

To: Trip Leader Volunteers
Subject: Trip Leader Information (amended 2/15/00)

First of all we would like to thank you for volunteering to lead a Hiking Club trip. Without people like you there is no Hiking Club. We want to make leading a trip an easy and positive experience. To that end, here are the steps you need to do.

Make your reservations, obtain any permits required, etc. Note that the Club pays for permits, so save your receipts. You may have to make some guesses about how many people to provide for.

Set your prices. Remember, the new Club policy (as of 3/19/98) is that non-Hiking Club members pay \$5.00 more than members (note that membership includes the member's immediate family) on any trip where cost is involved. The Club aims to at least break even on the trip. Prices should be set to include the half-price subsidy that the Leader and Assistant Leader receive.

Oversubscription: In the case of oversubscribed trips, the Club policy is that the Trip Leader hold a lottery to determine who goes. Priority is to Club members and their guests. Also, consider obtaining additional accommodations, if feasible.

Undersubscription: If the response indicates an obvious money losing situation you should consider canceling the trip. Or maybe forgo your subsidy. Keep in mind any cancellation fees, prepaid non-refundable charges, etc. that could be incurred if the trip doesn't go. In some cases, it may be better to go ahead with the trip at a loss rather than cancel the trip and incur cancellation penalties that could come close to the cost of going ahead with the trip. ***This is a judgment call of the Trip Leader. If you have doubts or uncertainties, check with a Club Officer.***

Deposit Check: The Club Treasurer can cut you a check for any up-front expenses. Allow at least three days processing time.

Book a conference room at JPL for your pre-trip meeting. An off lab member can ask an on lab member to book one for you. The pre-trip meeting is the time to hand out maps, set up carpools and answer questions. The Club has a standard sign-in sheet and trip report form (for after the trip) which you should use. You can find both on the web site at <http://www.jplhiking.org>. **Have trip participants sign in on the Club sign in sheet, ideally at the meeting or sometime prior to the trip.**

Carpools and cook groups: The Club suggests the following guidelines for carpools: If the driver has only one passenger, the fuel cost is shared. If the driver has two or more passengers, the passengers share the fuel cost. Cook groups are desirable in the case of backpacking trips where weight and volume are considerations.

ASAP write up the text for the flyer. Your text should include the usual what, when, where and how. Be descriptive. It's more fun if people actually come on the trip so sell the sizzle not just the steak. You can look in the flyer archives on the hiking Club home page (<http://www.jplhiking.org>) for a variety of examples. Make sure you include the pre-trip meeting information. Mail or email the text to the 1st Vice President (spring/summer programs) or 2nd Vice President (fall/winter programs), as indicated on the Club Officers page. He or she will insert your text in a standard template, and the fearsome Hiking Club flyer machine will crank into action.

Note: Please send your flyer text to the Vice President three weeks prior to your trip. Allow more time if reservations must be cancelled by some particular increment of time before the trip (e.g., as in the case of condo rentals) to avoid a cancellation fee to the Club. Within two weeks after the trip, send all accounting information, checks, sign in sheet, and trip report to the Treasurer. Also forward a copy of the trip report to the Secretary via email so he or she can put it on the web page.

From the Club's By-Laws: Article VII, Outings:

VII-1. Outing Leaders shall be informed of their duties by the appropriate Program Chairperson prior to leading an outing.

VII-2. An Outing Leader may refuse to accept any person for the trip they are leading for reasons of physical condition, lack of equipment, or group incompatibility.

VII-3.* An Outing Leader has the right to require cooperation from outing participants for the safety and/or good of the group. If a participant refuses a Leader's request, and thus poses a safety risk or undue problems to the group, the Leader has the right to ask that participant to leave the trip.

**Addition to Article VII, 2/00*

Some important words about safety: The safety and well-being of the people on your trip is extremely important. By using good judgment and following the guidelines below, you can help stop problems before they start.

- **You are the Leader of the trip, and therefore you are responsible for the people on your trip!**
- **Liability Insurance:** Club Officers, Trip leaders, and participants are covered under CalTech's program of general liability insurance.
- When hiking or backpacking, make sure to have not only a trail leader but a trail "sweep." ***The trail sweep always stays behind the slowest person.***
- The Club's walkie talkies may be checked out and carried by the trail leader and the trail sweep.
- Always carry the "Ten Essentials" and a well-stocked first aid kit (call a Club Officer if you need help with this or <http://www.adventure16.com/10ESSENT.HTM>).
- **Always check to make sure all hikers have an adequate supply of water and food.**
- On an extended trip, always carry a water filter and/or iodine tablets.
- First aid and CPR classes are available on an ongoing basis through the Red Cross. We encourage Trip Leaders and Assistants to take advantage of these classes.
- The Club has a number of excellent articles regarding all aspects of outdoor safety, including first aid, water filtration, food storage, bear safety, etc. Call Nancy Feagans at 818-354-8341 for information and to request copies of articles.

Tools and resources available:

The Club has some new equipment available for check out: A GPS unit, a pair of walkie talkies, and a digital camera. The GPS may be checked out by any Club member as well as Trip Leaders. However, in case of damage, the Club would cover it if it were checked out by a Trip Leader*, and the Club member would be responsible if it were checked out for a non-Club activity. **The digital camera and the walkie-talkies are restricted to check out by Trip Leaders only.**

The equipment listed below may be checked out by contacting the Club President. All equipment must be checked back in no later than one week after the end of a trip.

NOTE: The Club expects you to exercise reasonable care when using this equipment. Please treat it as if it were your valuable equipment.

- 1 **A "Lowrance" GPS unit** (It is desirable that a 10-15 minute quick-start orienteering demo be given on how to use this device. Call Keith English at 818-354-2746 to arrange for a demo.)

- 2 **A pair of "Tekk Pro-Sport+" walkie talkies.** These can be used by Trip Leaders for trips of all types. Generally, we recommend one walkie talkie be given to a designated trail lead, and one to a designated trail sweep. That way, the trail lead and trail sweep can stay in constant contact and take appropriate action if a specific need arises.

- 3 **An Olympus D400Z digital camera** Pictures greatly enhance your trip report, so we encourage you to check out this camera and make a visual record of your trip for our web page. Don't worry about putting it all together; Nancy Feagans will do that once you submit your trip report and return the camera (with pictures) to her. Of course, you may download the pictures to your own PC as well.

National Forest Adventure Passes. You must display one of these from your rear-view mirror when parked in the local forests during an outing or day hike. A pass may be checked out through Joe Smith and then checked back in after the event.

Goodies and Benefits:

First and foremost, a chance to travel to some great outdoor places with a good group of people! On all for-cost trips, **Leaders and Assistants go for half-price****. This is a great deal, especially on trips where condos are rented for the event.

- * **Except for damage caused by negligence or deliberate lack of care.**
- ** **Providing there are enough participants on the trip to cover expenses and the subsidy of the Trip Leader and Assistant without a major loss to the Club.**