Outdoor Club of Victoria

Policy for Supporting Hike Leaders: First Aid and Safety Fund

Purpose

The purpose of this policy is to encourage the safety and well-being of club members and participants during hikes and outdoor activities. By supporting hike leaders with first aid supplies and access to voluntary first aid courses, the club aims to encourage preparedness and foster confidence in the leadership of its hikes.

Scope

This policy applies to all hike leaders registered with the Outdoor Club of Victoria who are actively leading club-sanctioned hikes or outdoor activities.

Eligibility for Hike Leaders

To be eligible for support under this policy, hike leaders must meet the following criteria:

- Be active members of the Outdoor Club of Victoria in good standing;
- Lead or co-lead at least six club-sanctioned hikes or outdoor activities per year;
- Abide by the club's guidelines for organizing and leading hikes; and,
- Maintain an updated profile with the club, including contact information and relevant certifications (if applicable).

Eligibility will be reviewed as needed by the club's Executive Committee to ensure compliance and fairness.

Policy

1. Provision of First Aid Supplies

- The Outdoor Club of Victoria will reimburse hike leaders for the purchase of essential first aid supplies necessary for managing minor injuries or emergencies during hikes.
- Approved first aid supplies may include, but are not limited to:
  - Bandages and gauze
  - Antiseptic wipes or solution
  - Medical gloves

    - Adhesive tape
    - Basic pain relief medication (where permitted by regulations)
    - Emergency blankets
- Hike leaders must retain and submit receipts for reimbursement. Reimbursement requests should be submitted within 30 days of purchase and must be approved by the Hike Leader Representative.
- The maximum reimbursement amount per hike leader from the First Aid and Safety fund for first aid supplies will be determined annually by the club's Hike Leader Representative. The annual contribution to the fund will be determined by the Executive Committee.

2. Voluntary First Aid Courses

- The Outdoor Club of Victoria will support hike leaders by covering the cost of first aid courses taken voluntarily.
- Approved courses must be recognized by a reputable organization, such as the Red Cross, St. John Ambulance, or an equivalent provider.
- Course reimbursements must be approved in advance by the Hike Leader Representative.
- Reimbursement will be provided up to a maximum amount annually, as determined by the Hike Leader Representative and approved by the Executive Committee.
- Course fees will be reimbursed only after successful completion of the training. Hike leaders must submit proof of completion and payment to the Hike Leader Representative within 30 days after the course ends.
- Participation in first aid courses is entirely voluntary and is not a requirement for becoming or remaining a hike leader.

Responsibilities

- Hike leaders are encouraged to maintain basic first aid supplies in their kits.
- The Outdoor Club of Victoria's Executive Committee will review an annual report from the Hike Leader Representative and ensure that the policy is applied equitably and within the club's budgetary constraints.
- The Hike Leader Representative in consultation with the club Treasurer will manage the reimbursement process and maintain records of all approved transactions. An annual reporting of funds spent will be prepared and presented to the Executive Committee.
- Annual maximums for reimbursements will be determined by the Hike Leader Representative and will be approved by the Executive Committee via an annual motion.

Review and Amendments

This policy will be reviewed annually by the Outdoor Club of Victoria's Executive Committee to ensure it remains relevant and supports the needs of hike leaders and club members.

Effective Date

This policy is effective as of the date of approval by the Outdoor Club of Victoria's Executive Committee.