

CENTRAL OHIO HIKING CLUB

HIKE LEADER'S CHECKLIST

Rev 4/2021

The **Hike Leader** is directly responsible for the following duties; however, some may be delegated to the Sweep.

SCOUTING THE HIKE

- Two people should scout the hike before the date of the hike. One person is to be the Hike Leader, the other person to be the trail Sweep. Both should know the exact route of the hike.
- Arrange for meals.(optional)
- Check for restroom facilities at the hike. If no restrooms are at the hike site, note this on flyer.
- If the hike is 50 miles or more from Columbus, we recommend having a carpool location (but having a carpool location is optional). If you're not familiar with our usual carpool locations the Trail Master can assist you. If the hike is in the Columbus area, for example, a Metro Park, it's considered a local hike and there is no car pool site.
- Check odometer reading for mileage (or use Google maps) from Columbus carpool site to and from the hike site.
- In determining the level rating for the hike please refer to the [Hike Level Guide](#) in the "Club Info" section on our website.
- In determining the "Donation to Driver" use this pricing:
 - Up to 50 miles round trip, each rider pays \$4
 - 51 to 75 miles round trip, each rider pays \$5
 - 76 to 100 miles round trip, each rider pays \$6
 - 101 to 125 miles round trip, each rider pays \$7
 - and add \$1 for each additional 25 miles.
- Using all the above information, prepare a write-up for the flyer giving the date, time, meeting place, directions, dinner

arrangements, mileage, hike level and anything of interest. Send to the Trail Master by deadline agreed to.

- Be sure to secure permission to cross private property. Talk to the ranger at the parks and see if a permit is required. Tell them the date and time you are planning a hike. Obtain a cell phone number from the ranger if possible.
- Plan for a loop hike or have the route and parking area planned for shuttling the cars beforehand.
- Check on the history of the area and points of interest (optional).
- The Sweep is responsible for taking attendance, mileage and reporting the data to the President.

DAY OF THE HIKE

- **Make sure everyone signs the Hike Waiver/Roster. No one is allowed to hike with the group who does not sign the waiver. The Roster is available from the COHC web site.**
- At the hike site a club officer or Hike Leader will form a circle and introduce the hike leader. Then that person will introduce new hikers and members. Make announcements at this time concerning the next hike, social events, and other items of interest to members. The Hike Leader will give information about the area, the hike, restrooms, and arrangements for lunch or dinner.
- During the hike, the Hike Leader should wait at rest stops until it is determined that the Sweep and all members are present, and rested.
- Ascertain official mileage hiked and indicate on Roster. The hike leader and sweep get double mileage for the hike.

As of mid-2019, the following action is not needed because the newsletter is not being produced. If the newsletter is resurrected this step will be reinstated.

FOLLOWING THE HIKE

Write a short description for the Co-Hiker or delegate someone to do it. Present, mail or e-mail the article to the Editor of the Co-Hiker as soon as possible after the hike. Details to report:

- Number of hikers on the hike
- Official mileage
- Time of hike
- Identification of the hike leader and sweep
- Location of hike
- Whatever the writer considers of interest (weather, terrain, difficulty of the hike, beauties of nature, incidents to remember, where you had lunch or dinner, etc.