

I-MAC TRIP LEADER CHECKLIST

Schedule the Trip

- Select a trip
 - Where & When
 - Determine trip rating (see list in the Yodeler, Directory, and I-MAC website)
- Submit trip destination, classification, date and leader name to hiking/winter/climbing chair for approval by I-MAC Board

Before the Trip:

- Plan the trip in detail
 - Review guidebook descriptions and maps
 - Set goals for trip
 - Determine probable route/trail. May want to scout route
 - Determine forest/park service regulations (permits, party size, camp/campfire restrictions, etc.)
 - Set qualifications for participants & required equipment
 - Determine what club equipment will be needed
- Prepare a trip description for Yodeler & submit (by **18th** of month before the trip)
 - Description should help potential participants determine if they are interested and/or qualified. Include 10 essentials and an estimate of costs. See Yodeler, Directory, and I-MAC website for mileage fees, and trip ratings.
- Advance signup should be required when there are group limits or qualifications
- Notify equipment chairman of upcoming need if applicable
- Obtain permit if advance permit is required
- Be available for inquiries and/or signup
- Download a Trip List signup sheet from <http://www.imacnw.org/leadership.html>
- During signups:
 - Discuss with non-members trip details (they haven't read Yodeler) and explain transportation cost.
 - Tell them what to bring (10 essentials, winter, backpacking or climbing gear)
 - Assess participant qualification and medical considerations. See Information and Screening Checklist at <http://www.imacnw.org/leadership.html>
 - Record participants name, phone number and email in Trip List
 - Tell guests they can sign up for monthly emails on the I-MAC website.
 - Ask for drivers. Confirm trailhead or sno-park permit if needed.
 - Pair up people for equipment sharing
 - Refer new participants 'To Our Guests' on the web page (<http://www.imacnw.org/pdf/guestswelcome.pdf>) and bring hard copy to the meeting place, so they can read while traveling to trailhead.
 - Check if parental permission is needed. Form at <http://www.imacnw.org/leadership.html>
- Monitor trip conditions before leaving
Washington Trails Association <http://www.wta.org/go-hiking/trip-reports>
Forest Service road and trail reports <http://www.fs.usda.gov/r6>

Forest fires <http://www.nwccweb.us/information/firemap.aspx>

Snotel sites: <http://www.wcc.nrcs.usda.gov>

Northwest Avalanche Center <http://www.nwac.us/>

National Weather Service <http://www.wrh.noaa.gov/forecast/wxtables>

- Get yourself ready for trip. Check your First-Aid kit.
- Take an accident assessment form (www.imacnw.org/leadership.html) with you
- Print blank copy of liability waiver sign-in (www.imacnw.org/leadership.html)
- Leave word with someone you trust about planned route, itinerary and return time.
- Pickup club equipment needed (ropes, etc.)

Before leaving town (in the parking lot):

- Sign everyone in & make introductions
- Have all participants read the liability waiver and sign it
- Ask group to tell you before going on trail if they have any medical conditions that you should know about. Note that they can tell you in private
- Exchange cell phone numbers for road emergencies
- Check if everyone is adequately clothed/equipped (10 essentials, water, etc)
- Send home unprepared participants
- Encourage & arrange carpools - explain club policy as needed. Give written instructions and/or map to the trailhead as required.
- Select assistants (lead hiker, sweep, first-aid)
- Review trip objectives & expectations with group
 - Where, what, when
 - Discuss where to take restroom breaks while traveling to the trailhead
 - Rules - club, regulatory, yours, etc.
- Give new guests "To Our Guests" write-up if they have not read it

At Trailhead:

- Review safety considerations and trip rules (e.g. stop every 20 minutes and at every fork in the path, no hiking alone etc)
- Encourage all to speak up with concerns or needs
- Review people's roles (lead hiker, sweep, first-aid)
- Establish a turn-around time

During the hike:

- First priority: Safety
 - Requests for a safer approach must be given reasonable consideration
 - Maintain a reasonable pace - consider and monitor the slowest/weakest
 - Stop every 20 minutes to keep group together. Stop at all branches, fords.
 - Monitor conditions - modify plans if needed: trail condition, weather, fires, avalanche danger, etc.
- Second priority: have fun

- Take reasonable breaks
- Keep party together - count heads regularly
- Monitor the condition of all participants - modify plans if needed
- Use assistants – make it easier on yourself
- Communicate, communicate, communicate! (listen & observe)
- Encourage "zero impact" hiking & camping. Pack out TP.
- Third Priority: Go-For-It!
 - Climb that peak, find the waterfall or lake, make it around the loop, ...
- Fourth Priority: Record (written and photo) trail conditions (logs across, bridges out, landslides)

Back at the Trailhead:

- Count heads
- Review trip with participants (lessons learned if things didn't go as planned). Feedback makes for better leadership
- Tell riders the transportation cost; pay drivers
- Collect club equipment
- Ensure that all cars start before leaving trailhead & that all participants have rides

Back Home:

- Report back to your home contact person
- Return club equipment to custodian - report any damage or severe use
- Transfer equipment fees to I-MAC Treasurer
- Report poor conduct and any trail or road problems to appropriate chairperson.
- If an accident occurs, send accident report to I-MAC President
- Submit trip report to Yodeler editor by the **18th** of the month.
- Give liability waiver forms to the hiking/winter/climbing chair.
- Report trail conditions to www.wta.org and to the forest ranger.
- Send trip photos to I-MAC Webmaster for posting