

## HIKE LEADER CHECKLIST

### Before the Hike

- \_\_\_\_\_ If possible, scout out the trail in advance.
- \_\_\_\_\_ Arrange for spotting cars, if necessary.
- \_\_\_\_\_ Take phone calls, or e-mails, from those coming, so you can notify them in case of hike changes. If you are not comfortable that a hiker may not be physically up to completing the hike, suggest that they may want to consider not attempting it.
- \_\_\_\_\_ If appropriate, remind hikers to:
  - Wear proper clothing and footwear.
  - Bring first aid materials they may need.
  - Carry plenty of water and snacks or lunch.
  - Consider bringing hiking sticks to assist with balance and when making water crossings.
- \_\_\_\_\_ Cancel the hike if extreme weather conditions exist or are forecast.

### Hike Day

#### Before Hiking:

- \_\_\_\_\_ Have hikers introduce themselves and make first time hikers feel welcome.
- \_\_\_\_\_ Have each hiker sign the waiver form. Remind hikers that they are hiking at their own risk. Get head count and record on form. (Retain the Waiver Forms for 30 days)
- \_\_\_\_\_ Provide hike description, degree of difficulty, and time to complete.
- \_\_\_\_\_ Assign a rear sweep to make sure no one is left behind.
- \_\_\_\_\_ Remind hikers to advise the leader if they wish to leave the group.
- \_\_\_\_\_ If the group is large, consider forming slower and faster groups. Assign a co-leader and sweep to each group.

#### During the Hike:

- \_\_\_\_\_ Set a pace appropriate to the group and don't let the group get too spread out.
- \_\_\_\_\_ Post a guide at confusing intersections to insure everyone takes the correct trail.
- \_\_\_\_\_ Do periodic head counts, especially after any stops.
- \_\_\_\_\_ Stop periodically to assess hikers, provide water breaks, or allow slower hikers to catch up.

#### At the End of the Hike:

- \_\_\_\_\_ Check off all hikers on waiver form at the end of the trip.
- \_\_\_\_\_ If car shuttle was used, ensure that everyone is able to get back to their cars.