

# **GUIDELINES FOR HIKE COORDINATORS, LEADERS & SWEEPS**

## **HIKE COORDINATOR**

1. By early September schedule hikes of your choice for the season and send hike descriptions to the club secretary for posting on the website.
2. The week before each hike, prepare a map and driving directions for the hike. Also, make the arrangements to ensure a Medical Kit is available for the hike and that the batteries in the walkie talkies and the inReach are charged.
3. Either lead the scheduled hike or choose a leader who is familiar with the hike. If necessary, schedule a pre-hike so the leader is confident of the route.

## **HIKE LEADER**

1. At the Meeting Site:
  - Have the Medical Kit in a vehicle going to the trailhead.
  - Review the trail map for the hike.
  - Prepare the sign-in sheet and make sure everyone is listed.
  - Verify that everyone is an active member.

- All guests accompanied by an active hiker must complete a No Blame Waiver.
- Make sure someone in each car has cell phone numbers of someone in the other cars.
- Remind everyone to bring enough water for the weather conditions and length/difficulty of the hike.
- Make sure every driver has access to driving instructions.

## 2. At the Trailhead:

- Verify that everyone who signed in arrived at the trailhead.
- Identify the Hike Leader and Sweep for the hike.
- Turn on two walkie-talkies and give them to the Hike Leader and teach other hikers how to use the walkie-talkies.
- Have everyone introduce him or herself.
- Briefly describe the hike (review the map and any issues/challenges).
- Remind everyone to stay between the Hike Leader and the Sweep.
- Emphasize that if anyone needs to stop for any reason to not feel embarrassed or intimidated to request a stop.
- 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:

Take breaks periodically based on weather, at the end of uphill climbs, trail difficulty, etc. After the initial 10-15 minutes for wardrobe adjustments.

Every 10 – 15 minutes on D hikes. Every 15 – 20 minutes on C hikes Every 30 – 45 minutes on A and B hikes

- The following are 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 pace

B Hikes 2.5 to 3.0 mph pace

A Hikes 2.5 to 3.0 mph pace

- 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.
- At the breaks, ask how everyone is doing and

- if the pace is OK. Remind everyone to hydrate with water and electrolytes. Give the Sweep a chance to catch up and rest before continuing the hike. Ask the Sweep if there are any issues such as hikers slower than the others or signs of tiredness, dehydration, etc.
- 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. Turn on the inReach Emergency unit and send “OK message” or another message if appropriate. Teach others on the hike how to use the inReach. Other hikers need to know this in case it is the hike leader that needs help.
  - Under no circumstances should a hiker be left alone. If a hiker needs to return to the trailhead, designate two people to go with them and give them a walkie-talkie to stay in touch with the others on the hike.
  - 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.
  - Hike Leaders should always have a good sense of where he/she is on the trail, both physically and on the map.

- Ensure that all hikers are accounted for at each turn/intersection.

#### 4. Upon Return to the Trailhead:

- Make sure all hikers have returned to the trailhead.
- Ask if anyone had any problems on the hike.
- Ask the Sweep if anyone had any problems on the hike.
- If someone did have a problem, talk to him or her about how to resolve it in the future.
- Have all drivers start their cars before any leave in case of car trouble.
- Reach an agreement on any rest/refreshment stops on the return trip.
- Thank hikers for joining the hike and invite hikers, particularly newer hikers, to come back.

#### 5. Upon Return to PebbleCreek:

- Record the miles hiked and elevation of the hike on the Sign-In sheet and identify the hike leader as well as all the members of the hike.
- Deliver a copy of the Sign-In sheet information to the club statistician.
- Return the Medical Kit along with walkie-talkies and inReach device to the appropriate location.
- If there was an incident or injury (anything

requiring more than a simple band-aid), fill out an Incident Report and send to Hike Coordinator, the President, and the Chair of the Safety Committee. An electronic version of the Incident Report is available on the club website.

- If there was a guest return the No Blame Waiver Report to the treasurer

## **HIKE SWEEP**

- Keep in touch with the Hike Leader via walkie-talkie throughout the hike.
- Notify the Hike Leader immediately if there is a fall, injury, or other problem.
- Observe the hikers and notice how they are doing and notify the Hike Leader if a hiker is having trouble or appears tired.
- Remind everyone to maintain about 6 feet of separation between hikers.
- 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.
- 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.

- The Sweep should check for items left behind after a wardrobe breaks and the mid-hike break.

(Revised in April 2022)