

# **Kamloops Outdoor Club**

## **Guidelines for Outing Leaders**

### **PROGRAM PLANNING**

- Come to the program meetings or contact the program committee to schedule your trip.
- List the trip difficulty (star rating system) and give a brief description preferably in writing. Note any special features or requirements.
- To ensure safety and enjoyment of participants, there may be limits to the number of people who can go on a particular outing. Members have priority over non-members.

### **LEADERS PLANNING**

- Decide ahead of time how many participants you will be willing to take (maximum and minimum).
- You have the right to say “no” to any person who phones after your maximum number is reached.
- You have the right to say “no” to any person you consider unable to do the trip.
- When non-members contact you about outing:
  - a)Ask about their previous history and experience in hiking/skiing. Ask for specific detail of what they have done and about any other fitness activities. If in doubt, err in overstressing the difficulty of the trip. Encourage the applicant to participate in a 1\*/2\*\* trip first. You may always say “no”.
  - b)Discuss equipment needs. All participants are responsible for adequate clothing, footwear, food, water, and equipment for the conditions anticipated, but appropriate suggestions can be helpful.

### **HIKE ORGANIZATION**

- At the assembly place for the outing, the leader may wait up to 5 min. (at his/her discretion) for late participants.
- At the assembly place the leader may still refuse to take any participants who:
  - a) he/she thinks is unable to do the trip, or
  - b) is not properly equipped.
- Ensure a waiver has been completed for any new prospective member or visitor

### **AT TRAIL HEAD**

- APPOINT A TAIL-ENDER IF MORE THEN 5 HIKERS. This tail-ender role can be rotated during the day.
- Ensure your tail-ender(s) is (are) aware of his/her responsibilities (see below).
- Discuss with group any plans/concerns relative to this outing; for example, outline of the day, tick risks, etc.
- If there are new members, provide introductions, then remind the group about the hikers responsibilities (see guidelines for prospective members).

### **ON THE TRAIL**

- Make a brief stop after the first 15 to 20 minutes on the trail to allow hikers/skiers to remove extra clothes, adjust boots, take a pee break, etc. Ensure regular rest stops throughout the day to promote proper hydration and nourishment. Remember those at the back of the group need at least as much time as those in front (DO NOT pack up and leave as soon as the last person arrives).
- The leader will primarily be the route finder and the tail-ender will be the observer of the condition of the group. However, both should keep an eye on the group to ensure that it does not go too fast for slower members and that no participant is showing signs of distress. The group cannot go faster than the slowest member. It is suggested that if you observe someone much slower than the average pace, speak to them privately at the end of the day and suggest they select an easier grade of hike next time.
- Check regularly that your tail-ender is in reasonable proximity at all times and be prepared to stop or slow down as needed.
- Encourage low impact trail use. Where there is a trail, stay on it in single file so as not to widen trails. Where there is no trail and when crossing meadows, spread out to reduce the damage to the environment. When leaving or joining trails, it is also important to enter and leave at different points to avoid starting new trails. This is especially important in the alpine.
- Encourage members, particularly the tail-ender, to observe landmarks, trail junctions, and to develop their sense of direction. At rest stops discuss where you are and where you are heading.

- Splinter groups must be approved by the leader. It is strongly recommended that 3 people be the normal minimum with 4 the minimum in grizzly country.

Hikers may be allowed by the leader to stay put at a designated safe location, provided that the hike is returning the same way.

- The club has walkie-talkies available. Leaders are urged to use them for:
  - a) extended trips in mountain country hiking or skiing
  - b) white out, grizzlies, etc. can be a concern (for example, in high mountain conditions)
  - c) splinter groups are anticipated

#### **TAILENDER RESPONSIBILITIES**

- Make sure all participants are ahead of you
- Observe the state of the participants and note if any are becoming distressed – advise leader
- Ensure group does not get too strung out - advise leader if a slower pace is needed
- Communicate with leader by voice, whistle or walkie-talkie to slow or stop the group
- Watch for people taking separation breaks—they are supposed to advise you first

#### **LOST HIKERS/SKIERS**

If someone is suspected to be lost, call the authorities as soon as possible, i.e. park ranger, RCMP, etc. They will assess the situation and organize the appropriate response.

#### **INJURED HIKERS/SKIERS**

- Apply first aid.
- Assess if the injured person can be assisted to hike/ski out.
- If the injured person cannot be moved:
  - a) call for help if cell or satellite phone can be used
  - b) send a party to notify the authorities, ensuring that the injured person is not left alone. This party will normally be subject to the conditions regarding splinter groups above.
- Send a WRITTEN description of the injury and the location of the injured party (as much detail as possible) to the authorities.
- Ensure brightly coloured material is available at the site of the injured party; for example, poncho in the open for rescue party sighting.

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