

Volunteers in the Community

New River Gorge Trails Alliance

NRGTA



Adopt – A –Trail Volunteer Handbook

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Introduction

Founded in 2016, the New River Gorge Trail Alliance (NRGTA) is a non-profit organization for the health and well-being of the New River Gorge area through encouragement of recreational opportunities by actively encouraging the construction and ongoing maintenance of a regional trail system, and increasing economic progress through tourism. We believe that a regional trail system will increase economic development by linking communities through alternative modes of transportation; by attracting visitors and helping them understand the importance of the New River Gorge region; by helping build local businesses; and by promoting **active and healthy lifestyles**. To accomplish these goals, we are identifying, maintaining, and expanding an interconnecting trail system in our six county region, we are encouraging collaboration between land managers and trail users.

Because funding is limited, NRGTA depends heavily on volunteer support for both trail construction and maintenance. With an expanding trail system and stable to shrinking federal funding, the need for this support will increase. Individuals and groups wishing to volunteer on short-term trail projects are always welcomed, and NRGTA maintains a list of projects that can be accomplished by a group in a one- to two-day time frame. For individuals and groups that are available and interested in making more long term commitments to supporting NRGTA's trail system, we have developed the Adopt-A-Trail and Trail Patrol programs described in this handbook.

For any group or individual interested in volunteering to construct, repair, maintain, adopt or patrol trails, please contact the Trail Maintenance Manager at sam@nrgta.org. This persons contact information and additional information on volunteering are available on the Volunteer page of the NRGTA website (www.nrgta.org).

Why Should I Volunteer for NRGTA?

Trail volunteers provide a valuable service to themselves, their fellow trail users and to the NRGTA. As the miles of trails available has grown in recent years and continue to grow, funding for trail staff has not. NRGTA has a finite capacity to devote to trail maintenance, but volunteer capacity is potentially infinite.

By committing to care for a trail, you are helping to ensure that your next ride, run or hike – and your neighbors' next ride, run or hike; and even the trail explorations of a visitor from some distant home – is safe, fun and enjoyable. Trail work is something you can be proud of each time you pass through an area where there is no trash, no storm debris to dodge, no standing water to avoid. By making the trails a better place for people to recreate, you are also enhancing your health and well being by being active.

In addition, groups and organizations that demonstrate a commitment to community service and volunteer work often compete better for grants, donations and other forms of assistance they pursue.

Volunteer Recognition

Volunteers can be recognized in many different ways for the services they provide including: certificates, award banquets, award items such as water bottles, journals, stickers and even VIP offers for events depending on the number of hours VIPs have worked consecutively at a particular time and place.

Things You Need to Know Before You Volunteer



Volunteer Agreement Forms for Individuals

Every person who volunteers for NRGTA must sign a Volunteer Agreement before beginning their work. These agreements officially acknowledge the relationship between the volunteer, NRGTA and Active SWV. More importantly, they protect the volunteer should an accident occur while doing approved volunteer work. It is critical and beneficial that these agreements be signed and on file with NRGTA and Active SWV.

Volunteer Program Agreements for Groups

A volunteer program agreement applies to the Adopt A Trail Program and the Trail Patrol Program. Any group committing to either of these programs must sign a Volunteer Program Agreement prior to beginning their work. These agreements are each valid for six months and can be extended as needed. These terms begin upon agreement signature.

Note that individuals may participate in these programs without a group affiliation, but because that situation is uncommon, both the Adopt-A-Trail and Trail Patrol Programs are discussed throughout this document as group commitments.

Safety

Safety of volunteers and trail users is of paramount concern. All volunteers will receive safety training and be required to wear Personal Protective Equipment (PPE) appropriate to the tasks in which they are participating. Other sections of this handbook will discuss safety in greater detail, but the need to act with safety at the forefront of our minds at all times cannot be overemphasized.

Trail volunteers are expected to dress appropriately for the work they are doing. Closed toe shoes should be worn for any trail work and are required to be worn. While water, snacks and first aid items may be provided by NRGTA during their Trail Work Day Events, trail volunteers and particularly those participating in self directed trail work should carry their own water, snacks and first aid items.

Reporting Requirements Prior to Self Directed Volunteer Work

Groups participating in the Adopt-A-Trail and Trail Patrol Programs should work with the NRGTA Trail Maintenance Manager to develop a standard practice for individuals to report to NRGTA when and where they intend to do self directed work and what work they intend to do. This prior coordination and reporting practice will allow the Trail Maintenance Manager track the amount of work and where the intended work plans on being.

Reporting Requirements on completed Work

Recording and reporting the number of volunteer hours is critical for NRGTA record keeping. Groups participating in the Adopt-A-Trail and Trail Patrol Programs will be required to report their hours worked to the NRGTA Trail Manager.

Each year, NRGTA reports the number of hours that volunteers spent supporting local area trails to local officials and the public. Keeping an accurate record of these hours allows NRGTA to evaluate the success of the Volunteer Program. It can help both NRGTA and the volunteer organizations to compete for grants and other funding sources that can be used to further develop and improve local area trails, facilities, user experiences, programs, events and community outreach.

Organizing and Hosting Trail Work Day Events

To develop your Trail Work Day Event, work in cooperation with the NRGTA Trail Maintenance Manager in order to identify and plan a needed project on your trail and to identify a project leader for the day.

On the day of the Trail Work Day Event, you must ensure that each participant:

- Is at least 18 years of age unless accompanied by a parent or guardian.
- Signs and submits an individual Volunteer Agreement prior to beginning the work day.
- Dress appropriately; including closed toe shoes (boots are preferred).
- Has adequate water and snacks.
- Discloses to the project leader any health issues that may affect their safety while doing trail work (ex. Allergies to bees)

As the Trail Work Day Event Organizer, your responsibilities on the day of the event include:

- Ensure that all of the individual Volunteer Agreements are promptly submitted to NRGTA.
- Report the number of volunteer hours worked to NRGTA at the end of the workday, as well as work accomplished, any issues that came up during the event, and any additional work that needs to be done on the trail or trails.
- Work with NRGTA Trail Manager and other NRGTA members to ensure that all necessary tools, equipment, and PPE are at the project site or readily available to the volunteers before the project begins.

Other Requirements for a Trail Work Day Event:

- Work day orientation, tool orientation and safety talk led by Volunteer Trail Crew Leader or NRGTA at the beginning of the workday.

The Trail Work Day: Pointers for Planning, Conducting and Reporting

After volunteer groups have assessed their adopted trails and decided with NRGTA Trail Manager what needs to be done, a trail work day should be planned and scheduled with the NRGTA Trail Manager. This will include prepping for materials, tools, or other special items needed for the work day.

Planning

1. Set a schedule and have an agenda.
For example, meet at the designated trailhead at 9am for a safety and tool briefing.
2. One week ahead of the work day:
 - a. Call volunteers on crew list to find out if they are coming.
 - b. Remind volunteers about personal supplies – water, lunch/snacks, work gloves, proper footwear and clothing for the weather.
 - c. Make a tool list. Tools needed will depend on crew size, season, and what tasks are to be accomplished. Make arrangements with NRGTA to have tools/tool trailer at designated trailhead.

Conducting (Workday)

- Bring clipboard with the Adopt a Trail Condition Report, trail maps if desired, Volunteer Sign in sheet, safety briefing script, tool checklist, first aid kit.
- Bring extra copies of volunteer service agreement.
- Have volunteers print and sign on the volunteer sign in sheet.
- Have all first time volunteers sign a volunteer service agreement.
- Work with NRGTA members or Trail Manager to make sure tools, tool trailer and first aid kit is returned to NRGTA and if any first aid supplies need to be restocked.
- Collect the signed forms and turn them in to NRGTA upon returning the equipment.
- Give a safety briefing, use safety briefing script.
- Explain the agenda for the day.
- Assign tools and tasks begin work.

Reporting

- Record trail condition observations, construction and repairs on the Adopt a Trail Condition Report

End of Day

- Total the hours of the Volunteer sign in sheet.
- Finish filling out the Adopt a Trail Condition Report. Include as much detail as possible when explaining trouble areas or other issues
- Take the volunteer “signed” sign in sheet and volunteer service agreements to NRGTA member or trail manager.
- Clean tools
- Schedule or remind crew of next trail day event.



- Thank volunteers for their time and effort.

Adopters have a great deal of freedom and flexibility in how and when they maintain their trails. However, a sample work schedule is provided here to give you an idea of the best time of year to complete different types of maintenance. Of course, every trail is different and you may not be free at certain times, so this schedule should be considered a general guide that is flexible and can be modified.

April/May – An initial trip should be made in the late spring before the heavy use season begins. Your focus should be on correcting immediate problems such as clogged drainages, overgrown sections of trail and blow downs. The best time to clean out drainages is in the spring and early summer. This removes leaves from the previous fall and clears the drainages for summer rains and thunderstorms. This is also a good time to check for drainage issues because the water table is high and the soils are saturated.

May/June – This is probably the best time to perform your annual clipping of branches that have grown into the trail during the previous year. It is also a good time to check whether any of your signs and blazes are blocked by branches and leaf cover. Clean all drainages that need it.

June/July/August – Brush and weeds grow rapidly in the summer so you should check for new brush that has grown into the trail. This is prime Weed eating and lopping season. This is also a good time for tread work (digging) because you are more likely to have consecutive dry days. The water table is usually significantly lower. It is easier this time of year to clear obstructed streams and put in new drainages and ditches. Clean all drainages as needed.

September/October – There are many nice days in the fall when the foliage is beautiful and the temperatures are pleasant. Any of the basic maintenance tasks as well as new trail building can be performed but this is a good time to look for any reroutes or spur trails that may have developed over the summer and to brush them in. It is also important to thoroughly clean all drainages in the fall after the leaves have dropped. This ensures good drainage in the late fall and early winter when the ground is frozen and seepage appear in many places, as well as in late winter and early spring during snow melts and early rains.

Winter – Most adopters enjoy their free time during this period. Sometimes though the snow comes late or leaves early, extending your maintenance season.



Adopt a Trail Program

The three major purposes of the NRGTA Adopt A Trail Program are to:

1. Encourage volunteer participation in stewardship of community trails and resources.
2. Ensure that trails in the community are well constructed and well maintained to provide outstanding visitor opportunities.
3. Promote an Active and Healthy Lifestyle

Groups or individuals wishing to adopt a trail should visit **the NRGTA website**. There you will find the contact info for the NRGTA Trail Manager, how to Adopt a trail, upcoming events, and other useful tools and information. www.NRGTA.org

The NRGTA Adopt A Trail Program offers volunteers three different levels of commitment: Levels (lowest to highest) **1: Bronze, 2: Silver, 3: Gold**. At each level, trail adopters are committing to a certain amount of self directed trail maintenance work throughout the year. At the second and third levels, they are also committing to organizing a certain number of one day trail work events and participating in training sessions appropriate to the work they will be doing. A trail can be adopted at all three levels by different members of the same organization or by different organizations.

How to get started:

1. Determine the level of adoption – (lowest to highest) Bronze, Silver, Gold that seems to best fit your interests and capacities.
2. Think about which trail(s) you might be interested in adopting.
3. If you are adopting a trail or trails as a group, designate a group liaison to be your primary point of contact with NRGTA.
4. Contact NRGTA Trail Manager to discuss your interest and figure out which trail or trails you might adopt.
5. If you are adopting a trail or trails at the Silver or Gold levels, ensure your group participants are working with NRGTA Trail Manager to receive the necessary training.
6. Negotiate the terms of and sign an Adopt A Trail Program Agreement with NRGTA and Active SWV
7. Begin caring for your trail.

Definitions

Volunteer Hour – One person working one hour. (For example, if a trail work day involves three people working for two hours that makes a total of six volunteer hours worked that day.)

Bronze Level

The Level 1 or Bronze level of trail adoption is structured for individuals, groups or families who would like to care for community trails, but would like to do so with minimal training, who are unable to commit a great deal of time and/or who live out of town and are able to make few regular commitments



to visit the area for volunteer service. This may also be an ideal level of trail adoption for a group with a lot of younger children who might not be prepared to use hand tools.

Commitments

Bronze Level Adopters should commit, as a group or individual, to working a minimum number of volunteer hours per year by doing unsupervised trail work on their adopted trail(s). The number of hours should be negotiated with the NRGTA Trail Manager. Consider your ability of commitment or your group's capacity and availability. As well as the length and accessibility of the trail.

For example, a group or individual adopting a trail at the Bronze Level might think about committing 10 – 20 hours per trail mile.

Self Directed Trail Work

- Pick up and bag litter
- Inspect and report the condition of trail, trail signs and structures (such as steps or bridges)
- Clear trail of small debris
- Clean water bars, rolling grade dips and other drainage systems.

Silver Level

Level 2 or Silver level of trail adoption is structured for individuals, groups, or families who would like to take an active role in caring for community trails with a moderate level of training and a commitment to both organized and unsupervised work. Individuals and group members committing to trail adoption at this level will receive training and be competent to use hand tools appropriately without supervision, and they will understand the management and maintenance goals for the trails they wish to adopt. Silver adopters will likely be people who live locally or visit regularly and are able to commit to trail work with some frequency.

Commitments

Silver Level Adopters should commit, as an individual or a group, to working a minimum number of volunteer hours per year by doing unsupervised trail work on their adopted trails. This number of hours should be negotiated with the NRGTA Trail Manager.

For example, Silver adopters should think about committing 20 – 40 hours per trail mile per year.

Silver Level Adopters should also commit to organizing and hosting at least 2 – 3 Trail Work Day Events each year. You can work with the NRGTA Trail Manager to set goals and help organize for those events.

Self Directed Trail Work

- Pick up and bag litter
- Inspect and report the condition of trail, trail signs and structures
- Clear trail of small debris and encroaching vegetation
- Clean water bars, rolling grade dips and other drainage systems



- Perform pruning, brushing or mowing
- Remove fallen branches and trees
- Improve trail tread

Gold Level Adopters

Level 3 or Gold Level trail adoption is structured for individuals, groups, or families who would like to take a very active role in caring for community trails. Including investing time into some training and committing to both organized and unsupervised work. The Gold Level trail adopters may also receive special requests from NRGTA to participate in or even lead special projects on their adopted trails. Individuals and group members committing to trail adoption at this level will receive training and be competent to use hand tools and chainsaws appropriately without supervision, and they will understand trail management and maintenance goals. Gold Level trail adopters will likely be people who live locally or visit regularly and are able to commit to trail work with some frequency.

Commitments

Gold Level trail adopters should commit, as an individual or a group, to working a minimum number of volunteer hours per year by doing unsupervised trail work on their adopted trails. This number of hours should be negotiated with the NRGTA Trail Manager.

For example Gold Level trail adopters should think about committing 30 – 40 hours per trail mile per year.

Gold Level trail adopters should also commit to organizing and hosting 3 – 6 trail work day events each year. You can work with the NRGTA Trail Manager to help organize and coordinate goals and objectives.

Self Directed Trail Work

- Pick up and bag litter
- Inspect and report the condition of trail, trail signs and structures
- Clear trail of small debris and encroaching vegetation
- Clean water bars, rolling grade dips and other drainage systems
- Perform pruning, brushing or mowing
- Remove fallen branches and trees
- Improve trail tread
- Clear corridors and construct new trail as approved by NRGTA

Trail Patrol Program

The purpose of the Volunteer Trail Patrol Program is to provide additional safety, information and contact for trail users. Trail Patrol Volunteers spend time on trails in the community, essentially being ready and available for visitors needing help and working with NRGTA to ensure that the trails are safe and trail users have a positive experience. Trail Patrol Volunteers may also occasionally be asked by NRGTA to conduct special projects or patrols. In nearly all cases, Trail Patrol work is self directed.

Program goals:

- Offer improved user experiences on trails
- Ensure that trail structures and surfaces are adequately maintained
- Engage leaders in the local trail user communities as active park stewards

Program objectives:

- Trail patrol volunteers gain a greater sense of ownership, responsibility and appreciation for community trails and resources and are able to share their passion for trails with other users.
- Trail patrol volunteers develop a more formal relationship that can be built upon for future agreements and projects.

How to get started:

1. Assess your or your group's interest and capacity to be involved in the trail patrol program.
2. Designate a group liaison to be your primary point of contact.
3. Patrol Trails
4. Give feedback and updates to NRGTA about trail conditions, issues or concerns.

Introduction to tools for trail maintenance

Choosing the right mix of tools for a trail sweep or work day depends on how many volunteers are expected, what tasks are to be accomplished, and the season of the year. The following tools are commonly used in trail maintenance:

- Spade Shovel – used to dig, move leaves, dirt, and debris (a good tool to clean out waterbars)
- Pulaski – A firefighting tool that works great for trail work. Axe on one end and grub hoe on the other. Used for chopping, grubbing and digging.
- Mcleod – A firefighting tool combining a heavy duty rake with a large sturdy hoe. Used to move dirt and debris.
- Bow Rake – Also known as a garden rake. Used to move leaves, dirt and debris
- Leaf Rake – Used to remove leaves and debris (seldom used)
- Lopper – Long handled pruner. Used for trimming larger branches and encroaching vegetation.
- Hand Pruner – Used for trimming small branches and encroaching vegetation.
- Pruning Saw – Small hand saw. Used for cutting branches and small downed trees.
- Leaf blower – Gas powered blower. Used for cleaning out ditches and culverts.
- Weedeater – Used to trim grass and weeds
- Chainsaw – Used to cut large downed trees.

Safety

Safety is of the utmost important part of a trail patrol or work day. Crew members need to be safety conscious at all times. It does not matter if anything else gets done, as long as everyone finishes the day safely. Some of the keys to being safe:

- Dress appropriately. Wear proper footwear (sturdy boots recommended), long pants, and work gloves. Dress properly for the weather you'll encounter.
- Maintain a "Safety Circle" – A safety circle is an imaginary bubble around an individual that is as big as that person, plus the tool they are using, extended at full reach in all directions. Normally no other person should be inside this bubble.
- Announce your presence when entering another person's safety circle. Be particularly careful when conditions require you to work within another person's safety circle.
- Be alert to safety issues and bring them to your co worker's attention immediately. Think ahead and anticipate potential problems.

- Carry tools at your side with sharp ends pointed down and away from your body. Carry tools on the downhill side of the trail. Avoid carrying a tool over your shoulder.
- Inspect tool condition before use. Make sure handles are secure, sound, smooth and straight. Make sure heads are tight and cutting edges sharp. (a dull tool is a dangerous tool)
- Crew leaders should ask if anyone has a special medical condition, such as asthma or an allergy to bee stings. (They should also know where inhaler, epipen etc. is located in case of emergency).
- Use appropriate safety equipment such as hearing protection, safety glasses, gloves, hard hats.
- Carry a first aid kit and know how to use it. If first aid kit was used be sure to restock before next outing.
- Someone on the crew should know how to properly perform CPR and First Aid in the case of an emergency. (Always know where you are, what trail your located on, about how far in you are, and directions on how to get to the trailhead) Call 911 in an emergency and give as much direction and detail as possible.



Appendix A

SAFETY RULES

1. Tools should be carried in the safest way. The tool should be gripped by the handle about 6 inches behind the head (or at the balance point) and carried to the side, on the down-slope side of the body rather than over the shoulder or as a walking stick. This prevents injuries due to falling on the tool, since it can be easily tossed away when carried correctly. Tools with sharp blades should be carried with the blade facing the ground and equipped with a sheath to prevent accidental cuts and to retain their sharp edge. The sheath should remain on the tool while it is carried to the worksite and removed only when used. Bulky or clumsy items should be held with two hands or carried by two people.
2. Plenty of room should be allowed between volunteers for walking and working—generally 10 feet between each crew member.
3. Crew members should always be aware of what others are doing and take full responsibility for their own safety and the safety of others.
4. The right tool should be used for the job.
5. The "Scan-Shout-Swing" order of doing things should be implemented. Crew members should look around to make sure no one is in harm's way and there is plenty of room to swing safely. If necessary, brush or limbs first should be cleared to avoid injury from a deflected tool. Second, intentions should be communicated and third, when all is clear, crew members may proceed.
6. Trail hazards should be removed as they are encountered, or their presence communicated to other workers down the line—either verbally or with a temporary sign (for instance, a temporary sign could warn others of a nearby yellow-jacket nest or a poorly supported leaning tree). Hazards should be removed as soon as practical to prevent others from being harmed.
7. Dehydration, heat stroke, lack of energy, and hypothermia are life-threatening concerns. First aid supplies should be kept on hand and every crew member should know what is available and where it is kept. If working in remote locations, someone should know the crew's location and expected time of return.
8. Machismo should be saved for the football field—it's easier to be carried off a football field than it is to be carried out of the woods.
9. Crew members should be aware of their physical condition and limitations—weariness can lead to accidents.

ADOPTER WORK REPORT
NRGTA VOLUNTEER TRAILS PROGRAM

Appendix B

Work Dates: ____/____/____ thru ____/____/____

One report per section of trail and per trip

Work Party Leader: _____ ☐ Adopter or Co-Adopter ☐ Region Leader

Region Name: _____

Trail Name: _____

Attribute Helper Hours To: ☐ Each Individual* ☐ Adopter ☐ Adopter/Co-Adopter Split

*Unless the individual is a registered volunteer in the Adopt-A-Trail program, we cannot count their hours separately from the adopters' hours. They need to fill out a full volunteer agreement for the NRGTA or ASWV.

Work Party Information (Add additional work party members to back of report)	Travel Hours (from your home to trailhead)	Hiking Only Hours (in to work site and hiking out, after work's completion)	Work Hours
1. Adopter Name:			
2. Co-Adopter Name:			
3. Helper Full Name:			
4. Helper Full Name:			
5. Helper Full Name:			
Total Hours			

Basic Maintenance Work Completed (Please specify exact numbers; do not say "all")

Drainage Cleaned	#	Trail Definition	
Wood Waterbar and its outflow ditch (WWB)		Brushing	Feet
Rock Waterbar and its outflow ditch (RWB)		Blazing (please confirm with Region Leader before blazing)	Miles
Dip (across tread) and its outflow ditch (DIP)		Rock Retaining Wall (RRW)	Feet
Side Ditch (off tread) (SD)		Armoring (ARM)	Feet
Stream Channeling (SCH)		Blowdowns removed (BD)	#
Rock Crossover (RXR)		Tread hardening (variety of techniques)	Feet
Other:			

Basic Maintenance Work To Be Completed

Drainage Cleaned	#	Trail Definition	
Wood Waterbar and its outflow ditch (WWB)		Brushing	Feet
Rock Waterbar and its outflow ditch (RWB)		Blazing (please confirm with Region Leader before blazing)	Miles
Dip (across tread) and its outflow ditch (DIP)		Rock Retaining Wall (RRW)	Feet
Side Ditch (off tread) (SD)		Armoring (ARM)	Feet
Stream Channeling (SCH)		Blowdowns removed (BD)	#
Rock Crossover (RXR)		Tread hardening (variety of techniques)	Feet
Other:			



Other Notes: Please list any suggestions, questions, assistance requests, and any new issues or challenging trail problems like damaged trails, signs, major stream bridges, difficult stream crossings, and large blowdowns.

**Please send completed work reports to your Region Leader.
Thank You and Happy Trails.**



Appendix C



**New River Gorge Trail Alliance (NRGTA)
Project Scouting Form**

Date:

Project Name:

Your Name:

Nearest Trailhead:

Email address:

Distance & Time from trailhead:

Phone number:

Owner or Manager of trail or section of trail? **NPS** **FS** **SP** **Private (_____)**
(be specific)

Problem (circle one or more):

Cupped/Rutted Tread	Ineffective Drainage	Signage Problem	Berm
Narrowed/Sloughed Tread	Drainage Crossing Problem	Downed Trees	Slide
Widened/Braided Tread	Structure/Bridge Problem	Heavy Brush	Bog
Unstable Tread	Litter/Trash Cleanup	Gravel Repair	Other:
Pavement Repair			

Size of problem area (in feet or miles):

Exact location *(if possible)* **or describe location of work to be done:**

Diameter of largest downed tree (if applicable):

Proposed Solutions (please describe):

Tools and Materials Needed:

Estimate of person hours needed to complete, including transportation:

Safety Concerns:

Proposed project lead person:



Proposed work crew:

Will you need help recruiting additional volunteers? Yes No

Priority (circle one or more): Urgent High Moderate Low

Public Safety Resource damage User convenience

Please include a drawing and/or map on this sheet or an attached sheet if possible
Thanks



Appendix D

TRAIL CONDITION REPORT

Trail: _____



Date: _____

Name: _____

COMMENT ON ALL OF THE FOLLOWING OBSERVATIONS (if possible)

Weather Conditions (during inspection) _____

General Trail Condition (due to recent weather)

☐ Very Wet ☐ Wet ☐ Normal ☐ Dry ☐ Frozen ☐ Other: _____

Trees down crossing trail? Yes No If yes how many? _____
(Pictures, GPS coordinates or rough estimate of where at on trail)

Brushing (4'x8' standards?) **Conditions**

Note problem locations/lengths

Good Need some (soon)

Too Wide Needs lots (now)

General drainage maintenance conditions

Note Problem locations/lengths

Clean (good or done) Normal cleaning

Extensive Cleaning Needs rebuilding

Use (by hikers)

Low Moderate High Can't tell

Use (by bikers)

Low Moderate High Can't tell

Overall trail section condition and priority

Condition **Priority for work**

Great **Low**

Good **Low/Med**

Fair **Med**

Bad **Med/High**

Very Bad **High**

Needs little or no work (Annual maintenance; clean drainages, brush, etc.)

Needs some minor work later, stable for now (replace and add a few)

Needs some work soon to control moderate damage

Needs abundant work now to repair and stop damage (lots of work)

Needs major work now to repair and stop serious damage (major reconstruction/relocation)



Appendix E
PLEASE READ CAREFULLY

RELEASE, ASSUMPTION OF RISK and INDEMNITY AGREEMENT
(A SEPARATE FORM MUST BE COMPLETED FOR EACH ADULT AND MINOR)

I, or the MINOR identified below who is less than 18 years of age of whom I am the parent or guardian, desire to volunteer or participate in rigorous physical activities, and use services provided by or through New River Gorge Trail Alliance, Inc., its officers, operators, directors, volunteers, participants, contractors, agents or employees. I understand that there are certain risks involved in such activities and services, and such risks cannot be eliminated without jeopardizing the essential qualities of the activity. I understand that volunteering and participating in these activities and services pose substantial risks of injury, paralysis or death and of damage to or loss of personal property as the result of exposure and other known and foreseeable risks, which include the risks of being injured while engaged in such activities; gross negligence or bad judgment by New River Gorge Trail Alliance, Inc., or other participants; the risks arising from the failure or misuse of equipment; the risks of injury or drowning while on rivers, lakes or streams; the risk of injury while traveling on rough terrain by foot or conveyance; the risks that injuries may occur in an area without adequate medical facilities; the risks of equipment failure; risks of injury while being rescued; the risks of falling; the risks of exposure to insect bites or bee stings, or other injuries inflicted by animals, insects, reptiles or plants; the risk of and the potential for human error; the risks associated with known or unknown conditions regarding my physical condition; and the risks of physical exertion associated with any activities. Nor do I or will I hold the landowner or business owner responsible or liable for any injury or damages to my property. Likewise, I will not intentionally cause any damage or injury to others or to the property of a land or business owner. I assume all responsibility for my actions. If I do cause any damage, intentionally or unintentionally, to the property of a land or business owner, it is my responsibility, and New River Gorge Trail Alliance, Inc., is not at fault. I acknowledge that I may stop my participation in any activities at any time. I represent that I or the minor are in good physical condition and health and am/is able to safely participate in such activities, and I am prepared to assume all risks related to this activity on my own behalf or on behalf of the hereinafter named minor.

In consideration of the participation by me or the minor in activities and the use of services, I ASSUME, for myself or the minor, to the greatest extent permitted by law, all of the risks to me or to the minor, whether or not specifically identified herein, of all the activities in which I or the minor participate and the services we use; I RELEASE New River Gorge Trail Alliance, Inc., and all other participants from any and all liability to me or to the minor, including, but not limited to, liability arising from anyone's negligence, gross negligence and/or willful and wanton conduct; and I WILL INDEMNIFY AND HOLD HARMLESS New River Gorge Trail Alliance, Inc., from any and all costs, liabilities and claims, of every kind and nature whatsoever, arising, directly or indirectly, from my or the minor's participation in activities or use of services, including any legal costs and expenses and the costs of any medical or other expenses incurred for my or the minor's benefit.

I consent for myself and for the minor to the use by New River Gorge Trail Alliance, Inc., of photographs and video recordings made of me or of the minor while participating in activities or using services without further compensation and agree that all such materials, including negatives, are the sole property of the New River Gorge Trail Alliance, Inc. I consent to having my email added to the New River Gorge Trail Alliance newsletter.

I agree for myself and the minor that the exclusive venue of any suit against the New River Gorge Trail Alliance, Inc., for any reason shall be the Circuit Court of Fayette County, West Virginia. I consent for myself and the minor to the jurisdiction of such Courts as to any action against me or the minor to enforce this Agreement. I agree that this Agreement is to be interpreted under the laws of the State of West Virginia, and agree that if any part of this Agreement is found to be invalid that all other portions shall be fully enforced. **I have completely read this document before signing.**

THIS RELEASE, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT shall continue in full force and effect until specifically revoked by me, or, in the case of a minor, for whom I have consented, has attained the age of eighteen (18) years.



ADULT (over 18 years of age)

Adult Name (print): _____ Date: _____ Phone number: _____

Address: _____

Signature of Adult: _____ Email address: _____

Emergency contact number: _____

MINOR (under 18 years of age)

Minor Name (print): _____ Date: _____ Birth Date of Minor: _____

Relationship of Adult _____

Address of Minor: _____

Emergency Name: _____ Emergency Number: _____

Signature of Adult _____



Appendix F



New River Gorge Trail Alliance, 210 High Street, Fayetteville WV 25840

Injury Report Form

Reports should be filled out immediately after an injury occurs and the scene is safe.

Name of participant/victim:

Participant's phone number:

Participant's email address:

Type of Participant (check all that apply):

- First time:
- Board member/staff:
- Repeat participant:
- Volunteer:

Date of injury:

Time of injury:

Where did injury occur:

Name of person completing form:

During what kind of activity did this injury occur?

Location of injury (select all that apply):

Head	Facial	Oral	Neck	Back
Ankle	Abdomen	Chest/Rib	Hip	Groin
Elbow	Knee	Wrist	Foot	Shoulder
Upper Arm	Thigh	Forearm	Lower Leg	Hand

Fingers or Toes (please specify injured finger or toe)



Side of injury:

Right Left Both

How did injury occur:

Action taken:

Were police called? Yes No

Was an ambulance called? Yes No

In the event of any issue or injury, contact program leads as soon as possible and within 24 hours:

- Bill Wells 304 382 7509
- Billy Strasser 305 394 4762

Name of witness:

Witness' phone number:

Witness' email address:

Additional comments:



Event:

Event Date:

By signing I agree I have read and agree with the release of liability printed on the back of this form.

Name:

Emergency Contact Name and Phone #:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____



PLEASE READ CAREFULLY

RELEASE, ASSUMPTION OF RISK and INDEMNITY AGREEMENT

(A SEPARATE FORM MUST BE COMPLETED FOR EACH ADULT AND MINOR)

I, or the **MINOR** identified below who is less than 18 years of age of whom I am the parent or guardian, desire to volunteer or participate in rigorous physical activities, and use services provided by or through Active SWV, Inc., its officers, operators, directors, volunteers, participants, contractors, agents or employees. I understand that there are certain risks involved in such activities and services, and such risks cannot be eliminated without jeopardizing the essential qualities of the activity. I understand that volunteering and participating in these activities and services pose substantial risks of injury, paralysis or death and of damage to or loss of personal property as the result of exposure and other known and foreseeable risks, which include the risks of being injured while engaged in such activities; gross negligence or bad judgment by Active SWV, Inc., or other participants; the risks arising from the failure or misuse of equipment; the risks of injury or drowning while on rivers, lakes or streams; the risk of injury while traveling on rough terrain by foot or conveyance; the risks that injuries may occur in an area without adequate medical facilities; the risks of equipment failure; risks of injury while being rescued; the risks of falling; the risks of exposure to insect bites or bee stings, or other injuries inflicted by animals, insects, reptiles or plants; the risk of and the potential for human error; the risks associated with known or unknown conditions regarding my physical condition; and the risks of physical exertion associated with any activities. I acknowledge that I may stop my participation in any activities at any time. I represent that I or the minor are in good physical condition and health and am/is able to safely participate in such activities, and I am prepared to assume all risks related to this activity on my own behalf or on behalf of the hereinafter named minor.

In consideration of the participation by me or the minor in activities and the use of services, I ASSUME, for myself or the minor, to the greatest extent permitted by law, all of the risks to me or to the minor, whether or not specifically identified herein, of all the activities in which I or the minor participate and the services we use; I RELEASE Active SWV, Inc., and all other participants from any and all liability to me or to the minor, including, but not limited to, liability arising from anyone's negligence, gross negligence and/or willful and wanton conduct; and I WILL INDEMNIFY AND HOLD HARMLESS Active SWV, Inc., from any and all costs, liabilities and claims, of every kind and nature whatsoever, arising, directly or indirectly, from my or the minor's participation in activities or use of services, including any legal costs and expenses and the costs of any medical or other expenses incurred for my or the minor's benefit.

I consent for myself and for the minor to the use by Active SWV, Inc., of photographs and video recordings made of me or of the minor while participating in activities or using services without further compensation and agree that all such materials, including negatives, are the sole property of the Active SWV, Inc.

I agree for myself and the minor that the exclusive venue of any suit against the Active SWV, Inc., for any reason shall be the Circuit Court of Raleigh County, West Virginia. I consent for myself and the minor to the jurisdiction of such Courts as to any action against me or the minor to enforce this Agreement. I agree that this Agreement is to be interpreted under the laws of the State of West Virginia, and agree that if any part of this Agreement is found to be invalid that all other portions shall be fully enforced. **I have completely read this document before signing.**

THIS RELEASE, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT shall continue in full force and effect until specifically revoked by me, or, in the case of a minor, for whom I have consented, has attained the age of eighteen (18) years.



I consent to having my name added to the Active SWV Monthly Newsletter.

[illegible]

