

# Duties of Hike Leader (revised February 18, 2025)

## **Before the hike, the Hike Leader:**

- Have a Volunteer Form on file with Northshore Senior Center
- Familiarizes him/ herself with the hike.
- Checks on trail and road conditions.  
If trail/ road or weather conditions are not safe, chooses another hike that is suitable.  
If the hike is changed, informs the NSC Hiking Coordinator so an email can be sent to Hikers with the change of plans.
- Prints Driving Directions to/from the Meeting Place and Trailhead Parking for each Driver.
- Prints a copy(s) of the hike description
- Prints a copy(s) of a map of the hike area.

## **At Meeting Place for the hike, the Hike Leader:**

**Note: Effective 5/12/2023, it is the policy of NSC Hikers that all Hikers must provide signature verification that they have a NSC-Member/non-Member Waiver form on file with NSC before participating in any hiking activity with NSC Hikers.**

- Takes attendance on the "Attendance and NSC-Member/non-Member Waiver Verification" Form.
- Obtains Hiker's "**signature verification**" that a NSC-Member/non-Member Waiver is on file with NSC and the date the form was filed with NSC if known.
- If there is a new Hiker:
  - Obtains "**signature verification**" on the "Attendance and NSC-Member/non-Member Waiver Verification" form that a NSC-Member/non-Member Waiver is on file with NSC and the date the form was filed with NSC if known.
  - If no waiver is on file with NSC, has the Hiker complete and sign a NSC-Member/non-Member Waiver before the individual hikes with the group.
  - Obtains the new Hikers name, email address, cell/home number, Emergency Contact name and Emergency Contact number so the NSC Hiking Coordinator/ Hike Leader/EMS can contact them if needed.
- Has a copy or access to a map of hike
- Gives each Driver a copy of the Driving Directions from the Meeting Place to Trailhead Parking
- Allows time for Drivers and Hikers to arrange equitably balanced Carpools.
- Informs Carpool Hikers of the Carpool Fare to be given to their respective Drivers.
- Assigns one Rider in each car (not the Driver) to share their cell numbers with each other so each Driver can be contacted if needed.
- Decides on a Restroom Stop if no facilities are available at the trailhead.

## **At the Trailhead before the hike commences, the Hike Leader:**

- Does a "headcount" of the Hikers.
- Determines the Lead Hiker and Sweep.
- Registers at the Trailhead if there is a kiosk for sign in.

## **Lead Hiker (not necessarily the Hike Leader):**

- Stops for water breaks, clothing adjustments and waits periodically for slow Hikers to catch up.
- Stops and waits at a Trail Crossing/ "Y" until all Hikers and the Sweep are at the junction.

### **At the Trailhead at the completion of the Hike, the Hike Leader:**

- Does a “headcount” to assure all hikers are off the trail.
- Waits until all Hikers are in their vehicles and their vehicles have started before any Driver leaves so no one is left behind.
- If on a Forest Service Road, informs Drivers that all **vehicles follow each other out** to assure everyone makes it to the main road safely.

### **Administrative Duties:**

- On the North Shore Senior Center Hikers website via “Attendance & NSC-Member/non-Member Waiver Verification Form (Hike Leader Access Only)”, enters attendance, adds and updates “signature verifications” and the date the Hiker’s NSC-Member/non-Member Waiver was filed with NSC.
- On the North Shore Senior Center Hikers website via “Hiker’s Phone and Emergency Contact Info (Hike Leader Access Only)”, enters a new Hiker’s information and updates the form as needed.
- Gives original completed/signed NSC-Member/non-Member Waiver Forms, “Attendance and NSC Waiver Verification” form” and “Hiker’s Contact and Emergency Contact” form” to the Hike Coordinator for files.
- Notifies the NSC Hike Coordinator of any issues/concerns related to the hike or updates to trail conditions.