



## **HIKE LEADERS & SWEEPS GUIDE**

### **HIKE COORDINATOR**

#### **AT THE CLUBHOUSE**

- 1) Review the sign-in sheet and make sure everyone signs in.
- 2) Verify that everyone is an active member or a guest of an active member (get the waiver paperwork for a guest).
- 3) Pick up the Medical Kit & Spot GPS for the hike  
(in left side of the cabinets down the hall in front of the ballroom).
- 4) Determine who will drive that day. Give drivers copy of directions to trailhead (plus any planned rest stops).
- 5) Make sure someone in each car has cell phone numbers of someone in the other cars
- 6) Remind everyone to bring enough water for the weather condition and length/difficulty of the hike
- 7) Upon leaving for the hike, sign the back of the sheet and put it in the top drawer.
- 8) Pick up and review the trail map for the hike.

#### **ARRIVAL AT THE TRAILHEAD**

- 1) Verify that everyone who signed in arrived at the trailhead.
- 2) Identify who the Hike Leader and Sweep will be for the hike.
- 3) Turn on 2 walkie-talkies and give them to the Hike Leader & Sweep.
- 4) Have everyone introduce themselves.
- 5) Briefly describe the hike (review the map and any issues/challenges).
- 6) Remind everyone to stay between the Hike Leader and Sweep
- 7) Emphasize that if anyone needs to stop for any reason, to not feel embarrassed or intimidated to request a stop.

### **HIKE LEADER**

#### **DURING THE HIKE**

- 1) Take breaks periodically based on weather and trail difficulty, such as:
  - Every 10 minutes on D hikes
  - Every 15 minutes on C hikes
  - Every 30 minutes on B hikes

- 2) The typical hiking pace for each group is:
  - 1.5-2.0 MPH for D hikes
  - 2.0-2.5 MPH for C hikes
  - 2.5-3.0 MPH for B hikes
- 3) At the breaks,
  - Ask how everyone is doing and if the pace is OK
  - Remind everyone to hydrate with water & electrolytes
  - Give the sweep a chance to catch up and rest before continuing the hike
  - Ask the Sweep if there are any issues such as:
    - One or more hikers are slower than the group
    - One or more hikers are having problems (being tired, dehydrated, etc)
- 4) Periodically, glance around and notice how spread out the group is -
  - The intent is to keep the group together as much as possible.
  - If there 's a wide gap between you & the Sweep, the pace is probably too fast.
- 5) At approximately the halfway point -
  - Look for a shady place with some boulders for everyone to sit on
  - Take a 15-20 minute break for a snack
  - Turn on the SPOT Emergency GPS unit and send "OK message"
- 6) Under no circumstances are you to leave a hiker alone. If a hiker needs to return to the trailhead, designate someone to go with them and give them a walkie-talkie to stay in touch with the rest of the group.
- 7) Any changes to the planned hike need to be discussed with the group and agreed to by everyone on the hike.
- 8) You should always have a pretty good sense of where you are on the trail, both physically and on the map.
- 9) Ensure that all hikers are accounted for at each turn/intersection.

### **UPON RETURN TO THE TRAILHEAD**

- 1) Make sure all hikers have returned to the trailhead
- 2) Ask if anyone had any problems today
- 3) Ask the Sweep if anyone had any problems today
- 4) If someone did have a problem, talk to them about how to resolve it in future
- 5) Have all drivers start their cars before any leave (in case of car troubles)
- 6) Reach agreement on any rest/refreshment stops on the return trip.

### **UPON RETURN TO PEBBLE CREEK**

- 1) Record the miles hiked on the Sign-in Sheet and identify the hike leader.
- 2) Put the Spot GPS & Medical Kit back in the cabinet
- 3) If there was an incident or injury (anything requiring more than a simple bandaid), fill out an Incident Report and give it to one of the following: Hike Coordinator, President, VP, or Safety Committee Chairperson. An electronic version of the IR is available on the club website.

### **HIKE SWEEP**

- 1) Keep in touch with the Hike Leader via walkie-talkie throughout the hike
- 2) Notify the Hike Leader immediately of there is a fall, injury, or problem.
- 3) Observe the hikers and notice how they are doing and notify the Hike Leader if a hiker is having trouble or appears tired.
- 4) Remind everyone to maintain about 6 feet separation between hikers.