

## **Hunterdon Hiking Club Guidelines for Activity Leaders**

### **Prior to Activity**

1. Familiarize yourself with hike / activity route in advance.
2. Prepare map / directions from meeting place to the hike starting point.
3. For overnight hikes with limited space, receipt of deposit secures space. Refunds of deposits will usually be made only if substitute is found.
4. Bring to hike: **a. Trail Map/Hike Directions** **b. Liability Waiver/Sign-in-Sheet**
5. If circumstances prevent you from leading the activity, try to arrange for a qualified substitute, otherwise contact Outdoor Program Coordinator.
6. Familiarize yourself with the club's policy on non-discrimination.

### **Day of Activity**

1. Arrive early at meeting place to greet participants.
2. Have each participant complete and sign the **Liability Waiver / Sign-in-Sheet**.
3. Collect any non-member fees.
4. Introduce yourself and have others introduce themselves.
5. Review waiver clause with attendees to clarify the main points they have agreed to by their signature: 1.) hikers take full responsibility for their own safety 2.) medical assistance is not provided by leaders, but 911 will be called in an emergency 3.) the HHC-sponsored activity begins at the trailhead, not at the meeting place 4.) the leader may cancel the hike, if necessary.
6. Review terrain and timeline for hike, particularly if there are any changes.
7. Determine that each driver knows how to reach activity starting point and provide each car with copy of directions or possibly cell phone numbers. Use caution if stopping to regroup with other cars.
8. At the trailhead establish one participant as a sweep (person); familiarize the sweep with plans & the route. Maintain periodic contact with the sweep throughout hike.
9. Set a reasonable pace and stop periodically so that members may regroup and take bio-breaks. Attempt to maintain predicted mileage and return time.
10. Check to make sure that lunch spot is left clean.
11. Should someone have difficulty or become injured, establish and execute a plan attempting to maximize safety of all participants.
12. Make sure visitors feel welcome and invite them to future activities or to join HHC by contacting Membership Chairperson.

### **After the Activity**

- Return the **Liability Waiver / Sign-in-Sheet, Hike Report and any fees collected** to the park office PO Box at bottom of Sign-in sheet.
- Immediately report any possible injuries, property damage, or other adverse events to a club officer.

Revised 12/2010