

**Caledonia Ramblers Hiking Club
Hike Leaders Checklist**

1. Sign-in Sheet

- Do a count to confirm that everyone has signed in and signed a waiver.
- Check over sheet to make sure everyone has given emergency contact and phone.
- Put the completed sign-in sheet in a waterproof sheet protector and carry it on the hike.

2. Assistant Leader and Two-way Radio

- Appoint an assistant leader to hike at opposite end of the group from the leader.
- Announce who in group will be carrying two-way radios (usually leader and assistant leader).

3. First Aid Training

- Ask who in group has first aid training and ensure all hikers know who these people are.

4. Medical Conditions

- Ask if anyone has a medical condition (i.e. allergies, asthma, heart condition, diabetes, knee problems, etc.) that may have an impact on their hiking ability).
- Say that anyone with a medical condition can let you know privately if they wish.

5. Underage Hikers

- Ask if there are any underage hikers, and arrange a designated hiking companion if necessary.

6. Hikers' Equipment

- Ask if all participants have the following:
 - Proper hiking boots
 - Lunch, snacks, and liquids
 - Rain/wind gear
 - Safety whistle
 - Cold weather clothing (toque, mitts, warm sweater, or jacket)

7. Hikers' Responsibilities (repeat at trailhead)

- Accept the role of the hike leader; if you don't think you can do it then please back out now.
- Stay with a group to lessen chance of getting lost, getting off trail, bears, etc.
- If unfamiliar with the trail and lose contact with the group ahead, wait for the group behind to catch up and join that group.
- Always let someone know if you are going off the trail to have a potty break, take pictures, or another reason (this is how people have gotten lost in the past).
- If you somehow get off trail and separated from the group, stay in one place and blow safety whistle – don't find us, we'll find you.

- Remind hikers that they all have a responsibility to look out for each other.
- Let everyone know that there will be regular rest / drink stops along the way every hour or so, but if the pace becomes uncomfortable to please speak up.
- Encourage everyone to introduce themselves to each other, especially new / non members.

8. Trail Information

- Describe trail, its level of difficulty, expected hiking distance, expected hiking time, expected time back at Prince George, where and when lunch stop will be.
- Make reference to Ramblers trail guide if hike is in trail guide.

9. Driving Information

- Describe drive to trailhead, including distance and expected time.
- Arrange to meet up at any major turns (leaving highway, any forestry road junctions, etc.).
- Mention suggested passenger travel costs.
- Ask who is driving and who needs a ride. Ensure everyone has a ride.
- Get a count of vehicles.

10. In-Reach System