

Attachment 6**Lambton Outdoor Club****SUGGESTIONS FOR HIKE COORDINATORS**

- Before day of hike know trail – hike the trail or read Trail Reference; consider possibilities for lunch stop; check possible difficulties; possible half way point, and emergency exit.
- Know driving route – map and instructions for drivers; dropout points; estimate of time; know route for car shuttle, if necessary.
- Prepare for telephone calls – give the meeting place; driving directions, and time from Sarnia.
- Enquire about the hiking experience and level of abilities of the hikers, and make sure they know what to bring – lunch rain gear, etc.
- Be positive and friendly.
- Prepare equipment for your day pack – first aid kit and whistle. Compass and map – copies of route map for all drivers. Clipboard; pen/ pencil; attendance sheet; waiver sheets for non-members; and trip report sheet. Ensure two-way radios are in working order.
- Extra water; clothing (in case); food (lunch and snacks).
- Arrange for end person (sweep) – another hike coordinator or a responsible, experienced hiker. If you are unable to arrange for a “sweep” before the day of the hike, ask someone from the experienced hikers to volunteer. Do NOT give an open invitation, “Who wants to be end person?” The weakest, slowest hiker may well volunteer.
- Ensure the sweep carries the first aid kit and the second two-way radio.
- Be at the meeting point ten minutes early so you can meet and introduce newcomers and visitors.
- Arrange drivers from volunteers, organize groups and assign them drivers. Ensure all drivers now where to meet for the start of the hike (maps).
- On the trail – set a reasonable pace for the group and allow some time to enjoy the scenery. Point out places of interest. If the “leg-stretchers” wish to go ahead, designate one of the group to keep them together. Make sure they know the route and can read the blazes and know the end destination.
- Following a blazed trail is simple if you remember a SINGLE BLAZE means the trail continues straight ahead and a DOUBLE BLAZE indicates a sharp change of direction; double blazes are usually angled in the direction of the turn. After making a turn, be sure to spot the next blaze promptly to confirm your direction.
- When taking a side trail or arriving at a “T” or “Y” junction on the main trail, wait until you can see the sweep before proceeding.
- Remember to call a rest and water stop every hour or earlier if hot. On comfort stops, it is men ahead and women behind on the trail.
- Check that slow hikers are all right; inquire at water breaks how people are (sore feet, hot spots, etc.).
- See that the lunch site is left clean. All trash is to be carried out and not buried.
- Sweep to do a recount to make sure no one is missing before starting off again.
- At difficult spots, wait until everyone is through, or ensure there is someone to help.
- When on roads, walk on left side of roads in single file.
- Utilize hikers’ knowledge of nature or historical information (ask who is familiar with the flora and fauna at the beginning).
- Stop at picturesque views or places of interest.
- Be friendly and don’t overdo instructions and orders.
- Forward trip reports promptly to the activity chair.
- Provide cell phone numbers on sign-in sheet
- In the case of an emergency the injured person must not be left alone. There should always be at least **2** people left behind with the injured party and wait until help arrives.
- Finally, pass equipment (first aid kit, clipboard, two-way radios and forms) to next coordinator.

Revision Log

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