

Key Contacts

Advocacy Directors
Maryland
md-advocacy@more-mtb.org

Virginia/DC
va-advocacy@more-mtb.org

MORE Board of
Directors
board@more-mtb.org

MORE President
president@more-mtb.org

MORE Executive
Director
executiveDirector@more-mtb.org

Key Documents

- [Trail Work Sign-In w/Waiver](#)
- [GTF Grant Request Form](#)
- [Liaison Master List](#)

Additional **Liaison Resources & Materials** including:

- Effective Email Communications
- Sample Advocacy Presentations
- Kiosk Designs



Trail Liaison Guide



Thank you for becoming a MORE Trail Liaison. You are joining nearly a hundred other volunteers who represent MORE to lead trail improvement efforts in a specific trail system. MORE's goal is to support liaisons through training, communication resources, access to the liaison community for how-to tips, fund raising options for your projects, and general support from Advocacy Directors and other board and staff members. This guide is a summary of the liaison roles and expectations.

Please reach out to your Advocacy Director or our Executive Director with questions.

Important Emails

All Liaisons Distribution List

liaisons@more-mtb.org

VA/DC (only) Liaisons Distribution List

va-liaisons@more-mtb.org

MD (only) Liaisons Distribution List

md-liaisons@more-mtb.org

MORE Webmaster

webmaster@more-mtb.org

Online Signup/Hours Tracking Questions (Golden, TiF)

helpme@more-mtb.org

Updates to Online Routes & Trails

(Strava/TrailForks/RidewithGPS)

mapme@more-mtb.org

Other Resources

[MORE Trail Liaison FB Group](#) (Private)

[IMBA Guidelines for a Quality Trail Experience](#)

[MD Tax Exempt Certificate](#)

[VA Tax Exempt Certificate](#)

What Can Be Built?

MORE's Unofficial Rules of Trail Building

-What does the land manager support/approve of?

Never build without approval and support of the land manager. *We are guests in a public space.*

- What will the land give you?

Only build what the land and topography will naturally allow.

-What can the community support?

Only build what the community is capable of building and/or maintaining.

Trail building and ongoing maintenance require dedicated volunteers, so recruitment and community building are vital.



-How will your trail project affect other users and their enjoyment of our natural resources?

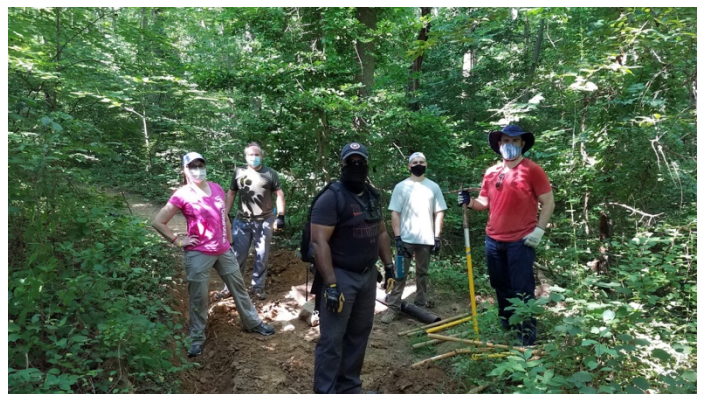
Always consider other trail users.

Unless building specifically for "bike only" you must consider other user groups. Considering and including other trail users in the process will also increase your volunteer base.

- What financial resources are required?

Only build what you have the financial resources to build & support.

Fundraising, grants, and donations are needed to build trails when volunteer labor is not capable/available or building requires professional tools for completion.



Available Resources to Liaisons

- Hand tools – a tool cache exists or can be provided for each park
- Packable hand tools (Trail Boss brand) - MORE will reimburse a portion of the cost of personal packable tools for liaisons
- Power tools – MORE will fund the cost (or most of the cost) of some power tools, especially battery powered hedge trimmers
- Workday expense reimbursements – coordinate with your Advocacy Director on the amount of “no questions asked” reimbursements for small workday expenses
- Trail Funds – MORE accepts donations earmarked for specific parks; liaisons decide how to use these funds (with input from Advocacy Director)
- General Trail Fund – liaisons can apply for up to \$10,000 (with a matching requirement) for “in the dirt” projects
- Liaison email list and contact list – a dedicated email list for sharing information between liaisons, and a spreadsheet with info on every park and liaison contact info
- Liaison Facebook Group – private group for Liaison discussions.
- Hands on Training – join other liaisons at their workdays or ask your Advocacy Director for individual training in trail techniques
- Calendar and scheduling tools – Post/advertise workdays on the MORE calendar (select “Suggest Event”), use Golden Volunteer to track workday volunteers and collect waivers, track hours worked
- Trail work training materials – IMBA books, posters, videos to teach the basics (and more) of trail work (ask your Advocacy Director how to obtain)
- Online IMBA Resources

Liaison Roles & Responsibilities

You ARE MORE!

It goes without saying that as a MORE trail liaison and representative it is critical you set an example for others to follow. That means following all trail rules and exercising patience and sound judgement when it comes to using and working on trails. As a trail liaison your actions will be closely scrutinized by members of our community, it is imperative you practice what we preach:

- **If trails are too wet or in the middle of the freeze/thaw, don't ride**
- **If your park requires a permit and full PPE to use a chain saw, ensure you have it**
- **If your jurisdiction requires dogs to be on a leash, leash your dog**
- **If night riding is not allowed in your park, don't ride at night**



Social Media has made it incredibly easy for MORE and its team of liaisons to communicate, share information and gather support for our cause. That same tool, however, can also have the opposite effect.

Typical Duties

Park/Trail Liaison represents MORE in the working relationship with park/trail land manager

- Develops personal relationship with park staff based on committing to and executing authorized trail improvement projects
- Keeps Park staff informed of issues and developments on the trails.

Park/Trail Liaison helps organize and lead trail work for the park/trail system

- Short term: maintenance, trail workdays
 - o Clearing drains/nicking mud puddles on a regular basis
 - o Clearing trails of debris and brush
 - o Managing vegetation (seasonal)
 - o Help address required chain sawing (by alerting park staff to fallen trees, or if allowed to do so, by organizing volunteers to carry out sawing)
- Long term: rehabilitation/trail building
 - o Solve chronic drainage issues
 - o Address water crossings; rock armoring, boardwalks, bridges, etc.
 - o Make better use of contour lines; retire unsustainable "fall line" trails
 - o Propose, get approval for, and build new trails and features



Park/Trail Liaison acts as MORE's representative with the park/trail community

- Is instrumental in creating a vision for trails"
- Seeks input from the community
- Builds volunteer base from trail community.
- Communicates (often) with trail community
 - o Social Media (MORE's and FB page specific to Park)
 - o Mailing Lists (Managed by liaison, or use list created by Golden Volunteer from trail work)
- Fosters a constructive working relationship with land manager
- Maintains awareness of opportunities for park
 - o Know what is approved and shovel ready. We often get opportunities for funding with short notice, knowing what is pre-approved can provide significant opportunities
 - o Understand grant opportunities that apply to your park
 - Example: FCPA parks are eligible for Mastenbrook grants; DC, Maryland and Virginia parks are eligible for RTP grants
 - Seek help from your Advocacy Director as needed to apply for and administer grants
 - Some grants require capital backing to execute. Reimbursements are made for approved and authorized expenditures only, Grantor (i.e., State Highway Administration (SHA)) has authority to make reimbursement rules.

Coordination of Trail Workdays

- Planning

- Determines work needs
- Seeks input from trail/park staff
- Advertises
 - Social Media (i.e., Instagram, Facebook, Twitter)
 - Golden Volunteer
 - Add to MORE Calendar (CalendarWiz – Suggest an event)
 - Email distribution lists
- Coordinates and recruits volunteers, including crew leaders, if needed
- Gather necessary tools and plan transport to work site
 - May coordinate loaner tools from other liaisons
 - May require pre-staging materials
- Maps or other guidance if work is in multiple locations
- Water and food plan.
 - Bring your own
 - Local sponsorship (pizza donations, gear/gift card raffle, etc.)
 - Use trail funds to provide or supplement
- Validates emergency evacuation routes for work sites, if applicable know GPS coordinate



- Executes Workday (Typical flow of a trail workday)

- Waivers
 - Paper
 - Electronic [e.g., Golden Volunteer, WaiverSign (*Golden Preferred)]
- Introductions & Plan of Attack for Workday (who/when/where)

- Safety Training
 - Tool demonstration (how to use/transport)
 - Introduce “Circle of death” concept
 - Gloves, footwear, clothing and personal protective equipment
- Divide & Conquer
 - Assign people to crews as needed
 - Assure people and teams have the right tools with them
 - Assign more experienced volunteers to lead teams
- Collect all tools after workday and return to cache

- Miscellaneous

- Responding to accidents / emergencies
 - Immediately report accidents to
 - Executive Director
 - Advocacy Director
 - President
- Tracks volunteer hours and submits either via Tack-it-Forward or Golden Volunteer
 - Track-it-Forward
 - Request access from Advocacy Director, or send to Trail Boss for input.
 - Collect waivers during workdays or electronic format
 - Enter volunteer hours by Name, not email address
 - Golden Volunteer (*Preferred)
 - Request access from Advocacy Director
 - Create Volunteer Opportunities
 - Validate volunteer participation

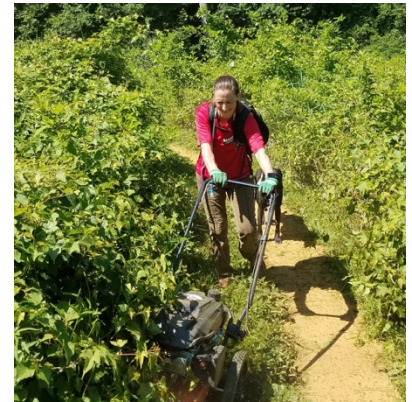
- Follow-up

- Submit expenses for reimbursement from MORE (discuss limits, pre-approval levels, etc.)
- Addition of new trails to Trailforks, Ride with GPS, MTB Project etc. Verify with land manager that trails are official “open”
 - Coordinate with MORE Trailforks, Ride with GPS, MTB Project etc.
- Addition of information on MORE Trail Page (i.e., new trail map, etc.)
 - Coordinate with Webmaster or Executive Director



Miscellaneous Topics

- About MORE
 - o Historical documents are available on [MORE's website](http://more-mtb.org). If you need additional information, email president@more-mtb.org
 - o Board of Directors and Executive Director information is listed on page 1 (or contact board@more-mtb.org)
- Liaison email/Office 365 Access: Contact ExecutiveDirector@more-mtb.org
- MORE Trail Tread Program Description
 - o Special permission (park specific) to perform ad-hoc maintenance on trails by individuals who are approved by the land manager, and Trail Liaison who have been trained to maintain trails using sustainable techniques
- Power Tools Discussion
 - o Rules are park specific
 - Who – only trained users
 - When – during trail workdays if authorized by land manager
 - Where – only in parks where MORE has an agreement with the land manager
- Fundraising (Optional): Some liaisons create projects that they wish to fund with special fundraising efforts
 - o Coordinates grant seeking or other fundraising opportunities for special projects
 - o Each park or trail system may create a restricted fund for use in the specific park
- Liaison Training
 - o MORE holds an annual liaison meeting, training session and tool requirements survey to support trail liaisons
 - o MORE may cover or share the costs of applicable trainings. Contact your local advocacy director or MORE's President for approval before signing up.
 - First Aid
 - Wilderness First Aid
 - Trail Design/Building
 - IMBA training or books
 - Environmental Certificate



Basic Trail Maintenance Topics

- Water management on trail
- Vegetation management on trails
- Technical Trail Features (TTF's) inspection and maintenance

- Recognition for Contributors, Partners and “Good Neighbors”
 - o Contributors: Donations of \$250 or more of goods/services to trail work
 - Examples: Workday food, lumber donation
 - o Partners: Shared mission/goals that were key in completing trail work/building
 - Example: Boy Scout Troop which made commitment to project and provided promised volunteers
 - o Good Neighbors: Community members that share MORE’s mission and make trail building and maintenance possible.



- Example: Providing access via private land at mid-point of trail for access with machinery and building supplies



- Recognizing Possible Conflicts of Interest
 - o As representatives of MORE and your park system be aware of unauthorized endorsements of behavior or products when communicating with regards to trail work or other aspects of your work as a liaison.
 - o Please see MORE by-laws outlining Conflict of Interest
- Certifications
 - o Sawyer

Workday Checklist

- 3 Weeks Before
 - Plan workday and post on MORE calendar
 - Identify work area/sites including specific tasks and crew leaders
 - Announce Trail Day to Community using MORE's calendar, social media and signage
 - Confirm resources/support from Sponsors
- 2 Weeks Before
 - Confirm crew leaders, work to be performed and time estimates for tasks
 - Adjust project planning as required
 - Review and repost social media event details
- 1 Week Before
 - Review workload with crew leaders and adjust as needed
 - Verify tool availability
 - Plan required pre-work
 - Post signs at park for upcoming workdays
 - Repost social media event invitation
- 1 Day Before
 - Complete required pre-work including staging materials
 - Validate tools availability and make arrangements for borrowing if needed
 - Verify supplies and food/beverage (donations) for workday
 - Coordinate SWAG pick-up, delivery, purchase
- Day Of
 - Arrive at least 10 minutes ahead with tools, waiver/signin sheet, and schwag/food (if any)
 - Confirm waivers are signed by all participants
 - Summarize work to be performed during workday
 - Perform safety talk
 - Demonstrate tools
 - Break into teams to work on project tasks, collect crew leader contact info
 - Coordinate SWAG giveaways
 - Collect all tools at the end of the work and return to tool cache
- 1 Day After
 - Send "Thank you" emails to participants and publicly recognize volunteers where appropriate (social media, etc).
 - Report to land manager where appropriate on work completed and next steps
 - Plan next steps and additional work required