

## Hike Leader Checklist

- By the end of September, send a brief summary of your hike to the Handbook Committee for inclusion in the next SMHC Handbook. Include your name and that of your co-leader, along with the hike difficulty level and distance.
- **FOR ON-TRAIL HIKES:** Use the following as a guide in describing the hike's degree of difficulty.
  - Easy: 5 miles or less and up to 1000' elevation change, on-trail.
  - Moderate: 5-10 miles and/or elevation change of 1000-2000', on-trail
  - Difficult: 10-14+ miles and/or elevation change of 2000' or more, mostly on-trail, some off-trail possible.
  - Strenuous or special conditions: If the hike is particularly strenuous or presents difficulties not captured in the above, hike leader should so state. For example, water crossings that may require wading, or long pants and sleeves for briars.
- **FOR OFF-TRAIL HIKES:** The leaders are encouraged to explain any unique difficulties that may be encountered, and the experience levels recommended for the hike. Most off-trail hikes should be described as difficult.
- By the fifteenth of the month before your hike, scout the hike, and then email a description of your hike, with meeting time and place, to the Newsletter Editor. Include the leader names, phones and/or email addresses. If you consider it necessary for safety or hike management you may state in the newsletter description that pre-registration with you or your co-leader is a requirement. If you prefer that your on-trail hike not be published in social media send an email to that effect to Cindy spangler [spangler@utk.edu](mailto:spangler@utk.edu)
- Obtain any permits or private land use permissions that may be required.
- Carry an emergency telephone number for the area in which you will hike, e.g. (865) 436-1230 for GSMNPark. If the hike is not within the GSMNPark, please try to get an emergency contact phone number,.
- **AT THE MEETING PLACE OR THE TRAILHEAD**
- Arrive at the meeting place at least 15 minutes early to greet visitors and to coordinate transportation. Obtain the signatures of all hikers on the sign-up sheet, with complete addresses of visitors. (If you did not receive a sign-up sheet in the mail print one out from the website, [smhclub.org](http://smhclub.org).) A club volunteer receives the lists, and will mail each guest the next two Club newsletters, so the addresses should be legible.
- If visitors are present it's a good idea to have brief introductions of everyone, either at the carpool meeting place or the trailhead.
- Ask if anyone has medical training. And, ask that you be informed of any medical conditions that could negatively impact hiking ability.
- Take full charge of the hike, one leader in front and one at the rear. As the leader you have the right and responsibility to:
  - exclude those who, in your judgment, are not physically able, sufficiently capable and experienced or not properly equipped for the planned hike;
  - appoint a co-leader at the trailhead if that job is vacant
  - inform hikers that a leader must be notified if anyone needs to leave the group.
  - Dogs are not permitted on club hikes. This Club policy is for the enjoyment of the many members who would rather not share the trail with dogs. The National Park also bans dogs from all its trails.
- **AFTER THE HIKE:**
  - Check off all hikers at the end of the trip, and determine that all drivers can start their cars.
  - Email a brief account of the trip highlights to Don Dunning [dedz1@aol.com](mailto:dedz1@aol.com) soon after the hike.
  - Mail the signup sheet (list of participating hikers) to Jean Bangham using the SASE that was sent to you with the signup sheet. If the SASE was lost, her address is in the handbook.