Mountaineers activities are “Challenge-by-choice.” Each member has the opportunity to challenge themselves in new ways, learn new skills, and try new things. Recognizing that we all have areas of comfort and discomfort, members are encouraged to challenge themselves in a way that is appropriate for them. We all have different skills to offer, and we have a responsibility to provide a supportive learning environment for one another.

*Maintain a safe and respectful environment.* Pioneer members are expected to treat others with kindness, respect those talking and/or teaching, and make sure they are keeping themselves safe and helping others stay safe.

*Be an active participant.* Members are expected to participate as much as possible and try new things.
**Participant Commitment**

Pioneers is a year-round program that is not only a fun way to spend time outside, but also relies on the community formed among the members to be successful. *To get the most out of this program, participants and parents should plan ahead for Pioneers trips and meetings, which are typically listed on the Pioneers calendar months in advance.*

**Trip Attendance** – Trip attendance is not required. However, participants *must* sign up in advance (by the date stated by the trip leader) for a trip in which they choose to participate. Last minute cancelations are generally unacceptable, though we understand things come up and people get sick. Canceling after sign-up has closed on more than 2 trips will put a participant’s membership at risk.

**Community** – Above all, Pioneers is a community of young people and families who love the outdoors. With up to 30 members, each person inherently finds folks they connect with more than others, and there is plenty of down time on our trips and before and after meetings to catch up with those people. We also expect all of our members to contribute to and be a part of our whole community. This means getting to know members you may not know as well, being a part of the group during campfires, meetings, etc…, and offering to help others if needed.

**Parent/Sponsoring Adult Commitment**

**Pioneers Handbook** – Parents are expected to read and understand the Pioneers Handbook, and support and encourage your participant’s commitment and participation.

**Communications** – Parents are expected to make sure they are in frequent communication with staff via email. Parents are encouraged to check the website frequently, and/or check the calendar.

**Chaperone/Driver** – We understand that every family has different commitments and ability to help with Pioneers. While chaperoning and driving is not a requirement, we could not run outings without parent drivers. We encourage parents to review the schedule and sign up to help with driving and chaperoning as much as possible.

**Contacts**

Margaux Gottlieb, Pioneers Coordinator – margauxg@mountaineers.org

Josh Gannis, Youth Education Manager – joshg@mountaineers.org

Becca Polglase, Education Director – beccap@mountaineers.org

**How it all works**

**Calendar and Registration** – The Pioneers calendar follows the school year calendar – September through July. We encourage prospective members to join a September outing before signing up for the program. Program registration is available in September and January.
**Age Restrictions** – Pioneers is for youth ages 8-9. In order to enroll, youth must turn 8 by January of the school year in which they join.

**Fees and What they Cover** – Pioneers fees include: transportation to and from outings, parking fees (like USFS passes, sno-park passes), instruction, breakfast and dinner on overnight trips (participants bring their own lunch), equipment use (tents, snowshoes, harnesses, helmets, etc) campground fees and staff coordination, oversight and supervision.

**Other Expenses** – In most cases, families will not incur any extra expenses. On occasion we may stop for dinner on the way home from a trip, so bringing some spending money is a good idea. Trips that use contracted services with a per-person fee will cost extra for participants. For example, renting kayaks, hiring a rafting company, or renting cross-country skis. Other per person fees like ski trail passes or staying in a youth hostel will also cost extra for participants.

**How trips work** – Trips are coordinated either by the Pioneers Coordinator or by a volunteer. The Trip Coordinator will get necessary permits and reserve campgrounds if needed, plan the itinerary, complete the trip sheet to give to all participants, arrange for group gear and arrange meals for overnight programs. Trip Coordinators will also help arrange carpools. Trip Coordinators should submit receipts for meals, campgrounds and any necessary supplies for reimbursement.

Participants bring their own lunches, but breakfasts and dinners are prepared as a group, and the Trip Coordinator will assign youth to help with tasks around camp. Participants are expected to help carry group gear (ropes, anchors, stoves, tents, etc).

**Families** – While Pioneers is a program geared towards youth ages 8-9, we welcome parents and/or siblings to join our trips. When siblings come, parents must accept full responsibility, and understand that Pioneers members will have first priority in participating in activities, and we will encourage siblings to participate if equipment and time allow. Our hikes will be geared toward a 8-9 year-old pace. Parents are welcome to bring younger siblings, but must accept responsibility for siblings if they cannot keep up. Older siblings are welcome to come and act as “helpers”, unless they are a disruption. Mountaineers Staff may designate some outings as “Pioneers-only” if they feel it is necessary for safety reasons. Registration priority will go to Pioneers members, so staff may ask parents to wait until a certain date to register siblings to give Pioneers a chance to register first.

**Friends**

Pioneers members are welcome to bring a friend aged 8-9 on a trip, following the same guidance as above for families. Friends must sign up for a Guest Family account, complete all youth paperwork, and Pioneers members will need to notify staff so that they can be manually added to the roster. In keeping with our guest policy, friends may only participate in two activities, after which they are welcome to join Pioneers.
Carpooling

While we do not arrange transportation for youth to and from the Mountaineers Program Center (or other designated meeting place), we do encourage carpooling. When you register, we will ask you to fill out a carpooling form. We encourage families to carpool to and from meetings and trips.

Trip Communication and Registration

All Pioneers trips will be posted online as activities within Pioneers. Trips will be posted with an allotted number of slots for youth as well as volunteers. Each trip will include a trip sheet, created by the youth leader(s) of the trip. A draft trip sheet will be posted online when registration opens, and a final trip sheet will be posted online when registration closes.

Note: Trip sheets will list departure time and approximate return time. Because every trip has many variables (such as weather, traffic, etc), we list a target return time, and notify parents when we have a better estimate of our exact return time. Typically, youth call parents when we are approximately 1 hour away from Seattle. If we predict that we will be much earlier or much later than listed on the trip sheet, we will do our best to have youth call further in advance.

Trip Transportation

We rely on chaperones to drive youth to and from our trips. When you register, you will be asked to give permission for your child to ride with other parent chaperones, and you will have an opportunity to list any parents you do not feel comfortable allowing your child to ride with. This information will be kept confidential.

Electronics

Cell phones, music and video games are typically not a part of the Pioneers program. They detract from the wilderness experience and from the community. Youth are encouraged to leave all electronics out of sight (or at home) during Mountaineers programs. Youth who choose to use cell phones for pictures or music to fall asleep to may do so as long as it creates no disruption of the wilderness experience for others. The Mountaineers is not responsible for any lost, stolen or damaged electronics.

Weapons

Weapons, which include knives with blades longer than 3”, are never permitted on any Pioneers activity. Youth who are found with weapons will have the weapon confiscated by Mountaineers Staff and will be dismissed from the program without refund. Youth dismissed from the program for possession of a weapon may return the following year on a probationary basis.

Drugs, Alcohol and Tobacco

Drugs (including marijuana), alcohol and tobacco are never permitted on any Pioneers activity. Youth who have or are under the influence of these will be sent home immediately and dismissed
from the program without refund. Youth dismissed from the program for possession of drugs, alcohol or tobacco may return the following year on a probationary basis.

**Medication**

Medication prescribed by a licensed medical professional must be reported to The Mountaineers using the Mountaineers Medical Administration Form. This information will be shared with chaperones who are leading any trip that the youth is participating in. If the doctor does not authorize the youth to self-administer, the medication will be kept with adult chaperones, who will administer the medication according to the doctor’s orders. All controlled medication must be stored with Mountaineers Staff or designated volunteer leaders. All medication must be current and kept in its original bottle.

Over-the-counter medication such as ibuprofen, allergy medication, antacids or topical antibiotics may be kept by youth participants in their personal first aid kits. These medications should be listed on the Mountaineers Medical Administration Form and kept in a clearly marked container with expiration date.

Mountaineers staff and volunteers may carry over-the-counter medication such as ibuprofen, allergy medication, antihistamine, antacids or topical antibiotics. Staff and volunteer leaders may provide these medications to youth as needed unless otherwise indicated on the youth’s health form. All medication administration will be recorded in a notebook in the first aid kit.

**Medical Clearance**

Pioneers members spend a lot of time in remote areas and on technical terrain, where group safety is paramount. In some instances, Mountaineers Staff may require medical clearance and/or instructions from a licensed medical professional in order for a youth to participate in the program. Examples include but are not limited to: injuries, surgery, eating disorders, psychological & nervous disorders, developmental disorders, heart conditions, diabetes. Mountaineers Staff will disclose this information only to the people who need to have it in order to maintain a safe environment. In some cases, Mountaineers Staff may, at their discretion, forbid participation on a trip if they feel the circumstances of the trip make it too difficult to safely manage the participant’s medical needs or limitations.
Master Packing List

A general outline of gear you’ll need for a variety of trips. Always consult the Trip Sheet for your specific outing to make sure you have all of the necessary gear.

11 Essentials

- Food (plus extra just in case)
- Water (plus extra just in case)
- Extra clothes
- Shelter (emergency blanket)
- First Aid Kit
- Sunscreen, SPF lip balm & Sunglasses
- Firestarter
- Headlamp/flashlight x2 (or one plus extra batteries)
- Whistle

Day Trips

- Lunch
- Water bottles
- Day Pack
- Hiking boots
- Toilet paper/WAG bag

Camping

- Breakfast/dinner food
- Stove & fuel
- Kitchen gear
- Mess kit
- Sleeping bag
- Sleeping pad
- Tent (with rain fly, ground cloth, stakes)
- Tarps
- Camp Shoes
- Toiletries

Clothes

- Underwear
- Long underwear (top & bottom)
- Zipoffs/athletic pants
- T-shirts (non-cotton)
- RAIN GEAR- always
- Fleece/softshell pants
- Fleece/softshell/down heavy coat
- Liner socks
- Wool or fleece outer socks
- Warm hat
- Gloves
- Neck Gaiter/scarf
- Sun Hat
- Gaiters
- Bandanna/handkerchief

Backpacking

- Water filter/iodine tablets
- Bearproof food containers or rope & bags for food hangs
- Overnight backpack
- Pack rain cover
- Trekking poles

Rock Climbing

- Helmet
- Harness
- Rock Shoes
- Belay Device
- Carabiners (locking)
- Personal Anchor
- Webbing/runners
- Belay gloves
- Large Day Pack (that can hold your stuff plus a rope)

Winter

- Skis, poles, ski boots
- Snowshoes
Miscellaneous

- Camera
- Book
- Playing cards/other games
- Swimsuit
- Bug repellant
- Watch

- Cell Phone
- Hand Warmers
- Money for food
- Clean Clothes for the car ride
Trip Leadership in 8 Steps (For Parents/Volunteers)

Step 1: Choose an activity (hiking, climbing, car camping, kayaking, skiing, snowshoeing, backpacking, mountain biking, paddle-boarding, rafting, etc)

Step 2: Choose a date (should be at least one month from now). As a trip leader, you should choose a date that works for you and your family. It’s a good idea to pick two dates that work so you have a back-up if no chaperones are available or if the place you want to go to is booked on one of the dates.

Step 3: Choose a location. If location is most important to you, you could choose the location first, then choose the date that works for that location.

Step 4: Determine what the maximum number of youth participants and chaperones is. This might be dictated by land managers (USFS party size is 12), or by the number a volunteer leader has given you (climb leaders dictate their maximum number on a climb), or by campsite capacity, as examples. For day trips, we need a 1:4 adult:youth ratio so we can ensure enough drivers. Overall, we need 1:6. So, for example, a hike on USFS land would have a maximum of 9 youth and 3 chaperones

Step 5: Email all of the above information to margauxg@mountaineers.org at least 10 days before the outing (sooner is much better). Margaux will email you as soon as the trip is posted online for registration.

Step 6: Create a Trip Sheet and email it to the Pioneers Coordinator before the meeting that precedes your outing (see blank trip sheet). They will email you as soon as the Trip Sheet has been uploaded to the website.

Step 7: Register yourself, and send a link to your Trip Sheet and to the online registration to the Pioneers Coordinator.

Step 8: Determine what information needs to be reviewed at the meeting preceding the outing, and contact the Pioneers Coordinator to get on the agenda. This can include skills training, gear check and logistics discussions.
Resources for Trip Planning

**Advisors** – that’s what we’re here for. If you need help choosing a location, finding volunteer chaperones, or figuring out a good schedule, check in with one of the advisors for help.

**Useful Websites:**

- [www.wta.org](http://www.wta.org) – to find trails you’d like to explore
- [www.recreation.gov](http://www.recreation.gov) – to find and reserve campgrounds.
- [www.fs.fed.us/recreation/map/state_list.shtml](http://www.fs.fed.us/recreation/map/state_list.shtml) (scroll down to Washington) - to find campgrounds in Forest Service Land that do not take reservations (includes campgrounds like Klipchuck and Lone Pine in the North Cascades) These are first-come first served campgrounds but are often a great choice.
- [www.maps.google.com](http://www.maps.google.com) – to calculate round trip distance

**The Mountaineers Book Store** – there are lots of books you can browse through to find what you’re looking for. Go to [www.mountaineersbooks.org](http://www.mountaineersbooks.org) to find something that might be useful. Your advisors can help you access the book you need.
Trip Sheet Guide

**Trip name**

**Trip Leader**

**Purpose:** What are you going to do/learn on this trip? Is it a prerequisite for other trips? Include a “sales pitch” here. Why would people want to come on this trip? How can you convince people who’ve never done this activity to come?

**Chaperones/drivers:** Which advisors are coming on this trip? Are other adults welcome?

**Explorer members:** Who is this trip open to? Are there prerequisites? Is there a limit on how many can come?

**Tentative schedule:** Include the date of the trip

- When and where are you meeting in the morning?
- Plan on some time to gather gear and divide it into car loads, so don’t plan on leaving right when people show up
- Estimate the driving time—when will we get to the trailhead?
- Estimate a time for leaving that gives us enough time to drive home (stopping for dinner?) and still get home by a decent hour

**Driving directions:** for the chaperones. Google maps works okay, but try to look up the destination in guidebooks if it’s something past the main roads (Google maps doesn’t do very well on Forest Service roads and the like). Is there a parking fee or pass required?

**Trip cost:** most trips are included in monthly dues. Not included are extra accommodations (hostels, hotels), guide services (like raft guides) or equipment rentals. Those you would need to list the price for, and it would make for an additional fee for the trip.

**Gear to bring:** You don’t have to list every specific thing on here, go with general categories. Also make a note if The Mountaineers can supply gear (like harnesses and helmets) if people don’t have them. Remember group gear—make sure you know how many tents/stoves/etc you’ll need and who can bring them. Use the master packing list on the website to help you think of everything. Think about:

- Clothes—warm clothes? Rain gear?
- Shoes—hiking boots? Rock shoes?
- Technical equipment—rock climbing gear? Other gear?
- Food—which meals are bring-your-own and which are group meals?
- Money for dinner if you’re stopping on the way back, and how much (estimate)

**Notes:** Anything else special about the trip? This might include chaperone fees. Normally, chaperones don’t pay for outings. However, if there are certain per-person expenses (i.e. raft guide services or overnight accommodations like cabins), or if food costs will be especially high, chaperones may have expenses to pay. You can also note if this is designed as a skill-building trip or simply a fun outing
**Volunteers**

Pioneers rely on volunteers to provide our youth participants with the best possible mentorship to help them develop technical skills, leadership skills and competence in the outdoors. All volunteers play a vital role in the success of our program. THANK YOU for volunteering!

**Food**

During day trips, please bring your own lunch. During overnight trips, we will feed you breakfast and dinner. Please bring your own lunch.

**Camping**

We welcome volunteers to join us at our campsite! You are welcome to hang with the kids, spend time with the other adult volunteers, or hang out by yourself.

**Dogs**

There are some Pioneers trips where volunteers’ dogs are okay to come and others where dogs are not appropriate for a variety of reasons. If you wish/need to bring your dog, please check with the staff first.

**Things to Know**

We have a strict “no drugs, alcohol or tobacco” policy that we ask all volunteers to adhere to while you’re volunteering. This includes at the campsite.

Please use appropriate language and keep comments and stories “PG”, even if you are only talking to other adult volunteers. We are committed to a diverse and inclusive program. This means that we welcome participants and volunteers of all backgrounds, religious beliefs, ethnicities, vocations, family models and lifestyles. We ask that volunteers, including parents, acknowledge this diversity and refrain from conversations that may be perceived as offensive to others.

**Forms and Paperwork**

Every Pioneers Youth must have on file our standard Health and Permission to Treat Form, as well as any pertinent medication authorization forms (including permission to apply sunscreen). Other forms we require for Pioneers include:

- Health and Permission to Treat Form – parents give basic medical history for their child, including red flags and allergies, and sign a statement granting health care providers permission to treat the child in an emergency even if we cannot reach the parents. **It is important that this form is quickly accessible to hand to a medical professional should an accident or injury occur.**
- Youth Programs Waiver, including photo release
- Drop-off & Pick-up Form – parents can opt to allow their child to leave with any adult (or transport themselves – walk home, take the bus, etc), or they can designate specific people who are authorized to pick up their child at the end of a program. If the parent requests that we monitor who the participant leaves with, Mountaineers staff and volunteers must ensure (and may check ID) that we release Pioneers only to those people designated on the child’s drop-off & pick-up form.
• Drivers for Trips form – On this form, parents acknowledge that we facilitate carpools to trailheads or other program locations. Parents can choose to allow their child to ride with any volunteer or staff member, or they can choose to list drivers their child may not ride with, or they may choose to list an exclusive list of drivers that their child can ride with. Mountaineers staff and volunteers must ensure that we abide by these requests.

• Special Circumstances – parents list any confidential circumstances or needs their child has. Parents also specifically designate who this information may be disclosed to, and it is critical that our staff and volunteers honor those requests.

• Disaster Preparedness Form – parents list an out of state contact and any medical circumstances we may need to know in the event that we must care for their child for an extended period of time due to a natural disaster such as an earthquake.

It is important that Pioneers leaders have read the forms submitted by the parents and file them in a way that they are accessible. The blank forms can be found at www.mountaineers.org/pioneersforms

Chaperones

On all of our trips, parents and sponsoring adults act as chaperones. Chaperoning a trip is fun and does not require technical skill, though it can be an opportunity to learn and play alongside the kids. Chaperones have several responsibilities:

Drive

Most of our trips happen outside of Seattle, and we rely on chaperones to drive youth and/or gear. Chaperones will be reimbursed at a rate of $.24/mile. Note: when driving youth, whether to/from the Program Center or to/from a campground, it is very important that all youth are accounted for before any drivers leave.

Transportation Policies

All adults driving youth as part of a Mountaineers program must be at least 21 years old, carry a valid US Drivers License, carry a minimum of $300,000 in auto insurance, and have a driving history free of major violations. The Mountaineers will keep copies of drivers licenses, insurance policies and driving record on file.

Note: To purchase a driving record, visit https://fortress.wa.gov/dol/dsdiadr/. The process takes less than 5 minutes to complete. On the last screen, be sure to request an emailed record. Forward that email to joshg@mountaineers.org who will file the driver record and reimburse the cost for the driving record.
When transporting youth, all laws must be followed without exception. This includes speed limits, seatbelt laws and not using cell phones unless pulled over in a safe location.

Vehicles transporting youth must have current registration.

12-passenger and 15-passenger vans are not approved means of transportation.

Vehicles transporting youth must have one working seatbelt per passenger.

When driving more than 2 hours, one of the following conditions must be met:

- Driver must not have participated in more than 6 hours of activity prior to driving.
- At least two drivers over the age of 21 must be in the car, and switch driving at minimum every 90 minutes.
- If neither of the above conditions can be met, driver MUST stop driving to rest for a minimum of 20 minutes at least every 90 minutes.

**Attendance check**

Chaperones will receive a list of trip participants ahead of time, and will share in the responsibility for knowing where all participants are at all times.
Supervise prep work

As participants arrive, help ensure they have the gear they need, listed on the trip sheet. Help to facilitate the packing of cars and group gear. On multiday trips, there is prep work to be done for meals and for each day. We need chaperones to help facilitate this.

Supervise clean-up

When we return to the program center after a trip, there may be personal gear to be sorted out and group gear to be put away. During multiday trips, there is clean-up to be done after each meal as well as at the end of each day. We need chaperones’ help with both of these things.

Other

Chaperones are usually welcome to participate in whatever activity is happening – whether it’s a skills session or an outdoor adventure. This is not a requirement unless the chaperone is also a leader.

In some cases (such as a backpacking trip), chaperones may double as leaders.

Instructors

Skills instructors must meet the minimum requirements for instructing at that level within The Mountaineers. For example, Basic Alpine Climbing skills are taught by instructors who have finished the Basic Alpine Climbing Course. All skills instruction is overseen and vetted by a lead instructor who meets the minimum standards within The Mountaineers.

Instructors

Instructors will receive an email detailing the subject to be covered and the plan for the day. Instructors will also receive a brief profile on the group they’ll be teaching, and the name of the Lead Instructor for the day. When instructors arrive, they should check in with the lead instructor, help to set up, and plan to spend most of their time mentoring older youth to teach younger youth.

Lead Instructors

Lead Instructors will receive an email detailing the plan for instruction, profiles of the youth attending, and a list of the other instructors who will be helping. The Lead Instructor’s main job is to manage a safe environment, ensure instruction is within Mountaineers minimum standards, and report back to Explorer staff leadership about how each student is progressing towards mastery of the skills being taught.

Leaders and Assistant Leaders

All of our technical trips require a leader who has been vetted by The Mountaineers to be present, leading, teaching and overseeing activities. Leaders will receive an email detailing the plan for instruction, profiles of the youth attending, and, where relevant, a list of the other leaders and assistant leaders who will be helping. Leaders will work together with Mountaineers Staff to develop a specific plan for the day.