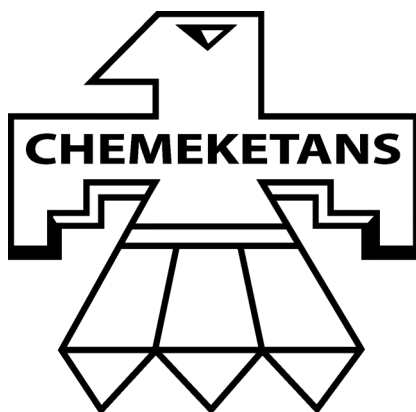


Chemeketans Trip Leader Guide



Purpose

Chemeketan trip leaders are expected to follow guidelines set forth by the club. This Chemeketan Leader Training is designed to review these guidelines proactively, in a classroom setting. Two training sessions are offered in the month of April, a Wednesday evening session and a Saturday morning session. Prospective trip leaders are expected to attend only one of the two training sessions, since each will cover the same content.

Training Format

The instructor will ask participants to read a section of this document and then conduct a question and answer session to clarify the material. Trip leaders are expected to play an active role in the process.

Pre-Trip Write Up

1. The bulletin editor must have your Activity Information sheet (paper or electronic form) by the first of the month prior to the month of the trip. For example March 1 if the trip is April 1 or later. Mail the paper form to: Bulletin Editor, P.O. Box 13171, Salem, OR 97309-1171. Electronic forms are available at www.chemeketans.org.
2. Specify whether pre-registration with the leader is required and if there is a party size limit.
3. Your trip description should include a brief outline of the trip and any special attractions or hazards.
4. Be accurate about mileage, elevation gain/loss, difficulty and your pace.
5. Note if any special equipment or skills are needed.
6. If you are unable to scout the trip in advance, say so in your write-up.

Before the Trip

1. If trip information is needed, refer to written materials and maps. The committee chair may be able to put you in contact with a member who has led the trip previously. The local ranger district may be able to mail you information and give you up to date information about road closures, trail conditions and special permits or requirements.
2. Scout the trip in advance. Know the access roads and trails. Make note of trailhead parking, restrooms (if available), condition of the trail, sources of water, appropriate spots for trail breaks, a good lunch stop, and possible danger spots along the trail.
3. Obtain any necessary permits and maps.
4. Out-of-town leaders who plan to meet the group at the trailhead should pre-register participants and designate one participant to organize the group at the in town gathering place and direct them to the trailhead.
5. Party size in most wilderness areas is limited to 12. Trail maintenance trips may exceed this limit.
6. Registration for trips should be with the leader and not through a third party.
7. Before you leave home, give a written description of your intended destination to family member or friend. This description should include the wilderness or national forest where the hike will take place, the trail name and number, road access information and the county name. Include the estimated time you will return home. If you or your group fails to show up within a reasonable time frame, your contact can call 911 to report your delay and give emergency personnel details about your trip to help them in a search.
8. Carry coins to make an emergency phone call.
9. If you are unable to lead the trip, it is your responsibility to find a substitute leader.

The Essentials

Participants should wear appropriate footgear and clothing; carry lunch, water, rain gear, warm sweater/jacket, and the following "essentials".

- extra food/water/clothing*
- flashlight & extra battery/bulb
- lighter/matches in waterproof container
- insect repellent
- first-aid kit
- whistle
- pocket knife
- fire starter or candle
- two heavy-duty garbage bags
- sun glasses and sunscreen
- map & compass
- Space all-weather blanket and closed cell pad in winter
- toilet paper & small shovel

*These should be in sufficient quantity to last overnight.

Leader Equipment

1. In addition to the "essentials" the trip leader may ask the group to carry additional equipment such as water purification tablets or a water filter.
2. The leader should carry in a zip-lock plastic bag the following: pencil, paper, sign-up sheet with participant emergency phone numbers and the Accident Report form, if you find the form useful.

At the Gathering Place

1. Arrive 15 minutes early in order to assess your group.
2. For safety, a trip should have a minimum of three persons or be canceled. This is particularly recommended for winter or wilderness trips.
3. Review necessary equipment, clothing, water and food with the group and assess each individual's supply of each.
4. Reiterate the trip plan and the conditions that will be encountered.
5. Identify any person you believe does not have the physical stamina or necessary equipment and then exclude them from the trip without guilt or remorse. One unprepared person can ruin the trip for the rest and is a potential accident. **NO JEANS ON WINTER TRIPS.**
6. If participants have mobile phones, ask them to write the phone number on the sign-up sheet.
7. Ask if anyone has a medical condition and whether that individual has the necessary medication or equipment to deal with the condition; i.e. asthma inhaler, insulin and sugar, sting treatment kit, etc.
8. Be certain that every guest has signed the liability waiver and members have signed the sign-up sheet. Persons under 18 must have the signature of a parent or guardian to participate in a trip. An emergency name and telephone contact is mandatory.
9. All trips require a full-day commitment. Trips will not be cut short due to previous commitments.
10. Make all participants feel welcome and assist in the introductions of party members.
11. Arrange car pools and announce the policy of 7 cents per mile donation to drivers.
12. No pets, other than guide dogs, are allowed on any Chemeketan trip.
13. Count the participants and vehicles going on the trip. Be certain the drivers know how to reach the trip's starting point and have them follow you if they are uncertain. Keep track of the cars behind you.

At the Trip Starting Point

1. Allow time for everyone to change into boots, raingear, etc. and be certain that participants have all the necessary equipment with them, including lunch and water.
2. Instruct participants not to leave their keys, wallets or anything of value in the vehicles.
3. Make certain vehicle headlights are turned off.
4. Review plans for the trip. You are in charge and you will make final decisions on breaks, lunch stops, etc.
5. Review trail etiquette. See page 7.
6. Designate an assistant leader who will be at the end of the line and identify him/her for the group. The assistant should be capable and strong, not the slowest in the group. Often the assistant leader is the person who ends up dealing with problems. Reiterate that nobody gets behind the assistant leader or in front of the leader without the leader or assistant leader's permission.
7. Remind everyone to tell the leader or assistant if the pace is too fast, if someone has developed a hot spot, has equipment problems, etc. Deal with problems when they are minor. Don't wait until they become major problems.
8. Count trip participants at all trail stops.

On the Trip

1. The leader is responsible for the condition of the group and keeping the group together. Ask if the pace is comfortable for the group and adjust it accordingly.
2. Stop during the first half-hour for clothing changes, equipment adjustments, water break, rest, etc.
3. Communicate periodically with your assistant leader, and monitor each individual's condition. Watch for physical problems such as hypothermia or heat illness and be prepared to deal with them.
4. Each participant should be able to see and communicate with the participant in front and behind him/her. Be certain that all pertinent information is passed along to every trip participant.

5. If appropriate, divide into faster and slower groups, but be certain both group leaders and assistant leaders know the route and the entire group comes together at the lunch break and at the starting point. No one leaves the starting point until the entire group is back together, all vehicles are functioning, and the drivers know the way back.
6. Trip members are expected to contribute to the quality of the trip by maintaining a good attitude, being helpful and showing concern for other party members.
7. A participant may be left with a club member at a well-marked location if adequately supplied with water, food and clothing. The participant must remain at that location so as not to be bypassed when the group returns. A participant, accompanied by an experienced club member, may return to a vehicle with the key to wait for the group. If there is any doubt about a person's health or condition, good sense requires that the trip be aborted and that the entire group return to the cars.
8. Remind participants to take potty breaks at least 100 feet away from water.
9. Supervise the group as it passes through dangerous areas (creek crossings, slides, snow, etc.)
10. Keep participants on the trail.
11. Stop at all trail junctions and regroup before continuing. Use this opportunity to orient the group as to its location.
12. Keep an eye on the weather and get down from exposed places or off the water in lightning, rain and wind. If the weather gets bad, turn around and head back to the cars. The emphasis is on safety. **Chemeketans do not take unnecessary risks, and it is the leader's responsibility to make the necessary decisions positively and firmly.**

After the Trip

1. Speak with each member of the group. Be certain everyone is accounted for and in good condition.
2. Be certain all cars are operating properly and that the drivers know how to get back to town. **No one leaves the starting point until everyone is accounted for, all vehicles are functioning and everyone knows the way back.**
3. Suggest that participants check for ticks, poison oak, etc. when they return home.

When You Get Home

1. Send the sign-up sheet to the committee chairperson or monthly coordinator as soon as possible.
2. Use the We Were There form (paper or electronic form) to send a brief write-up to the bulletin editor describing the trip. Include the names of participants beginning with members (first initial and last name) and then guests (full name).

Wilderness Hike Guidelines

1. U.S. Forest Service regulations limit party size to 12 when a trip enters a prescribed wilderness area. The old method of dividing the group and staying a mile apart is no longer adequate. The fine is \$100 per person for each person on the hike, if you exceed the limit of 12 people, including the leader.
2. The Pamela Area in the Mt. Jefferson Wilderness and the Obsidian Area in the Three Sisters Wilderness are limited entry areas. Limited Entry Permits may be requested within 30 days of the scheduled trip date. Contact Detroit Ranger District, 503-854-3366, or McKenzie Ranger District, 541-822-3381.

Etiquette

1. Pick up litter.
2. Do not pick flowers and plants.
3. Do not cut switchbacks as they cause soil erosion and unsightly multiple paths.

4. Hikers should yield to backpackers.
5. Do not snowshoe on ski trails.
6. Skiers traveling downhill have the right of way.
7. Step out of the trail or track to adjust clothing, etc.
8. Get off the trail when livestock approach. Hold still, but do not hide, until they are past. Speaking softly in a calm voice will help them identify you as human and not a “pack” monster.

Additional Guidelines for Water Trips

1. Trip write-ups should require pre-registration with leader so that each paddler’s ability level can be determined and paddlers matched up with watercraft. Do not allow registration through a third party.
2. Determine the swimming ability of the participants and exclude participants who cannot swim well.
3. According to Oregon Law, each participant must have a PFD (Personal Flotation Device) with a whistle attached so that it can be blown without detaching it. The PFD must fit the paddler properly and be approved by the trip leader.
4. Bring a full change of wool or synthetic fiber clothes in a dry bag. An unprotected garbage bag or nylon pack is unacceptable. At the leader’s discretion, a new, heavy-duty garbage bag used as a liner in a stuff sack or pack may be an acceptable alternative.
5. A spare paddle is highly recommended.
6. Each boat should have 15-foot long painters, for lining boats, attached to each end of the boat.
7. All gear should be tied into the boat and small, loose items should be secured in pockets or restrained in some manner.
8. Two people per boat maximum unless approved by the leader. No passengers will be allowed on fast water trips.
9. No sitting on thwarts.
10. The leader has the authority to assign paddlers to teams and boats as the needs of the group dictates. The leader may choose to split couples in the interest of safety.

11. Priority number one is the safety of each participant. A PFD is to be worn when entering, occupying or alighting from a boat. A PFD should also be worn near the water if banks are steep or potentially slippery.
12. No boats are to get ahead of the lead boat or behind the sweep boat. All boats are to stay within visual and auditory signaling distance of each other. It is the responsibility of the person ahead to stay back with the person behind, not the responsibility of anyone to keep up.
13. Participants should follow the leader's exact route unless signaled to do otherwise. Watch the route of all boats that precede you, not just the one directly ahead.
14. Use positive paddle signals to indicate direction or stop.
15. Direct some or all boats to line or portage past hazardous areas.
16. Move to shallow water when motorized craft approach. This is usually the inside of a bend.
17. Take brief hourly rest breaks.
18. Random stops in convenient eddies are useful for regrouping or instructional purposes.
19. Be courteous of other users at put-in and take-out. Don't block the boat ramp or approaches. Prepare gear and boats away from the ramp. Remove boats from traffic areas immediately upon take-out. Leave a favorable impression of the Chemeketans on other area users.

Additional Guidelines for Bike Trips

1. All participants must wear a regulation helmet. Trip write-ups should remind cyclists of this requirement.

Managing Emergencies

Ill or Injured Persons

1. Stop and think. In an emergency situation you will need to battle panic. Pull yourself together, take a deep breath and do not blindly proceed without thinking things through.
2. Survey the scene. Do not put yourself or other members of your party at risk in order to reach the victim.

3. Reassure the victim and make him/her as comfortable as possible.
4. If a spinal injury is suspected, do not move the individual unless the safety of the victim requires it.
5. Determine if any member of the party has special medical training and if anyone is carrying a cell phone.
6. One person must be at the ill/injured person's side continuously.
7. Note the time of the injury/illness.
8. Ask if the person is allergic to any food or medicine.
9. Administer whatever first aid is necessary and assess the individual's physical and mental condition continuously.
10. Collect any non-prescription pain medications available from the entire group.
11. Have your best map person locate your position on the map and check it with the leader and assistant leader.
12. If an evacuation of the victim is necessary, attempt to call 911 with a cell phone and communicate your position and the condition of the victim.
13. Determine if the group can get the person out safely. If not, send your two most capable people and the map expert out. One of the three gets to a phone with the map person and one stays at the trailhead to mark its location. Be certain the people you send out have money for the telephone, car keys and directions to the nearest help as well as basic information as to the condition of the ill/injured person. Tell them to pace themselves going out so that they don't end up adding to the emergency. The map expert's job is to communicate an accurate location of the victim(s) and remainder of party.
14. If there are only three in your party, one person goes out and one remains with the ill/injured person. This is why the recommended minimum number for a trip is three. Never hike, ski or boat alone.
15. The accident report form or victim assessment form would be useful for communicating information about the victim if the party must be split in order to activate emergency personnel.

Lost Person

1. Try to make voice contact with the individual using a group yell.
2. Begin a search. Keep part of the group (with leader or assistant leader) at or near the location where the person was last seen. The other part of the group (with leader or assistant leader) should hike up and down the trail and around the area attempting to make voice contact, always keeping in contact with each other. This group will then return to the original location to join the rest of the party.
3. If your search is unsuccessful, leave two people at the location where the person was last seen and have the rest of the party seek assistance.

Managing an Unplanned Overnight Stay

1. Maintain a calm, positive attitude.
2. Take steps to keep everyone as warm and dry as possible.
3. Find a safe, protected place to camp.
4. Gather any dry wood before dark and don't waste it.
5. Pool your resources: food, water, clothing, shelter, etc.
6. Continuously monitor each individual's physical and mental condition.

Communication after the Emergency

1. Contact the club president or an Executive Council member immediately after the incident.
2. Call, or have the council representative call, the ill/injured person's family/emergency contact person and keep them up to date on what is happening.
3. Refer all media questions to president/executive council/club spokesperson.

People Problems

Problem Participants: Any behavior endangering the group's safety or cohesiveness must be addressed. Advise the person(s) that if the behavior is not corrected they will be signed off the trip. Report any such misbehavior to the Executive Council.

Tagalongs: Everyone must sign the club liability waiver. If someone does not sign in with the group but follows along, tell him/her, in front of the others, that he/she must sign the waiver sheet or you won't be responsible for them.

Leaving the Group: Inform the individual, in front of the group, that he/she must stay with the group. Otherwise, you will no longer be responsible for them.

Drugs/alcohol/firearms: Are not allowed and are grounds for being signed off the trip and reported to the Executive Council.

Problem Leaders: If a participant feels that a leader acted inappropriately, the leader should be reported to the Executive Council.