

## BVBackpackers Coordinator Checklist

**You're coordinating a backpacking outing on behalf of the Club and you want to ensure the health, safety and enjoyment of all participants.**

\_\_\_ Familiarize yourself with the Coordinator, and Participant, guidelines (includes Recommendations for backpack contents). Copies should be in the tech bag and they may be downloaded from the BVBS website.

\_\_\_ pick up the bag of tech stuff at the Storks Nest front desk. It contains the SPOT, the two way radios, extra batteries, operating instructions, bandaids (very basic 1<sup>st</sup> Aid kit) etc. This can be picked up a few days ahead of time as it is only used for the Sunday outings.

\_\_\_ Install batteries as necessary. The radio batteries should be removed from the radios after every outing.

\_\_\_ Review operating instructions and do a quick test to ensure everything seems to be working fine. Easier to do this in your living room than in the field.

\_\_\_ Be familiar with your route – you may have done a recce, you may want to carry maps.

\_\_\_ Be at the meeting place a few minutes ahead of time, know who to expect.

\_\_\_ Introduce yourself to the group, explain the outing & ask if there is anyone who has plans, at this point, to leave the Club outing early. Explain that once a Club outing begins, anyone leaving the group must be accompanied out.

\_\_\_ At the trailhead count the participants and designate a “Sweep”. **Explain the role of the Sweep and ensure this is a strong, fast person who knows the route well.** They potentially could be called upon to assist others who may be having difficulties.

\_\_\_ Have a plan as to how the group will maintain contact with all participants.

\_\_\_ Ensure there are ample breaks, especially for those who may require them more than others. Some may require more breaks and go at a slower pace, but they will get there.

\_\_\_ **activate the SPOT at lunchtime.** Usually, this will be transmitting the “OK” message. If something should happen later on, at least it will be known that at that time and place everything was fine.

At the end of the outing / day:

\_\_\_ **activate the SPOT again.** You can do this when back at the vehicles or from your home. This, hopefully, will be another “OK”. Again, at this time and place all was well. There should be people waiting to receive this message.

\_\_\_ Make sure all vehicles get away OK. Surprise “non starts” or flat tires have been known to occur.

\_\_\_ Remove all batteries from the radios, ensure the SPOT is turned OFF. If you're not sure, remove the batteries.

\_\_\_ Return the “tech bag” back to the Storks Nest front desk in the next day or so. The staff there are very good and know exactly where it belongs. And the following Sunday's Coordinator will be coming by soon to pick it up!

**Give yourself a pat on the back. You just gave a group of people an awesome self-powered wilderness experience in the beautiful Bulkley Valley.**