

## **SCF Hiking Club**

### **How to Become a Hike Leader**

1. Choose a hike you want to lead. It can be one you have done before or one from the hiking website ([scfhikingclub.com](http://scfhikingclub.com))
2. Preview the hike to be sure you know the route and terrain. You can use AllTrails for distance, elevation and map.
3. Fill out the form, "Hike Leader Forms" under "Forms" on the website, [scfhikingclub.com](http://scfhikingclub.com). All hikers usually meet at the bocce courts near the Sage Center at the meet time to sign in and form optional carpools.
4. Contact Hike Coordinator and submit your form. The coordinator will post your hike on GroupWorks and members will sign up.
5. The day before your hike, pick up the red backpack, first aid kit and AED from the storage room at the Sage. The front desk employee will unlock the room for you. Find the backpack on the shelf just to the left after entering storage room.
6. Print a sign in sheet and non-member guest waivers from Forms menu on website. Place on clipboard with an attached pen. Print directions or make sure trailhead is on GPS.
7. At the bocce courts on the morning of hike, have all hikers sign in on the form by passing around the clipboard. Any guests need to sign a waiver. Make sure everyone has a ride. Pass out directions to drivers or make sure they have the trailhead on their GPS.
8. Wait until everyone arrives at trailhead before starting. Count off to be sure you have everyone. Designate someone to pull up the rear. We often have slower hikers.
9. Place the clipboard with the sign-in sheet on rear windshield. Faster hikers or those who need to leave early can access it to sign out.
10. Stop periodically for breaks, to let slower hikers catch up, have snack and to get a head count.
11. When finished with hike, all hikers must sign out on form.
12. Return red backpack with first aid kit and AED to storage room shelf.