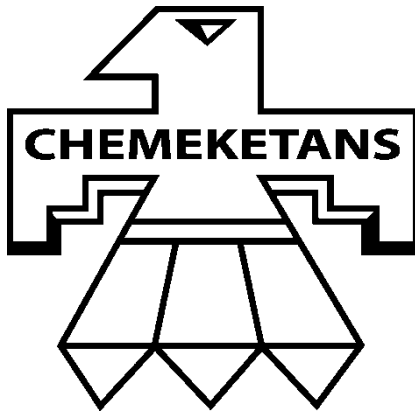


Chemeketans Trip Leader Guide

Revised January 2015



Purpose

The Chemeketans is an outdoor recreation club, not a professional guide service. Chemeketan trip leaders are facilitators, who help to organize and lead trips. They are not professional guides and are not required to have any safety, first aid or other certifications or professional liability insurance. Trip participants assume the responsibility for their own safety.

Chemeketan trip leaders have a variety of practices, born of common sense and tradition, which trip leaders follow to insure that our trips are well organized, safe, and enjoyable for participants. These practices help insure that participants will have similar expectations for all trips in which they participate. Chemeketan trip leaders are expected to follow the guidelines set forth in this Guide. This Guide contains both general guidelines that are common to all trips, as well as guidelines that are specific to paddling trips and bicycling trips.

Leader training sessions are usually held once a year and dates are posted in the Bulletin. Prospective trip leaders are encouraged to attend. Current trip leaders should review the guide annually.

Leader Qualification

Each activity committee will define its own leader qualification requirements. It is recommended that prospective trip leaders attend a leader training session.

Pre-Trip Write Up

Leaders must submit activity information online using the **Where and When** form by the first of the month prior to the month of the trip; for example, by March 1 if the trip is April 1 or later. Find the form under **Who We Are → Forms** on the Chemeketan website (www.chemeketans.org)

1. Specify whether pre-registration with the leader is required and if there is a party size limit.
2. Your trip description should include a brief outline of the trip and any special attractions or hazards.
3. Be accurate about mileage, elevation gain/loss, difficulty and your pace.

4. Note if any special equipment or skills are needed.
5. If you are unable to scout the trip in advance, say so in your write-up.

Before the Trip

1. Research the trip using guide books, maps and the web. The committee chair may be able to refer you to a member who has led the trip previously. The local ranger district may be able to provide information about road closures, trail conditions and special permits or requirements. This information may also be available online.
2. Scout the trip in advance if possible. 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.
 - a. U.S. Forest Service regulations limit party size to a maximum of 12 (and sometimes fewer) when a trip enters a prescribed wilderness area. Dividing a group that exceeds the maximum and hiking separately is not allowed. A substantial fine may be levied against each person on the hike if the party exceeds the maximum.
 - b. The Pamela Area in the Mt. Jefferson Wilderness and the Obsidian Area in the Three Sisters Wilderness require limited entry permits between May 1 and October 1. Permits must be obtained in advance at www.recreation.gov or by calling 877-444-6777. These permits are granted on a first come first served basis, so obtain them as early as possible.
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. Registration for trips must be with the leader, not through a third party.
6. Cancel the trip without hesitation if there are concerns about unsafe conditions.
7. Before you leave home, give a written description of your intended destination to a family member or friend. This

description should include the location where the activity will take place, for example, the trail name and number (old or new), 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. Include your vehicle's license number and description, and your mobile phone number if you have one.

8. Participants may wish to include a note in their first aid kit listing their medical conditions and medications. (This note will be helpful to first responders.)
9. If you have a mobile phone, take it.
10. If you must cancel or substantially change a trip, notify the committee chair or appropriate coordinator who will then notify the bulletin editors to update the online activity calendar. If there is sufficient time, it is the leader's responsibility to find a substitute leader.
11. If the trip must be cancelled, notify the registered participants as soon as practical.

The Essentials

1. Participants should wear appropriate footgear and clothing; carry lunch, water, rain gear, warm sweater/jacket, and the following "essentials":
 - extra food/water/clothing*
 - headlamp or flashlight & extra batteries/bulb
 - lighter/matches in waterproof container
 - fire starter or candle
 - insect repellent
 - first-aid kit
 - plastic whistle
 - pocket knife
 - two heavy-duty garbage bags
 - sunglasses and sunscreen
 - map and compass
 - space all-weather blanket and closed cell pad in winter

- ❑ toilet paper & small trowel

*These should be in sufficient quantity to last overnight.

2. 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.
3. The leader should carry the following in a zip-lock plastic bag: pencil, paper, sign-up sheet with participants' emergency phone numbers and optionally a First Aid Report form.

At the Gathering Place

1. Arrive 15 minutes early in order to assess your group and sign up participants. Make a special effort to introduce and welcome guests and new members.
2. For safety, a trip should have a minimum of three persons or be canceled.
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 quietly exclude them from the trip without guilt or remorse. One unprepared person can ruin the trip for the rest and is a potential accident. To reduce the risk of hypothermia, **NO JEANS OR COTTON CLOTHING ON WINTER TRIPS.**
6. Discretely 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, EpiPen, etc. Ask if anyone has first aid training. Remind the group that, in an emergency, you will use their first aid kit first. They may wish to include a list of their medical conditions and medications in their first aid kit.
7. Be certain that participants 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 and should be noted on the sign-up sheet. Space is provided for recording mobile phone numbers. This is useful information if participants become separated from the group.

8. All trips require a full-day commitment. Trips will not be cut short due to previous commitments.
9. Arrange car pools and announce the suggested mileage donation for drivers. Paying the mileage donations at the conclusion of the trip may help protect drivers from their insurance denying them coverage in an accident. (Some insurance carriers may consider the driver a chauffeur if they take money for transporting passengers.)
10. No pets or service animals are allowed on any Chemeketan trip.
11. 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. If possible, give a map or written directions to the navigator in each vehicle.
12. Be certain each car has any required permit or pass, such as a Northwest Forest Pass.

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 Etiquette section.
6. Designate an assistant leader who will be the "sweep" 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 stops.

On the Trip

1. The leader is responsible for the condition of the group and keeping the group together. Ask and observe 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 end of the trip.
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, who is NOT experiencing a medical emergency, may be left with a responsible club member at a well-marked location if adequately supplied with water, food and clothing. The participants must remain at that location so as not to be bypassed when the group returns. No one should leave the trail without notifying the leader or assistant leader. A participant, accompanied by a responsible club member, may return to a vehicle with a car key to wait for the group. Abort the trip if a serious medical condition arises.
8. If you must leave the trail, leave your pack on the trail. Remind participants to take trail breaks (bathroom breaks) at least 100 feet away from water and never on the trail.
9. Supervise the group as it passes through dangerous areas (creek crossings, slides, snow, etc.).

10. Stay on the trail and **stop at all trail junctions**. Regroup before continuing. Use this opportunity to orient the group as to its location.
11. 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. **No one leaves the trailhead 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 to submit trip reports. Find the form under **Who We Are → Forms** on the Chemeketan website (www.chemeketans.org). Include the names of participants. You may send interesting photographs to the bulletin editors.

Etiquette

1. Pick up litter.
2. Do not pick flowers, plants or mushrooms without a permit.
3. Do not cut switchbacks as they cause soil erosion and unsightly multiple paths.
4. Hikers should yield to backpackers.
5. Avoid making snowshoe tracks on ski trails.
6. Yield to skiers traveling downhill.
7. Step out of the trail or track to adjust clothing, etc.
8. Step off the trail on the downhill side 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.

9. Don't widen trails to get around an obstacle. This leads to erosion and degradation of the trail.

Additional Guidelines for Paddling Trips

1. All paddling trips must be approved by the canoe-kayak chairperson. Specify whether it is a flat water (lake) or moving water (river) trip.
2. 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.
3. According to Oregon Marine boating regulations, each participant must have a Personal Flotation Device (PFD) with a whistle attached so that it can be blown without detaching it. The PFD must fit the paddler properly and be worn when entering, occupying or getting out of the boat.
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. All boats must have a 15-foot tie-up rope (painter). Boats over 10' long must have an Aquatic Invasive Species (AIS) permit from the State Marine Board. A spare paddle is highly recommended.
6. 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 with the person behind.
7. The leader may determine that a paddler is not properly equipped or does not have the necessary skill level or swimming ability to go on the trip.
8. All gear should be tied into the boat and small, loose items should be secured in pockets or restrained in some manner.
9. Extra passengers in a boat must be approved by the trip leader.
10. No sitting on thwarts.

11. The leader has the authority to assign paddlers to teams and boats as the needs of the group dictate. The leader may choose to split couples in the interest of safety.
12. 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.
13. Direct some or all boats to line or portage past hazardous areas.
14. Move to shallow water when motorized craft approach. This is usually the inside of a bend.
15. Take brief, hourly rest breaks.
16. Random stops in convenient eddies are useful for regrouping or instructional purposes.
17. 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 users.

Additional Guidelines for Bike Trips

1. **All participants must wear a regulation helmet.** Trip write-ups should remind cyclists of this requirement.
2. Explain the route, stops, hazards and points of interest before the ride.
3. Carry essentials: tire/tube repair kit and tire pump.
4. Leader should be alert to the following biking safety issues:
 - a. Obey all traffic laws. Oregon statutes require cyclists to use hand signals for all turns, stops, and follow the same rules as drivers.
 - b. Ride as near to the right side of the road as practical.
 - c. Do not ride side by side when meeting or being overtaken by vehicles.
 - d. Keep alert at all times.
 - e. Watch for potholes, gravel, broken glass, and rocks.
 - f. Water on the roadway may reduce braking and cause slipping.
 - g. Be highly visible to all traffic by wearing light colored clothing with reflective properties.

- h. Railroad tracks should be approached cautiously and at a right angle.
- i. Keep your bike in good repair with tires properly inflated and with lights and reflectors in place.

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. Note the time of the injury/illness.
2. Survey the scene. Is it safe? Do not put yourself or other members of your party at risk in order to reach the victim.
3. Reassure the victim. Make him/her as comfortable as possible. Protect the person from heat/cold/rain/snow.
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 mobile phone.
6. If you have the First Aid Report form, do a thorough victim assessment. Otherwise, check the person from head to toe and note any problem areas. If you are qualified, administer whatever first aid is necessary. If there is a question as to what type of first aid needs to be administered, wait until you make contact with people who can help you
7. Assign a monitor to be at the victim's side continuously, reassuring the victim and recording vital signs, if necessary.
8. Assess the individual's physical and mental condition constantly.
9. Have your best map person locate your position on the map and check it with the leader and assistant leader.
10. Determine if the group can get the person out safely. If not, make a plan to get help and protect the injured or ill person.
11. If evacuation of the victim is necessary, attempt to call 911 and communicate your position and the condition of the victim.

12. Anticipate that those staying behind may be there a long time and may need food and shelter.
13. Make certain that those leaving to get help have a complete, written patient assessment, more than one mobile phone (if available), car keys and directions to the nearest help. Include in the group going out, your map person (with the victim's location marked) and someone to mark the trailhead for the rescuers. Be certain they know the plan. Tell them to pace themselves going out so that they don't end up adding to the emergency.
14. If possible, leave the victim's pack with him/her.
15. Remember that the Chemeketan protocol calls for all trips to include three participants. Never hike, ski, boat, bike alone.

Lost Person

1. Try to make voice contact with the individual using whistles and a group yell.
2. Try calling the lost person's mobile phone. If you are lost **TURN ON YOUR PHONE.**
3. 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.
4. 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. Prepare a written report that describes the emergency, who was involved, the outcome, and any recommendations you want to add.
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 tries to join the group during the trip, ask them to 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 is no longer part of the group.

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.