

# Sponsoring SOS Activities Guidelines

SOS is fortunate to have many members that are willing to share their time and expertise in organizing, leading, hosting and/or sponsoring activities for members of the SOS community. If you are considering this, first and foremost we would like to say THANK YOU! And second, we ask that you read through the guidelines below.

The purpose of this document is to establish general guidelines and practices to be followed by anyone wishing to lead or sponsor an event including, but not limited to, any of the activities below:

- Hikes
  - Bike Rides
  - Golf events
  - Rafting, boating events
  - In-person Meditation groups
  - In-person Book Clubs
  - etc.
1. All organized activities must incorporate registration and sign-up through Shul Cloud that clearly describes the activity, the location, the start time, and contact information for the organizer. For outdoor *on the go* activities such as hiking, biking, etc., a meeting place, meeting time, and departure time will be listed. It is the responsibility of the host/leader/organizing person(s) to ensure this is in place, ideally in the registration sign-up form.
  2. The leader(s) of all organized activities must maintain a written record of who actually attended (not just who registered). This record will be used for contact tracing if it turns out that it is necessary.
  3. With Covid-19 pandemic in mind, we will follow the Summit County Health Department Guidelines. Therefore, any registrant for an *in-person event* who has not been vaccinated will be asked to wear a mask. The honor system will be relied on as to whether or not an attendee has been vaccinated.
  4. Activities that are *on the go*, such as hiking, biking, rafting, boating, kayaking are a *special case* and will have additional guidelines that the host/sponsor/leader shall be responsible for. These include:

- a. Clearly stating recommended items for each registrant to bring; e.g. water, raingear, clothing layers, biking helmet, poles, snacks, etc. This can be done in the registration form.
- b. Having the list of names of all registered attendees *planning to attend*, as well as the names and count of all attendees *at the time of departure*. For safety reasons, it is further recommended the leader makes sure *everyone in the group knows* how many people are in the group at the time of departure. This can be handled by snapping a photo of each participant's ID.
- c. Designated leader and sweep person (secondary leader) at the front and rear of the pack. Leaders should emphasize to the group the importance of keeping the group together; i.e. no one left behind. Leaders shall be responsible for keeping the group together and should periodically halt the group to allow slower members to catch up as necessary.
- d. It is recommended that participants form buddies of two or three to help keep track of each other.
- e. If someone needs to break off from the group for whatever reason and stop or return back to the starting point, either the leader or the second leader shall escort that person(s) back while the rest of the group *either proceeds with the activity as planned with one of the leaders, or chooses to return en masse*.

\*\*\* End of Document \*\*\*