

Weekend Leader Guide

Thank you for volunteering a weekend to make the Sport Program happen! The weekend leaders play a central role in the Sport Program. This document describes the duties of the weekend leaders. Please familiarize yourself with the procedures in this document before your Program Weekend, especially these Emergency Procedures:

Emergency Procedures:

- Our Instructors are given the following emergency procedure:
 - If there is a serious accident, call 911 first.
 - For any accident, send someone to get a Weekend Leader.
 - If you have medical or rescue training and can assist during an emergency please make the Weekend Leader aware immediately.
- If you (a Weekend Leader) are summoned for an accident:
 - Find out if it's a serious accident. If so, make sure someone has called 911.
 - If 911 has been called, make sure there is someone by the road to meet the emergency response team and lead them to the accident.
 - Bring:
 - First aid kit
 - Emergency Envelope (in the Weekend Leader Supplies)
 - Notepad and pen
 - Your phone
 - Open the Emergency Envelope
 - Send someone to fetch Volunteers with first aid training and certification.
 - Make first responders aware of the patient's medical conditions and emergency contacts
 - Many of our Volunteers also have vertical rescue training if it is necessary.
- For any accident beyond minor scrapes and bruises, you must document the incident on the AMC form for this purpose in the Weekend Leader Supplies. Let the Program Director know as soon as possible about any such accident.
- Most commonly, however, people will just come with minor scrapes and need a band-aid which you can give them from the first aid kit.
- The closest hospital / emergency room is Speare Memorial Hospital, Plymouth, NH (~8 miles) - directionally head out as you would to get on 93; it's close to the highway.
 - 16 Hospital Rd, Plymouth, NH 03264
 - +1 (603) 536-1120

Quick Access Information

Gear Bags & Practice Boards

Bathrooms

Procedure Summary

More details on all of these tasks are contained in this document including a large amount of detail on how to deal with The Morning Rush. New Weekend Leaders are encouraged to read through this document in its entirety.

Before the Weekend

- Familiarize yourself with the Weekend Leader Guidelines, Program Rules, and Instructor Handout
- Review the Weekend Leader Notes and line up required resources
- Check the Attendance Planning Spreadsheet for expected group size.
- Let the Program Director(s) know if it seems like we will be short on Volunteers.
- Retrieve Program Equipment from the Storage Locker

The Morning Rush

- Arrive by 7:45am in the small parking lot.
- Unlock the Porta Potty
- Set up a sign-in station for Volunteers and Students which should have:
 - Sign in sheet, waivers, name tags
- Get missing waivers, loaner gear checks, make-up lessons, etc.
- Deal with forgotten required gear.
- Ensure skill sheets are in each gear bag and ensure station skill sheets are distributed as needed
- Assign gear bags, form groups, and send groups out.

During the Day

- Keep the command post staffed.
- Collect Gear Bags and borrowed gear, sort and note missing gear.

End of day

- Collect the Weekend Leader Supplies, First Aid Kit, and all Gear Bags.
- Complete the Weekend Leader Notes.
- Lock the Porta Potty (our lock is the black lock, combo 2622).

After the Weekend

- Prep the gear for the next weekend, and return the gear to the storage locker.
Spread gear out to dry if necessary.
- Send the Weekend Leader Report to the Program Director(s)
- Let the next weekend leaders know if there are any known issues with gear

Overall Duties Detail

- Run the program weekend.
- Transition everything to the next Weekend Leader.
- Maintain a “command post” where you can be quickly located.
 - Vital in case of emergency, also for returning gear and asking questions.
 - Generally starts in the small parking lot and moves to the big tree at the entrance to the Quarries after the instructional groups have all started.
- The weekend leaders have an important role in our emergency procedures should there be an accident during a program weekend. You should be very familiar with the Emergency Procedures on the first page of this document BEFORE an emergency happens.

Before the Weekend Procedure

- Familiarize yourself with the [Program Rules](#) and the [Instructor Handbook](#), and the Skill Sheet for your weekend ([1](#) or [2](#))
- Review the Weekend Leader Notes (sent to you by the Program Director the week before your Program Weekend)
 - See if there will be any special considerations for your weekend (optional skills stations, students making up skills, etc.)
 - Get any needed resources (instructors/gear) lined up as necessary
- Ask the Program Director(s) if you need clarifications on any of the above.
- Check the Attendance Planning Spreadsheet and weather to get an idea of how many student groups we are expecting for each day.
- Let the Program Director(s) know if it seems like we will be short on Volunteers.
 - Retrieve Program Equipment from the Storage Locker:
 - You can find the Storage Locker hours, location and code on Page 2 of this document in “Quick Access Information”.
 - We get storage units that open early in the morning so you can retrieve the equipment on the morning of the program.
 - The list of what you need to retrieve is in the “Equipment for Program Weekends”

section.

- The gear bags take a lot of space. Recruit other Volunteers to help if your vehicle may not be large enough.
- You may also retrieve the Program Equipment directly from the next weekend leader if that is easier for both of you.

The Morning Rush Procedure

- Arrive early, by 7:45am, and park in the small parking lot at Quincy Quarries. Volunteers may arrive by 8:00am (or earlier).
 - We've told students to arrive 8:15-8:30am.
- Unlock the Porta Potty
 - Code on Page 2 of this document in "Quick Access Information".
- Set up a sign-in station for Volunteers which should have:
 - Sign-in sheets
 - AMC waivers for Volunteers to sign (if they haven't already this year)
 - The Instructor Handout for the day
 - YELLOW nametags
- Set up a sign-in station for Students which should have:
 - Sign-in sheets
 - GREEN nametags
- We recommend having one Volunteer coordinate Volunteer sign-ins and another coordinate Student sign-ins as described below.

Volunteer Coordinator Duties

- As Volunteers arrive and sign-in:
 - Have the Volunteer sign the AMC waiver if they have not already this year.
 - Verify Instructors and Assistants have picked up a YELLOW name tag and annotated it with "Instructor" and "Assistant" respectively.
 - If the Volunteer is an Instructor take down their names on the Instructional Group Roster in the order they arrive.
 - We send instructors out with a group in the order that they arrive.
 - On Belay and Anchors weekend students who are new belayers should be grouped together separately from experienced belayers. Ask
 - instructors which group they're are comfortable taking and note this on
 - the Instructional Group Roster.
 - Suggest/tell the Instructor how many students to take.
 - If the Volunteer is an Assistant informally match them with an Instructor or let them find an Instructor on their own.
 - Most groups will have 1-2 assistants.
 - Instructors with "New Belayer" groups should be encouraged to take more Assistants than usual.

- More experienced Assistants should be encouraged to go with “New Belayer” groups.
- We should strive to have no more than 6 students per Instructor (and ideally with at least one Assistant). This is difficult because you don’t know how many Students and Instructors are coming before you have to start sending out groups.
 - Use the estimates from the Attendance Planning spreadsheet to help you figure this out.
 - It’s probably easier to add a student to a group later than it is to remove a student from a group.
- When a group is ready to go:
 - Give the Instructor a gear bag
 - Have the Instructor check the bag to make sure it’s complete
 - Make it clear that the instructor is responsible for returning the gear bag to the weekend leaders
 - With all the gear
 - In the standard configuration (illustrated on the gear bag tags)
 - Record the Gear Bag number, any missing items, the Assistants’ names, and number of Students with the Instructor on the Instructional Group Roster.

Student Coordinator Duties

- As Students arrive and sign-in:
 - Check if they are mentioned in the Student in the Weekend Leader Notes: Missing waivers, loaner gear checks, make-up lessons, etc.
 - Verify Students have picked up a GREEN name tag.
- After students sign-in and get a name tag, the coordinator should direct students to (one of) the next Instructors that is going out with a group.
 - On Belay and Anchors weekend students who are new belayers should be grouped together separately from experienced belayers. Make sure instructors are comfortable with which group they’re getting.
 - We encourage students to go with a different instructor for each day so they get exposed to different styles, techniques, and presentations.
 - There may be students with issues.
 - If a student has forgotten their green book, give them a copy of the appropriate page (from the Weekend Leader Supplies).
 - If a student has forgotten their helmet or harness, loan them one from the auxiliary bag with strict instructions to return it at the end of the day.
 - Note this on the Weekend Leader Notes so you don’t forget who it is!)
 - Remind students that there will be afternoon top roping (if the weather is good). We will have an “afternoon climbing coordinator” to make sure there are top ropes setup and to cajole people into staying to climb!

Volunteers Not on the Sign-In Lists Procedure

Past Sport Program Volunteers (Instructors or Assistants) may not be listed on the sign-in sheet if they have not been active in Sport Program for some time or if they are a recent Graduate who is volunteering for the first time.

If someone shows up asking to volunteer but they are not on the sign-in sheet:

1. Determine as best you can if they are a:
 - a. Recent Sport Program graduate
 - b. "Inactive" past Sport Program Volunteer
 - c. Other AMC member with climbing experience
2. You may be able to make this determination by:
 - a. Asking the Program Director(s) (if available) to check the master list.
 - b. Verifying if they are personally known to other present Volunteers.
3. If they are any of the above then they are welcome to be an Assistant
 - a. Sign them in on the blank sign-in sheet for that purpose.
 - b. Be sure they write down their email address so we can flag them as "Active".
4. If the person claims to be an Instructor but they are not on the Instructors list:
 - a. Do NOT make them an Instructor.
 - b. Ask them to be an Assistant for the day if they are known to us (as per above).
 - c. Refer them to the Program Director(s) (sport@amcbostonclimbers.com) to get back on the Active Instructors list.
 - d. Please note that a person only becomes an Instructor by approval of the Sport Program Organizing Committee.
5. If the person does not seem to be known to us or is not content being an Assistant for the day decline their assistance and refer them to the Program Director(s) (sport@amcbostonclimbers.com).

During the Day Duties

- Make sure someone is always at the command post and that person knows where you are if you're not there.
- Familiarize yourself with the contents of the First Aid kit
- Check the level of supplies in the Weekend Leader Kit and note anything running low on the Weekend Leader Notes.
- Make the rounds to all the locations in use.
 - If there is a large discrepancy in group sizes or speed then try to rebalance things so that the groups are closer to equal.
 - If there is a mandatory or optional station happening elsewhere (bucket catch or free rappel) remind folks to go.
- Organize the afternoon activities.
 - As instructors free up or arrive late try and get some climbs set up.
 - Remind students of the program wide requirements that they need to complete.
 - Encourage Students who need to to Trad Follows to hang around the M Wall and encourage Leaders to go to M Wall to recruit Students for Trad Follows.
 - Be aware of being good citizens and the need to share the rock with others who aren't part of our program.
- Collect Gear Bags and borrowed gear.
 - Mark bags and borrowed gear as "returned" on the Instructional Group Roster and Weekend Leader Notes respectively.
 - Straighten the gear bags out and check that they all contain what they're supposed to.
 - Make note of missing items on the Weekend Leader Notes.

End of the Day Procedure

- Verify that the Weekend Leader Supplies, First Aid Kit, and all Gear Bags are collected and complete.
- Complete the Weekend Leader Notes.
- Lock the Porta Potty:
 - You can find the code on Page 2 of this document in “Quick Access Informatio

After the Weekend Procedure

- Prep the gear for the next weekend.
 - If the gear is wet and you will need to dry it out as soon as you get it home.
 - Coordinate with the next Weekend Leader so you know when you must have the gear back in the storage locker by.
 - You may also hand off the bags directly to the next weekend leader if that is easier for both of you.
 - Store the gear bags in the Storage Locker in time for the next Program Weekend.
 - Equipment list in detail in “Equipment for Program Weekends” section.
 - You can find the Storage Locker hours, location and code on Page 2 of this document in “Quick Access Information”.
- Send the Weekend Leader Report to the Program Director(s)
- Let the next weekend leaders if there are any known issues with the gear.
 - The most common issue is that some gear bags will be missing some items.

Program Weekend Equipment

The following equipment should be in the Storage Locker and be retrieved by the Weekend Leader for Program Weekends:

- **All Weekends**
 - Weekend Leader Supplies Box
 - A detailed list of its contents is included in this document.
 - First Aid Kit
 - Gear bags – numbered 1 through 12
 - Bags with additional ropes - numbered 1 through 2 (in case an instructor

- wants more than the 60m and 40m rope that is in the gear bag)
 - **Auxiliary bag**
 - Extra harnesses and helmets (in case anyone forgets theirs)
 - Jumars (for ascend weekend)
 - Extra gear (slings, carabiners, etc.)
 - Rap rings and quickrings (for rappel weekend)
- **Ascend Weekend:** Catch-the-Bucket equipment
 - Only necessary on or when students are making up Ascend Weekend.
 - The bucket itself is stashed in the woods between the Big Tree and the A Wall.
- **Graduation Weekend:** Short ropes for multi-pitch rappel
 - Only necessary on or when students are making up Graduation Weekend.
 - These are cut shorter so they don't reach the ground, forcing the students to see why a multi-pitch rappel is necessary.

Weekend Leader Supplies

The Weekend Leader Supplies Box contains the important paperwork for the program weekends. It should contain the following:

Folders

- **Instructional Group Roster** -- Please use these to record information on each group that goes out. It is also part of our recordkeeping for the Sport Program. Please record:
 - Instructor name(s)
 - Assistant name(s)
 - How many students are in the group
 - Gear Bag number
 - If the Gear Bag is missing any gear when signed out
 - When the Gear Bag is returned.
 - **Completed Instructional Group Rosters** -- After the day is done, please put the gear bag sign-out sheets in this folder. The program director will probably pick these up from time to time.
- **Volunteer Handouts**
 - For each program weekend/day in a separate folder.
 - Open Climb Day does not have an instructor handout.
 - There are handouts for Program Climbs/Belays, Catch a Bucket, and Trad Lead Climbs.
- **Skills Sheets**
 - For each program weekend/day (will be in ziploc with markers)
 - Ensure skill sheet ziploc package is added to every gear bag for the weekend
 - Open Climb Day does not have a skill sheet.
 - There are skill sheets for Catch a Bucket, Multipitch Rappel, Fixed Anchor Cleaning and Trad Lead Climbs.
- **Blank Waivers**
 - The AMC liability waiver for volunteer-led activities.
 - We are only using the "member" version of the waiver; the text is the same as the non-member version but just has fewer spots for people to sign.
 - Emergency Contacts:

- Students: We already have their emergency contact info so they don't need to list it.
 - Instructors/assistants: Should list an emergency contact.
- **Sign-in Sheets**
 - One for Students
 - One for Volunteers
- **Completed Volunteer waivers**
 - We keep these on-hand because they have emergency contact info for our instructors and assistants.
 - Please put the date on every waiver sheet.
 - It would be nice if all the sheets for a single date were stapled together.
- **Emergency contact and medical info for students**
 - There should be a sealed envelope containing this.
 - Not to be opened except in case of emergency.
- **DCR permit**
 - This is our permit to hold the Sport Program at the Quincy Quarries
 - We are required to have it on site.
- **AMC Incident report form**
 - If there were an accident, the weekend leaders must fill out this form to report it to the AMC (which provides the liability insurance we operate under).
 - This can be found in the appendices of the "AMC Outdoor Leader Handbook".
- **AMC Crisis Communications Chart**
 - Shows who to contact in case of emergency and how to get in touch with them.

Other stuff

- **Nametags**
 - YELLOW for instructors and assistants
 - GREEN for students
- **Boston Rocks Guidebook**
 - For reference in case people want to look up names/grades of climbs
- **Clipboards**
 - Makes you look official and provides a hard surface for writing