

## Hike Leader “Cheat Sheet”

1. Website: Set date and destination, list hike
2. Email prior to departure
  - a. Weather
  - b. Clothing/gear (waterproof boots, gators, raingear, trekking poles, garbage bags for muddy gear, etc.)
  - c. Meet time and location(s)
  - d. Pass/permit required (if any)
  - e. WTA Link in email
  - f. Weather link in email
3. Meeting Place / car pools. Leader may facilitate but not assign due to liability issues.
  - a. Trailhead meeting time and location
  - b. Park & Ride locations
4. Trailhead briefing
  - a. Introduce everyone
  - b. Assign a sweep and lead
  - c. Discuss trail, any potential challenges, turnaround time, etc.
  - d. MOFA/WFA lead
    - i. Caring for feet
    - ii. Hydration
    - iii. Nutrition
    - iv. Rain gear / warm clothing
    - v. Bee stings / allergies
  - e. Remind participants to watch out for each other (signs of fatigue, dehydration, or other concerns)
  - f. Party separation
  - g. Leave no trace
  - h. Stop and regroup at any trail intersection to avoid the group being separated
  - i. Lunch / break stop plans
  - j. 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 on uphill side facing the trail to avoid getting pushed off – exception is with horses or other livestock)
  - k. Pass/Permit displayed in vehicle?
5. Teaching moments (as appropriate for the group)
  - a. Rest step
  - b. Shoe tying technique for steep down hill
  - c. Shorten/extend trekking poles for steep up and 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 participants (private conversation?)
6. Post trip gathering / debrief) any concerns/gear recommendation for the participants? Ice cream or coffee/meal afterward?
7. NO ONE LEAVES before all participants are off trail and drivers have started their vehicles
8. Website: Set trip results
9. Website: Close out hike
10. Send a brief “Thank you” to participants for going out on your hike with you.