

Florida Paddling Trails Association
Segment Trail Keeper Responsibilities & Guidelines

Revised June 22, 2008

Purpose:

The purpose of this document is to define the responsibilities of the FPTA Segment Trail Keepers and provide guidelines for working on the trail and with other trails & organizations.

A. Organization of the Trail

For organizational purposes, the trail has been divided into 26 segments with each segment having Trail Keepers to monitor and look after the campsites on the trail. The segments are grouped into regions from Region A (close to Pensacola) to Region I (close to Jacksonville). Each region elects a Director who organizes and directs his/her Trail Keepers. The Directors form the Association Board of Directors, who elect a president for a one year term.

B. Assignment/ Appointment of Trail Keepers

It is the responsibility of the Regional Director to assure that each trail segment in his/ her region has a minimum of two Trail Keepers. Trail Keepers are appointed by the Regional Director. Qualifications to be a Trail Keeper are:

- a. Should be a member of the Florida Paddling Trails Association.
- b. The Trail Keepers can either be an individual or a club/organization.
- c. Mature adults who have a passion for the environment and paddling should be selected.

The Regional Director must notify the OGT Director (Doug Alderson) of any changes in Segment Trail Keepers who will keep the list up-to-date.

C. Responsibilities of Trail Keepers

Mission of FPTA	Fulfilling Trail Keeper Responsibilities
<p>1. Monitoring and improvement of the trail</p> <ul style="list-style-type: none"> • Collect information about the trail for our web site • Know about all campsites in your trail segment <ul style="list-style-type: none"> ○ Make improvements & add campsites where needed ○ Clean up campsites if no other organization assigned to do this 	<p>The Regional Director will provide specific instructions on which trail improvements need to be made.</p> <p>We are currently working on a simpler way to enter trail information onto the web site.</p>
<p>2. Help improve Florida's environment along the trail</p> <ul style="list-style-type: none"> ○ Monitor impacts on campsites ○ Initiate periodic cleanups and participate in clean-up events ○ Report environmental spills and wildlife violations ○ Monitor plankton and sea grass impacts and report results to authorities ○ Work with authorities on invasive plant species 	<p>The FPTA is currently putting together a training program for the FPTA environmental program.</p>

Mission of FPTA	Fulfilling Trail Keeper Responsibilities
<p>3. Work with the paddling community</p> <ul style="list-style-type: none"> ○ Other trails in each region ○ Paddle clubs, outfitters & government agencies 	<p>A list of all known paddling trails is currently posted on the FPTA web site under the “Members Only” section.</p> <p>Each region has been asked to make a list of all paddle clubs and outfitters in their region.</p>
<p>4. Coordinate with land managers along the trail</p> <ul style="list-style-type: none"> ○ Work with public land managers on new campsites, launches and trail amenities ○ Learn when management plans will be updated/revised and become involved in the process ○ Coordinate with land managers about campsite monitoring and clean-ups ○ Create campsite opportunities with willing private landowners 	<p>Work with the government agency responsible for the land where we need a trail improvement (e.g. campsite improvement or launch site).</p>
<p>5. Help develop a fraternal network of paddlers within Florida</p> <ul style="list-style-type: none"> ○ Trail Keeper’s email addresses will be available to FPTA members to provide “local knowledge” to fellow paddlers using the trail. ○ Work to have the FPTA web site become a “one-stop” site for places to paddle in Florida. 	<p>Help paddlers who request knowledge about their segment.</p>
<p>6. Provide opportunities for FPTA members to volunteer to communicate & help:</p> <ul style="list-style-type: none"> ○ Develop kayak interest groups as needed for the future. 	<p>The FPTA can become an advocate for needed new trails or trail improvements if desired by the Regional Director.</p>

Other miscellaneous duties include:

- Assist with marketing the trail.
- Assist with trail fund-raisers.
- Assist with trail and environmental education.
- Attend Regional Meetings of Segment Trail Keepers.
- Join other FPTA members in the annual election of their Regional Director.

D. Dealing With Other Trails, With Parks & Other Organizations

FPTA Trail Keepers should realize that everyone in our organization is a volunteer. As a volunteer organization, the FPTA has no real authority to make demands or insist on changes with any other organization, trail, park or government agency. Therefore, our approach must be, “We are volunteers. An extra set of hands. How may we help you?”

When dealing with others, change can be difficult because stakeholders, including land managers, often have a vested interest in keeping things the way they are. One of the advantages of belonging to a statewide organization like the FPTA is that within our organization we can often find someone who knows how we

can start to make change happen. When a difficult problem or change is needed, we need to make sure that the Regional Directors, other Board members and the President are involved in the discussion.

E. Trail Monitoring/ Change Report (Attachment A)

This report should be used to let the Regional Director know that a campsite inspection has been conducted, the status of the campsite(s), recommended changes to the campsite(s), and recommended changes to web sites which support the Circumnavigational Saltwater Paddling Trail. This should be sent electronically to the Regional Director with a copy to OGT Board Member (Doug Alderson).

F. Changing Information on the Websites

At this time there are two websites with information about the Circumnavigational Trail:

- a. State of Florida Circumnavigational Saltwater Paddling Trail web site found at:
www.dep.state.fl.us/gwt/paddling/saltwater.htm This is technical information about the trail and will remain fairly static.
- b. Florida Paddling Trails Association web site found at: www.floridapaddlingtrails.com This is the web site of the association which will supervise and care for the trail. It will be dynamic and change frequently with information about the organization, Trail Keepers and details about the trail.

G. Frequently Asked Questions:

a. Just what does a Trail Keeper do?

While the detailed responsibilities are listed above, in summary it could be said that Trail Keepers:

- 1) Monitor and improve the physical assets of the trail (campsites, launch points, etc)
- 2) Help improve the trail's environment
- 3) Work with the paddling community to improve kayaking in Florida

b. Do Trail Keepers need to be a FPTA member?

Not initially. While we would like for all Trail Keepers to join the FPTA when they become Trail Keepers, this is not mandatory. We hope that eventually they will financially support the organization by becoming members.

c. If you just received a grant of money, why do you need my financial help?

The grant money must be used for environmental training and cannot be used to run the FPTA. We have ongoing expenses for our state wide organization and need everyone's financial help.

d. Why do you need more than one Trail Keeper per trail segment?

There are a number of reasons for this:

- This is a volunteer position, so we want people to be able to easily work their responsibilities into their schedule without any strain.
- Each segment's shore length can range from 40 to 100 miles, making it easier for many Trail Keepers to monitor the trail.

e. Do all Trail Keepers need to take the Environmental Training?

The Environmental Training will be worked into the FPTA one Region at a time. We hope that eventually all Trail Keepers will receive this training. However, at this time it is not a requirement to be a Trail Keeper or other volunteer for the FPTA.

H. Forms Attached

- Trail Monitoring/ Change Report (Attachment A)
- Volunteer information form (Attachment B)
- Liability release form (Attachment C) - If required by Regional Director for specific projects.

Attachment A
Florida Paddling Trails Association
Trail Monitoring/ Change Report
 Revised June 22, 2008

From: Trail Keeper
To: Regional Director
 & OGT Board Member
When: Quarterly

Purpose of Report: This report can be used to let the Regional Director know that a campsite inspection has been conducted, the status of the campsite(s), recommended changes to the campsite(s), recommended changes to web sites which support the Circumnavigational Saltwater Paddling Trail. This should be sent electronically.

Segment:	Trail Keeper:	Date
Campsite No. (Segment No. followed by a letter):	Regional Director:	No. of Volunteers Involved (if any):
Status of Inspection/ Recommended Changes:		

Attachment B
Florida Paddling Trails Association
Volunteer Information

Name _____

Home Address _____

Phone: _____ **Email:** _____

Reason For Attending This Meeting: _____

Which Trail Section Are You Most Interested in Working With: _____ (Section No. – refer to map on website: www.dep.state.fl.us/gwt/paddling/saltwater.htm)

In Which Area(s) Are You willing to help (circle as many as applicable):

Maintain Trails

Raise funds for FPTA

Board Member/Office in FPTA

Raise awareness of trails

Help with marketing FPTA

Give presentations to interested groups and organizations

Other (please specify): _____

Attachment C
Florida Paddling Trails Association
Volunteer Liability Release Form
Revised Nov 16, 2007

In consideration of being allowed to participate in any way in the Florida Paddling Trails Association, Inc activities, particularly programs that are organized and supervised by the Florida Paddling Trails Association, the undersigned agrees to the following:

1. Prior to participating, I will inspect the facilities and equipment to be used, and if I believe anything is unsafe, I will immediately advise the event organizer of such condition(s) and refuse to participate.
2. I acknowledge and fully understand that I will be engaging in activities that might involve risk of damage to personal property or serious injury, including permanent disability and death, and severe social and economic losses which might result not only from my own actions, inactions or negligence, but the actions, inactions or negligence of others, the rules of work or play, the condition of the premises, or of any equipment used. Further, there may be other risks not known or not reasonably foreseeable at this time.
3. I assume all the foregoing risks and accept personal responsibility for all expenses, medical or otherwise, following any such damages, injury, permanent disability or death.
4. I release, waive, discharge and covenant not to sue the Florida Paddling Trails Association, Inc., their respective directors, trail keepers, agents and other employees of the organization, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and leasers of premises used to conduct the event, all of which are hereinafter referred to as "releasees", from any and all liability to me, my heirs and next of kin for any and all claims, demands, losses or damages on account of injury, including death or damage to property, caused or alleged to be caused in whole or in part by the negligence of the releasees or otherwise.
5. This waiver may not be modified in any way. If any part of this waiver is determined to be invalid by law, all other parts of this waiver shall remain valid and enforceable.

Name/Description of Event: _____ **Date(s):** _____

THE UNDERSIGNED HAVE READ THE ABOVE WAIVER AND RELEASE, UNDERSTAND THAT THEY HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT VOLUNTARILY. **[PLEASE PRINT.]**

Participant's Name: _____ Signature: _____

Participant's Name: _____ Signature: _____

Participant's Name: _____ Signature: _____

Participant's Name: _____ Signature: _____

Participant's Name: _____ Signature: _____

Participant's Name: _____ Signature: _____

Participant's Name: _____ Signature: _____

Participant's Name: _____ Signature: _____