

INTRODUCTION

Everything in this document is specific to Meanderthals.

Will be focusing on process to organise a trip rather than technical skills and knowledge. Everyone here is already quite capable of leading at their normal participant level.

There are two key aspects to leading a trip - pre-trip and on-trail. These can be undertaken by multiple people as a team. Forming a team is an ideal way to ease into leading. You can get together (over coffee maybe) and brain-storm ideas.

Association Email Addresses (.....@canmoreseniors.org)

triplist@canmoreseniors.org to be used for everything related to trips listed on website, including changes, updates, corrections, cancellations. This address is monitored by several web staff, other addresses are not.

web@canmoreseniors.org is for general CSA website business eg submitting material, reporting broken links etc.

sinup(#)@canmoreseniors.org is for sign-up and communications with a leader relating to specific trips. Leaders may request a CSA email or use their personal email. Each CSA address has a different #. Use of association email gives enhanced security, includes an auto-reply, and reduces personal spam.

meanderthals@canmoreseniors.org Chairman and committee.

[function](#)@canmoreseniors.org Directory on Main page of CSA Website

Why lead? What are the trade-offs of leading?

- A day out with friends - old and new.
- Lets you choose where, when, and how fast.
- Be selfish, go where you prefer & take others along to chase the bears away.
- One person needs to set parameters, times etc.
- Meet new people, a reason to not stack the list with old friends.
- Expand own skills and judgement.
- Above all, Have Fun!!!! Its not a job.

What is a Leader in context of Meanderthals?

Easier to say what is not.

- from "PARTICIPANT RESPONSIBILITIES
 - Leaders of any outdoor activity organised by the Canmore Seniors Association (CSA) are **NOT** responsible for the individual participant's preparation for, or performance of, the activity."
- Not a mountain guide.
- Not an instructor - although you may choose to share experience, but everyone should be doing that.
- Not a nurse.

Within Meanderthals everyone is a leader, one person volunteers as a "First among equals" for a specific trip. Multiple people may co-lead and divide functions as they see fit. Some may prefer to organise while others offer only on-trail skills.

Don't compare yourself with others, their style may be different. You do not need to be fastest, most experienced, or most skilled on a hike. In some ways better if you aren't. Be aware of the talents available within group, consult/delegate others when better choice.

Leader is the communications hub for group. Not all communication is verbal, leader needs to observe as well as listen. Collect input, summarise, think aloud, relay thought process and decisions. Make sure understood.

Involve group in decisions so all learn to become leaders. Can distribute tasks but not responsibility.

This session is a starting point based on previous experience. We expect that each leader will find variations that work best for them, but all must observe standard protocols when interacting with the CSA, Meanderthals, and public - not least to limit liability exposure.

THE PROCESS

Communication and Planning

Website is your primary source for planning information.

Run through website pages at <http://canmoreseniors.org/main.html>

Check schedules daily, see where gaps are, and start planning. Don't wait to be chased by Co-ordinators.

Reserve dates ahead. Listing can be modified and updated as often as needed.

Details should be visible 2 weeks ahead - if waiting on weather or trail report, say so.

Carry out actual process on computer marking as "TEST do not sign-up"

Choosing a hike

Sources of hike ideas.

- Previous hike archives - now mostly on-line, also book in lobby.
- Guides, Gemtrek etc maps.
- National and Provincial Parks websites and maps.
- Other Clubs eg Calgary.
- Many on-line sources - but check age & reliability of postings.

Preparation

- Where
- When - including durations.
 - Plan Start and End on-trail times.
 - Lay out a whole day plan. Listed Duration is Canmore Meeting Place & Back to Meeting Place, not on_trail time.
 - Use Notes to expand information if necessary.
- How


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The process of listing a hike - It's simple

We do not encourage personal phone # in public information for security reasons.

Display on Website for as long as possible to provide hikers with chance to compare all hikes and select one before signing up.

- Create email to triplist@canmoreseniors.org
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- Enter details in correct sequence without field titles. Template available from <http://canmoreseniors.org/download/listingformat.pdf>
- - Date: Day Month Date
 - Activity: Hike, XC etc
 - Level & Speed: Be generic, clarify in Notes
 - Destination: Locality eg Banff / Specific Trail. Members come from all over. Avoid local or slang names. Use government or names found in guide books.
 - Distance: Km
 - Uphill Ascent: m
 - Maximum Elevation: m
 - Total time **away from Canmore**: hrs
 - Group Size Limit: #
 - Time of Departure: *Leader can vary meeting place from standard here also.*
 - Gas Contribution: \$
 - Notes:

Wed Apr 27							
	Hike	A- at B pace	Grotto Mountain Buttress Lookout	5.5 km	870 m	2133 m	5 hrs 12
	9:30 am	\$1	Some easy scrambling and minor exposure. Great views.		Richard Weingardt		
	Sign-up:	weingrapes@gmail.com				Click to EASY ADDRESS email	

- Leader(s):
- Sign-up email address:

Appears on website in format. Each box can add extra space as needed.

- Send email to triplist@canmoreseniors.org

One Week before hike

Check trail reports, and better still eye-witnesses. If necessary consider a recon.

Start signing up your group - Participant List

Easiest to have a blank form by the computer and add names as received.

Email sign-up

Use *triplist* page for group updates, email or phone for individuals.

If using personal email: use *Reply* to acknowledge ALL messages as received.

Say Confirmed, Wait list, or Full.

Don't write an essay - minimum "Confirmed. See you on ...day", then cut and paste after the first email. The advantage of using *Reply* is that the email app will usually mark the incoming email as replied to.

If using CSA corporate email: (*sinup##@canmoreseniors.org*) the mail system can automatically send reply like this:

This is an automated confirmation that your sign up email has been received by the trip inbox. See *triplist* page for all updates

You will only receive a personal reply if you are not accepted (eg limit has been reached) **or there are major changes requiring discussion.**

If you want to suggest additions to the trip, contact leader immediately so they can assess feasibility and adjust plans.

Please check the website for revised information.

http://canmoreseniors.org/m_triplist.html

As the auto reply confirms inclusion unless notified otherwise, immediately notify those on wait list or refused so they can find another trip. If you don't tell them and they show up you will have to take them along.

Auto reply can be deactivated by leader once trip full as personal replies will be needed. **Remember to reactivate for next trip.**

It is up to individual leaders to decide **if, how & when** they want to communicate with participants.

This is the point to give out your personal phone number but **ONLY IF** you are prepared to accept phone calls. Many leaders are not so inclined.

If your reply is *Wait List* or *Full*, you may choose to invite the later applicants to lead a split of the hike or post a new hike. You can offer to help them set it up.

When your hike is full (or almost), send an email to *triplist* asking that the listing be marked **Full**. It helps to also include how many on the waiting list. The first web editor to read the request will usually upload this immediately.

Any member is free to email the leader and request additional information.

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If you receive a request to know who has already signed up please accommodate the sender with a brief list in whatever way is simplest for you. Some like this information before signing up. Tell them you consider the request as a provisional sign-up **requiring their confirmation** after they see list.

24 hrs before hike

Check weather and trail reports.
If really bad, consider cancelling now.

Evening before hike

Still time for early cancellation and sleep-in.
Confirm maps, GPS files etc.

On the day.

07:00 Confirm Go/No-go decision.

If No-go, send email to triplist@canmoreseniors.org before 07:30 (:45 at latest). Web editors may be leaving early for trips!

You may also choose to telephone group.
Always phone any hikers who did not sign up by email.

If still ambiguous, meet with group as planned and discuss alternatives.

At the meeting place

Leaders stay separate from crowd, be visible, attract attention.

NEW THIS YEAR Groups **MUST NOT** block aisles in parking lots.

Gather on boulevards, dividers or sidewalks. **THIS COULD CHANGE TO MEET BEHIND STORE.** Geoff discuss RV parking area restrictions with Town.

If there are multiple groups with over-lapping starts, move away from melee.

- Roll-call
- Final Go/No-go decision.
- Identify drivers, arrange rides
- Gather drivers together and make sure everyone understands travel plan - exact location of trailhead, are we meeting somewhere eg information centre, gas station, coffee shop, etc on way.
- **NEW THIS YEAR** Do not leave vehicles all day in store's overflow parking. Before leaving move all surplus vehicles to Rear of Save-on store along railway fencing.
- Equipment reminder.

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- **No-one** leaves parking lot before leader - in case last minute change for some reason (eg highway just closed) - then all leave at same time.

At the Trailhead and on the trail

- Repeat Roll-call - confirm no-one lost or in bathroom
- Check who has bear spray, noise makers, first-aid kit.
- Confirm plan for day.
- Appoint sweep.
- Equipment reminder.
- **No-one** leaves trailhead before leader.
 - Leader must deal with individual questions, concerns, needs of participants. This means leader is often **last person** ready to leave. Participants need to be patient, it might be their needs next time.

When you get back.

Update web listing and Participant Record Form with **actual parameters and any useful comments**. Leave in folder at Seniors Centre.

The finished-trip website lists form a reference archive for future trips. Feel free to send comments to *triplist* about any physical problems encountered so they can be added to trip and trail Reports.

NEXT

Going from here

Pick a trip you like and list it.

Mentors and practical training

- Consider co-leading.
- Practice by leading a simple hike at a lower level than your normal.
- Ask Meanderthals Committee to organise technical courses that you feel you need, or ask more experienced members for guidance.

Keywords

- Plan
- Communicate
- Observe