REF. FOR AREA:\_\_\_\_\_

POSSIBLE ALTERNATE ROUTES TO TAKE GOALS AND OBJECTIVES

STAFF AND QUALIFICATIONS:

FIRST AID OR RESCUE EQUIPMENT ON SITE:

# BIG MOUNTAIN ADVENTURES POST TRIP REPORT

DATE OF DEPARTURE:\_\_\_\_\_DATE OF RETURN: \_\_\_\_\_AREAS TRAVELLED: AREAS TRAVELLED: BRIEF EXPLANATION OF INCIDENT: GOALS AND OBJECTIVES: HAZARDS AND RISKS IDENTIFIED: LOGISTICS IDENTIFIED FOR FUTURE TRIPS:

GENERAL COMMENTS TO IMPROVE UPON FUTURE TRIPS TO AREA:

STAFF ON TRIP:

NUMBER OF PARTICIPANTS:\_\_\_\_\_

OUTSIDE PARTY CONTACT INFO FOR AREA OR SITE:

SIGNED:	NAME:	DATE: