

## Hike Leader “Cheat Sheet”

1. Website: Set date and destination, list hike
2. E-Mail prior to departure (remember to remove telephone numbers and addresses from roster info you send out)
  - a. Weather
  - b. Clothing/gear (waterproof boots, gators, raingear, trekking poles, garbage bags for muddy gear, etc.)
  - c. Meet time and locations
  - d. Pass required (if any)
  - e. Carpool reimbursement information (current suggestion is \$0.14 per mile split by people in vehicle) WTA link in e-mail
  - f. Weather link in e-mail
3. Meeting place/car pools – Hike leader can facilitate but not assign car pools – this is due to liability issues (example: You can share info with group and establish meeting places, but not assign riders to vehicles)
  - a. Park & Ride location (include address)
  - b. Trailhead meeting time and location
4. Trailhead briefing:
  - a. Introduce everyone
  - b. Discuss trail, any potential challenges, turnaround time, etc.
  - c. MOFA lead
    - i. Caring for feet
    - ii. Hydration
    - iii. Nutrition
    - iv. Rain gear/warm clothing
    - v. Bee stings/allergies
  - d. Remind participants to watch out for each other (signs of fatigue, dehydration, or other concerns)
  - e. Party separation
  - f. Leave no trace
  - g. Stop and regroup at any trail intersection to avoid the group being separated
  - h. Lunch/break stop plans
  - i. Trail etiquette
    - i. Uphill has right of way (but may often accept the chance for a break)
    - ii. How to safely let someone pass on steep trail (stand uphill side facing trail to avoid getting pushed off)
  - j. Assign a sweep and lead
5. Teaching moments (as appropriate):
  - a. Rest step
  - b. Shoe tying technique for steep down hill
  - c. Extend poles for steep down hill
  - d. Packs fitting properly
  - e. Pace! Talk with participants about pace to familiarize them with different pace in different terrain
  - f. Any concerns with participant (private conversation)?
6. Post trip gathering/debrief (any concerns/gear recommendations for the participants? Ice cream or coffee/meal afterwards?)
7. NO ONE LEAVES before ALL participants are off trail and drivers have started their vehicle.
8. Website: Set trip results
9. Website: Close out hike
10. Send a brief “Thank you” to the participants for going out on your hike with you.