

Trip Leader's Guide



Adirondack Mountain Club – Schenectady Chapter
Dedicated to the preservation, protection and
enjoyment of the Forest Preserve

TRIP LEADER'S GUIDE

The objective of this guidebook is to provide a resource that will enhance the outings experience for all participants. In doing so we wish to encourage the membership, as well as those interested in membership, to become more active in the outdoors and more involved in ADK's mission.

ADK Mission

The Adirondack Mountain Club (ADK) is dedicated to the protection and responsible recreational use of the New York State Forest Preserve, and other parks, wild lands, and waters vital to our members and chapters. The club, founded in 1922, is a member-directed organization committed to public service and stewardship. ADK employs a balanced approach to outdoor recreation, advocacy, environmental education, and natural resource conservation.

ADK encourages the involvement of all people in its mission and activities; its goal is to be a community that is comfortable, inviting and accessible.

Please use this guidebook to plan safe and successful trips for ADK members and their guests. We hope all who read this guidebook will find it a useful reference tool for years to come.

Thanks to Mac Stafford, Maria Beurmann and Patty Stafford, who collectively pulled together the initial version of this guidebook back in 1998. Also, thanks to all the individuals, too many to mention, who contributed inputs to the Guide over the years.

Please Enjoy and Respect the Great Outdoors!

Horst deLorenzi, Feb. 2018

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DO YOU QUALIFY AS AN ADK TRIP LEADER?

SIX KEY QUESTIONS

1. Am I an ADK member? (Please note: ADK policy requires all trip / outing leaders to be current ADK members as of the date of the trip / outing.)
2. Is there likely to be sufficient interest in the particular activity I have chosen, and can I build camaraderie and the ADK community by making it comfortable, inviting and accessible to others? Am I willing to provide leadership, expertise, and comfort to other participants, i.e. am I willing to LEAD the trip?
3. Do I have the expertise needed to lead a trip? (It is highly recommended that leaders attend a chapter trip leader's training session or start out by co-leading outings with an experienced trip leader. It is also recommended that whitewater trip leaders take additional safety courses such as swift water rescue).
4. Is my physical condition suitable for the contemplated trip?
5. For trekking – hiking, biking, skiing and snowshoeing outings – are my map and compass / orienteering / GPS abilities up to the task? For white water outings – am I familiar with the river or have I done the necessary research?
6. Are any special skills or expertise required for this particular trip? Do I possess the necessary skills and requisite level of competence in utilizing them?

PLAN A TRIP

- THINK THINGS THROUGH IN ADVANCE

1. Decide what type of trip you want to lead.

- Plan trips you are currently capable of leading.
- Will you lead a trip familiar to you or an adventurous exploring trip?
- Will this trip be long or short?
- Will this trip be easy or difficult?
- Know how long your trip should take from start to finish, so you can start early and finish before dark.

2. Decide where the trip will take place.

- Refer to trail books and maps.
- Know the distance to be traveled.
- Know the elevation changes.
- Know what technical difficulties may be encountered.
- Know, and carry on the trip, the DEC Emergency Dispatch phone numbers
 - for the Adirondacks (reaches Ray Brook): 518-891-0235
 - for the entire state (reaches Albany): 518-408-5850
- Know who the local ranger is and that person's phone number. Rosters of Forest Rangers (with phone numbers) are found at DEC websites:
 - Region 3 (Lower Hudson Valley, Southern Catskills), <http://www.dec.ny.gov/about/673.html>
 - Region 4 (Northern Catskills, Capital Region), <http://www.dec.ny.gov/about/675.html>
 - Region 5 (Eastern Adirondacks), <http://www.dec.ny.gov/about/677.html>
 - Region 6 (Western Adirondacks), <http://www.dec.ny.gov/about/679.html>
- Know where the nearest medical facility is and its phone number.

Hospital locations and information is available on the NYS Health Dept. website under "NYS Hospital Profiles" at: <http://hospitals.nyhealth.gov/>

3. Rate the level of your trip. (Please refer to section entitled "Schenectady Chapter's Hike Classifications," Appendix C).

4. Decide the meeting time and place.

5. Know how long it takes to get to and from your intended destination.

6. Decide the size of group you will lead. Determine if one or more co-leaders will be needed. Don't let your group get larger than you can comfortably handle. Evaluate this in terms of the nature of the trip, the terrain, and your own experience as a leader.
 - A minimum party size for all trips / outings of three persons (four during winter conditions) is highly recommended.
 - DEC High Peaks Wilderness day use limitation is 15. ADK guideline is maximum 12 and minimum 3 with 4 a minimum in winter.
7. Decide what type of gear will be required.
 - What type of gear will the participants need?
 - How much food and water will be needed by each person?
8. It is essential that trip leaders familiarize themselves with applicable private and state regulations governing individual and group activities on lands and waters to be traversed during the outing.
 - Leaders should also communicate those which are most relevant to outing participants and secure all applicable permits required for access and/or camping
 - Habitats of rare or endangered species should be visited with great care, if at all.
9. Publicize your trip through *The Lookout*, our Chapter newsletter (for last minute trips it can also be posted on the Chapter Website).
 - For details on what information is needed and in what format, how it will be disseminated and the logistics for “making” the newsletter deadline, please contact the Chapter's Outings Chair / Whitewater Chair.
 - Contact information is listed along with that for other Chapter Board Members in each edition of *The Lookout*.
10. Prepare handouts (ex. trail descriptions, maps, and rules you expect the participants to follow. If possible, mail these to participants before the scheduled trip, or show up with sufficient copies for each participant to carry with them.
11. Before you go, find out what the conditions are like on the trail.

Statewide Trail Conditions are available on the NYS Department of Environmental Conservation website at: <http://www.dec.ny.gov/outdoor/7865.html>

High Peaks Trail Information is available on the NYS Department of Environmental Conservation website at: <http://www.dec.ny.gov/outdoor/9198.html>

Catskill Information available on the NYS Department of Environmental Conservation website at: <http://www.dec.ny.gov/outdoor/77168.html>

12. Consider, in advance, under what conditions it may become necessary to cancel or abort the outing? Don't be afraid to cancel a trip due to bad weather. Try to reach all people who have signed up, as soon as possible, to let them know that you are cancelling

13. **FINALLY, AND MOST IMPORTANTLY, TELL SOMEONE YOUR PLANS** – Leave your itinerary and a list of the trip's participants, including telephone numbers, with a reliable person. Include your estimated time of arrival. Register at the trailhead when appropriate, giving your name, address, number of people in the party and your route. Be sure to write "out" next to your name as you leave.

SCREEN PROSPECTIVE PARTICIPANTS

 A COMFORTABLE PARTICIPANT IS A HAPPY PARTICIPANT

1. You must qualify every individual, especially for difficult trips. The outcome of the trip depends largely upon your effectiveness as a trip leader.
 - What have they done recently?
 - How long did it take them?
 - What kind of shape are they in?
 - What kind of equipment do they have?
 - Ask about medical problems that may exist.
2. When questioning prospective participants, you should be friendly, but persistent.
 - Be tactful and show sensitivity and put the participant at ease.
 - Avoid being sharp, overbearing, or critical of the participant's abilities, equipment, or previous trips.
3. Have your plan for this activity and be ready to discuss it with those who contact you.
 - Explain your ideas for the trip.
 - Explain what you expect of participants.
 - Explain what requirements need to be met.
 - A participant should physically be able to complete a trip. You are not doing participants any favors by letting them come on a trip they can't handle.
 - Specifically discuss: personal gear, food and water requirements, the mode of transportation
4. Evaluate participant's answers.
5. Go with your gut feeling, or your best judgment. This is your trip. Do not be afraid to turn someone away from your trip.
6. If a participant won't take "No" for an answer, you must be firm, but polite.
7. Try to steer unqualified participants to a trip for which they might be more qualified. (See *The Lookout*)
8. Take down names and phone numbers of those signing up, noting which are ADK members and which are guests.

TRIP LEADER DUTIES AND RESPONSIBILITIES

ENCOURAGE THE INVOLVEMENT OF ALL PEOPLE IN ADK'S MISSION AND ACTIVITIES BY MAKING YOUR OUTING COMFORTABLE, INVITING AND ACCESSIBLE

1. You as leader are expected to act in a manner consistent with the ADK Mission.
 - Arrive early at the meeting place.
 - Introduce everyone.
 - Make sure that everyone signs the ADK Liability Release form. The form, in PDF format, is available at the chapter's website: <http://www.adk-schenectady.org/documents> and in Appendix D.
 - Encouraging participants to become chapter and ADK members should always be, in some way, integrated into your trip-leading activities.
 - Organize car pool.
 - Reaffirm your travel route and any stops with other drivers.
 - Tell all drivers to keep each other in sight.
 - Discuss reimbursement of gas, tolls etc. for those who provided transportation.

2. Arriving at the trail head / river side
 - Make your rules and regulations known before the trip begins.
 - Count the number of people in your group.
 - Appoint a trail "sweep"
 - Have your sweep carry the first aid kit.
 - Sign the trail register.

3. During the trip
 - Remember you are leading an ADK trip, not a personal trip.
 - Keep your group's safety and pleasure in mind.
 - Set a pace that all can handle – If you have a large group with co-leaders, you may break into a faster and slower group, as long as the fast group does not completely lose the slow group.
 - Keep track of group's numbers.
 - Talk to each member of the group, to see how s(he) is doing and if anyone is tired or sick.
 - Stop for rest breaks periodically and wait for the last of the group to have sufficient rest time before you begin again.
 - Plan your meal time(s) and give the group notice of 10-15 minutes before stopping or continuing after the meal.
 - Be flexible about your goal.

- The trip leader needs to be in charge and make the final decisions. It is OK to take advice from participants or from a general group consensus. When handling problems en route, it is ultimately up to you to solve these problems.
- Recognize that the unexpected can happen and be as prepared as you can be. **Use common sense.**
- If you find that someone cannot continue the trip, s(he) must be accompanied back to the starting point to wait for the group. Do not let him/her go alone.
- Individual participants should **not** go off alone during an organized trip.
- It is good and safe practice for everyone to wait and regroup at trail junctions.
- If a group wants to split off to achieve an additional or alternative objective, it is your choice to permit or oppose this. If you do allow a group to split off, there should be a new designated trip leader. Be sure of what its objective is and where and when it will rejoin the group.

4. At the end of your trip

- Leave no person in the woods. Take a head count. Don't leave until all cars have started.
- Make sure all participants have a way back to the meeting place or back home, and remind everyone to reimburse drivers for gas, tolls, etc. Recommendations for appropriate reimbursement amounts appear in each edition of *The Lookout* and in Appendix B.
- Provide non-members with ADK promotional materials and an application form.
- Thank all participants for their participation and socialize a bit.
- As an added option, some leaders may wish to suggest stopping for a snack, beverage or meal. This is a matter of personal preference.
- If an accident or injury occurs on the trip, an Accident Report must be completed by the Trip Leader and mailed to ADK Headquarters as soon as possible. The Accident Report form is the third page on the chapter's ADK Liability Release form, available at the chapter's website: <http://www.adk-schenectady.org/documents>. It is also included in this document as Appendix E. In addition to submitting the Accident Report form, ADK Headquarters should be contacted by phone (518-668-4447) within one day of the accident or injury.

5. Afterwards

- Write up trip report and either e-mail or snail mail to Outings / Whitewater Chair.
- Send a copy of the completed Liability Release form to the Outings / Whitewater Chair. The forms should be kept for a minimum of three years.

EQUIPMENT FOR LEADERS & TRIP PARTICIPANTS

 ABSOLUTELY NO COTTON CLOTHING!

"The best dressed corpse in the Adirondacks is dressed in denim."

– Peter Fish, former High Peaks Forest Ranger

1. Generic list for most trips: (The following is only a guideline. Add items that suit your needs and your particular trip)

- Backpack
- First aid kit (Refer to "First Aid Supplies")
- Map and compass
- GPS if desired, as supplement to compass
- Whistle
- Swiss Army knife
- Flashlight / Headlamp with extra batteries & bulbs
- Waterproof matches
- Rope
- Thermal blanket / Bivy Bag / Bothy Bag
- Toilet paper
- Pen & paper
- Rain gear/poncho
- Sturdy hiking boots & socks
- Jumper cables in car
- Gloves
- Extra dry warm clothes
- Water bottle / filter
- Water purifier tablets (best in warm weather)
- High energy foods
- Small trowel for digging cat holes
- 2-3 garbage bags (for trash or emergency use) and spare stuff sack(s)
- Duct tape
- Small wax candle (often useful in emergency fire-starting)
- Sun screen
- Insect repellent (especially in areas where Lyme Disease is prevalent)
- Cell phones, but they *cannot* be relied upon for communication in many Adirondack and Catskill areas.

2.1 Suggested extra items for basic winter day trips

- Mittens and gloves and liner gloves to prevent exposing bare hands.
- hand warmers
- wool or synthetic head covering
- Bivy Bag or Bothy Bag
- half-length foam pad for sitting and possible emergency use
- Extra food and water compared to a summer trip
- 1 to 2 quarts of water in wide mouth containers (no waterbag/bladder systems)
- Insulated water bottle holder and method to attach to outside of pack for easy access.
- snowshoes with traction devices and/or skis
- microspikes or equivalent if conditions are expected to be icy
- Ski poles, hiking poles with baskets, or ice axe
- Snow Shovel/jumper cables in car

2.2 Suggested additional items for more difficult winter day trips

- Items from 2.1 above
- 2 to 3 quarts of water in wide mouth containers (no waterbag/bladder systems)
- Sufficient high energy food to last 24 hours beyond your expected stay
- Crampons, or micro spikes or equivalent depending on conditions.
- Extra warm clothes, both upper and lower body
- If going above tree line - Balaclava, ski goggles, windproof face mask

2.3 Suggested Items to be added for winter overnights

- Items from 2.2 above
- Full length foam pad (not an inflatable pad)
- -20F sleeping bag
- winter tent
- stove and fuel, cooking utensils & cook set
- covered 2 to 3 liter pot for melting snow and boiling water

3. Required items:

- For bike rides: Helmet
- For flat water paddles: Life jacket and whistle

SPECIAL ITEMS FOR WHITEWATER LEADERS

🗺️ LOOK FOR WHITEWATER SCHEDULE IN *THE LOOKOUT* OR ON THE CHAPTER WEBSITE
<http://www.adk-schenectady.org/whitewater>

1. Before the trip

- By prior knowledge or through scouting the run, know the put-in, shuttle route, the safe line and river hazards. If you have not done the trip recently, talk to someone who has and can tell you about new strainers, or other recent significant changes.
- Determine if the water level will be too high or too low. The Internet is the easiest way to find out information on water levels where there are gauges, see <https://www.americanwhitewater.org/content/River/view/>. The trip leader may substitute another river trip if conditions make the planned trip unacceptable.
- Determine the Class water to be paddled.
- For private property obtain any necessary permission to use put-in or take-out.
- Leaders are encouraged to periodically take safety courses such as first aid and swift water rescue.

2. Sign-up Procedure

Paddlers should contact the trip leader at least 48 hours in advance. Determine if the person's experiences and skill are adequate for the trip. Tactfully check on:

- Paddling experience and skill level such as self-rescue and eddying ability in the class water to be run. If tandem, review both paddlers and ask about experience paddling together.
- For Kayaks: review wet exit and roll.
- What rivers have they done recently.
- Boat type (i.e. OC-1, kayak) and appropriate outfitting including flotation and painters
- Paddling clothing appropriate for the season; i.e. dry suit, wetsuit, polypro, wool; (no cotton and no bare feet).
- Ask about medical problems that may exist.
- Appropriate boat, skirt, helmet, paddle and PFD. A whistle is mandatory for all paddlers.
- Helmet is mandatory for all kayaks and closed canoe paddling. It is highly recommended for all open boaters as well.
- Ask and record what rescue equipment they will bring on the planned trip; i.e. throw rope, carabiners, pulleys, first aid kit, breakdown paddle.
- Once you have decided to accept a person or pair, record the following information; Name, phone number, boat type, rescue equipment and ADK chapter. This information is essential should there be an emergency on the trip. If the person is not a member of ADK; get their

address and Email so information about joining can be mailed to them. They can also join online via the Internet. Inform the accepted participant of the meeting time and place. Be prepared to give an estimated finish time for the trip if this is requested.

- If you feel you cannot accept someone, recommend another trip more suitable so they do not feel too discouraged and unwelcome.

3. Trip size limits:

- Minimum size is three boats for class 3 water and two boats for class 1 or 2. Maximum size is up to the leader. ACA recommends one leader and one assistant for up to 10 boats. ADK White Water paddlers suggest maximum 5 to 8 depending on the difficulty of the water and the skills of the group. It may be necessary to split the trip into several groups. Each group must have a lead boat, sweep boat and boaters capable of rescue and with knowledge of the proper lines and hazards. Be sure those not familiar with lines and hazards follow someone who is.

4. Things for leader to bring:

- Liability release form for all paddlers to sign (This can be downloaded from the Schenectady ADK Web site)
- First aid kit
- Rescue throw rope AND KNIFE (must carry a knife if you carry a rope)
- Duct tape
- Map of area and escape route and local hospitals/help if appropriate.

5. Trip organization and shuttle:

- Leader organizes the shuttle. Take charge or it may take a long time to accomplish this task.
- This is also the time when you should make observations relevant to boat outfitting and participants appropriate clothing, PFD and helmet.
- If you have concerns; you need to discuss them now!
- No one can assume that they will not spend some time in the water.

6. At the start

- Make sure everyone signs the trip release form.
- Final check of boat outfitting and appropriate attire of paddlers.
- Introduce people who do not know each other.
- Assess the mental as well as physical preparedness of the members of the group.
- Designate lead boat and sweeps.
- Review rescue procedures, trip hazards, lines, people leading and people following the persons familiar with lines. Also follow the buddy system.
- If necessary, divide the group into smaller sections according to (3) above.

- Review river signals (whistle and paddle) used for communicating when out of voice range. One whistle gets attention, two means stop paddling and three means get to shore or eddy, there must be some problem. Try to keep each group tight in visual range.
- Review basic safety procedures for all if an individual goes into the water, safe position going through rapids, foot entrapment and basic rescue technique.
- Review specific landmarks and hazards such as large holes and harder drops. Be sure that those not familiar with the lines following another paddler through the more challenging sections unless they are familiar with rivers of similar difficulty.

7. On the river

- Do not let the group get too spread out for safety reasons.
- Stop along the way to review any upcoming hazards.
- Check to see if anyone needs a break.
- Communicate!
- Smile and have fun!

8. Duckies (inflatable kayaks)

These are some of the potential challenges when paddling duckies:

- Less maneuverable due to their large surface area- especially tandems
- More difficult to slow down and wait for the group
- More difficult to eddy out - especially tandems in small eddies - like on the Indian River
- Tendency to be washed down stream.
- Because of their ease of use, paddlers with less experience in self-rescue and swimming rapids tend to paddle duckies, especially as companions. Review of these skills is essential.
- Duckies tend to go downstream at a faster speed than kayaks, which can make it challenging for the trip leader to watch kayaks, open boaters, and duckies at the same time.

Ducky Guidelines Review

- The ducky pilot must either be familiar with the river or follow the lines carefully by following another paddler through the more challenging sections of the river.
- Both pilot and passenger should be experienced paddlers. The pilot must be experienced in steering and eddying. The passenger must have experience in self rescue as described in (2) above.
- The trip leader and identified co-leader(s) should recognize that duckies tend to go downstream faster than kayaks and are generally less maneuverable than kayaks. Trip leader should consider grouping paddlers by boat type (kayaks or duckies) to promote safety of each boater group.

9. Afterwards

- Write up a trip report, accident report (if any occurrence) which are both at the end of this guide

and contact information for new members and send it to the Whitewater Chair.

10. Indian River and Hudson River Gorge

For a Hudson River Gorge trip, a review of the lines and landmarks to locate hazards such as Kenny's hole can be greatly aided by reviewing a DVD/CD- available to group members. This is an excellent video showing a ducky trip down the most difficult parts of the Indian and Hudson River Gorge narrated and photographed by Ed Cunningham.

- The second part of the Indian river can be challenging for duckies (and kayaks) to avoid Kenny's hole- especially when the lines (right and left) are not familiar to the paddlers
- It is important that all members who are requesting to go on a Hudson River gorge trip give 48 hours' notice to the trip leader. This is to allow the trip leader time to assess skills, identify a co-leader, and assign people to groups by skill level.

By establishing and communicating these guidelines, the club desires to promote safe paddling for all ADK members- whether they paddle a kayak, open boat, or inflatable.

FIRST AID SUPPLIES

1. It is recommended that leaders learn as much about first aid as possible. Some recommended courses are:
 - American Red Cross First Aid
 - American Red Cross CPR
 - ADK Wilderness First Aid
 - SOLO Wilderness First Aid
2. Leaders should ask all members of their group to be honest about letting you know as soon as possible about becoming sick or injured while on your trip. Check if participants have any prior health problems or allergies. Is the participant prepared to care for his/her problems?
3. There are numerous first aid kits available with many different items and options (Suggestion: Put the first aid kit in a waterproof zip lock bag). We suggest the following items as being the most often needed and used:
 - Latex surgical gloves
 - Band-aids of all sizes
 - Gauze pads – various sizes (feminine napkins work well)
 - Waterproof adhesive bandage tape
 - Wide ace bandage
 - Leg and wrist splints and / or an aluminum “SAMSPLINT”
 - Aspirin/Tylenol
 - Benadryl
 - Bug bite/sting medication
 - Anti-bacterial ointment and a small amount of Liquid Soap
 - Hot packs / ice packs / several one-gallon plastic bags
 - Duct tape
 - “SOAP note” pads or blank sheets of paper and sharp pencil for evaluation and monitoring of injured persons, recording vital signs, etc. To learn about SOAP notes and how best to use them, go to soloschools.com
 - Compact wilderness first aid manual (e.g., *Backcountry First Aid & Extended Care*, Buck Tilton, Globe Pequot Press)

TRIP LEADER'S CHECKLIST

1. Prior to the trip:

- Scout route if not familiar with it.
- Recruit an assistant leader if party is large.
- Refer to map and guidebook (take both on trip).
- Determine local Forest Ranger in area you will hike. (see "Plan a Trip")
Name _____ Telephone (____) _____
- Determine nearest hospital or medical assistance to hiking area. (See "Plan a Trip")
Name _____ Telephone (____) _____

2. Signing up trip members:

Discuss which items are appropriate with potential trip participants when they call to sign up for the trip.

- Determine PHYSICAL CONDITION/EXPERIENCE of individuals.
- CLOTHING REQUIREMENTS: seasonal needs (wool / fleece in winter), wind gear, rain gear, hat for sun, extras needed, whatever you think necessary that inexperienced hikers may forget.
- EQUIPMENT: map and compass; snowshoes; instep crampons or full crampons in winter; bathing trunks for summer; any specific gear you wish participants to have with them.
- HEALTH NEEDS: bug dope, sun screen, hot thermos, long pants, insect net - think what you need for your trip.
- MEETING PLACE and MEETING TIME.
- BE SURE THAT participants have a good idea of your anticipated rate of travel, total distance to be covered, total vertical ascent, and estimated return time to parking area.
- Be sure to have with you a Liability Release form.

GROUP REQUIREMENTS

 IN WINTER, THE PARTY SHOULD HAVE A SLEEPING BAG, GROUND PAD, EMERGENCY SPACE BLANKET / "BOTHY BAG," LARGE THERMOS OR STOVE & POT, AND TENT OR TARP. HAVE PARTICIPANTS SHARE IN THE CARRYING OF COMMUNITY GEAR.

3. At the meeting place:

- Have participants sign Liability Release Form
- LEADER should arrive at meeting place 15 minutes early. WAIT 15 minutes after meeting time for any late arrivals.
- INTRODUCE yourself to arrivals and them to each other.
- EYEBALL individual's physical condition and clothing. Do not allow individuals to go on the outing who will be a hazard to themselves or to the party.
- EXPLAIN carpooling (as needed) and sharing of travel costs (determined by the driver of each vehicle and/or Lookout description).
- DESCRIBE ROUTE, check to see all drivers have adequate vehicle fuel: perhaps recommend a rest room stop or other place to regroup along the travel route.

4. During the outing:

- Appoint a SWEEP. A sweep is the last person in the group. The sweep may carry spare equipment or first aid kit.

NOBODY GETS BEHIND THE SWEEP.

- Keep a small group together; if leader wishes to split a large group to accommodate speed for walking, or to make the trip more interesting, checkpoints should be set so group periodically rejoins. [Trail Junctions are natural checkpoints to ensures that nobody gets of the designated trail.](#) If the faster hikers get too far ahead, they will not be available to assist if an emergency occurs.
- Continually MONITOR individuals for problems, and weather for changing conditions.

- ___ Depending on experience of party, decisions can be made by consensus if leader desires, but if no consensus is arrived at, the LEADER SHOULD TAKE CHARGE. Have a preplanned TURN AROUND TIME and stick to it. (This is especially important in winter.)
- ___ In event of an injury that requires outside help:
 - a. WRITE DOWN critical information and the anticipated assistance you will need.
 - b. MARK YOUR LOCATION on a map.
 - c. SEND written information and the map with at least two people to get needed aid. Keep at least one person with the injured party.
 - d. POOL YOUR RESOURCES. Keep injured party warm; try to prevent shock from occurring; in cases of serious injuries, do not discuss the injury within hearing of the injured party, if possible.
- ___ It's a good idea to CARRY SPARE PARTS for equipment: extra ski tips, canoe patch materials, extra cord, etc. for specific needs of the trip. Also carry extra mittens and socks.

5. After the outing:

- ___ Be sure EVERYONE IS OUT of woods.
- ___ Take care of group needs. (It's a good idea to have a shovel and a set of jumper cables in the winter.)
- ___ BE SURE all vehicles are OPERATING before the group departs from the parking area.
- ___ REPORT any unusual happenings to the Outing Chairperson as soon as practical. Send in trip report form (Appx. A) within one week.

 **THANK YOU FOR LEADING THIS TRIP!**

YOU HELP MAKE THE SCHENECTADY CHAPTER

A GREAT CHAPTER!

Appendix A

TRIP REPORT FORM

Leader _____ Assistants _____ Date _____

Destination _____ Meeting Place _____ Time _____

Experience & Equipment Requirements _____

	Name	Phone	Member/Guest	Address of Guest
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
.	_____	_____	_____	_____
11.	_____	_____	_____	_____
.	_____	_____	_____	_____
12.	_____	_____	_____	_____
.	_____	_____	_____	_____

* Add another leader if over 6 in winter or 12 in summer

The following members are recommended as leaders for future outings

Trip Tale (continue on back)

Return trip report and liability release form to Outings Chair or Whitewater Chair

Appendix B

CAR POOL CHARGES

Every passenger should reimburse their driver for gas. Expect to pay a minimum of 4 cents per mile per person (this is dependent upon the then current cost of gasoline).

- If gasoline costs \$2 per gallon – reimburse at no less than \$.04/mile/person
- If gasoline costs \$2.50 per gallon – reimburse at no less than \$.05/mile/person
- If gasoline costs \$3 per gallon – reimburse at no less than \$.06/mile/person
- If gasoline costs \$4 per gallon – reimburse at no less than \$.08/mile/person
- The Outings chairpersons will be available to discuss proposed cost with Trip Leader(s) prior to trip publication. The leader has the final say if there are any differences of opinion.
- Family members under 12 years of age ride free if accompanied by an adult family member.

Appendix C

HIKE CLASSIFICATIONS

Distance

A+ = 13 miles or more

A = 8-12 miles

B = 5-8 miles

C = Under 5 miles

Leader's Pace

1 = Fast

2 = Moderate

3 = Slow

Terrain

A = Very Difficult

B = Strenuous

C = Average

D = Easy

Examples:

A+1A = Most difficult trip

B2C = Moderate trip

C3D = Easy trip

Appendix D

ADIRONDACK MOUNTAIN CLUB, INC.
814 Goggin's Road, Lake George, NY 12845-4117
(518) 668-4447

TRIP _____ DATE of TRIP _____
TRIP LEADER(S) _____ CHAPTER _____

RELEASE OF LIABILITY - GROUP FORM

By signing below, I acknowledge that the outdoor recreational activities associated with the above described trip to be conducted by the Adirondack Mountain Club, Inc. (ADK), and/or its chapters are rigorous outdoor sports activities which may involve the risk of personal injuries or death;

I hereby agree for myself, all of my family members and heirs, to be effective to the greatest extent permitted by law, to release ADK and any of its employees, officers, directors, members, trip leaders, chapters, or agents from any and all liability claims, losses, and/or damages for personal injuries or death which may occur during participation in the above-named trip and the outdoor recreation activities associated with said trip.

I hereby agree for myself, all my family members and heirs, to be effective to the greatest extent permitted by law, not to sue or make any negligence claim against ADK, or any of its agents, employees, officers, instructors, guides, directors, trip leaders and members for personal injuries or wrongful death suffered as a result of participation in the above-named trip or activity and the alleged negligence of any of the parties described above.

I intend this release and agreement not to sue to be effective whether or not the injury or death results, in whole or in part, from the negligence of the ADK, or any of its agents, employees, officers, instructors, guides, directors, trip leaders and/or members.

I understand that negligence means a failure to do an act which a reasonably careful person would do, or the doing of an act which a reasonably careful person would not do, under the same circumstances, to protect another from injury or death.

I agree to be solely responsible for my own safety and to take every precaution to provide for my own safety and well-being while participating in the outdoor recreational activities of the ADK.

I knowingly assume the following risks, which include but are not limited to, the risk of personal injuries or death, which may occur during participation in the above-named trip and the outdoor recreation or sports activities associated with said trip, including the potential negligence of the trip leader(s).

	PRINT FULL NAME	SIGNATURE	EMERGENCY PHONE	ADK MEMBER	
1				Yes	No
2				Yes	No
3				Yes	No
4				Yes	No
5				Yes	No
6				Yes	No
7				Yes	No
8				Yes	No
9				Yes	No
10				Yes	No
11				Yes	No
12				Yes	No
13				Yes	No
14				Yes	No

IF UNDER 18 YEARS OF AGE, A PARENT OR GUARDIAN MUST READ AND SIGN BELOW: I am the legal guardian of the above minor and have read the above RELEASE. I hereby consent to the terms of the RELEASE on behalf of the above-named minor, and give my consent to the participation of the above-named minor in the outdoor recreational activities of the ADK and I hereby give my consent to the participation of the above-named minor in all the activities of the ADK on the terms stated above.

	PRINT GUARDIAN NAME	GUARDIAN SIGNATURE	EMERGENCY PHONE	ADK MEMBER	
1				Yes	No
2				Yes	No

	PRINT FULL NAME	SIGNATURE	EMERGENCY PHONE	ADK MEMBER	
15				Yes	No
16				Yes	No
17				Yes	No
18				Yes	No
19				Yes	No
20				Yes	No
21				Yes	No
22				Yes	No
23				Yes	No
24				Yes	No
25				Yes	No
26				Yes	No
27				Yes	No
28				Yes	No
29				Yes	No
30				Yes	No
31				Yes	No
32				Yes	No
33				Yes	No
34				Yes	No
35				Yes	No
36				Yes	No
37				Yes	No
38				Yes	No
39				Yes	No
40				Yes	No

Trip Leader: Please mail the completed waiver form to the Outings / Whitewater Chair

**Appendix E
ACCIDENT REPORT**

PERSON COMPLETING REPORT: _____

ADDRESS: _____ PHONE: _____ (H)

CHAPTER: _____ PHONE: _____ (W)

DATE OF ACCIDENT: _____ TIME: _____

LOCATION: _____

DESCRIPTION OF ACCIDENT: (PLEASE ATTACH ADDITIONAL PAGES AS NECESSARY)

PERSON CLAIMING INJURY OR DAMAGE

NAME: _____ AGE: _____ PHONE: _____

ADDRESS: _____

IF PROPERTY, DESCRIBE: _____

IF INJURY, DESCRIBE: _____

TAKEN TO HOSPITAL? _____ DOCTOR? _____

IF ACCIDENT OCCURED ON INSURED PREMISES, WHY WAS PERSON ON THE PREMISES? _____

WITNESSES:

NAME: _____ ADDRESS: _____ PH: _____

NAME: _____ ADDRESS: _____ PH: _____

ANY POLICE INVOLVED? _____

ADDITIONAL COMMENTS, IF ANY _____

PERSON COMPLETING THIS REPORT: _____ DATE: _____

(signature)

After completing this form, please fax (518) 668-3746 and then mail original to Headquarters as soon as possible.

Appendix F

COVER PHOTOS

Clockwise from top left:

- ADK members enjoy the view from the summit of Basin in the High Peaks. Photo by Herb Terns
- Shelly Nevard and Larry Woods below Grand Falls on the Dead River in Main. Photo by Horst deLorenzi.
- Hikers watch the sun set on Sleeping Beauty on the longest day of the year. Photo by Herb Terns
- Horst deLorenzi on the Ottawa River in Canada. Photo by Norm Labbe