

CHESTER COUNTY TRAIL CLUB POLICIES

Board Approved March 3, 2022

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I. CCTC Communications Methods

The Club shall maintain a complete and up-to-date list of all members. Whenever there is a change or cancellation to a scheduled hike, the Club will send out an email message to all members stating that a change or cancellation has been made. The Club will also update the hike information on the Website's Hike Schedule Calendar. If hikes of any kind (Late Additions) are scheduled after a quarterly Hiking Schedule has been published, they will be added to the Website's Hike Schedule Calendar, and the Club will send an email to the membership indicating that the additions have occurred.

II. Hike Mileage Policy

- A. When a trip overlaps the September 30 - October 1 dates, all mileage for that trip will count in the previous year's mileage.
- B. Mileage will be accepted for a published Late Addition hike providing the hike is attended by at least two members.
- C. If a hike is published, regardless of who sponsors the hike, then the miles will be counted for club mileage.
- D. The club does not require courtesy notification in order to publish a Late Addition hike. Club members publishing Late Addition hikes are not required to notify leaders of hikes already published for the same period.
- E. Each day of a multiday trip shall be counted as a separate day. The Hike Leader shall record miles for each day for each hiker, and if possible, the location, trail or trail section of each day's hike.
- F. Hike Leaders are encouraged to submit attendance and completed miles forms to the Mileage Recorder within a week after their hike. All such forms *must* be submitted within a week after the close of the membership year, September 30th. Forms may be submitted by email with a scan or photo of the form attached or by mail or by hand delivery.

III. Hike Scheduling

The C&O Canal One-Day, the Brandywine Trail End-To-End, the Hike Across Delaware, and the Appalachian Trail Hike Across Maryland hikes shall be published.

IV. Hiking Guidelines

- A. Well-behaved dogs on leash are allowed on a hike if approved by the Hike Leader.
- B. Members may bring children on hikes after receiving approval of the Hike Leader before the hike begins.

V. Policy for Trips with Limited Reservations

A. Purpose

The purpose of this policy is to provide a fair and equitable way for Chester County Trail Club members to reserve a space on club trips with a limited number of reservations. This trip policy shall apply to every trip with limited reservations and every space on such a trip.

B. Definition of Trips with Limited Reservations

A trip with Limited Reservations is any trip of two or more days that is offered in the Hiking Schedule where the number of trip members is limited by limitations such as:

- 1) The decision of a Trip Leader about the suitable number of trip participants; or
- 2) The availability of transportation or accommodation to, from or during the trip.

C. Application Form and Due Date

An application form shall be published containing a due date by which the application and required deposit must be received at a stated address.

D. Classification of Applicants as of Due Date

1) Eligible Members are those who:

- a.) Have a current paid membership
- b.) Have hiked at least 100 miles in the year preceding the due date. For example, if the application due date is 1/15/21, the 100 miles must have been complete between 1/15/20 and 1/15/21.
- c.) Have submitted a trip application by the due date.

2) Non-Eligible Members are those who:

- a.) Have a current paid membership
- b.) Have hiked less than 100 miles in the year preceding the due date.
- c.) Have submitted a trip application by the due date
- d.) No preference will be given for a Non-Eligible Member who applies with an Eligible Member.

3) Non-Member

- a.) Have submitted a trip application by the due date.

E. Trip Leader Authority to Deny Application

The Trip Leader, because of the nature of a particular trip, may deny acceptance to an applicant who does not have the ability or experience required for the trip. The Trip Leader shall tell the applicant the reasons for the denial.

F. Established Order of Acceptance

- 1) Applications will be accepted on a first come, first served basis in the order of eligible members, then non-eligible members, and then non-members.
- 2) The Trip Leader will notify the membership when the quota has been filled and then will accept applications for a Waiting or Standby status. The Waiting List will be ordered by eligible members, non-eligible members, and non-members.
- 3) The deposits of applicants placed on the Waiting List shall be refunded.
- 4) The Trip Leader shall decide when no more applications will be accepted.

G. Other Provisions

- 1) The trip will comply with this trip policy. All spaces, other than allowed for the Trip Leader, shall be filled in accordance with this trip policy. The Hike Records Committee chairperson shall provide to those Board members and the Trip Leader the mileage records of all applicants for the year preceding the due date.
- 2) The deposit of an accepted applicant shall be refunded only if another person fills the space and pays the required monies.
- 3) In addition to the current policy set forth above, all monies paid are subject to the additional requirements and return policies of any tour operator or other provider who is involved with the furnishing of services in connection with the trip.
- 4) The Club's refund policy shall be published.

VI. Information for Hiking Schedule & Magazine Articles

All requests for information for newspaper or magazine articles shall be referred to the President of the CCTC who shall provide such information as may be appropriate.

VII. Trail Maintenance by CCTC Club Members

The members of CCTC will maintain the following trails:

- A. The Horse-Shoe Trail from White Horse and Rees Road to the intersection of Horse-Shoe Trail Road and Lower Pine Creek Road - 9 miles.
- B. The Mason-Dixon Trail from Chadds Ford to Cossert and Fairville Road - 5 miles.
- C. The Brandywine Trail from Ludwigs Corner to Chadds Ford - 25 miles.
- D. The Maerker Trail from the Struble Trail to Lenape Park - 25 miles.
- E. The Harmony Hill Nature Area - 5 miles

VIII. Recording of Trail Maintenance

The recording of trail maintenance done by Club members will be done as follows:

The leader will record the miles worked that day which will be included in the hiker mileage for the year. The leader will also record hours worked on the trail as well as transportation time to and from the worksite. The Hike Records Committee will record these statistics, but each person's hours spent on trail maintenance will not be incorporated in the "Recorded Mileage and Achievements" report issued at the annual banquet. The "Trail Maintenance Work Crew" will consist of a simple list of names of those who participated in trail work during the past year.

- A. We will only count hours and miles spent on official club activities.
- B. The total trail maintenance hours and transportation time for all club members will be reported to KTA for inclusion in their records by the Hike Records Committee.
- C. The Trail Maintenance Chairman is allowed to phone volunteers for work hikes that are not published. Mileage and hours will be counted for these work hikes.

IX. Member Contact Information

Upon approval by the Board, member contact information can be provided. Any member has the right to restrict access to their personal information.

X. The Accomplishments Year

The accomplishments of members that are to be recognized at the club's annual banquet shall be determined by the performance of the members during the year ending with the September immediately preceding the banquet.

XI. "The Trailmaster"

The member credited with the most miles hiked in the Accomplishments Year shall be awarded the "Trailmaster" walking stick.

XII. Access to the Electronic Hiking Schedule

- A. Members whose dues are delinquent for the current membership year have their access to the Members' Only section of the website suspended.
- B. If a new member pays dues July 1 or later, the dues will carry through the current membership year and the following membership year.

XIII. Lifetime Membership

Lifetime Memberships, to include free membership and attendance at the annual banquet, may be awarded on a case-by-case basis when deemed appropriate by the Board.