

CHESTER COUNTY TRAIL CLUB POLICIES

(Last Amended 6/03/2021)

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 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. (Membership Meeting 5/1/2018, Board Approved Change 6/3/21)

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. (Membership Meeting 11/16/1999) (Directors' Meeting, 2/22/2003)
- B. Mileage will be accepted for hikes that are not published in the Hiking Schedule providing the hike is attended by at least two members and is announced via email to all members and is updated on, or added to the Website's Hike Calendar before the hike occurs. (Board Meeting 11/1/2011, Board Meeting 8/6/2013, Membership Meeting 5/1/2018, Board Approved 6/3/21)
- C. If a hike is published in the Hiking Schedule, regardless of who sponsors the hike, then the miles will be counted for club mileage. (Membership Meeting 8/6/1993) (Membership Meeting 5/1/2018))
- D. The club does not require courtesy notification in order to schedule an alternate hike. Club members newly scheduling alternate hikes are not required to notify leaders of hikes already scheduled for the same period. (Directors' Meeting, 2/10/2014, Board Approved 6/3/21)
- E. 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. (Membership Meeting 5/1/2018)

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 in the Hiking Schedule. (Membership Meeting 8/26/1993) (Directors' Meeting 4/17/2001) (Membership Meeting 5/1/2018))

IV. Hiking Guidelines

- A. Well-behaved dogs on leash are allowed on a hike if approved by the Hike

Leader. (Membership Meeting, 8/20/1998)

B. Members may bring children on hikes after receiving approval of the Hike Leader before the hike begins. (Membership Meeting 8/1/2018))

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: (Membership Meeting 5/1/2018))

- 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 in the Hiking Schedule containing a due date by which the application and required deposit must be received at a stated address. The due date shall not be earlier than the 15th day of the first scheduled month of the Hiking Schedule that contains the trip application. (Membership Meeting 5/1/2018)

D. Classification of Applicants as of Due Date

1) Eligible Members are those who:

- a.) Have a current paid membership (Individual or Dual)
- b.) Have hiked at least 100 miles in the year preceding the due date. For example, if the application due date is 1/15/05, the 100 miles must have been completed between 1/15/04 and 1/15/05.
- c.) Have submitted a trip application by the due date.

2) Non-Eligible Members are those who:

- a.) Have a current paid membership (Individual or Dual)
- 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. (Directors' Meeting, 11/01/05) (Membership Meeting 5/1/2018)

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. (Membership Meeting 5/1/2018)**
- 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. (Membership Meeting 5/1/2018)**
- 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. (Membership Meeting 5/1/2018)**
- 2) **The deposit of an accepted applicant shall be refunded only if another person fills the space and pays the required monies. (Directors' Meeting 11/27/2004) (Directors' Meeting 11/01/2005)**
- 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. (Directors' Meeting 11/01/2005)**
- 4) **The Club's refund policy shall be published in every Hiking Schedule which contains trips subject to this policy. (Directors' Meeting 11/14/2000) (Directors' Meeting 4/7/2001)**

VI. Information for Hiking Schedule and Magazine Articles

(Membership Meeting 5/1/2018)

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. (Membership Meeting 5/1/2018)

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. (Membership Meeting 5/1/2018))
- 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. (Membership Meeting 5/1/2018)
- 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. 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. (Membership Meeting 5/1/2018))

- 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. (Director's Meeting 11/11/2000) (Director's Meeting 2/6/2001) (Membership Meeting 5/1/2018))
- C. The Trail Maintenance Chairman is allowed to phone volunteers for work hikes that are not scheduled in a Hiking Schedule. Mileage and hours will be counted for these work hikes. (Membership Meeting 5/1/2018))

IX. Availability of Membership List to Trail Club Members

The membership list with names addresses, phone numbers and e-mail addresses will be available to any club member who requests such a list. Any member has the right to take their name off the list. (Membership Meeting, 5/8/2001)

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. (Directors' Meeting 4/29/2003)

XI. "The Trailmaster"

The member credited with the most miles hiked in the Accomplishments Year shall be awarded the "Trailmaster" walking stick. (Directors' Meeting, 2/10/2004)

XII. Mailing of Hiking Schedule (Membership Meeting 5/1/2018)

A. Only the Q4 Hiking Schedule will be made available to members whose dues are delinquent for the current membership year. (Director's Meeting 4/29/2003, Membership Meeting 5/1/2018, Board Approved 6/3/21)

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. (Directors' Meeting 4/29/2003) (Membership Meeting 5/1/2018)

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. (Directors' Meetings 2/7/17 and 5/2/17)