

**COME BACK ALIVE
COME BACK FRIENDS
RESPECT THE LAND
HAVE FUN
GET TO THE TOP**

Before trip:

- Check Leadership Handbook on web: <http://accvi.ca/index.php/leadership>
- Inform scheduler
- Trip description Includes:
 - Date(s), start time, meeting location, starting point, objective,
 - Trip rating (A1-D6)
 - Skill level, (Beginners welcome?)
 - Specific technical skill or gear required (avi, ice axe etc)
 - Weather dependent? Rain or shine?
 - Trip leader(s) email and/or phone
- Ask each participant to include his/her ACC membership # in their email. The onus is on the member to supply that evidence.
- When screening participants:
 - Recent trips? Who with?
 - Done something like this trip? Recently? If not, when?
 - Are you capable of covering the terrain at our intended pace?
 - Any medical conditions you need to be aware of? Anything that might inhibit your abilities on the trip?
 - Other beneficial skills! First aid? Medical background?
 - If they want to bring someone else, you need to talk to them, too. Or have that info accurately answered.
- Consider facilitating carpools. You're not responsible for it but it sure is nice to have people show up on your trip!
- Share cell numbers in case of delays
- Leave trip plan and emergency contact info with a responsible person.
- Consider also sending a reminder 1-3 days before the trip.
- For multi-day trips, facilitate gear and food sharing and management.

Trip time!

- If someone shows up without the trip leader having confirmed the member's participation beforehand, the trip leader has full rights to refuse them on the trip.
- Headcount. Establish how many so everyone knows the number.
- Establish turnaround time (if applicable)
- Ask that everyone has read, understood, signed the waiver and had it witnessed. It has to be signed DAY OF. You can be the witness You must also sign the waiver. Family members are not allowed to be one another's witness.
- Outline day's activities
- Describe how you want to keep the group together (all in earshot? establish a designated hiker at the end of the group? Specific spot to wait for those that get ahead? Radios?)

After trip:

- Scan and send all waivers to librarian@accvi.ca Include leader(s) names, dates and trip location