

# Guidelines for Coordinators of Pebblecreek Hiking Club Overnight Hike Trips

## Version April 2019

### 9-12 months before trip

- Determine destination after discussion at Hiking Club meeting or via email survey to members. Historically, trips are within a day's drive. It is common for the trip coordinators to visit the area well in advance of the planned trip; this is voluntary and optional. If trip coordinators visit the site early and do some pre-hikes, they can get mileage credit for their hikes by requesting such in advance to the club president. Check local restaurants and how many they can accommodate in a group – on some trips one group dinner is planned but this is optional and depends in part on the venue availability.
- Check monthly weather patterns for the planned destination. Many areas have snow during our usual overnight trip periods (November and March/April).
- Determine if early reservations for the site are required or are limited by park rules.
- Given the limitations of trail head parking, town and hotel size, park rules, etc. determine and communicate the number of hikers at each level; we commonly have B, C, C+ and D hike groups on trips.
- Do not advertise an overnight trip before another that is to occur to avoid confusion. For example, do not advertise the spring overnight hike trip before the fall overnight trip is complete.
- Contact the National Park Service or other agencies via email or phone calls to verify that planned hikes are appropriate for the groups and for the time of year.

### 3 – 6 months before trip (could be longer for some high demand parks)

- Secure a block of rooms at a hotel in the area of the trip; call various venues to secure the best value such as in-room frig & microwave; breakfast. Attempt to arrange a space for club gatherings in the afternoon.
- *Tip:* Have each member reserve own room. Do not give a personal credit card to the hotel as the trip coordinator. Contract for the number of rooms and the date by which they must be reserved.
- Communicate via email and club website reservation information (phone number, address, and email address) to Hiking Club members and encourage early reservations.
- Communicate destination and hiking requirements (see Overnight Trip Hike Requirements document on club website) to Hiking Club members.
- Begin sign-up sheet for those intending to hike and any non-hiker partners; keep a record of hiker emails and planned hike levels (B, C, C+, D).

- Solicit hike coordinators for each hike level and trip volunteers (e.g., social coordinator) for the trip and place them on the sign-up sheet for the trip.
- Verify names, phones, emails of travelers and send this information to all who will go on the trip.
- Begin planning tentative hikes for each level (often C and C+ hikes to keep hiking group size reasonable).
- Update members going with the tentative hiking schedule and hike leader names. Emphasize the importance of safety, communication with leaders, completing required hikes, and special information such as elevation at venue, challenges of hiking several days in a row, expected weather conditions or other pertinent facts.
- Verify names, phones, emails of travelers and send this information to all who will go on the trip.

#### 1-3 months before trip

- Provide travel directions to the traveling group.
- Facilitate communication between drivers and non-drivers who need help contacting each other.
- Provide information about the area, mileage and directions, places to go before or after the trip, information on hikes planned, restaurants in the area, and website addresses as appropriate.
- Ask for drivers into parks so not everyone has to drive each day.
- Solicit hiker and non-hiker volunteers to help with social gatherings on the trip – e.g., help any set up, purchasing snacks, picnic supplies, and clean up. A different group for each day works well.

#### 2-3 weeks before trip

- Meet with hike leaders to review their hike maps.
- Work with hike coordinators to verify when to acquire emergency locator beacons, walkie talkies, and medical kits. Set up a practice session with this equipment for any hike leaders unfamiliar with it.
- Review list of travelers, weather, hikes planned.
- Send last email to travelers; focus on safety procedures. Have hikers inform organizer(s) and hike leaders of any changes in plans regarding hiking.
- Ensure that the hotel reservation list and those signed up for the trip agree. Communicate any differences to members as needed

#### During hiking trip

- Have hike leaders communicate meeting times and places each afternoon for the following day's hikes.

- Ensure hike leaders have emergency locator beacons, walkie talkies and medical kits and have plans to charge the electronic devices as needed. Provide sign-up sheets so they can keep a record of hikers and mileage for each day.
- Facilitate post hike get-togethers; ensure that if hotel lobbies are used, they are left clean and tidy. Remind members everyone should clean up after themselves.

#### After trip

- Prepare a list of miles driven to the venue, and into the parks or other hiking locations; use current Hiking Club formula to calculate costs that each rider should pay driver. Communicate this information to all hikers/drivers.
- If Hiking Club is keeping a list of drivers and mileage, send that information to the statistician.
- Send hike sign-up sheets to the statistician. If sign-up sheets not used, send the names, hike levels, hike locations and hiked miles to the statistician. Hike leaders should have this information as well.
- Verify information about any safety issues, injuries that occurred during the trip. Send this information to the Safety Committee and the Board.
- Prepare a summary of the trip with any recommendations for the future; submit to Hiking Club Board and persons identified to organize future hikes.