

## PebbleCreek Hiking Club (PCHC) Standard Operating Procedures

### 1. Club Purpose:

To provide PebbleCreek residents the opportunity to enjoy recreational hiking in an organized, safe and social environment. The regular hiking season runs from the first Monday after the September PCHC meeting until the first Friday in May. Summer hikes after these dates may be planned for those interested in continuing the hiking season.

### 2. Club Structure:

a. Officers: The Officers for this organization will be a a President, Vice President, Secretary and Treasurer. They are elected for a term of two years and shall be limited to two consecutive terms. The President and Secretary will be elected opposite years of the Vice-President and Secretary. Elections shall take place at the March business meeting. The Executive Committee is composed of the officers.

#### b. Committees (with President's Oversight):

- Nominations Committee shall be appointed by the President prior to and announced at the January meeting. It shall consist of at least three active members, of which only one shall be a current officer. The slate of candidates shall be announced by the Nominating Committee at the February meeting. A final request for nominations will be announced at the meeting. If there is more than one candidate for a given office, then a secret ballot will be taken.

Picnic Committee shall plan refreshments and schedule social events.

- Presentations Committee will plan and co-ordinate programs of interest to the club.
- Smug Mug committee will maintain the club's online photo gallery.
- Safety Committee will develop and implement safety protocols to improve the safety of all hikers participating in club hikes.
- Hike Leadership Committee will develop and implement a plan to increase the number of and improve the quality of hike leaders and sweeps.

### 3. Functions and Tasks:

The board will be responsible for making sure the following functions and tasks are accomplished:

- a. New hikes will be researched and tested to determine if they are appropriate for the club.
- b. A Word document will be maintained containing a description of all club hikes.
- c. A Word document providing driving directions to all club hikes shall be maintained.
- d. Hike Coordinators will develop a hike schedule for the upcoming season for the appropriate level of hike, distribute the schedule to the membership in Word format, and distribute monthly the hike descriptions of the next month's hikes in Word format. They will also provide at club meetings additional information on the next month's hikes, solicit other members to serve as hike leaders and sweeps for each hike, and maintain club assets assigned to that level of hike. All e-mail communications between the Hike Coordinators and club members will be done using the club's group e-mail address ([pchikers@yahoo.com](mailto:pchikers@yahoo.com)). Hike Coordinators will be chosen by a consensus of the Hike Coordinators and the executive board. Should it become necessary to remove a Coordinator, a majority of the Hike Coordinators and executive board must agree to such a decision. Reasons for dismissal shall be explained in writing.
- e. Hike sign up sheets will be prepared for each hike.
- f. Driver donations will be calculated and distributed to the membership.
- g. Mileage statistics will be maintained for all club sponsored hikes. At each club meeting various hiking milestones may be presented. Annual mileage awards may also be presented at the final meeting of the season.
- h. An "Introductory Team" will assist potential new hiking members in advance of hiking with the PCHC. The process will help determine a hiker's ability and skill level, so the hiker may hike safely once he/she begins to participate in regularly scheduled hikes with the PCHC at their ability level. Introductory hikes are scheduled in advance of regular hikes. The leader will cover Planning, Health, Equipment, and Weather (PHEW!).
- I. An emergency SPOT system will be maintained.
- j. A club website will be maintained at [pchikers.org](http://pchikers.org).
- k. Purchase of club apparel will be coordinated by a club member.
- l. Business meetings will be held once a month during the months of September to April on the third Thursday at 7:00 PM unless otherwise noted. The Annual General Meeting shall be held in March each year for the purpose of electing officers, setting dues, and such other business as may come up. The meeting day and time can be changed by a vote of the members in good standing present at a regularly scheduled meeting at which a quorum is present.

#### 4. Rules of Order:

Roberts Rules of Order will apply when motions are made which involves the expenditure of money, election of officers and other official business. Minutes of official business will be kept.

#### 5. Finances:

A checking account shall be maintained by the PCHC. The President and Treasurer shall have signature authority. All purchases require a receipt to be submitted for reimbursement. One signature is required on each check. Purchases up to and including \$100.00 may be approved by the Executive Committee. Purchases over \$100.00 shall be approved by the majority of members in good standing present at a regularly scheduled meeting.

#### 6. Membership Requirements:

a. Application: Membership is open to all PebbleCreek residents (owners and renters).

b. Guest Policy: A guest is a non-PebbleCreek resident, or a PebbleCreek resident who is considering joining the club. Guests will be permitted to hike only if they sign the waiver form. If a guest is less than 18 years of age, a parent or legal guardian must sign the release in advance of the hike. A house guest of a PCHC member may attend as many hikes as they wish. Resident guests may attend up to two hikes (introductory and/or regularly scheduled hike) prior to joining the club. A non-resident guest may attend two hikes per season. Guests must bring all items on the PCHC mandatory items list. PCHC members are responsible for any guests they sponsor. All guests must be sponsored by a club member.

c. Honorary membership: This membership is open to all PCHC members who have amassed at least 3,000 hiking miles with the club and have served at least three years as a club officer, a hiking coordinator, and/or leader of a committee or team. The privileges afforded to this type of membership are a free club membership, and a club shirt with the words "Honorary" added to the embroidery.

d. All members of the PCHC shall familiarize themselves with and follow the By Laws and Standard Operating Procedures. Each member is encouraged to participate in the operation of the club. The PCHC does not practice, tolerate, or condone discrimination or harassment of any type or nature. If you feel that you have been a victim of any type of discrimination or harassment from any participant on a hiking club event, it is your responsibility to immediately bring it to the attention of the hike leader or any of the club's officers, who will discuss it with you, taking down all of the details, and contact the individual involved.

e. Membership in the PCHC may be terminated and revoked at any time for just cause (including, but not limited to, violation and abuse of specific articles, sections, or paragraphs of the club's By Laws and Standard Operating Procedures), or reinstated by action of the club's Executive Committee.

f. The club membership list is confidential and members shall not make the list available to others.

7. Information to be provided to Each Member:

a. Copy of Current Standard Operating Procedure.

b. List of recommended hiking equipment.

c. Schedule of hikes planned for the year.

d. Hike Ratings:

    "A" Rated Hikes: 12 or more miles and/or 3000 ft. cumulative elevation gain.

    "B" Rated Hikes: 7 to 12 miles and/or 1500-3000 ft. cumulative elevation gain.

    "C" Rated Hikes: 5 to 7 miles and/or 500-1200 ft. cumulative elevation gain.

    "D" Rated Hikes: 3.5-4.5 miles and/or less than a 500 ft. cumulative elevation gain.

Hikes will be rated in advance according to their difficulty and may include a plus or minus rating. A large group may be required to split into two.

8. Trail Etiquette:

a. Stay on the trail

b. Stay to the right; pass on the left.

c. Hikers going uphill have the right of way.

d. When meeting a horse, get off the trail on the downhill side.

e. Pack it in; pack it out.

f. Leave only footprints; take only pictures.

g. Report vandalism.

9. Hike Leader and Sweep:

A hike leader and a sweep will be designated for each hike. Hikers must hike between the leader and the sweep. Breaks will be taken as dictated by the needs of the hikers and/or the difficulty of the trail. The leader and sweep retain the right to request a hiker sit out or step back from a hike if the hiker is deemed not physically capable or is lacking proper equipment or adequate water or food. Leaders should have a map of the trail and are responsible for the club's

hiking equipment. Routes should not be changed during the course of the hike unless agreed upon by the group.

#### 10. Carpooling:

- a. Hikers should, whenever possible, take turns driving to hike destinations.
- b. Driver Donation: It is the intent of the PCHC that the passengers shall pay the full cost of the gas and any entrance fees using the following formula:

- Calculated Contribution:
- Step 1 (basic formula)
- Basic Formula = [(miles RT) DIVIDED BY (mpg) TIMES (gas price) PLUS (park fee)] DIVIDED BY (3 riders)
  1. Round Trip mileage: less than 140 miles use 15 mpg, over 140 miles use 20 mpg.
  2. Use Friday's cost of gas at Safeway on Indian School Road
  3. Add any park fee to total
  4. Calculation is for each rider
  5. Round up to next dollar
- Step 2 (per rider donation)
  1. Add \$1 for rider fee
  2. Add \$1 per rider for rides over 80 RT
  3. Add \$1 per rider if dirt road for more than 1 mile RT
- Step 3 (actual per rider donation on hike)
  1. If one car with 3 riders (4 hikers), use step 2 total
  2. If only one car with 2 riders (3 hikers), multiply fee by 1.25
  3. If only one car with 1 rider (2 hikers), multiply fee by 1.5
  4. If more than one car, collect all fees and divide evenly among all drivers

#### 11. Advance Payments for Overnight Trips:

a. A few overnight hiking trips are planned each season. Often financial commitments (room rental, entrance fees, permits, transportation, etc.) are required to hold reservations and make the necessary plans for travel. No shows have the potential to cause those who go to absorb the cost of late cancellations, which is to be avoided if possible.

b. This requires that individual advance registration fees must be made during a sign up period and that there must be a cut off date for the sign up period, beyond which the advance registration fee should be at or near the full cost of the overnight hike.

c. The hike leader for an overnight trip shall work with the president and

treasurer to set the advance registration fees and shall agree on a cut-off date, which shall be communicated to those who have expressed interest.

d. Hikers who cancel after the cut-off date may arrange for another member or guest to take their place and work out the financials with the substitute individual, provided this does not lead to added costs such as room sharing.

## 12. Advance Ticket Sales for Catered Events:

a. Whenever the PCHC contracts with an organization/vendor to cater a picnic or special event for which a per attendee, up-front vendor payment is required, tickets must be sold in advance.

b. The ticket cost as proposed by the President, Treasurer and Chairperson shall be presented to the members for approval before any contract is signed.

c. The activity Chairperson along with the President and Treasurer shall agree on a cutoff date for ticket sales which will be prior to the payment deadline date agreed upon with the vendor.

d. Cancellations after this cutoff date shall not be reimbursed by the PCHC and the ticket holder is on their own to find another interested party to purchase the tickets.

## 13. Hiking Safety:

a. Hiking alone is strictly prohibited. If only one hiker shows up for a scheduled hike, the hike is automatically canceled.

b. Hikers unable to complete a hike must be accompanied on an early return to the trailhead by an experienced hiker.

c. Two-way radios (Walkie-Talkies) should be taken on all hikes.

d. At least one emergency device (SPOT Emergency GPS) will be available on all hikes.

e. The carrying of a firearm on a hike is discouraged.

f. The following items are required to be either worn or carried on each hike: water (enough for the hike plus extra in case you get lost or delayed), electrolytes, hiking boots, hiking socks, sun protection, medical kit (bandages), File of Life information, food, whistle, compass, mirror, prescription medications, and map (one per group) For a FULL for list of Mandatory items see the website.

g. The following items are some of the recommended items to take on the hike: hiking stick(s), hat, a dry shirt, and a change of shoes for after the hike. For a more complete list of recommended items, see the website.

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