

GUIDELINES FOR HIKE COORDINATORS, LEADERS, AND SWEEPS

HIKE COORDINATOR

1. By the end of July, schedule hikes of your choice for the next season. This can be done by yourself or with a group of hike leaders. Send hike descriptions to the Scheduling Team for posting on the website.
2. Make arrangements to ensure a Hiking Club Medical Kit is available for your hike leaders.
3. At the beginning of the season, review hike leader responsibilities with your leaders. Encourage them to look at the supplies in the medical kit, review how to use the walkie-talkies and InReach, and to ensure that the batteries in them are charged before each hike.
4. Be available to pre-hike with a leader as needed.
5. Each week when the schedule comes out, review that hike with the hike leader and send in any changes that need to be made.
6. Help with finding a sub when a leader is not able to lead as planned.

HIKE LEADER

1. At the Meeting Site:
 - a) Have the Hiking Club Medical Kit in a vehicle going to the trailhead.
 - b) Review the trail map for the hike. These can be found on <https://pchikers.org>. Leaders are encouraged to have a copy with them.
 - c) Prepare the sign-in sheet and make sure everyone is listed.
 - d) All guests accompanied by an active hiker must complete a No Blame Waiver. Tell their sponsor that the guest is their responsibility.
 - e) Remind everyone to bring enough water for the weather conditions and length/difficulty of the hike.
 - f) Make sure every driver knows how to reach the trailhead.
 - g) If you have any concerns that someone wanting to hike isn't up to doing it, pull them aside for a private conversation to inform them exactly what the hike will entail and allow them to opt out. You have the right to turn them away and the Board will support you.

2. At the Trailhead

- a) Verify that everyone who signed in arrived at the trailhead.
- b) Pack medical supplies and InReach from medical kit into your backpack.
- c) Identify the Hike Leader and Sweep for the hike.
- d) Turn on and test the two walkie-talkies and give them to the Hike Leader and Sweep.
- e) Have everyone introduce him or herself.
- f) Briefly describe the hike (review the map and any issues/challenges).
- g) Remind everyone to stay between the Hike Leader and the Sweep.
- h) Emphasize that if anyone needs to stop for any reason to not feel embarrassed or intimidated to request a stop. The Sweep needs to know if you are going to stop so they can be looking for your return.
- i) Follow the “Pack it In, Pack it Out” recommendation. Also pick up any trash along the trail that is “pick-up-able.”

3. During the Hike:

- a) Take breaks periodically based on weather, at the end of uphill climbs, trail difficulty, and the needs of the hikers including wardrobe adjustments.
- b) The following are **moving** hiking pace guidelines by group but note that the actual hike rates may be different due to hiking trail quality, elevation gain, weather conditions, group size, group ability, and other variables: D Hikes 1.6 to 2.5 mph pace, C Hikes 2.0 to 2.8 mph, B Hikes 2.5 to 3.0 mph, A Hikes 2.5 to 3.0 mph.
- c) Hike leaders should not increase the pace to a higher level just because you have faster hikers on the hike. For example, don't change a D hike to a B or C pace because there are B or C hikers on the hike.
- d) Periodically, glance around and notice how spaced the group is. The intent is to keep the group together as much as possible. If there is a wide gap between Hike Leader and the Sweep, the pace is probably too fast. The Sweep should be advising the Leader to slow up if needed or to wait for folks with issues of any kind.
- e) During the breaks, ask how everyone is doing and if the pace is OK.
- f) Remind everyone to hydrate with water and electrolytes.
- g) Give the Sweep a chance to catch up and rest before continuing the hike.
- h) Ask the Sweep if there are any issues such as hikers slower than the others or signs of tiredness, dehydration, etc.
- i) At approximately the halfway point, look for an appropriate place with boulders for everyone to sit on. Look for shady places during warm weather

and sunny places during cold weather. Take a 10 to 15-minute break for a snack.

- j) **Under no circumstances should a hiker be left alone.** If a hiker needs to return to the trailhead, decide if the whole group should return or have two people go with them and give them a walkie talkie to stay in touch with the others on the hike.
- k) Changes to the announced hike should be minimal. **Avoid making a hike longer than the announced hike if possible.** Also avoid putting hikers on the spot by voting on whether to go further or not. **Your weakest hiker may be hesitant to go against the majority.**
- l) Hike Leaders should always have a good sense of where he/she is on the trail, both physically and on the map.
- m) Ensure that all hikers are accounted for at each turn/intersection.

4. Upon Return to the Trailhead:

- a) Record the miles hiked, elevation of the hike, identify the hike leader as well as all members of the hike, and deliver to the club statistician.
- b) Return the Medical Kit along with the walkie talkies and InReach to the hike coordinator or next appropriate hike leader.
- c) If there was an incident or injury (anything requiring more than a simple band-aid), fill out an Incident Report online. The report will automatically be sent to the President, members of the board and to the members of the Safety Committee, upon completion. An electronic version of the Incident Report is available on the club website.
- d) If there was a guest, deliver the No Blame Waiver Report to the treasurer.

Hike Leader Emergency Roles and Responsibilities

1. Any time that an incident occurs on a hike that requires outside support means the hike leader needs to assume the role of person in charge (PIC) or appoint someone to that role who is capable and willing to take it on.

2. Key roles of the PIC:

- a) Ensuring any injured parties receive medical appraisal and attention.
- b) Communicating with 1st responders.
- c) Using the hike team resources to get the best result.
- d) Ensuring the overall safety of the response.
- e) Communicating with the significant other once the person is evacuated.

3. Specific tasks for the PIC include:

- a) Keep your head. Remain calm and composed.
- b) Appoint someone to keep track of what occurs in the response with specific times that activities occurred. It is what we did and when we did it. It will be needed for calling 1st responders and documenting results.
- c) Using the team, appraise the injured person quickly and provide medical care as best you can, with the resources you have.
- d) Locate the File of Life in the injured party's pack to send with him/her and the 1st responders.
- e) Ensure 1st responders are called and provided with data on the extent of injuries, where you are, and what medical care has been provided.
- f) Organize your team resources to ensure medical care is provided until 1st responders are onsite. For example, this may mean more than one person may be required to provide CPR if needed.
- g) Keep the hike team focused on the response.
- h) Once the injured party is evacuated, call their significant other and let them know what is going on and where their loved one is being taken for care. This contact info should be listed on the File of Life in their pack.
- i) Notify PCHC Board members that an incident has occurred with an incident report to be prepared soon.
- j) Once back at PC, complete the online Incident Report and call the Safety Committee Chairman for replenishment of supplies used from the Med Kit.

HIKE SWEEP

- 1. Keep in touch with the Hike Leader via walkie talkie throughout the hike.
- 2. Notify the Hike Leader immediately if there is a fall, injury, or other problem.
- 3. Observe the hikers and notice how they are doing and notify the Hike Leader if a hiker is having trouble or appears tired.
- 4. Communicate regularly with the hike leader. The Sweep should advise the leader if hikers have difficulty maintaining the pace and request the leader to adjust the pace accordingly.
- 5. Check the number of hikers frequently to make sure all are present.

6. Hikers needing to step off the trail to attend to personal business must let the Sweep know. The Sweep then needs to wait for the hiker to return to the trail to ensure no one is left behind.
7. The Sweep should check for items left behind after wardrobe breaks and the mid-hike break.