

# City of Oneida Trail Ambassador Manual



Duross Nature  
Conservancy



Oneida Rail Trail



Mount Hope  
Reservoir

# Thank you for joining the City of Oneida Trail Ambassador Program!

The City of Oneida has some wonderful trail systems at Mt. Hope, DuRoss Nature Conservancy, and the Oneida Rail Trail. Trail Ambassadors are important in helping us keep our trails inviting and in good shape.

As a Trail Ambassador, you are the “eyes” and the “ears” of the trail and have 2 main goals:

## 1) Visit your trail or segment of trail regularly.

-If possible, we encourage Trail Ambassadors to go out at least once a month. You'll select the trail or segment of trail that is right for you ahead of time.

-We encourage you to wear your Trail Ambassador hat while you are out there. We want residents and trail users to know we have Ambassadors like you looking out for the trails!

-Know your trail well so if other trail users approach you with questions (closest restroom, locations of trailheads and key sites on the trail) you can assist them. Don't be afraid to ask us questions or info about your trail system. The more info that you have, the better you'll be able to inform others.

## 2) Share your experience with us!

-Let us know what you observed on the trail – good or bad! You can use the form included in this packet as a reference for things to look out for. Please alert us to any maintenance issues, safety concerns or change in the condition of the trail (from weather or vandalism, etc). Your reports help us remedy issues promptly. **Simply send an email to [pmeakin@oneidacity.com](mailto:pmeakin@oneidacity.com) after your visit** and provide an update on what you saw while on the trail. Please include the date and time of your visit.

-If possible, include photos in your e-mail – if it is of good things (wildlife on the trail, beautiful day on trail, trail users – of course, get their permission to take the photo) we can use the photos to help promote the trail. If it is a photo of a problem, it will help us to understand the issue better.

-If you talk with other trail users, let us know what they said about their trail experience.



If you are a comfortable, Trail Ambassadors can also go above and beyond and take on 1 additional goal.

### +1) Be a cheerleader of the trail!

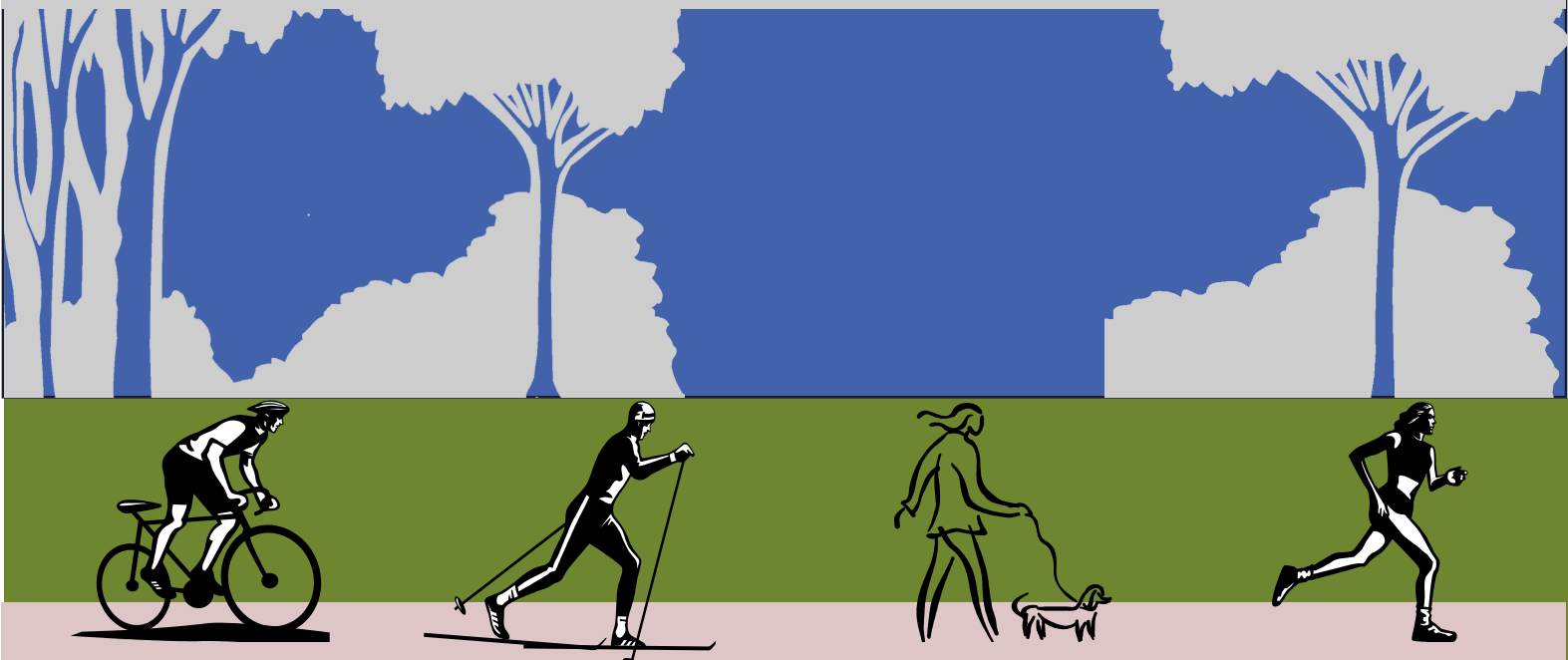
-When you see other trail users, be proactive and introduce yourself! Ask them what brought them out to the trail and any other feedback they would like to provide about their experience using the trail. Let them know what the Trail Ambassador program is about. Answer any questions they have about the trail.

-As a Trail Ambassador, we encourage you to share your knowledge of the trail: its history, description of groups involved to take care of it, any upcoming events on the trail, etc. You can use the maps and materials provided to you in this packet. The trails are maintained by the City and volunteers. If folks are interested in volunteering for trail work days get their e-mail and pass it along to Patti in your report for them to be added to our trail volunteer list-serv.

-Promote trail courtesy, safety and awareness. Refer to the packet for specific rules for your trail system. However, know that you are not expected to enforce rules. We would never want you to insert yourself into a confrontational situation. While rare, if you see a dangerous or illegal activity please notify law enforcement.

-Help the trail be a good neighbor. Let trail users know the importance of staying off private property. If you see any issues the trail or trail users have caused to neighboring properties please include that in your report. If you see neighbors to the trail, and the circumstance warrants it, wave and greet them to see if there is anything they have to say about the trail.

-We realize not every Trail Ambassador wants to take on this additional role of actively approaching people, which is ok! This +1 goal is only for those that want to take on this extra role.





## General Information

### Trail Ambassador Requirements:

1. Read the manual and packet of information on your trail system (provided)
2. Be 18 years of age or over, unless partnered with an adult
3. Be knowledgeable of the trail – if you don't know something, be sure to ask us!
4. Wear your Trail Ambassador hat while on the trail (provided)
5. Always be courteous toward trail users and adjacent landowners
6. Serve as a role model for responsible trail use. Follow the rules and trail etiquette.
7. The ability to submit a trail report to Patti Meakin (preferably by e-mail)

### What you receive as a Trail Ambassador:

- Trail Ambassador Manual
- Maps and key information on your trail you will be monitoring
- Official Trail Ambassador Hat
- Inspection form

### Other suggested pieces of equipment/supplies:

- Smart phone/camera
- Notebook and pen

We really appreciate your contribution to making the City of Oneida trails even better! Thank you!

