GUIDE LINES FOR HIKE LEADERS

Before the Hike

♦ Check parking areas; if limited, plan for carpooling.
♦ If you haven't been to the area recently, scout the trail in advance for route changes and/or other problems.
♦ Make sure you have the latest available maps.
♦ Check for restrictions and required permits.
♦ Keep a lunch spot in mind.
♦ On long hikes, try to pick an intermediate bail-out point for emergencies or drop-outs.
♦ On hikes with an expected large turnout, arrange for a co-leader(s) to help handle the group on the trail. If you do not have a co-leader and the group turns out to be larger than expected, try to recruit one of the experienced members on your hike.
♦ If a long drive to the trailhead or shuttle is needed, it may be advisable to make copies of directions and/or maps to distribute to drivers.

At the Meeting Place

♦ Have *all* participants print their names on the Disclaimer Liability Statement form.
♦ Form a circle and introduce yourself as the leader; introduce any co-leader(s) when applicable.
♦ Have all participants introduce themselves around circle. (If you are meeting other people at the trailhead, you may want to delay introductions until the entire group is assembled.)
♦ If carpooling is necessary, assist in arranging rides for everyone who needs one. *Note:* if car shuttling is required at the trailhead, make sure you have enough vehicles and capacity to transport everyone and his/her gear.
♦ Make sure all drivers have adequate directions and understand any special instructions, such as waiting at a certain place for the group to catch up.
♦ Make special effort to welcome newcomers; introduce yourself and others to them and help them to feel a part of the group. Remember they may not know anyone and you are their first contact with the Club!

At the Trailhead

♦ If a shuttle is required, make arrangement ahead of time to avoid confusion, and implement the plan as quickly as possible. Stay in control of the group; don't delegate responsibility.
♦ Explain the route of the hike, and interesting sights and names of places that will be encountered on the hike.
♦ Advise hikers that no one is to leave the group for any reason without first advising the hike leader of his/her intention to do so.
♦ If a map is available, show the route to everyone who is interested.
♦ Appoint someone to be "sweep".
♦ Be sure everyone is ready before starting out. Don't leave someone behind who is off in the bushes.

On the Trail

♦ Shortly after the start of the hike, offer a separation ("people's break") at the first available place.
♦ Take the time to speak with each hiker, particularly new people and make all feel welcome. Again, remember you may be the first contact a new person has with CCTC—try to make a favorable impression.
♦ At trail intersections or confusing turns, have someone wait to make sure everyone stays on the correct trail.
♦ Give physical and moral support at all stream crossings.
♦ From time to time check the group number to make sure no one is left behind.
♦ If someone wishes to leave the group or the intended route, they may do so, but tell them in the presence of others that they are on their own and must take care of their own transportation.
♦ If fast hikers want to go ahead, caution them to wait at the end of the trail for the rest of the group. This is particularly important when some are responsible for carpooling.
♦ If anyone must leave the group or trail for any reason, make sure they notify you or the co-leader.

After the Hike

♦ Make sure everyone is accounted for and has finished the hike.
♦ Thank everyone for coming
♦ Check available pedometers and average the readings for the agreed-upon mileage. Enter mileage on sign-up sheet.
♦ Make sure everyone has transportation. Don't leave until the last car has started and is pulling away.
♦ Mail the Disclaimer Liability Statement form **promptly** to the Club recorder. Address on front of this form

Finally *Give some thought to the next hike you'd like to lead!*