

2019 BIGGEST WEEK IN AMERICAN BIRDING FESTIVAL LEADER/DRIVER AGREEMENT

The Parties to this Agreement are Black Swamp Bird Observatory (hereafter referred to as “BSBO” or the “Festival Organizer”), and the undersigned (which hereafter will be referred to as the “Leader/Driver”).

Both Parties agree that it is to their mutual interest and benefit to work cooperatively toward furthering the enjoyment of birding and the understanding and support of habitat conservation in Northwest Ohio. Accordingly, the Parties agree to work together to provide attendees and participants of the Biggest Week in American Birding Festival with the best birding experience possible.

The purpose of this Agreement is to establish a mutual framework for the working relationship of the Leader/Driver and the Festival Organizer for the Biggest Week in American Birding Festival (which in this Agreement may also be referred to as “The Biggest Week” or the “Festival”). This Agreement outlines basic procedures, responsibilities and expectations by which the Festival Organizer and the Leader/Driver will provide support and guiding services at the Biggest Week in American Birding Festival. A Field Trip Protocol will be provided at the annual Leader/Driver Training, to be held prior to the Festival.

1. RESPONSIBILITIES OF THE FESTIVAL ORGANIZER.

- a. The Festival Organizer will list the Leader/Driver photo and bio on the Festival website and in promotional material (e.g., The Biggest Week visitor’s guide) wherever applicable.
- b. The Festival Organizer will provide an official “The Biggest Week in American Birding” cap or hat (“Festival Guide cap”) for the Leaders/Drivers who will be working at the Festival under this Agreement.
- c. In order to provide a quality experience for Festival visitors, Black Swamp Bird Observatory staff and volunteers are expected to interact in a spirit of courtesy and cooperation with the Leader/Driver and members of the public.
- d. As integral members of The Biggest Week in American Birding Festival team, BSBO staff, Leaders/Drivers and volunteers are expected to maintain high standards of professional and business conduct and behavior at all times – including while “off duty.” This involves respect for the rights and feelings of others and the recognition of moral responsibilities not only to professional associates, fellow employees, and the public, but also to birds and their habitat. This also involves using good judgment and refraining from: any behavior that might be harmful to any Festival participants, BSBO staff members, Leaders/Drivers or volunteers and/or BSBO and the Festival; or unreasonable actions or statements that might be viewed unfavorably by current or potential participants of the Festival.
- e. Part of the success of the Festival rests on thorough and timely sharing of information about bird locations and birding conditions. The Festival Organizer has established The Biggest Week in American Birding Twitter account so the Leaders/Drivers and Tour Company’s Guides may share current birding information with Festival attendees. The Festival Organizer will provide participating Leaders/Drivers with the appropriate passwords, who agree to post updates and sightings on The Biggest Week in American Birding Twitter account.
- f. BSBO staff and/or volunteers will provide the Leaders/Drivers with overviews of birding areas, including directions and potential birds, and will endeavor to help ensure that the Leaders/Drivers have the latest information about bird sightings.
- g. BSBO will provide field checklists for all field trips.
- h. BSBO will provide a daily schedule for which trips Leaders/Drivers are expected to lead each daily walk.
- i. BSBO will provide a boxed lunch through Maumee Bay Lodge **for each day that Leaders/Drivers are guiding.** Orders can be made at the front desk of the Lodge and must be submitted by 5pm the night prior to your guided trip. We suggest that you pre-fill out lunch request forms for the number of lunches you will need for the duration of your time at the Festival. Maumee Bay Lodge will file them away for each day of the event. If you are arriving after 5pm and are unable to request a lunch in person, please call the front desk (419.836.1466) to request a lunch. Please call prior to 5pm.

- j. Leaders/Drivers will be offered a stipend \$50 **per day of guiding**, by request (for Leader/Drivers who are not associated with a Tour Company Partner, Sponsor, Vendor or other Festival partner). Request forms can be printed off of the Festival website (<http://www.biggestweekinamericanbirding.com/leaderinfo.html>) Leader/Driver page and must be submitted no later than June 1, 2019. Leader/Drivers may also donate their guiding stipend back to BSBO and request a tax letter acknowledging this donation.
- k. Leaders/Drivers will abide by the Biggest Week Leader/Driver Protocols which are provided by BSBO.

2. RESPONSIBILITIES OF THE LEADER/DRIVER.

- a. In order to be included as a Biggest Week Leader/Driver, a signed and dated copy of this Agreement will be returned to Black Swamp Bird Observatory no later than April 1. An emailed copy is acceptable.
- b. The Leader/Driver will provide a bio and photo to be included on the Festival website. Photos and Bios are due by March 15.
- c. Leaders are *required* to have expert-level knowledge of the identification of the migratory and resident birds of the NW Ohio/SE Michigan area.
- d. The Leader/Driver agrees to attend one of the 2 scheduled Leader/Driver Trainings, to be held prior to the start of the Festival.
- e. **Leader/Drivers agree not to use laser pointers or playback recordings while on field trips.**
- f. When leading guided walks and bus trips, Leaders/Drivers will be required to wear a Festival Guide cap supplied by the Festival Organizer, so that Festival participants and the birding public will be able to identify them as official Festival Guides. Leaders/Drivers must wear the official Festival Guide cap when leading Festival attendees on tours, including tours arranged by the Festival Organizer on private property. Even if not leading tours or guided walks, Leader/Drivers are encouraged to wear the official Festival Guide cap and make themselves available to assist members of the public at public locations (e.g., including, but not limited to, the Magee Boardwalk, Howard Marsh Metropark, Ottawa NWR, Metzger Marsh Wildlife Area and Maumee Bay State Park).
- g. Much of the birding during the Festival will take place on public (state and federal) lands. Leaders/Drivers agree to abide by regulations, orders and requests of the agencies responsible for the public lands. For example, at Magee Marsh Wildlife Area, the Ohio Department of Natural Resources, Division of Wildlife has a safety rule prohibiting people from standing or sitting on the railing of boardwalks and walkways. As some Festival tours are planned to take place on private property, the Leader/Driver agrees to abide by the requests of relevant owners of private property during the Festival.
- h. Part of the success of the Festival rests on thorough and timely sharing of eBird checklist from field trips. The Festival endeavors to increase the benefits to participants and has established a page on the website where participants may retrieve eBird checklists. Leaders/Drivers will share checklists from each location visited on a field trip with the BSBO eBird account within 24 hours post field trip. For more specifics on sharing eBird checklists with the BSBO eBird account, please see the Field Trip Protocol provided on the Leader/Driver page of the Festival website.
- i. Consistent with the National Association for Interpretation's Code of Conduct, as integral members of The Biggest Week in American Birding Festival team, Leaders/Drivers and other staff members are expected to maintain high standards of professional and business conduct and behavior at all times. This involves respect for the rights and feelings of others and the recognition of moral responsibilities not only to professional associates, fellow employees, and the public, but also to the resources under one's care. This also involves using good judgment and refraining from: any behavior that might be harmful to any other Leader/Driver, staff members or volunteers of the Festival Organizer, members of the public, and/or the Festival itself; or actions or statements that might be viewed unfavorably by current or potential clients of other companies or members of other organizations, or by the public at large.
- j. The Festival Organizer reserves the right to allow and assign commercial sound recording, photography and/or filming. By participating in The Biggest Week in American Birding Festival, Leaders/Drivers give the Festival Organizer permission to use such sound recording, photography and/or filming to promote The Biggest Week in American Birding Festival, including using such material on The Biggest Week website, and all promotional material, including The

Biggest Week's Visitor's Guide. The Leader/Driver further understands that they will not be compensated for this use but will be credited appropriately for their work and contributions to the Festival.

3. EFFECTIVE DATES. The terms of this Agreement will become effective on the date it is signed by both Parties, and unless otherwise specified, all terms will continue in effect until the completion of that year's Festival.

4. MODIFICATION. This Agreement may be modified upon the mutual written consent of the Parties.

Black Swamp Bird Observatory

Leader/Driver

Signature

Signature

Jason Guerard, Outreach Director/Festival Coordinator
Printed Name

Printed Name

Date:

Date:

Leader Address:

Leader Phone: Leader Email: