

The Cascadians Trip Leader Guidelines

1. Create a post for the on-line [calendar](#) following the [approved format](#) and post it to the calendar (if you have administrative rights) or send it to calendar@cascadians.org to have it posted. Keep the post updated if plans change. Use the sign up feature if you wish to limit the group size.
2. A Cascadian-sponsored outing must have at least four participants.
3. Know the route, have a good map or phone app and know how to read it. Consider creating a track with a GPS unit or smart phone app to help retrace the route on the way out. It is strongly recommended that either the leader or assistant leader have recent experience traveling the intended route to check current trail conditions.
4. Carry a good first aid kit and the other [13 essentials](#).
5. If the route will be out of cell phone range, consider carrying a satellite communication device (something that can send an emergency message via satellite e.g. a Garmin inReach or certain smartphones). [Info on The Cascadians' Garmin unit](#).
6. For overnight trips, talk with all participants prior to the trip to clarify plans.
7. Obtain necessary permits.
8. At the meeting place:
 - a. Introduce yourself and the assistant leader (if there is one), review the route to the trailhead and the planned outing.
 - b. Explain the trip route and level of difficulty. Mention any forks in the trail so the destination is clear.
 - c. Make sure everyone is properly outfitted.
 - d. Have everyone sign the Release of Liability Form.
 - e. Have everyone introduce themselves.
 - f. Help arrange carpools. Remind drivers to make sure they have the same participants on board at the end of the hike.
9. At the trailhead:
 - a. If needed, repeat the trip route information.
 - b. Agree where to meet for lunch and any other breaks.
 - c. Determine who will be the lead, and who will be the sweep (see 'e' below).
 - d. The lead person should stop the party at all intersections to let the group catch up. The lead stays near the front of the group and sets an appropriate pace while considering the safety of all participants. Ideally, prevent the group from getting too spread out.
 - e. The sweep should bring the Release of Liability form and stay near the back of the group. Stay with anyone who falls behind. If a hiker wants to return to the trailhead, decide if they can do so alone. If so, note on the Release of Liability form the time the participant left. Communicate any problems with the lead.
10. If traveling in Wilderness Areas check the agency regulations regarding dogs, pack animals and total party size for the Wilderness you will visit. Current USDA Forest Service wilderness regulations for the [Okanogan-Wenatchee National Forest](#) state 'A limit of 12 for a group, in any combination of people and pack and saddle animals, is the

rule for wilderness areas. Groups exceeding 12 must divide into physically and logistically separate parties and maintain a minimum distance of one-mile separation.' If the group splits to reduce the size, ensure each group has a leader.

11. Count noses often, keep track of all party members.
12. If possible, let a responsible party in town know the destination and expected return time.
13. At the end of the hike, make sure all participants are accounted for and all cars start before leaving the trailhead.

Technical Climbing Trip Leader Additional Guidelines

1. The climbing committee must approve the leader and climb route
2. Limit the climbing party numbers as appropriate to the route and any special permit requirements
3. A qualified person must lead each rope team
4. If you question the skills of any person signing up, request a demonstration of their ability
5. Turn down any unqualified or improperly equipped person
6. Inspect packs for proper equipment as appropriate
7. Don't push any member beyond his/her ability