

## Hunterdon Hiking Club Guidelines for Activity Leaders

### Prior to Activity

1. Familiarize yourself with the hike/activity route in advance.
2. Prepare map/directions from the 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 a 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 that day's Coordinator (see listing in newsletter)
6. Post late-breaking updates about the activity or cancellation on [HunterdonHikingClub@groups.io](mailto:HunterdonHikingClub@groups.io) prior to the activity.
7. Familiarize yourself with the club's policy on non-discrimination.

### Day of Activity

1. Arrive early at meeting place to greet participants.
2. Carry a working cell phone. Participants should have leader's cell phone number.
3. Have each participant complete and sign the **Liability Waiver/Sign-in Sheet**.
4. Collect any non-member fees.
5. Introduce yourself and have other participants introduce themselves.
6. Review waiver clause with participants to clarify the main points they have agreed to by their signature: a) hikers take full responsibility for their own safety b) medical assistance is not provided by leaders, but 911 will be called in an emergency c) the HHC-sponsored activity begins at the trailhead, not at the meeting place d) the leader may cancel the hike if necessary
7. Review terrain and timeline for the activity particularly if there are any changes.
8. Determine that each driver knows how to reach the activity starting point and provide each car with directions and leader's cell phone number. Use caution if stopping to regroup with other cars.
9. At the trailhead establish one participant as a sweep; familiarize the sweep person with plans and the route. Maintain periodic contact with the sweep throughout the activity.
10. Set a reasonable pace and stop periodically so that participants may regroup and take 'biobreaks'.
11. Attempt to maintain predicted mileage and return time.
12. Check to leave lunch/snack location clean.
13. Should a participant have difficulty, become injured or ill on a hike or other club activity, the leader should decide if the event should be discontinued. If not discontinued, establish a plan to have someone return with that participant and make a follow-up phone call to the leader to confirm they returned to the starting point safely. Make certain that one of them has a working cell phone. The leader shall determine if the event is serious enough to call 911.
14. If a participant chooses to leave the activity early, before the hike/activity is over, the participant needs to inform the leader before leaving and sign out on the Sign-in Sheet.
15. Welcome visitors and invite them to future activities and to join HHC by contacting the Membership Chairperson.
16. Leader should carry the Sign-in Sheet with them on the activity.

### After the Activity

1. Immediately report any possible injuries, property damage, or other adverse events to a club officer.
2. Return the **Liability Waiver/Sign-in Sheet** to the HHC Secretary **and any fees collected** to the HHC Treasurer.

(updated May 2019)