

## **BVBackpackers – Coordinator's Guidelines for Managing Trips**

These trip guidelines are provided to ensure the health, safety and enjoyment of all participants.

In addition to the Guidelines, each Coordinator is expected to utilize the “Coordinator Checklist”.

### **A. PREPARATION**

1. Coordination of a trip requires a thorough knowledge of the route, terrain and times involved. If you are uncertain about these, then a 'recce' prior to the trip is required, preferably with a companion who could take the trip if you are unavailable at the last moment.

2. The coordinator has the right and responsibility to change, shorten, alter or cancel the trip based on his/her judgment and on current conditions, e.g. weather, snow / avalanche situation, road hazards, etc.

3. Coordinators have the right to refuse any participant deemed not to be adequately prepared for the trip.

All persons intending to join the trip are expected to contact the coordinator in advance. At that time the coordinator will advise the participant of the rigours of the trip and the likely conditions. The intent is have the participant make an informed decision regarding their ability to participate and enjoy themselves. If they decide not to participate, the coordinator will encourage them to join a future, more suitable trip.

4. The coordinator is expected to go to the meeting place without fail except in the case where no one has phoned to express intent to participate. If the coordinator is unable to go, he/she must arrange for another coordinator or, as a last resort, cancel the trip.

5. Ensure you have the SPOT and know how to use it.

6. If anyone should ask, dogs are not permitted on trips. (Service dogs are permitted.)

### **B. AT THE MEETING PLACE**

1. Introduce yourself; let everyone know you are the coordinator.

2. Outline the plan for the day, including any change in the trip. Briefly describe the trip, including any hazardous terrain.

3. Welcome new members and guests; ask them to identify themselves.

4. Establish the qualifications of new members, guests, and anyone else you do not know. If you are not satisfied with the ability or preparation of a potential participant, persuade them this trip is not for them. Encourage them to try a more suitable trip in the future. You do have the right to turn away potential participants if you deem it necessary.

Ask if anyone has plans to return early. If they do not intend to complete the outing with the group, advise that as this is a BVbackpacker outing, therefore the Club guidelines apply. They will have to arrange for someone to accompany them on their return; these plans should be in place before the group reaches the trailhead, as it affects all participants and the travel arrangements. Once the Club leaves the trailhead no one should leave an outing unaccompanied.

5. For large groups record the participants' names.

6. Arrange rides for all, and give instructions to drivers for finding the regrouping place or trailhead. Remind them of carpooling costs. When regrouping, make sure all the vehicles have arrived.

### **C. AT THE TRAILHEAD**

1. If there are any new arrivals, repeat Meeting Place steps 1 to 5.

2. Call for a volunteer to 'sweep', preferably one who knows the trail. If no one is willing, or for small groups, each participant will maintain visual contact with the participant in front of and behind him/her.
3. Advise participants to stay between the coordinator and the sweep.
  4. Advise participants that they MUST notify the sweep or the coordinator if they are unable to continue. Anyone returning should be accompanied by at least one other person.
  5. If numbers are large, it may be advisable to appoint a mid person or to divide the group into slower and faster parties with a coordinator and a sweep for each party.

#### **D. ON THE TRAIL**

1. Plan for and announce periodic rest stops, such as a "take-off-a-layer break" after about 20 minutes, hourly drink/snack breaks and an adequate lunch break, unless weather conditions dictate moving on. Ensure that all hikers are accounted for. Check with the sweep regarding any difficulties and address them. Get to know the new participants and make them feel welcome.
2. Set an agreeable pace for the group, appropriate to the grade of the route. The pace need not be that of the slowest member; it is better to set a median pace and permit others to catch up at the rest stops.
3. It's very important to keep the group together! Regularly stop to keep in touch with the sweep.
5. Assist participants with difficult terrain.
6. Point out interesting views and features along the way.
7. At lunchtime use the SPOT to send the 'OK' message.
8. If people need to leave the group to return early (see "C. At the Trailhead #4") make sure the return car pool can still function.
9. Start the return trip early enough to ensure safe arrival at the trailhead before dark, with some allowance for unexpected delays.
10. On the return trip, the coordinator may wish to become the end person to sweep the route. If so, appoint an experienced member to lead. It is important to ensure that the lead person on the return trip stops at regular intervals to allow the entire party to re-group and to account for all participants. It is more difficult to keep the group together on the return trip. At the end of the hike account for all participants.
11. Back at the trailhead make sure everyone can start their car and there are no flats or other mechanical issues before driving away. If there is an issue the SPOT may be used to send the 'Help' message.

#### **E. IN CASE OF A LOST HIKER**

1. The actions will depend on the circumstances: lateness of the hour, type of terrain, fatigue etc.
2. The coordinator, in consultation with the group, should decide whether it is possible for members to search by themselves.
  3. If necessary, the coordinator will use the SPOT to call 911.

#### **F. IN CASE OF INJURY**

1. If a person appears seriously injured, he/she should NOT be moved. Expert help (normally SAR) should be brought in as quickly as possible. Use the SPOT to send the '911' message. Meanwhile, keep the person warm with extra clothing and protection from the snow, ground and wind.
2. If the injury appears minor, get the person to a car without delay.

3. The coordinator will notify the BVBackpackers President regarding any injury requiring outside medical intervention.

**G. Trip Follow-Up**

1. Arrange for the SPOT to be delivered to next week's coordinator.
2. Let a member of the Schedule Planning Committee know the head count.

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