

## TACOMA HIKING & BACKPACKING COMMITTEE – HIKE & BACKPACK LEADER CANDIDATE CHECKLIST FOR MENTORED TRIP

Name of Mentee: \_\_\_\_\_ Mentor: \_\_\_\_\_

Hike Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please mark each item on the following scale: 1 - Needs improvement; 2 – Satisfactory; 3 – Excellent

	Performance of task:			N/A	Comments
	1	2	3		
<b>Before the Hike</b>					
<b>Hike posting on website:</b> Trip rated appropriately to what was actually led; Provided enough information about the hike to enable participant “self-screening” (description of the hike and how it will be led, pace, breaks, etc); meeting time and place, other relevant information					
<b>Pre-trip research and planning:</b> Demonstrated knowledge of trailhead location, trail or road closures or re-routes, trail hazards, permits, facilities, weather, gear requirements, water locations, backup plans					
<b>Participant pre-screening:</b> Identified registrants that might not be a good match for the hike; communicated with them appropriately; asked the right questions, persisted to get the answers, made objective decisions, communicated with sensitivity					
<b>Pre-trip Communication:</b> Hello Hikers email was comprehensive and included information about the meeting place and time, suggestions for arranging carpools, description of the hike, weather, any special gear requirements, hazards etc.					

<b>At the P&amp;R, Trailhead</b>					
<b>At the Park and Ride:</b> Had a hard copy of roster; facilitated formation of carpools. Ensured everybody had directions to trailhead.					
<b>Trailhead Briefing:</b> Facilitated introductions. Provided instructions on how the hike will be led, including stopping at all intersections and major stream crossings, party separations, route, hazards. Roles and expectations clearly defined					
<b>During the hike</b>					
Communication during the hike: clear, timely, friendly communication. Any confrontations or difficult participants/situations handled promptly and effectively.					
Management of hike logistics: Effective handling of party separations, breaks, pacing, water crossings, lunch, turnaround times, etc. Attentive to the group and individuals' possible needs (tired, thirsty, struggling, anxious); sensitive to individual concerns and needs; dealt with issues effectively before they become problems					
<b>Decision-making:</b> Effective, timely decisions where needed, with an emphasis on safety. Trip fit the capabilities of the group					
<b>Leader skills and knowledge:</b> Skills-knowledge relevant to the trip: first aid, navigation, Leave No Trace, gear, trail etiquette					
<b>Covid-19 rules:</b> Communication of the covid-19 rules and expectations, management of the trip within the rules/expectations					
<b>Trip Result:</b>					
Successful, either in safely completing the hike or in turning around/modifying route where it was important for safety. Got everyone back to the TH safely.					
Group dynamics managed so that everyone got along and had a good time					
Any safety/first aid or harassment incident or concern handled promptly and effectively					

After the Hike					
<b>Return to trailhead:</b> Ensured that all hikers have returned, all cars start before departing.					
<b>Reporting of Safety Incident/Concern:</b> Any incident or concern was submitted promptly in an Incident Report; Incident Report summarizing root causes, possible solutions (may need to request report from leader). Choose 'N/A' if no incident occurred.					
<b>Post-Activity Participant Feedback:</b> Results of the participant feedback for the activity within 3 days after the activity. Choose N/A if no feedback submitted.					
<b>Closing the activity:</b> Properly closed the activity in a timely manner					

**Overall assessment (please mark one):** Please explain your recommendation in the Comments section.

Recommend Leader Status

Recommend a 2<sup>nd</sup> mentored hike

Recommend Additional Training

Do not recommend leader status

**Comments:**

Please send completed form to a member of the Tacoma & Hiking Backpacking Committee Leadership.

Last updated 1/2022