



GUIDELINES FOR LEADERS

These guidelines are furnished to assist leaders to meet their responsibilities. They are broad in scope and are intended to apply in general to the leader in a wilderness survival experience as well as to the leader of a day hike, bike ride, canoe trip or other outdoor activity engaged in by the members.

Plan your activity thoroughly. Select a co-leader, if not already provided. Select other help, as required. The co-leader should be competent to lead should you become incapacitated. Coordinate all actions with the co-leader. The co-leader should assist in the discharge of duties.

Familiarize yourself with the terrain or course of travel. Study maps - go over the route in advance, if possible.

Obtain or coordinate for any required logistical support for your activity. Obtain official approval of obligation of funds prior to any commitment for purchase of supplies or services.

Acquire necessary fire and camping permits or necessary special permits to trespass on private or government property.

Plan transportation to and from an activity, if required. On long motor trips go over route with all drivers in advance. Plan rest stops. Plan for delays. Plan ahead in case of vehicle breakdowns.

Select parking space and park all vehicles clear of trails, fire roads, or road intersections. Do not block the way for snow removal equipment or firefighting equipment.

Maintain control of your group at all times during an activity. Keep the group together. Conduct an occasional headcount. Your co-leader should be the sweep.

Call short rest stops for equipment adjustment, water and energy intake, and nature calls.

Be alert for physical condition changes of individuals, such as, fatigue, sunburn, blisters, injuries, etc. Plan for emergencies.

Arrive at the designated activity meeting place at least one-half hour (or more) before the scheduled meeting time for sign-up of participants. Do not deviate from your planned itinerary or scheduled activity.

Submit trip reports, headcount and fees collected immediately upon completion of the activity. Report problems encountered. Make recommendations for future activities.

Plan for the event of cancellation of an activity, but cancellation is the last alternative. Notify your committee chairman when cancellation cannot be avoided.

Place notice of cancellation on Meetup as early as possible

The scope of the activity or weather conditions will govern the method used for cancellation.

When you have questions beyond these guidelines, consult your respective committee chairman for further clarification or additional details.

LEADER'S RESPONSIBILITIES

Every effort will be made by leaders to make each activity a safe, enjoyable and memorable event. Leaders should promote the group's safety and comfort by stressing:

Bicycling Safety

Helmets must be worn on Club bicycle rides.

Ride in single file with traffic.

Signal your intentions when making turns and changing lanes.

Obey all traffic laws.

Hiking Safety

Carry a map and compass and learn how to use them.

Carry a first aid kit.

Stay on blazed trails, if trails are marked.

If you get lost, stay in one place.

Boating Safety

Life vests are mandatory for all persons on board any watercraft.

Carry food, change of clothing in watertight container.

EMERGENCIES

1. One thing that every outdoor recreation leader has to realize is that no matter what precautions are taken, the possibilities of an accident always exist.
2. Think over the whole situation.
3. Take time to get yourself in command.
4. Then if you determine outside help is required:

MAKE LIST

1. Extent of injuries.
2. Exact location of accident.
3. Time of accident.
4. Manpower, food and equipment on the scene.
5. Name, address and phone number of victim.
6. Names & phone numbers of other party members.

SEND FOR HELP

Two people, if possible. Always have someone with the injured person.

MARK ROUTE

On the way out, be careful!

TELEPHONE

In all areas except in National Parks or Forests, call the Operator and ask for the local County Sheriff.

In National Parks or Forests, notify the nearest Ranger.

TELL THEM

1. Information listed above.
2. Distance by road, trail and off the trail.
3. Type of terrain.
4. Probable time to reach the accident.
5. Equipment and manpower required.
6. Where you will meet the rescue party.
7. How you can be contacted by phone until arrival of rescue team.

REMEMBER

1. Stay on the phone until assured by a responsible agency that help is on the way.
2. Wait for the rescue party and guide them to the scene, if possible.