

North Shore Hikers

Trip Leader Guidelines

These guidelines are intended to assist trip leaders in planning and managing trips. By following these guidelines, problems can be averted. The guidelines cannot cover all situations. You may have to rely on your experience, judgment and common sense.

PREPARATION

Route

Make sure you have a thorough knowledge of the route, terrain and times involved. If you are uncertain, then perform a reconnaissance trip, preferably with a companion who could lead the trip if you are unavailable at the last moment. If you need someone to accompany you, one of [our Planners](#) can put you in touch with suitable members.

Schedule, Meeting Place and Communications

[List your trip on the schedule.](#) You can send the details of your trip to a planner, or you can add your trip directly to the schedule. All trips are reviewed by a planner before being added to the calendar. Arrange a [meeting point](#) for carpooling. Including your cell phone number is a good idea. Sometimes, people need help finding the meeting point and a cell phone is best for communicating on the day.

Participants

New members and guests are required to obtain your consent before being allowed to participate. Try to determine their level of competence and gently reject anyone unacceptable for reasons of fitness or lack of equipment.

Weather

As Trip Leader, you have the right and the responsibility to change, shorten, alter or cancel the trip based on your judgment and on current conditions (e.g. weather, other hazards, etc.).

Cancelling a Trip

You can cancel a trip up to the day before, so long as everyone signed up gets a notice. If you are unable to lead the trip on the day of, send someone in your place, or go to the meeting place and cancel the trip. Please send an email to the [Trip Secretary](#) if the trip is cancelled.

Equipment

Hike Trip Leaders (and participants) [carry the 10 essentials](#)

Bike Trip Leaders (and participants) carry a pump, spare tube, tire levers, tools and cell phone

AT THE MEETING PLACE

Set a Friendly Tone

Introduce yourself to everyone and let them know you are the Trip Leader.

Welcome new members and guests. Ask them to introduce themselves.

Outline the plan for the trip. (see more below under Pacing and Stops)

Establish the qualifications of new members, guests, and anyone else who you do not know.

Sign Up Sheet

Make sure you bring a [sign-up sheet](#). All trip participants must fill it in before the trip.

Guests

Non-members must complete [a guest waiver](#). Guests should have printed off their own waiver from the NSHS website and have brought it to the meeting place. However, be prepared with a couple of blank waiver forms. You must witness the signing of the waiver. The guest must read and understand the waiver before signing as he/she is waiving certain legal rights that are spelled out in the waiver by signing it.

ON THE TRIP

Pacing and Stops

Set an agreeable pace for the group, appropriate to the details of the trip as published in the schedule. Your pace need not be that of the slowest member. It is better to set a median pace and permit others to catch up at rest stops.

Plan for and announce periodic rest stops, such as “clothing adjustment” breaks, drink/snack breaks (if applicable) and lunch break (if applicable).

Keep the Group Together

Designate a “sweep” person who will stay at the back of the pack. Stop at all turns until the next person arrives; make sure one person remains at a turn until the last person arrives. Check with the “sweep” person regarding any difficulty and address it. Ensure that all participants are accounted for at all times.

In Case of Injury

- If the person appears seriously injured, call 911 or activate your satellite communication device.
- Administer first aid as necessary. Keep the person warm with extra clothing and protection from the ground. DO NOT MOVE unnecessarily.
- If the injury appears minor, get the person home or back to their car without delay.
- Notify a [member of the club executive](#) regarding any injury requiring outside medical intervention.
- For all incidents that required professional medical assistance, fill in an [Incident Report](#) while details are still fresh. Submit this to the [Trip Secretary](#) who will send it to FMCBC.

AFTER YOUR TRIP

Thank everyone for coming and encourage them to come again. Remind them that the club needs new Trip Leaders and tell interested members to contact the Planner.

Send in the sign-up sheet and any guest waivers to the [Trip Secretary](#).

Complete a trip report on the [trip report forum](#), or designate another member to do this at the start of the hike.