

# IMAC TRIP LEADER CHECKLIST

## Schedule the Trip:

Select a trip

Type & Difficulty

Where & When

Obtain approval from IMAC Board for trip

Submit brief trip description for the season schedule

## Before the Trip:

Plan the trip in detail

Review guidebook(s) description(s)

Set goals for trip

Determine probable route(s)/trail(s). May want to scout route(s)

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 or as indicated in the Yodeler)

Description should help potential participants determine if they are interested and/or qualified. See Directory for trip ratings. Include an estimate of costs. See Yodeler and Directory for trip and mileage fees.

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

During signups:

- Discuss with non-members trip details (they haven't read Yodeler) and explain fees & transportation cost.
- Assess participant qualification and medical considerations. See Information and Screening Checklist in the leader's handbook
- 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 ([www.imacnw.org](http://www.imacnw.org)) Or bring hard copy to the meeting place, so they can read while traveling to trailhead.
- Check if parental permission is needed
- Discuss special equipment and clothing requirements

Monitor trip conditions before leaving: weather & trail condition, avalanche potential, road closures, forest fires, etc.

Get yourself ready for trip

Take an accident assessment form ([www.imacnw.org](http://www.imacnw.org)) with you

Leave word with someone you trust about planned route, itinerary and return time.

Pickup club equipment if any (ropes, etc.)

### Before leaving town (in the parking lot):

Sign everyone in & make introductions

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

Obtain participants' cell phone numbers to be used for on the road emergency (depending if phones will work in area)

Check if everyone is adequately clothed/equipped, water, etc.

Encourage & arrange carpools - explain club policy as needed.

Give written instructions and/or map to the trailhead as required

Collect club trip fees

Select assistant(s)

Review trip objectives & expectations with group

Where, what, when

Discuss where to take breaks while traveling to the trailhead (e.g. restroom breaks)

Rules - club, regulatory, yours, etc.

Give new guests "To Our Guests" write-up if they have not read it

### Enroute to Trailhead:

Obtain any required permits enroute or at trailhead, & register with ranger station when required.

### At Trailhead:

Review safety considerations and trip rules (e.g. what to do if you leave the trail, when you come to a fork in the path, no hiking alone etc)

Review peoples roles

Establish a Turn-around time

### During the hike:

First priority is Safety

Requests for a safer approach must be given reasonable consideration

Maintain a reasonable pace - consider and monitor the slowest/weakest

Monitor conditions - modify plans if needed: trail condition, weather, fires, avalanche danger, etc.

Second priority is to 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! (This requires listening & observing)

Encourage "zero impact" hiking & camping.

Third Priority is to Go-For-It

Climb that peak, find the waterfall or lake, make it around the loop, or whatever the goal

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

Ensure that all cars start before leaving trailhead & that all participants have rides

Sign out with Park or Forest officials if required

Collect club equipment

Back Home:

Report back to your home contact person

Return club equipment to custodian - report any damage or severe use

Transfer trip & equipment fees to club treasurer

Report on the conduct of trip and any people, trail, road problems to appropriate chairperson

Submit trip report to Yodeler editor by the **18th** of the month or as indicated in the Yodeler.