

## **Volunteer Hike Leader Protocols and Processes**

The Guidelines and Protocols for Hike Leaders reflect ongoing policies of the Club as well as new guidelines set up in response to Covid.

### **Hike Leader recruitment process:**

The Hike Coordinator will seek Hike leader volunteers on a quarterly basis via email, phone and volunteer interests of new members.

The schedules will be planned on a quarterly basis and followed up on monthly basis via CAC Outings Meetup website, CAC website, e-blasts and Trails.

Once a hike leader has made a commitment to lead a hike on a specified weekend of his or her choice. The hike leader will provide the following information to the Hike Coordinator:

Name of hike leader:

Contact Phone # and contact email:

Starting Point of the hike:

Hike Description to include:

Trailhead, Distance, Elevation, Pace, Degree of difficulty, weather, restrooms, points of interest, start and anticipated end time.

A boilerplate description will be utilized if none is provide by the Hike leader with option to update if additional information is provided.

Prior to leading the hike for the first time the Coordinator will request the Hike leader to contact Amy Pertschuk (415-686-5990) and provide her a personal 4 digit code for the South door of the Alpine Lodge. Amy Pertschuk will activate the code on the date of the hike to enable access to the Alpine Lodge.

part in a couple of hikes to familiarize yourself with the process and get to know some of the hikers.

A pre-hike is encouraged especially if you have not hiked the route lately to ensure there have been no closures, trail changes, plan a lunch stop and toilet facilities. Perhaps having someone accompany you who could serve, as a sweep may be helpful. Plan the uphill part of the hike early in the hike.

Based on past years and especially over this past summer, it appears that extreme conditions (temperature, Air Quality, wind, Red Flag warnings) are occurring on a more frequent and regular basis. During the time of any potentially unsafe conditions, the Hike Coordinator will contact the Hike Leader to discuss and decide on actions to cancel or plan alternative routes if necessary.

Substitute Leaders: If a leader is unable to lead a scheduled hike, it is his/her responsibility to obtain a substitute and notify the Hike Coordinator of the changes. Should this be impossible, the leader should consult the Hike Coordinator and notify all the Attendees via Meet Up site. (On the hike's website, select "Manage, click on Tools, and there is an option to contact attendees) and enter a notice on the Hike Description page that the hike is cancelled.

## **PRIOR TO STARTING THE HIKE:**

### **Administrative duties of the Hike Leader:**

Club members register for the hike at the CAC Outings Meet Up website once registration is open a week before the date of the hike. As participation is limited to ten only hikers have registered may participate.

Check the CAC MeetUp website to get a list of hikers who have been confirmed.

with the Liability waiver and health questionnaire ready to start check in. Hikes depart at 9:30am

If your hike is departing from a Trailhead, the Hike Leader should pick up the required forms at the Alpine Lodge prior to arriving at the Trailhead (and return the completed forms after the hike.)

If the hike is leaving from the Alpine Lodge arrive early to open South entrance door of the lodge so hikers may enter through the south entrance of the Lodge. Temperature will be taken and recorded entering the lodge.

Hikers are limited to that hallway, the bathroom in the Social Room, and the deck. As you leave for the hike, please make sure that the doors (both deck and south door entrance) are locked (as there are no Lodge Innkeepers at this time).

Ensure that every member signs the mandatory Waiver Form and the Health Questionnaire before going on the hike. If a person refuses to sign the waiver, that person may not join the hike.

The hike leader might take a picture of the waiver form so you have emergency contact information while on the trail. If you begin from a Trailhead you may also wish to do so if you do not plan to carry the form with you.

The mandatory forms are kept in binders in the first cabinet to the right of the south door. Following the hike, please return all the forms to that cabinet. (The signed forms will be kept for a period of 3 years, and then destroyed). The Hike Coordinator will be the guardian of the signed forms.

It should also be noted that there are Parking permits available for hikers to place on their dashboard. This will ensure that only members park at the lots and your contact phone number will ensure that members could be contacted if necessary.

Welcome the hikers

Appoint a rear leader (sweep).

Introduce yourself and have hikers introduce themselves. Inform them about the grade and length of the hike, rest stop(s), and rest room facilities as well as the approximate time of return. Ensure that everyone wears a mask and keeps 6 ft apart. If there are new hikers, inform them that hikers are to have had prior hiking experience and be able to hike at a moderate pace (i.e., two miles per hour).

Remind hikers that they should carry sufficient water, personal first aid items, and lunch if the time of the hike warrants it. Food shouldn't be shared during these times.

Carry a basic first aid kit and a CELL PHONE, if possible, with the phone numbers of the State Park ranger, MMWD ranger, and Throckmorton Ridge Fire Station in memory. Be aware that not all cell phones can operate on the mountain. MMWD emergency is 415-472-0911. State Park emergency is 415-388-2070 or 415-388-3653. Throckmorton Ridge Fire Station is 415-388-5414. California Alpine Club is 415-380-8250.

If, during the first 10 minutes of a hike, the leader sees that a hiker is not capable of keeping up, he/she should ask the participant not to continue on the hike.

Stop at all junctions and do not resume the hike until the rear leader is in sight and all hikers are present. Stress that no one should leave the hike without informing the leader or the rear leader. The hike leader has the option of allowing hikers to go ahead. Let them know that to avoid being considered "off the hike," they must wait at the next junction.

Stop and wait for hikers to catch up if there is a large gap between them.

## AFTER THE HIKE:

Wait for the rear leader to see that everyone has returned safely and that no one has been stranded.

Should hikers wish to use the restroom and hang out on the deck they may do so at the discretion of the hike leader. However the hike leader has to be present and lock the doors after all hikers have left. Please leave the signed waiver and health questionnaires in the first cabinet at the right of the south door) and lock up the Lodge (south door as well as deck door).

Please provide a summary report to the Hike Coordinator after the hike including names of hikers who were “no show”.

AN INCIDENT REPORT needs to be completed: If a hiker is injured on the hike, an incident report must be completed and signed by the hike leader. The fields are self-explanatory (name, date, etc.) The completed Incident Report should be stored along with the waiver form. The Hike Coordinator should be informed of the incident on the same day, if possible.

Hike Coordinator Maryellen Buckley 415-713-0903

Board Liaison Rani Devadasan 415-497-5568