

QUAD RIDERS ATV ASSOCIATION OF BC TRAIL AMBASSADOR
PROGRAM MANUAL



ATVBC
Quad Riders ATV Association of British
Columbia
Po Box 146 Vanderhoof B.C. V0G 3A0
1-250-554-7824
Email atvbc@atvbc.ca
Website atvbc.ca

ATVBC TRAIL AMBASSADOR PROGRAM MANUAL DEVELOPED BY:

ATVBC

Ralph Mathews
Lance Anderson
Clint Ingham
Dave Mackintosh
Janice Baker

With assistance from:

Avalon ATV Trac Trails Patrol Newfoundland
ATVANS Nova Scotia
B.C. Snowmobile Federation
Murray Haight
Edwin Peeters
Allen Walker
John Ruston (Prince George ATV Club)
Revelstoke ATV Club

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ABOUT THE QUAD RIDERS AT ASSOCIATION OF BRITISH COLUMBIA – ATVBC

The Quad Riders ATV Association of British Columbia (ATVBC) was formed in 2001 to provide leadership in off-road vehicle (ORV) use. ATVBC promotes the safe, responsible, environmentally sustainable use of ORVs and advocates for and provides funding for mixed-used publicly accessible trails throughout British Columbia.

ATVBC played an instrumental role in advocating for a provincial ORV strategy to ensure the positive aspects of ORV recreation and tourism is realized while reducing or eliminating negative effects on the environment and other users. In 2002 ATVBC participated in the Coalition for Licensing and Registration of Off-Road Vehicles which submitted 47 recommendations to the provincial government along with a request for the government to develop the Off-Road Vehicle Act.

Many of the Coalition’s recommendations form part of the current [ORV Act](#) that “promises certainty, safety and regulatory structure for thousands of off-road enthusiasts.”

ATVBC and its members advocate for the development and maintenance of mixed-use publicly accessible trails, safe and responsible ATV and SxS use and environmentally sustainable motorized (ORV) recreation.

ATVBC provides its 41 member clubs with funding for trail maintenance and development projects, funding and tools for public education about the sport of ORVing, membership management and payment processing, advocacy for riding access throughout British Columbia and the services of a contracted Land Issues Coordinator to assist clubs with specific land issues.

ATVBC provides funding for projects that move trails out of environmentally sensitive habitats, builds bridges over water crossings and provides trail signage that informs riders to stay on trails.

WHAT ATVBC DOES

- Supports member clubs with resources, funding, education, safety, and promotion
- Ensures ATV rider interests are considered and protected in land use and environmental management plans (when consulted)
- Develops ORV Tourism and Destination Routes with ride in access to town for food/fuel/lodging
- Improves the awareness and perception of summer motorized sports
- Member of the Backcountry Powersports Coalition of BC, the Outdoor Recreation Council of BC, Member Federation of the Canadian Quad Council
- Manages and adjudicates the provincial ORV Trail Fund in partnership with Recreation Sites & Trails BC and Backcountry Powersports Coalition
- Improves incidental access to public roads for road crossings, and to connect communities and trail networks

- Attends meetings with government, user groups, stakeholders and other NGOs involved in trail activity and development to protect riding areas and ensure quality riding in BC
- Support and development of Club Exclusive Private Land Use Agreements
- Insurance discounts
 - Currently save up to 25% with ATVBC membership, additional 10% senior discount (with ATVBC partnered insurer)
- Discounts on safety courses from certified instructors
- Hosts fun annual events including a Poker Ride, ATV Jamboree & guided rides

PURPOSE OF THE ATVBC TRAIL AMBASSADOR PROGRAM

The Trail Ambassador Program will provide local volunteers with standardized training and resources to enable them to advocate for the safe, responsible, and environmentally sustainable use of ORVs.

The trail ambassadors will help protect trails, ORV rider reputation and the right to ride in British Columbia. Ambassadors will raise awareness of ATVBC and its clubs, encourage riders to become members, and inspire riders to become involved.

ATVBC Trail Ambassadors will monitor trail user activity and trail conditions to ensure all trail users have a safe and enjoyable outdoor recreational experience. Within this broadly stated objective emphasis is given to safety, respect for the environment and landowners, risk management, provision of information and assistance to trail users, and compliance with the law.

Safe and enjoyable riding experiences are achieved when riders reduce their own risk and the risk they present to other trail users.

This manual is designed to assist ATVBC clubs in the successful management of public mixed-use trails in their club region. ATVBC Trail Ambassadors will receive a copy of the manual and subsequent updates. The manual will be available online at atvbc.ca

Trail Ambassadors are volunteers. Once trained, ATVBC will issue volunteers a vest, Trail Ambassador identification, and a Trail Ambassador Certificate. This certification may be revoked at any time if necessary due to conduct unbecoming to an Ambassador.

ROLE OF A TRAIL AMBASSADOR:

The individual Trail Ambassador is the most important aspect of the ATVBC Trail Ambassador Program. He or she puts the program on the ground by means of regular, highly visible presence.

An ATVBC Trail Ambassador should be interested in:

- promoting ORV riding as a positive recreational activity and building a positive image of ORV riders
- demonstrating that ORV recreation can be enjoyed while protecting environmentally sensitive habitats
- sharing their knowledge with others to increase ORV rider safety
- educating ORV riders about existing programs, “Pack it in, pack it out”, “Stay on the Trail”, “Respect Private Land”, and others
- raising awareness of the impacts of irresponsible ORV recreation

An ATVBC Trail Ambassador:

- Encourages all riders to take a certified ATV Rider training course
- Represents their club (if applicable) and ATVBC and encourages riders to join and volunteer
- Provides a visible presence on the trail
- Leads by example as a model trail user
- Is a public relations officer (not an enforcement officer)
- Educates riders about trail conditions and ORV trail etiquette
- Provides the public with accurate information about trail rules, safe practices, the law, and other items of general information
- Updates riders about upcoming ATV rides and events
- Inspects trail conditions for hazards and reports them to their club (if applicable) and or ATVBC
- Take immediate action where appropriate to correct trail issues, e.g., issue notification regarding a damaged bridge or environmental damage to the Natural Resources Violation Hotline
- Assists, to the extent of their own individual capacity, in case of an emergency
- If appropriately trained and willing, responds to emergencies, e.g., providing First Aid if certified or managing a scene until professionals arrive
- Records information for required follow-up
- Attends club (if applicable) and some civic events as a Trail Ambassador to promote the program

An ATVBC Trail Ambassador may:

- Request
- Record
- Report
- Relax

OFF-ROAD VEHICLES

ATVs are fun but they are not toys. With a capability of speeds in excess of 100 kms per hour, these machines can be dangerous in the hands of inexperienced operators.

The restrictions placed on the use of these off-road vehicles are intended to lessen the potential for injury or property damage without depriving responsible operators and their families of the benefits and pleasures of ATVing.

ATVBC encourages ORV riding as a safe and fun family activity. Special care and attention must be taken when children are drivers or passengers.

- Always make sure children are on an ATV designed for them, not riding an adult size machine.
- Always make sure children are supervised by an experienced adult.

- Always make sure protective gear is worn, including a proper fitting helmet.

Take a safe operator course!

Visit ATVBC's safety webpage for a list of courses and safety tips <https://atvbc.ca/safety>

THE ORV ACT – BRITISH COLUMBIA

British Columbia's ORV Act, the Off-Road Vehicle Management Framework, was developed with a wide range of stakeholders, including ATVBC. Laws and regulations within the act govern ORVs (Off-Road Vehicles), including ATVs (All-Terrain Vehicles and SxS (Side by Sides).

The Act includes laws regarding ORV registration, licensing and insurance, the use of helmets, lights and seatbelts, the use of ORVs by child drivers, the transport of ORVs and the enforcement tools, including fines and seizure of vehicles for contravention of the Act.

ORV Compliance and Enforcement is managed by the Conservation Officer Service and infractions should be reported to call the Natural Resources Violation Hotline at 1-877-952-7277 or #7277 on the Telus Mobility Network.

The [Off-Road Vehicle Act](#) and [Off-Road Vehicle Regulations](#) are available online and should be used as the content online is kept updated by the government. In summary:

- ORVs must be registered
- ORVs must display a plate or a sticker
- Children must be supervised
- All ORVs must use lights in low-visibility situations
- Riders must wear a helmet on ride-astrides (ATVs)
- ATVBC also encourages the use of helmets on SxS as well

ORV REGISTRATION, LICENSING, AND INSURANCE:

The registration, licensing and insuring of ORVs in British Columbia is governed by the ORV Act. Information about these matters should come directly from your insurance broker to ensure you are making decisions using the most current information.

Several ICBC documents and links are included in the ATVBC Trail Ambassador manual and training for guidance and reference only.

- Off-Road Vehicle Plates <https://atvbc.ca/wp-content/uploads/2019/09/MV1457-Off-Road-Vehicle-Plates.pdf>
- Off-Road Vehicle Registration: <https://www.icbc.com/vehicle-registration/specialty-vehicles/Pages/Off-road-vehicles.aspx>

FOREST AND RANGE PRACTICES ACT:

ORV riders driving on Forest Service Roads must comply with the Forest and Range Practices Act Forest Service Road Use Regulations

The Act and its regulations cover topics including insurance and vehicle identification, speed restrictions, use of 2-way radios and offenses.

In summary:

- On all Forest Service roads operators must be at least 16 years old and have a valid driver's license.
- All operators must carry a minimum of \$200,000 3rd party liability insurance.
- All operators are required to wear a helmet.
- Yield to industrial traffic.
- Speed Limit not to exceed the lesser of 80 km/hour or a speed safe and to the conditions of the road.

Remember, these are industrial roads and not to the standards of a highway.

Access the Act and regulations here: http://www.bclaws.ca/Recon/document/ID/freeside/70_2004

BC FOREST SAFETY COUNCIL:

The BC Forest Safety distributes two brochures relevant to ORV riders, included in this manual: Resource Road User Safety guide will educate riders on safe travel and parking while travelling to campsites or trail heads. Using ORVs on Resource Roads provides education for sharing the road with the industrial traffic these roads were created for. Copies of both are included in this manual. They can be found online at:

https://www.bcforestsafesafe.org/files/tk_pdfs/gde_resrd.pdf and
https://www.bcforestsafesafe.org/files/ps_UsingORVsOnResourceRoadsBrochure.pdf

VOLUNTEER TRAIL AMBASSADOR REQUIREMENTS:

ATVBC Trail Ambassador volunteers:

- must be willing to complete the ATVBC Trail Ambassador training program
- agree to observe the ORV Trail Ambassador Code of Ethics
- be prepared to commit time on a regular basis to ride as Ambassadors
- be committed to the principles of safe and responsible trail use
- be a current member of ATVBC
- stay up-to-date by reading Trail Ambassador Program emails sent to Ambassadors
- re-certify every 5 years

TRAIL AMBASSADOR POWERS

An ATVBC Trail Ambassador does not have any more authority or power than any other citizen; it is important that you not present yourself as, or permit anyone to assume you are, a person with enforcement authority.

A Trail Ambassador cannot request a person to produce the following:

- Identification
- Registration

Stopping trail users – a Trail Ambassador may request that a trail user stop but, does not have legal authority to require someone to stop and communicate with you.

Ambassadors may record information by taking notes or photographs. Notes and photographs should be shared with ATVBC, your club (if applicable) and if appropriate, enforcement agencies.

REMEMBER, TRAIL AMBASSADORS ARE NOT LAW ENFORCEMENT OFFICERS!

Ambassadors may observe, advise, record and report only

TIP: Avoid getting into a situation where an irresponsible trail user can make how you managed the interaction the issue. Remember the limits of your authority, use diplomacy, and be comforted by the fact that you are acting in the best interests of your club (if applicable), responsible trail users, and protection of our environment.

ATVBC TRAIL AMBASSADOR CODE OF ETHICS:

In their capacity as an ATVBC Trail Ambassadors, volunteers will:

- obey all laws
- not consume or be under the influence of drugs or alcohol while riding
- act in a courteous and helpful manner
- ride in a safe manner
- take trail Ambassador training provided
- wear the Trail Ambassador vest and carry their Trail Ambassador ID when volunteering
- carry basic safety equipment
- not portray themselves as a peace officer at any times
- follow all proper trail etiquette
- have knowledge of the ORV Act and Regulations
- maintain their ORV in good working order
- abide by all Federal, Provincial, and local laws and rules regulating the operation of ORVs in their riding area

PROFESSIONAL AND COURTEOUS CONDUCT

As an ATVBC Trail Ambassador you will develop and maintain a positive image of ORV riders through professional and courteous interactions with all trail users. ATVBC offers the following suggestions:

- Remove full face helmet and dust mask and invite trail users to stop and chat. This is a chance to open up communications and provide information such as copies of your trail brochures.
- Remember that if you sell yourself, you will also sell your club/group. Consider promoting membership in your club or attendance at a club event.
- Introduce yourself as a volunteer ATVBC Trail Ambassador.
- As an ambassador your goal is to ensure all riders have a safe and enjoyable ORV experience. Ensure those you speak with understand that you are not an enforcement office and be careful not to give the impression that you are.
- Patrol in pairs.
- Never threaten to report, arrest or charge anyone. There are more appropriate ways to address issues with unsafe or irresponsible trail user behavior. You do not have the authority to arrest or detain another person.
- Do not lay a hand on any person. Walk away if confrontation is imminent. If working with another Ambassador, work together to diffuse a situation. While one Ambassador is interacting the other can be observing and recording
- Provide directions, answer questions, and offer whatever assistance is required to assist the user of your trail. If you cannot answer a question say so, and if appropriate, commit to a follow up call or email later.
- Inform trail users about trail rules, regulations, laws, and best practices to promote safety and responsible use. Most people will comply when information is offered in a helpful manner.
- Use your notebook to record information about any incidents that occur. Most people will give their name and address voluntarily.
- Report all incidents to ATVBC and your club (if applicable) and refer serious incidents to the appropriate agency.
- Establish and maintain contact with local law enforcement, conservation officers, Search and Rescue volunteers, and other trail user groups.
- Let ATVBC know if you have suggestions for improvements to the Trail Ambassador program, training, manual or other provided documents, materials, and items.
- Educate trail users about legal requirements ORV Act, Environment Act, Safety Legislation, ORV Registration and Insurance requirements, etc.
- If an ATVBC Trail Ambassador witnesses an offense, the volunteer should request and record the person's name if given, what they are wearing, glasses, height, etc., registration number of the machine, type of machine, color, etc. Get a picture if possible.

TRAIL ETIQUETTE FOR RIDERS

Trail etiquette refers to the good manners to be observed by all trail users. Trail use is a privilege that should not be abused or disrespected. Making trail etiquette a priority enables everyone to enjoy the outdoors and have an enjoyable time while being safe and courteous. Remember that trail users are there for similar reasons: to enjoy nature and to have fun outdoors.

Trail etiquette is required on all trails, but it is especially important when traveling on multi-use trails. ATVBC Trail Ambassadors should educate trail users on best trail sharing practices to ensure safety.

“Wheels yield to heels” is an easy to remember etiquette slogan. ATV, dirt bike and snowmobile riders yield to all other trail users while bicycle riders yield to hikers and walkers and everyone yields to horseback riders.,

Every trail user is responsible for their own safety. Accident and injury prevention is the priority.

ATV riders should:

- Be aware of their driving skills and abilities and drive accordingly
- Be aware of other trail users
- Know and obey posted trail rules
- Heed all hazard signs – they are there for trail user safety
- Stay to the right of the trail (except when passing)
- Slow down at corners
- Allow faster riders to pass
- Give a clear warning signal when passing
- Move over when letting others pass
- Yield to other trail-users when entering or crossing a trail
- Stay on the trail (respect the environment by not venturing off the trail)
- Respect wildlife – do not disturb plants or animals – this is their home; you are the visitor.
- When riding in a group, each rider is responsible for the rider behind him. Wherever trails split wait until you are certain the rider behind you acknowledges your signal about which trail to take
- Have a pre-ride meeting to discuss trail etiquette, rider safety and what to do if a rider is separated from the group or cannot keep up
- Do not ride through sensitive habitats like meadows, swamps
- Minimize crossings of creeks and other water bodies
- Avoid late night riding near populated areas
- Maintain ORVs to ensure their quiet operation
- Respect the rights of landowners

When meeting other riders show indicate with hand signals how many riders behind you

- Clenched fist means you are the last
- 1 finger up means 1 rider behind you
- 3 fingers up mean 3 riders behind, etc.

ATVBC Trail Ambassadors will be provided with copies of brochures to distribute. Several are included in this manual. If you need to order copies, contact information will be provided.

TRAIL AMBASSADOR VEST:

ATVBC Trail Ambassadors need to be visible on the trail. The vest remains the property of ATVBC and must be returned upon request or when an individual resigns from the program. The uniform/vest must not be altered in any way.

The vest is provided without charge to the volunteer. If a vest is lost let ATVBC know so a replacement can be provided.

ITEMS THAT SHOULD BE CARRIED BY TRAIL AMBASSADOR:

- Notebook and pen/pencil
- Digital or disposable camera (or mobile phone)
- First aid kit
- Mobile phone, satellite communication device (InReach or Spot) or VHS radio
- Tire repair kit
- Emergency contact information including names and telephone numbers for emergency response
- ATVBC Trail Ambassador Program reporting forms
- Trail maps (paper or digital)
- GPS and or compass
- Trail etiquette brochures
- Other informational brochures
- Survival kit, fire starter tarp or blanket
- Water bucket
- ATVBC Trail Ambassador manual
- Winch

This manual was prepared to educate Trail Ambassadors on the two most important factors:

STAY SAFE & HAVE FUN

ATVBC TRAIL AMBASSADOR PROGRAM MANUAL SUPPLEMENTARY MATERIALS

Attachments:

- ATVBC Brochure It's About Respect
- BC Forest Safety Council Resource Road User Safety Guide
- BC Forest Safety Council Brochure Using ORVs on Resource Roads Brochure
- ICBC Off-Road Vehicle Registration, Licensing, and Insurance brochure
- ATVBC Trail Ambassador Incident Reports and instructions on where to send reports
<https://drive.google.com/file/d/1zHy8IGSeWs58L7x5looYoNC9-5eQ1zZs/view?usp=sharing>
and how to order more.
- ATVBC Trail Ambassador Log form
- ATVBC member benefits
- RAPP enviro material