



AMC Maine Chapter

Leader Requirements and Guidelines

Revised: November 2017



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Acronyms

ACA	American Canoe Association
AMC	Appalachian Mountain Club
BSP	Baxter State Park
EEC	Essential Eligibility Criteria
LNT	Leave No Trace
MATC	Maine Appalachian Trail Conference
MCC	Maine Conservation Corps
PFDs	Personal Floatation Devices
SOAP	Subjective, Objective, Assessment and Plan
TLS	Trip Listing System (AMC's)
WFA	Wilderness First Aid
WM	<i>Wilderness Matters</i> – Maine Chapter's Newsletter
XC	Cross country (skiing)

Introduction

The Maine Chapter (the Chapter) of the Appalachian Mountain Club (AMC) was founded in 1956 as the Portland Chapter. Today, the Chapter is more than 5,600 members strong and is active throughout the entire State of Maine. The Maine Chapter advocates strong conservation efforts and the respectful stewardship of Maine's resources while offering its members a full range of programs and activities during four seasons of the year.

The Maine Chapter is one of twelve chapters that make up the AMC, the nation's oldest outdoor recreation and conservation organization, founded in 1876. The AMC now has over 100,000 members, advocates, and supporters including more than 16,000 volunteers and 450 full-time and seasonal staff. The AMC offers over 8,000 trips each year from local chapter activities to adventure travel worldwide, for every ability level and outdoor interest – from hiking and climbing to paddling, snowshoeing, and skiing.

Mission Statement:

We believe that the mountains and rivers have intrinsic worth and also provide recreational opportunity, spiritual renewal, and ecological and economic health for the region. We encourage people to enjoy and appreciate the natural world because we believe that successful conservation depends on this experience.

The Maine Chapter has volunteer Outings Leaders who are the core of what we offer - safe, fun and competently led trips in the outdoors, training workshops, trail work trips, conservation events, and educational meetings. Our Outdoor Leaders are trained to take participants on trips associated with trail maintenance, hiking, backpacking, ocean and inland paddling, cross country skiing, and biking.

The Maine Chapter Outings Committee is responsible for defining the Chapter requirements for outdoor leadership, maintaining the Chapter Leader List, and overseeing the AMC Trip Listing System for Chapter Activities.

Activities

An Activity is any outing, trip, event, etc. sponsored by a Maine Chapter Standing committee. For the Activity to be an official Maine Chapter Activity it must exist according to the qualifications stated in this document.

One or more Maine Chapter Standing Committees must sponsor an Activity hosted by the Maine Chapter. Every activity must have at least one Leader approved by the committee sponsoring the activity. It is recommended that all outdoor activities also have a Co-Leader or a second leader in addition to the primary Leader. On occasions when Chapter Activities are offered that require an outside professional or expert to lead, an approved Maine Chapter Leader must also serve as Leader.



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Activities involving outside organizations must ensure that the jointly sponsored activity meets the standards of the Chapter and has a Leader that is approved to lead that activity.

Any Activities requiring the Leader(s) to collect money from participants must follow the Chapter Financial Policy.

Maine Chapter activities must be within 500 miles of the state of Maine and not exceed 10 days in duration. Any activity longer than 10 days or greater than 500 miles from Maine would be classified as Adventure Travel by the AMC and requires approval by the AMC Adventure Travel Committee.

Sponsored Activities

The Chapter may sponsor the following activities: camping, backpacking, hiking, walking, trail running, bicycling, canoeing, kayaking, rafting, fishing, trail maintenance and construction, equipment maintenance, facility maintenance and construction, stewardship projects, conservation activities, ice climbing, mountaineering, rock climbing, leadership and/or outdoor skills training, orienteering, recreational team sports, social and educational activities, dancing, yoga or other organized exercise classes, cooking, in-line skating, ice skating, sailing (boats 26 feet and under only), snow skiing, snowshoeing, snowboarding, sledding, dog sledding, swimming, snorkeling, and windsurfing.

Activities such as social events, meetings, basic services and meals (i.e. potluck dinners, picnics, barbecues, cocktail hours, slide shows, speaker presentations, facility stays, equipment rental) do NOT necessarily need to meet the requirements and guidelines provided herein.

Outdoor activities are defined as activities such as hiking, paddling, biking, skiing, trail maintenance and construction, etc. that take place in the out of doors. This would not include workshops or training that are held indoors but may have an activity outside. It does include workshops or training that are held outdoors or have a substantial outdoor component.

Listing and Managing Activities

All Maine Chapter sponsored activities must be entered into the AMC Activities Database using the Trip Listing System and approved by the appropriate Maine Chapter Committee.

Each Maine Chapter Committee will designate a Trip Listing System reviewer for their respective Committee to screen activities to ensure they meet Maine Chapter and AMC requirements and to approve the activity once screened. The Committee Chair or designee shall make final decisions about approving activities sponsored by that Committee.

All Maine Chapter sponsored activities shall be listed on the AMC and Maine Chapter websites. Sponsored activities may also be listed in the Maine Chapter Newsletter – *Wilderness Matters*, *AMC Outdoors*, and the Maine Chapter Meetup group or other Maine Chapter sponsored social media platforms.

Individual Committees should manage their own activities listings. However, if they do not have the capacity or desire to do so they may designate the Outings Committee to enter and manage their activities in the Trip Listing System once approved by the committee.



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Minors Participation in Activities

Maine Chapter Activities are intended for Adults, 18 years of age or older. Minors may only attend Maine Chapter activities with a responsible adult and a waiver signed by their legal guardian or parent. Parents/Guardians may designate a friend or relative to serve as a responsible adult provided the minor brings a parent signed AMC Release Agreement. Leaders must ensure an adult:child ratio of 1:3 for the activity.

Leadership Requirements & Guidelines

The Maine Chapter Leadership Requirements and Guidelines are in addition to the Basic AMC Leadership Requirements and Guidelines and apply to all Maine Chapter Leaders for ALL Chapter trips, excursions, training and workshops that meet the requirements for an Activity as defined in this document.

A Leader is any person who has met the basic AMC and specific Maine Chapter Standing Committee requirements and has been authorized by that Committee to lead or assist in the leadership of a Chapter Activity.

Leader requirements for outdoor activities are defined by the Maine Chapter Outings committee and specific Outings subcommittees with input from other chapter standing committees.

The Trails committee is responsible for the Activity requirements for trail maintenance and construction. Non-outdoor leader requirements for activities such as social events, meetings, etc. are defined by the sponsoring Chapter committee.

If the Maine Chapter does not have an existing leader qualified to lead a specific type of activity, the Sponsoring Committee may seek external training to facilitate the co-leader becoming a Leader.

AMC Basic Leader Requirements

All Chapter outdoor activity leaders must meet these basic leader requirements

- Leaders must be eighteen (18) years of age or older.
- Leaders must maintain current AMC membership.
- When leading an Activity that requires collection of money from participants, Leaders must follow the financial policy of the Chapter.
- Leaders must make reasonable efforts to ensure that their Activity meets the AMC Requirements for Activities.
- Leaders must know and follow all of the leadership requirements of the Chapter Committee that sponsors their Activity.
- Leaders must make a reasonable, good faith effort to secure all permits and adhere to all laws and regulations applicable to the activity.
- Leaders must remain in good standing.



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- Leaders must provide their name, address, phone number, membership number, expiration date and email (if available).

Reference: **AMC Leadership Requirements and Guidelines**, Revised Jan 24, 2015, Effective March 15, 2015 and available on line at:

<https://gaprod.outdoors.org/pdf/upload/leader-requirements-current.pdf>

Chapter Standing Committee Specific Leadership Requirements

For other than outdoor activities, Committees may develop their own leadership standards that add to the AMC basic leader requirements stated above. The sponsoring committee for the specific type of activity being led must approve the Leader(s) for that activity.

Outdoor Leader Requirements and Guidelines

Requirements for Current Qualified Leaders

Current qualified Maine Chapter Outdoor Leaders must continue to meet the requirements to maintain their Leader status. Leaders will be reviewed on an ongoing basis by the Outings and Outings Sub-Committees Chairs for the purpose of determining compliance with leader requirements.

Requirements for Current Leaders

Current Maine Chapter Leaders must:

- Meet AMC Leadership Requirements (per AMC Leadership Requirements and Guidelines - see link on Page 5).
- Have current Wilderness First Aid (WFA) or First Aid Certification as required by the activity.
- Continue to meet activity specific Leadership Requirements by demonstrating the required skills to lead the activity.
- Lead at least one trip per year.
- Mentor and support new leaders by offering mentoring, trip co-leads, and mentored trips.
- Enter all planned activities in the AMC Activity Database using the AMC Trip Listing System
- For each trip, submit a copy of the participant signed AMC release to the Chapter Outings Chair and AMC within two weeks of the trip date.
- Meet the requirements for the Chapter Financial policy when collecting money from participants.
- Report any incidents occurring on a trip they have led per the Chapter Incident reporting and communication protocol (see Incident Reporting Requirements on page 19 of this document)
- Meet participant and activity management requirements.



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Guidelines for Current Leaders

In addition to meeting the requirements for maintaining leadership status the leaders should strive to meet the following guidelines:

- Leaders' technical skill level for the activity should not exceed the difficulty for the activity they are leading.
- Leaders are encouraged to lead three or more trips per year.
- Leaders should lead or support workshops and training.
- Leaders are expected to help in recruiting and mentoring new leaders.
- Publish trip reports and photos in *Wilderness Matters* and on Chapter social media platforms.
- Attend and participate in Outings Committee leader meetings.
- Follow and instruct trip participants in the principals of Leave No Trace (see References Section - Leave No Trace Seven Principles).

Leading a New Activity for a Current Maine Chapter Leader

Current Maine Chapter Leaders desiring to lead an activity other than the one they were qualified for or at a higher level for their current activity must meet the activity specific requirements and complete a mentored trip in the new activity or activity level with a positive recommendation by the mentor.

Leader Revocation and Reinstatement

The Outings Committee may rescind the leadership status of a Maine Chapter Leader in response to safety and/or quality problems on Activities. Once an individual's leadership status has been rescinded in this manner, the Outings Committee Chair must immediately report this information to the leader, the Maine Chapter Chair, and to the AMC Leadership and Risk Management Department.

Leaders with expired WFA/First Aid certification will be removed from Leader status and posting trips. Leaders not meeting other requirements will be given a three-month grace period to attain the requirement before being removed from Leader status and posting trips.

Leaders with expired requirements can be reinstated to Leader status once any expired requirements are met if within five years of the requirement(s) expiration. After five years, they will be required to meet the requirements for candidates with prior outdoor leadership experience.

Requirements for New Leaders

Process for Becoming a Maine Chapter Outdoor Leader

1. Apply
 - a) Must be eighteen (18) years of age or older and an AMC Maine Chapter Member
 - b) Contact AMC Maine Chapter Outings Committee (email – outings@amcmaine.org) for the new leader application form
 - c) Complete Application Form
Name, address, and contact information
Prior outdoor leadership experience/training/certification



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- Choose an activity to lead
- State Prior experience/training/certification in activity
- Wilderness First Aid/First Aid certification, if any
- d) Outings Committee reviews application and notifies applicant of acceptance or reason for rejection.
- 2. Meet the Requirements
 - a) New Leader Candidates
 - b) Leader Candidates with prior Outdoor Leadership experience
- 3. Mentored Trip
 - a) Plan and complete a mentored trip in the activity with an experienced Maine Chapter Leader
- 4. Complete Leader Requirements
 - a) Submit completed leader requirements and Mentor recommendation to Outings Committee
 - b) Outings Committee reviews recommendation and notifies applicant of leader status.

The Outings & Outings Sub-Committee Chairs will perform an assessment of the candidate's prior experience to determine if Leadership and Activity requirements have been met. Trip co-leads or other activity requirements may be waived for candidates with prior outdoor leadership experience that have demonstrated proficiency in the subject activity. A mentored trip in the new activity/level with a positive recommendation by the Mentor is required for the Leader candidate to be approved as a Leader.

Requirements for Candidates with no prior outdoor leadership experience:

- Meet AMC Requirements for Leaders (per AMC Leadership Requirements and Guidelines)
- AMC Maine Chapter Member
- Complete new leader application form (see attachment)
- Current WFA or First Aid Certification as required for activity (required for mentored trip)
- Complete AMC Outdoor Leader Training (required for mentored trip)
- Demonstrate the required skills for the Activity
- Co-lead three trips for the activity with two or more experienced Maine Chapter leaders
- Complete a mentored trip for the activity with an experienced Maine Chapter leader

Requirements for Candidates with prior AMC or other outdoor leadership experience:

- Must be eighteen (18) years of age or older
- AMC Member
- Complete new leader application
- Complete AMC Outdoor Leader Training (required for mentored trip)
- Current WFA or First Aid Certification as required for activity (required for mentored trip)
- AMC Outdoor Leader Training (recommended)
- Demonstrate the required skills for the Activity
- Complete a mentored trip for the activity with an experienced Maine Chapter leader



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Mentored Trip Requirements

The mentored trip is the final qualification for the Leader candidate to become a Leader. The Leader candidate must meet all the requirements for a Leader in that Activity prior to the mentored trip.

The Mentor must be an experienced Maine Chapter Leader who has led multiple trips over several years in the activity and at the level the Leader candidate is being qualified for.

After the mentored trip the Mentor completes the Mentored trip check list (see attachment) and provides a written recommendation to the Outings Committee on the status of the candidate.

The Leader candidate is required to complete the following for the mentored trip:

1. Trip Plan
 - c) planning for the trip including day, time, route, distances, starting location.
 - d) determine the participant criteria for the trip including physical and equipment requirements, what group gear will be supplied. (ref. AMC Outdoor Leader Handbook Essential Eligibility Criteria)
 - e) assess and mitigate anticipated risks for the trip, including weather, group gear and participant issues.
2. Create a trip information sheet (see example)
3. Review the trip plan and information sheet with the Mentor
4. List the trip in the AMC Trip Listing System
5. Screen participants for the trip to the criteria
6. Distribute trip plan to trip participants
7. Lead and manage the trip including:
 - a) check in - participant signing of the AMC Release Agreement, go over the AMC Trip Introduction Talk and review critical items for the trip like food, water, appropriate equipment and attire.
 - b) on the trip – pace, weather, participant well-being and issues, decisions on changes to the trip
 - c) concluding the trip – account for all participants, provide trip closure to participants
8. Post trip review with the Mentor - After the trip the mentor reviews trip with the candidate and provides a recommendation to the Outings and Outings Committees Chairs.

Outdoor Activity Specific Leader Requirements

Leader requirements to lead specific Outdoor Activities are in addition to the base leader requirements. Leader requirements for activities not specified here will be determined by the Outings Committee and added on an as needed basis. For activities not requiring Wilderness First Aid Training, the Outings Committee Chair shall make the final determination as to whether the trip meets the Chapter criteria for being in an urban area or less than 1 hour from emergency response services.

Paddling

Canoeing Flatwater

- Wilderness First Aid Certification



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- Demonstrated skills in flatwater Canoeing
- American Canoe Association (ACA) Flatwater Canoe Safety & Rescue course or equivalent

Canoeing Whitewater

- Meet Requirements for Canoeing Flatwater
- Demonstrated skills in Whitewater Canoeing
- ACA Whitewater Canoeing course or equivalent

Kayaking Flatwater (River/Pond except whitewater)

- Wilderness First Aid Certification
- Demonstrated skills in kayaking flatwater
- ACA Flatwater Kayak Safety & Rescue or equivalent

Kayaking Coastal/Sea

- Meet requirements for Flatwater Kayaking Leader
- Demonstrated skills in Coastal/sea kayaking
- AMC Maine Chapter sea kayak skills course
- ACA Coastal Kayaking Trip Leading or Open Water Coastal Kayaking Trip Leader certification or equivalent

Bicycling

Road Bike Day Trip (Urban areas or less than 1 hour from emergency response)

- Knowledge of basic bike maintenance and repair
- Owning and maintaining all of the needed gear
- Actual knowledge of routes
- Demonstrated skills in Road Biking
- First Aid Certification

Mountain Bike Day Trips

- Meet Requirements for Road Bike Day Trip
- Wilderness First Aid Certification
- Demonstrated skills in Mountain Biking

Bike Touring Leader (Multiday trips)

- Meet requirements for Road Bike Day Trips Leader
- Wilderness First Aid Certification
- Prior touring experience (riding 50 miles/day loaded for a week and camp every evening)
- Adventure Cycling Association Touring Leadership Training or equivalent (recommended)

Hiking

Walks & Outings (Urban areas or less than 1 hour from emergency response)

- Demonstrated skills in walks
- First Aid Certification

Hiking

- Map and Compass course
- Wilderness First Aid Certification



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- Demonstrated skills in hiking

Backpacking

- Meet requirements for Hiking
- Attend Backpacking workshop or equivalent
- Prior multi-day backpacking experience
- AMC Mountain Leadership School (recommended)

Snowshoeing (Urban areas or less than 1 hour from emergency response)

- Demonstrated skills in Snowshoeing
- First Aid Certification

Winter Hiking

- Meet requirements for Hiking
- Attend Winter Hiking workshop or equivalent
- Prior winter hiking experience on Maine Mountains
- Mt. Katahdin & Mt. Washington have additional requirements of crampon & ice axe training

Skiing

Cross Country Skiing Leader (Urban areas or less than 1 hour from emergency response)

- Demonstrated skills in Cross Country Skiing
- First Aid Certification

Back Country Skiing

- Wilderness First Aid Certification
- Map and Compass course
- Demonstrated skills in Back Country Skiing

Trail Maintenance and Construction

- Trail Work Training (can be from AMC, MATC, MCC, BSP or equivalent organization as determined by Trails Chair)
- Follow AMC Chainsaw Policy Guidelines

Co-Leaders

Co-leader should have skills and experience to allow them to play a supporting role and to complement the skills and abilities of the leader of an Activity. Anyone interested in being designated as a co-leader can simply express his or her interest to the Chair(s) of any Standing Committee. It is preferred that co-leaders be designated in the publication of the trip. Leaders may designate a co-leader immediately prior to the start of the Activity.

Leader Candidates should be recruited for trip Co-Leads by the Leader. Preference for co-leads is to be given to Leader Candidates.

Requirements for Co-Leaders

- Must be eighteen (18) years of age or older
- AMC Member
- Demonstrate skill in the activity



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Leader Recognition

Leader recognition will be based on volunteer hours. The default used for hours will be 8 hours per day trip and 8 hours per day for multiday trips unless the Leader reports their specific volunteer hours for a given trip.

Three Trips Award: posting and leading three or more Maine Chapter trips for the prior year or a multiple day trip of three or more days

Five Year Leader Recognition: posting and leading one or more Maine Chapter trips per year for each of the prior five years.

Leader Training

The Outings Committee will sponsor and support training required for Leaders to meet and maintain Leader and Activity requirements:

Wilderness First Aid – Maine Chapter sponsored WFA class provided free of charge for existing Leaders who have expiring WFA and have planned and led at least two trips or training events during the last year or have planned and led one trip and co-led one trip or training event. Leaders who attend a non-sponsored WFA class will be reimbursed up to the cost of the sponsored class.

Outdoor Leadership Training – the Maine chapter will sponsor an Outdoor Leadership training class annually. Alternatively, Outdoor Leadership training by another AMC chapter may be substituted for Maine Chapter training with the approval of the Outings Chair.

If a fee is charged for AMC or Chapter sponsored training, Leaders completing the training will be reimbursed. Leaders who take other outdoor or activity leadership training will be reimbursed on a case by case basis. Training for advanced Outdoor Leadership and Activity skills is strongly encouraged and will be supported financially for current Leaders on a case by case basis based on their expertise in the activity, contribution as a leader in leading trips, supporting\ mentoring new leaders, and leading workshops or otherwise providing training as determined by the Outings Committee and Outings Activity chairs.

Leader Liability Coverage

The AMC maintains a general liability insurance policy insuring the Club and its Leaders against damages arising out of acts of authorized persons in furtherance of official Club Activities. The liability policy includes coverage for defense costs.

To be personally covered by AMC's liability insurance policy Leaders must be current AMC members acting in accordance with the Chapter and AMC requirements for leaders and activities and they must be leading an approved Chapter/AMC Activity.



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Other persons who are appointed by the designated Leader(s) to perform an assistant leader function(s) (sub-group leader, registrar, lead, sweep, first aid care provider) are also covered, whether these leaders are AMC members or not.

Persons or business that an AMC member-Leader contracts with or hires as a third party, to provide expertise, facilities, transportation, services or equipment for an activity, are NOT COVERED by the AMC liability insurance. Anyone hired as a third party should have adequate insurance. In addition, Leaders who contract privately with a third party to take over leadership or instructional roles should obtain a certificate of insurance from the third party with the AMC listed as a named insured.

Participant Management

Requirements

- Participants may not be excluded from an Activity on the basis of race, religion, color, national and ethnic origin, gender, sexual preference, marital status, age (except minors), or physical disability that can be reasonably accommodated on the proposed Activity.
- All Participants on Maine Chapter Outdoor Activities are required to sign an approved AMC release.
- The Activity Leader is responsible for keeping track of the number of participants in the group and accounting for all participants at the conclusion of the Activity.
- When co- sponsoring an activity with an outside organization, it is the responsibility of the Leader to identify the responsibilities and services provided by each organization (emergency response, participant screening, etc.). Participants should be made aware of the nature of the co-sponsored arrangement and the specific responsibilities.

Guidelines

- Applicants/participants may be excluded due to inadequate qualifications or experience, insufficient skill, inadequate equipment, capacity limitations, previously demonstrated personal incompatibility, unsafe actions, refusal to share community work, or inappropriate behavior. Minors (under age 18) may be excluded for any of the above reasons and must be accompanied by a responsible adult. See *Requirements for Leaders* for the AMC's non-discrimination policy.
- During the Activity, Leaders should attempt to facilitate positive group interactions and to make sure that new people are introduced and integrated into the group.
- Leaders should expect and encourage participant conduct consistent with Leave No Trace environmental and conservation principles and local regulations.
- Leaders should not require anyone to attempt any element of the Activity that is beyond his or her ability.
- Leaders should discourage anyone from ridiculing or otherwise embarrassing another person who chooses not to attempt any element of the Activity that they feel is unsafe, dangerous, hazardous, or beyond their current abilities.



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Equipment Requirements

- Leaders must check that all participants are equipped with Activity-appropriate safety equipment and that it is used at all appropriate times.
- On all outdoor rock climbing, ice climbing, bicycling and in-line skating activities, helmets appropriate to the Activity must be worn during participation by all Leaders and participants.
- A paddling Activity Leader may require helmets on any Activity. Helmets must be worn by Leaders and participants while open boating on Class III or higher rapids, while closed boating on Class II or higher rapids, and while rafting in all rapids.
- Personal floatation devices (PFDs) must be worn at all times when paddling Activity Leaders or participants are on the water with the exception of flat water boating Activities. On flat water boating Activities, PFDs must be present for all Leaders and participants in their boats at all times.
- Leaders must refuse participation to individuals not equipped with the safety equipment listed above or any other equipment deemed necessary for the safe participation in the Activity by either the Leader or the sponsoring Club Unit.
- Leaders must make reasonable efforts to ensure that appropriate safety and first aid equipment is available during their Activity.

Activity Management and Planning

Activity Management Guidelines

- If the Leader is unable to participate in the planned activity a qualified replacement leader should be found or the activity must be canceled.
- Leaders should carry appropriate information resources, such as guidebooks, maps, etc. as applicable in the event that the Activity plan must be modified.
- Leaders should designate sufficient assistant leaders, for duties such as lead, sweep, sub-group leader, or others, to make reasonable efforts to minimize participant risk.
- Leaders should designate only persons as assistant leaders who have the skills required for the tasks assigned.
- Leaders should set and maintain a pace appropriate for the group and consistent with the description of the Activity. Slow the pace if the current pace is compromising group management. In the interest of safety, try to keep the group together.
- There may be times when it is advisable to divide large groups into smaller, independent sub-groups. Factors that should be considered include: regulations or suggestions regarding group size; type of Activity and size of group that the Leader team can manage safely and effectively; impact on the environment; and impact on the outdoor experience of others. If the Leader divides the group into sub-groups, the Leader should assign qualified assistant Leaders. With respect to bicycle trips on public roadways or other common ways, due to participants' varying levels of



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expertise and ability and their personal riding preferences, sub-groups form and dissolve during the course of the trip. So long as these groups remain between the point Leader and the sweep Leader, no qualified assistant Leaders need be assigned to each sub-group.

Activity Planning Guidelines

1) Planning the Trip

- Create a trip plan (see the Trip Planning Form attachment) including the trip location, date, time, trip distance, and difficulty.
- Determine the participant criteria for the trip including food/water needed, participant physical conditioning and skills required, necessary participant equipment, and what group gear will be supplied. (ref AMC Outdoor Leader Handbook Essential Eligibility Criteria for participants http://www.outdoors.org/pdf/upload/AMC_EEC.pdf)
- Assess and mitigate anticipated risks for the trip, including weather, alternate “bailout” route, group safety gear, and participant issues.
- Have an emergency action plan including availability of emergency resources, and who to contact in an emergency
- Determine trip cancellation criteria, ie weather conditions, number of participants required, etc.
- Select a co-leader for the trip

2) Posting the Trip

- Post the trip in the AMC activities data base using the Trip Listing System (TLS) on outdoors.org.
- Refer to the Activity Database Style guide to help with posting the trip.
- In addition to the information required by the TLS, the trip description should include the estimated time, distance, and degree of difficulty of the trip.

3) Screening Participants

- For a safe and enjoyable trip, it is essential to select participants having the physical ability, skills, and equipment required for the trip
- Use the participant criteria from the trip plan in screening the participants, ask for recent experience that demonstrates they meet the trip criteria.
- Verify they have the required equipment for the trip.

4) Notifying Participants

- One week prior to the trip complete and send to participants the trip information sheet (see the Trip Information Sheet attachment).
- If the trip could be canceled due to weather conditions or for other reasons, determine when the decision to cancel would be made to notify the participants.

5) Starting the Trip

- Have a list of trip participants and check them in as they arrive at the starting location.
- Ensure participants sign the AMC Volunteer Release Agreement.
- Check to ensure each participant has food & water and the necessary equipment in good condition and working order.
- Gather the group and have everyone introduce themselves.
- Outline the trip plan to the group including distance, time table, and pace.



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- Review the trip goals and expectations including keeping the group together.
- Assign lead and sweep responsibilities.
- Make sure everyone understands AMC 's priorities:
 - (1) maintain the safety of the group
 - (2) have a good time
 - (3) achieve the trip objective/destination.

6) During the Trip

- Set a reasonable pace that allows everyone to keep up.
- Allow terrain & conditions to dictate the pace that everyone in group can maintain.
- Assign the slowest member to the lead position, if pace is a problem.
- Keep the group together, assemble at junctions, viewpoints, and for breaks.
- Take breaks at reasonable intervals and as needed for hydration, food, and toilet.
- Be mindful of what is going on in the group and regularly check in with each participant.
- If someone is having a problem, address the issue early and encourage everyone else in the group to do the same i.e., conflicts between participants, signs of participant distress such as "hot spots" where the group must stop and address to prevent blisters, etc.
- Be willing to turn around. Having a turnaround time based on the amount of daylight, weather conditions, the group's abilities and anything else you know about the chosen route.
- If an emergency occurs take decisive action to manage the situation.
- Educate the group in Leave No Trace practices if they are not followed.

7) Post Trip

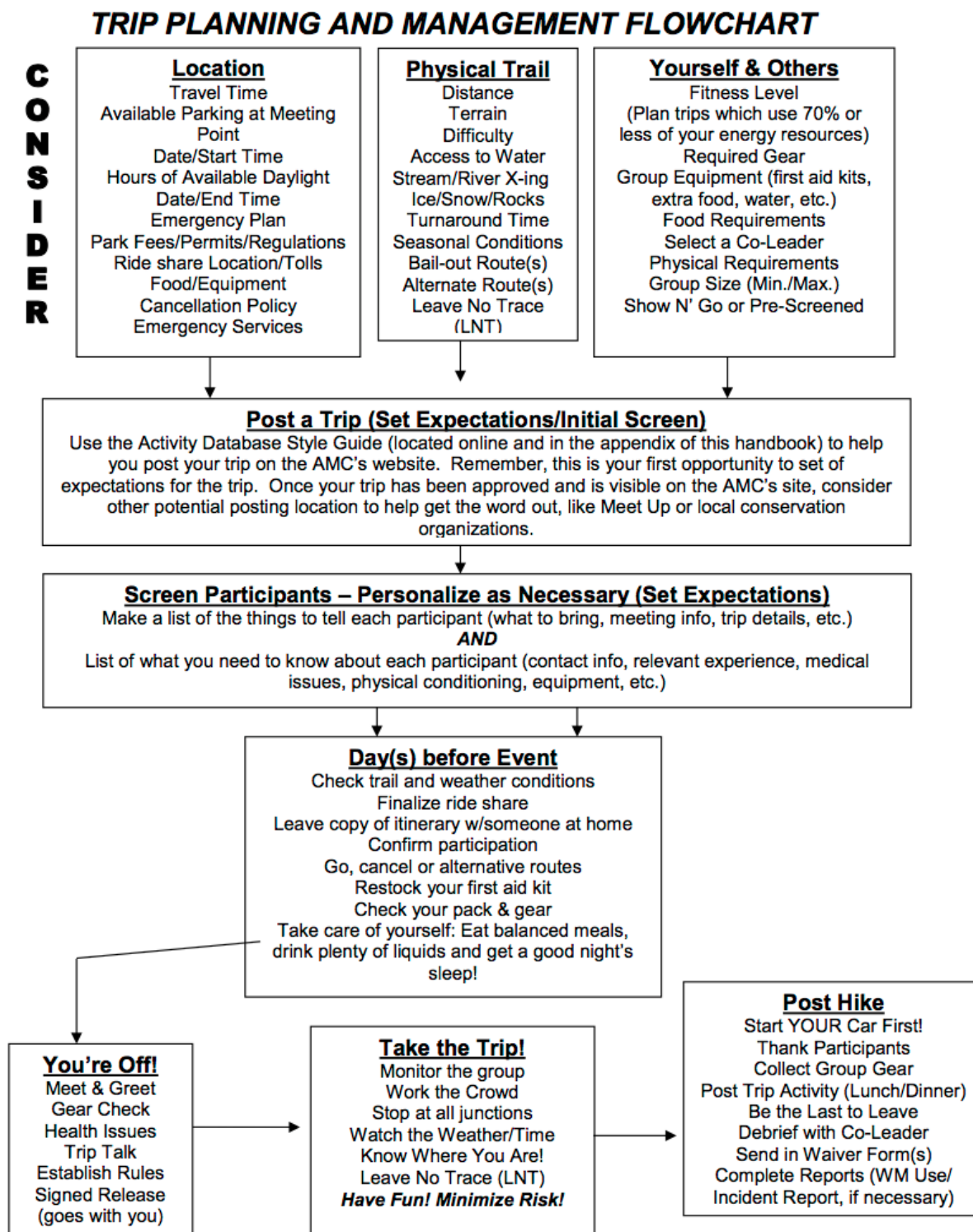
- Verify all members of the group are accounted for at the end of the trip.
- Check for group gear returned to proper owner.
- Provide trip closure, a brief good bye and congratulations to everyone.
- Check that everybody has transportation.



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Trip Planning and Management Flowchart





Accident Scene Management and Incident Reporting

Accident Scene Prevention and Management

The Leader is responsible for the trip participants. In case of accident or injury, the leader (or their designee) must decide on an appropriate course of action to manage the accident scene.

The Leader shall take the precautions to prevent accidents by careful planning of the activity and selection of participants, by using good judgement on the trip and being prepared for potential accidents for the activity type during the trip.

The Maine Warden Service is responsible for searches and rescues for Inland Maine and the Maine Marine Patrol is responsible for Coastal search and rescue. Both can be reached by calling 911 if there is need for a party to assist in a rescue or to obtain directions to the closest health care facility. When reporting an incident, the nature and location of the incident and the patient condition will need to be provided.

If the accident is critical and no cell service is available, it may be necessary to send a messenger to the nearest location it is available in order to call 911.

If the participant is injured, the Leader or person attending to the patient shall document the patient's condition using a SOAP note or the AMC Patient Care Form.

Any accident or incident that occurs on a trip should be reported to the Outings chair even if they do not meet the requirements for incident reporting.

Guidelines for accident prevention and accident scene management

1) Prevention

Plan your outing carefully

- If you have not been in the area, educate yourself
- Gather useful information up to the last minute, such as a weather report
- Make sure your trip description fits with the outing you actually undertake
- Inform participants of expected difficulties
- Set realistic objectives
- Select a Co-leader whose skills and knowledge complement your own

Screening your participants

- Limit group size (3 to 7 people per leader)
- Ask questions about personal gear, recent experience, relevant skills
- Ask questions about any medical history that might limit participation
- Ensure that your goals for the activity are shared by all



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Be personally prepared

- Have the appropriate skills/fitness level for the outing
- Activities you lead should be well within your level of comfort

On the trail

Use conservative judgment and common sense

Be aware of major threats and preventive measures

- Hypothermia
- Drowning
- Lightning
- Falls
- Stream crossings or road crossings
- Pre-existing medical conditions

Keep people within your group in contact

- No solo travelers
- Set and maintain an appropriate pace, slow down if the pace is compromising group management
- Know where you are AND where your best escape route is
- Be willing to cancel the trip or alter the objective
- Any objective is secondary to safety and having fun
- Watch people for signs of problems before they become serious
- Try to spend time with each person in the group

2) Self-reliance

Plan for an emergency

- Know points of emergency contact
- Carry emergency phone numbers, medical forms if you have them
- Know medical concerns in your group
- Carry appropriate equipment
- Clothing – bring extras for your group Shelter and insulation from the ground
- First Aid Supplies
- Consider an appropriate level of first aid training – WFA and CPR

Utilize the resources in your group effectively

- Know who has skills and training that may be useful, especially medical training
- Be aware of the equipment and supplies carried in your group

3) The Accident Scene

Scene safety

First priority is the safety of yourself and other potential rescuers

- Avoid adding victims
- Make sure others in the group are in safe place

Treat your patient (if it is a medical situation)

- Delegate someone to provide medical care (the best person may not be you!)
- Consider moving the patient if they are in a dangerous location

Document the patient condition with the AMC Patient Care Form or a SOAP note

Delegate tasks to people



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Step back and analyze what is needed

Do not leave people idling around, keep people engaged

- Communicating with the patient/victim
- Consider the psychological needs of the patient
 - Recording care given to patient
 - Assembling available equipment that may be needed
This may include First Aid supplies, shelter, etc.
 - Evaluating routes of evacuation or obtaining assistance
Delegate 2 competent individuals if possible

Evaluate the Scene

- Continue to make sure the delegated tasks are being carried out

4) Evacuation

Consideration

Does patient need to be evacuated?

- Time
- Distance
- Terrain
- Weather
- Status of victim
- Strength and mental condition of group members

Options for Evacuation

- Walk out (with or without assistance)
- Carried out by group
- Carried out by rescue group
- Evacuated by vehicle

Sending an informed messenger

- Note describing situation and location
- Map marked with location of patient and remainder of group
- List of resources requested

Communications technology

Cell Phones can change much of this

Do not count on technology to assist you—consider them an aid only

- Batteries run down
- Phones break
- Coverage is not complete
- Little use if you don't know where you are

5) Leadership

The leader controls the scene—the scene does not control the leader

Empathize

- Understand the feelings of others in your group

Do not panic

- Step back and try to objectively observe
- Show confidence and do not over react



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Be open to suggestions

- This must be balanced with getting tasks done quickly

Commend participants for their efforts

- Keep your group informed of the progress of efforts

6) Follow-up

Debrief serious incidents

- Consider professional assistance with this (the AMC can assist)

Incident Reporting Requirements

Any accident or incident that meets the accidents and Incidents requiring reporting criteria during a Maine Chapter sponsored outdoor Activity must be reported.

Incident reporting shall follow AMC Crisis Communications chart. The trip Leader must report the incident to the Maine Chapter Outings Chair, Maine Chapter Chair, and the AMC Director of Leadership and Risk Management.

The AMC Volunteer Incident/Accident Report form (see attachment) is to be used to report the incident. It should be filled in and submitted to the Chapter Outings Chair and AMC within 24 hours of the incident if possible by the trip Leader and person treating the participant if different than the Leader. The SOAP Note or AMC Patient Care Form is to be included with the report.

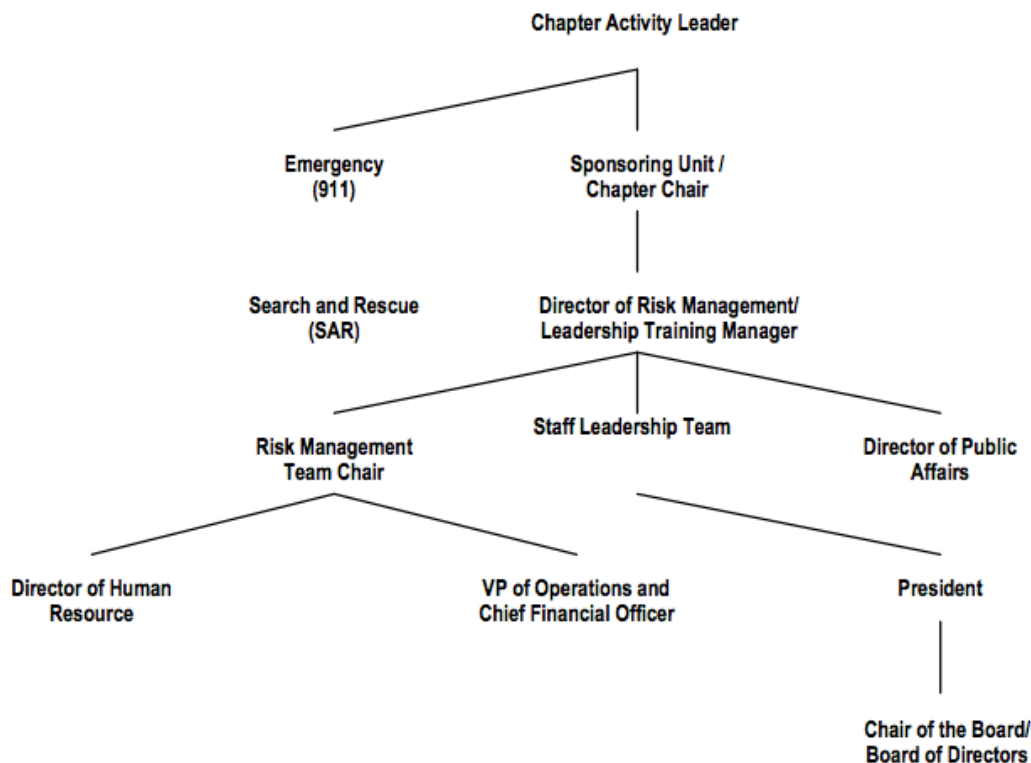
The Leader should contact the Outings Chair if there is any question on the accident or incident meeting the reporting criteria.



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AMC Chapter Crisis Communication Chart



Accidents and incidents requiring reporting:

- 1) Incident response involves the use of outside agencies (police, hospital, emergency response, search and rescue, etc.)
- 2) Participant involved in incident receives professional medical care (to the knowledge of the Leader), is recommended professional medical care by the Leader, or refuses the offer or recommendation of professional medical care. In addition, a Leader may file an incident report under other circumstances at his or her discretion. A Leader should consider the emotional and physical welfare of any participants involved in the incident, their attitudes towards the incident, and any potential for future complaints or lawsuits.
- 3) In cases involving potentially life threatening or disabling injuries or in the case of a fatality, the Maine Chapter Outings Leader and Leadership and Risk Management Department or other staff at AMC headquarters (800-217-7975) should be contacted as soon as the situation reasonably permits. For more information on contacting AMC staff in the event of an emergency, please refer to the crisis communication chart in the AMC Outdoor Leader Handbook



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Incident Reporting Contacts

Title	Name	Emergency phone	Office Phone	Other
Maine Chapter Outings Chair	Bill Brooke	207-549-5100		207 239 4484 Cell
Maine Chapter Chair	Kathleen R. Miller	207-893-1262	207-274-2602	207-400-2529 Cell
AMC Director of Leadership and Risk Management	Aaron Gorban	800- 217-7975	603-466-8163	603-662-5651 Cell
AMC Leadership Training Manager	Colby Meehan	800- 217-7975	603-278-3827	248-792-1157 Cell

Financial Policy

The Executive Committee adopted a Financial Policy in January of 2013 to cover items such as the handling of participant fees, non-refundable fees, and leader expenses. Please refer to this policy on the Maine Chapter Website. You must use the Financial Form whenever you handle \$200 or more of participant funds. <http://www.amcmaine.org/committees/outings-committee/>

Guidelines for Leaders' Expenses

Maine Chapter Activities may include overnight accommodations and other expenses associated with a trip. Any activity shall be self-supporting and not require funding by the Chapter. Any requested variances shall be in writing to the Outings Committee prior to publication of the activity. Request for funding must fall within the budget for the Committee.

The Chapter will provide funds for reservations, if necessary. Advances by the Chapter for necessary advance costs shall be reimbursed to the Chapter from participant fees paid prior to the event or the event's receipts 14 days after the activity. See Financial Policy for more information.

The Appalachian Mountain Club Group Sales Manager offers incentives to help leaders fill their trips by offering relaxed requirements on the number of participants as well as a more flexible payment schedule. For more details contact the Outings Chair or Chapter Treasurer.

Reimbursement Policy

All reimbursements must fall within the guidelines of the Financial Policy. Expenses incurred by Maine Chapter members on behalf of the Chapter and/or for leadership training by a Chapter leader or co-leader may be reimbursed in full or in part by the Chapter. A request for reimbursement must be submitted on a Maine Chapter Reimbursement Form with a copy of your receipt, to the appropriate Committee Chair or Co-Chair who will then submit the request to the Chapter Treasurer. The reimbursement should fall within the current budget for the respective Committee, which may vary from year to year. Check with the appropriate Committee Chair to determine if there are expenses eligible for reimbursement. Mileage



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and transportation expenses are not included but you may wish to check with a tax professional about deductions available on your tax return for these costs.

Other Expenses

In addition to the above, leaders may be eligible for reimbursement for a White Mountains National Forest (WMNF) parking pass if they lead 3 or more Activities per year in the WMNF. Check with the Committee Chair or Co-Chair. However, leaders may also cover their parking cost by charging a fee to participants per the Financial Policy.

References

These references are available on the AMC Website under Volunteer Leader Resources:

<https://www.outdoors.org/volunteer/volunteer-resources/>

AMC Outdoor Leader Handbook (Jan 2017)

https://www.outdoors.org/pdf/upload/OL_Handbook2017_Final.pdf

AMC Leadership Requirements and Guidelines (Jan 2015)

<https://www.outdoors.org/pdf/upload/AMC-LRG-Final.pdf>

AMC Chapter Crisis Communications Chart

Other resources:

AMC Guide to Outdoor Leadership

AMC Mountain Skills Manual

AMC Maine Mountain Guide

AMC Guide to Winter Hiking and Camping

Mountaineering the Freedom of the Hills

Leave No Trace Seven Principles <https://lnt.org/learn/7-principles>



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Attachments

AMC Maine Chapter Leader Application

Applicant Information

AMC Member Id: _____

First Name: _____

Last Name: _____

Email : _____

Street: _____

City: _____

State: _____

Zip Code _____

Activities

Activity you are interested in leading (choose one):

Road Biking	<input type="checkbox"/>		Kayaking	<input type="checkbox"/>
Mountain Biking	<input type="checkbox"/>		Canoeing	<input type="checkbox"/>
Backpacking	<input type="checkbox"/>		XC Skiing	<input type="checkbox"/>
Hiking	<input type="checkbox"/>		Walks	<input type="checkbox"/>
Other	<input type="checkbox"/>			

Summary of Recent Activity Experience (including any activities you have led):



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Outdoor Leadership Training and Experience

Wilderness First Aid Expiration Date (if taken): _____

Wilderness First Aid Provider: _____

Wilderness First Aid Type - WFA ,WFR, Etc.: _____

Outdoor Leadership Training Date (if taken): _____

Outdoor Leadership Training Provider: _____

Summary of Outdoor Leadership Experience:



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Mentored Trip Checklist

AMC Maine Chapter Mentored Trip Checklist
<p>Leader/Mentor will include the Leader-In-Training (LIT) in all leadership activities including trip planning, logistical preparations, communication with participants prior to activity. The Leader/Mentor will give the LIT the opportunity to conduct all phases during the activity. The Leader/Mentor will be present at each step in the process to lend support and guidance.</p> <p>If at any time the Leader/Mentor concludes that the trip is at risk (for safety or logistical reasons, or due to the inexperience of the co-leader or the participants), it is the Leader/Mentor's responsibility to step in and assist in redirecting the activity back into a positive situation.</p>
Date:
Destination:
Leader-In- Training Name:
Leader/Mentor Name:

LIT will be evaluated on the following tasks:		YES	NO
1	Pre-Activity – Planning:		
	a. Thoroughly researched and planned the trip route (may need to visit the site; has bailout plan, knows about seasonal weather conditions for the area of the trip)		
	b. Wrote the trip description per Chapter guidelines; discussed with leader/mentor and provided to leader for input on the AMC's online trips database and WS in timely manner		
2	Pre-Activity – Communications		
	a. Screened participants before the trip (phone; email) using topics and methodology from leadership training course		
	b. Clearly stated expectations such as distance, pace, terrain, ratings, expected weather		
	c. Specified required gear		
3	Day of Activity – Startup:		
	a. Arrived at meeting place early enough to greet and organize rides, gear, respond to individual's questions		
	b. Had required individual gear including medical kit, emergency telephone number for the specific location if not 911		
	c. Checked participants for proper equipment at the meeting location		
	d. Provided appropriate information about day's plans and set expectations for time, breaks, speed; trip etiquette, and safety using "Trailhead Talk Topics" as guide		
	e. Explained AMC liability waiver and collected signatures		
	f. Conducted group introductions		
	g. Clearly designated leader and sweep		



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4	During the Activity – People Management:		
	a. Set an appropriate group pace		
	b. Determined appropriate group breaks		
	c. Set a reasonable turnaround time		
	d. Observed participants for signs of problems during course of activity		
	e. Listened to participants concerns; encouraged participants in a positive manner		
	f. Was direct but pleasant when executing leadership role		
	g. Was not argumentative or abrasive if challenged		
	h. Consulted with/ changed sweep arrangements as appropriate		
5	During the Activity – Technical Skill:		
	a. Demonstrated appropriate navigation / route finding skills		
	b. Had map and compass appropriate to activity		
	c. Included appropriate leave no trace principles		
	d. Instructed participants in safe techniques as appropriate (e. g stream crossings, steep descents...)		
	e. Attended to medical issue(s).		
6	Post Trip Activity:		
	a. Participated in debriefing with Leader/Mentor		
	b. Turned in Release Form to Outings Chair		
	c. Posted trip description on ME chapter website		
7	Leader/Mentor Recommendation:		
	Leader -in -Training meets chapter hiking leadership requirements		
	The Leader-in-Training requires more training (contact Leadership Chair to discuss further)		

Leader/Mentor Signature:

Leader/Mentor Comments (Please include the item number with your comment):



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Patient Care Form

Patient Care Form - Treatment Plan	
Plan: Treatment Plan for every problem on Assessment List:	
1)	
2)	
3)	
4)	
Monitor: How and how often do you plan to monitor this patient? Any changes needed to treatment?	
Sign Off: Anyone 18 and older can refuse care.	
<i>I decline further medical care by the AMC and/or transportation to a local hospital.</i>	
Patient Name (printed): _____	
Signature: _____	
Date: _____	Time: _____
Witness: _____	Date: _____
Witness: _____	Date: _____
Page 4	

Patient Care Form	
Patient Information	
Patient Name: _____	
Date of Birth: _____	Age: _____ Sex: M / F
Address: _____	
Phone #: _____	
Emergency Contact Name: _____	
Emergency Contact Phone #: _____	
Cause Name: _____	Date of Injury: _____
Care-Giver: _____	Location: _____
Chief Complaint and Mechanism of Injury	
(Pain Questions: onset, palliates/provokes, quality, radiating, severity (1-10), and trend)	

Primary Survey Problems	
Airway _____	
Breathing _____	
Circulation _____	
Central Nervous System _____	
Deformity _____	
Environmental _____	
Page 1	

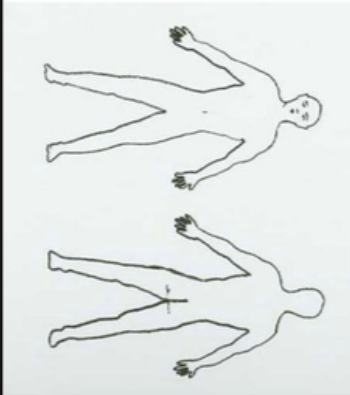


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Patient Care Form - Secondary Survey

Physical Exam: Describe locations of pain, tenderness, and injuries:



Patient History

Signs, Symptoms _____

Allergies _____

Medications _____

Past/Previous _____

Last food/drink & urination/defecation _____

Events _____

Page 2

Patient Care Form - Secondary Survey and Assessment

Vitals (every 5 minutes for critical, every 15 for non-critical)

Time							
LOC oriented x ?							
Resp. R & effort							
Heart R & effort							
Skin							
Color, Temp, Moisture							
BP							
Pupils							

Assessment: Problem List or Field Diagnosis

1) _____

2) _____

3) _____

4) _____

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Volunteer Accident/Incident Report Form

APPALACHIAN MOUNTAIN CLUB

☐ Facility
☐ Chapter

Volunteer Accident/Incident Report Form

Subject Name: _____ D.O.B. _____ Male/Female (*circle one*)
Subject Address: _____
City: _____ State: _____ Zip: _____
Phone: (____) _____ Activity/Facility: _____
Date/Time of Incident _____ Location of Incident: _____
Trip Leader: _____

WEATHER

Temp:(F) _____ Precip: _____ Wind:(mph) _____ Visibility: _____

TYPE OF INCIDENT

(Check One)

- ☐ Injury
☐ Illness
☐ Other

Outcomes of Incident:

1. Did subject leave activity, facility or event? Yes/no Date: _____
2. Was outside assistance used? Yes/No Date: _____
3. Did subject go to a medical facility? Yes/No Date: _____
4. Did subject return to activity or facility? Yes/ No Date: _____

LOCATION OF INJURY

- ☐ Head ☐ Eyes ☐ Face ☐ Mouth ☐ Neck ☐ Shoulder
☐ Chest ☐ Upper Back ☐ Lower Back ☐ Abdomen
☐ Pelvic Area/Hips ☐ Genitalia ☐ Upper Arm ☐ Elbow
☐ Lower Arm ☐ Wrist ☐ Hand ☐ Finger ☐ Buttock
☐ Upper Leg ☐ Lower Leg ☐ Knee ☐ Ankle ☐ Foot ☐ Toe

Circle One, Patient's : Right / Left / Midline of Body

RESPONSE

Were bodily fluids spilled? YES / NO

If yes, were universal precautions followed? YES / NO

(See below)

ACTIVITY AT TIME OF INCIDENT

- | | | | |
|-------------------------------------|---|---|---|
| <input type="checkbox"/> Sailing | <input type="checkbox"/> Road Biking | <input type="checkbox"/> Downhill Skiing | <input type="checkbox"/> Whitewater Kayaking |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Ice Climbing | <input type="checkbox"/> Group Initiative | <input type="checkbox"/> Whitewater Canoeing |
| <input type="checkbox"/> Camping | <input type="checkbox"/> Backpacking | <input type="checkbox"/> Winter Camping | <input type="checkbox"/> Winter Mountaineering |
| <input type="checkbox"/> Day Hike | <input type="checkbox"/> Snowshoeing | <input type="checkbox"/> Mountain Biking | <input type="checkbox"/> Technical Rock Climbing |
| <input type="checkbox"/> Trail Work | <input type="checkbox"/> Sea Kayaking | <input type="checkbox"/> Backcountry Skiing | <input type="checkbox"/> Social Event (dinner, movie etc) |
| <input type="checkbox"/> X/C Skiing | <input type="checkbox"/> Vehicle Travel | <input type="checkbox"/> Flatwater Canoeing | |

Other: _____

Universal Precautions •re Blood and Bodily Fluids

- Use impermeable gloves if blood or body fluids containing visible blood are anticipated.
- Stop the bleeding, cover the wound and change the uniform if contaminated with excessive amounts of blood.
- Wash hands and skin after contact with blood.
- Clean any surfaces or equipment with appropriate disinfectant and clean clothes or skin with soap and water or an appropriate antiseptic.
- Use proper disposal procedures for contaminated clothing and equipment.
- Use a ventilation device for emergency resuscitation.
- Avoid direct contact with patient if you have an open skin condition.
- Follow accepted guidelines for control of bleeding and for any body fluids containing visible blood.
- Encourage all participants to use individual water bottles.

~ CONTINUED ON REVERSE ~



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Appalachian Mountain Club Volunteer Accident/Incident Report Form

Subject Name: _____

Narrative: In the following space please provide a brief, factual account of this accident.

Describe any and all symptoms of injury and/or illness that subject exhibited

Describe your response to the accident and/or your treatment of the patient.

Attach any patient care forms, **Search and Rescue** (SAR) forms, and/or photos.

REPORT PREPARED BY: _____ POSITION: _____

Witnesses:

Outside Agencies Involved: _____

Signature: _____ Date Report written: _____

TRIP PARTICIPANTS

Narrative: Provide an account of your involvement in this accident.

(Additional participants who can provide additional information should attach their narrative on a separate piece of paper)

Participants Signature: _____ Date: _____

When completed, send copy to:

Aaron Gorban
Director of Outdoor Leadership Training
AMC Pinkham Notch
P.O. Box 298
Gorham, NH 03581

Provide Additional Copy to:

Sponsoring Committee Chair _____ Chapter Chair _____ and/or Facility Safety Committee _____



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Trip Planning Form

Use this form to guide your planning for your next trip. Some sections may not be relevant to your trip and there may be aspects of the trip you need to plan that are not included here.

Route Planning	Participants
Trip Location: _____	Max # of Participants: _____
Meet-up Location: _____	Min # of Participants: _____
Meet-up Time: _____	Minimum Experience Required of Participants: _____
Approx. End Time: _____	_____
Distance Covered: _____	_____
Elevation Up and Down: _____	Required Gear/Food/Water: _____
Difficulty/Rating: _____	_____
Permits or Reservations Required? _____	_____
Basic Trip Description: _____	Costs: _____
_____	_____
_____	Pets Okay? Minors Okay? _____
_____	_____

Detailed Route Description: (list hand-rails you'll use during the trip, risks to avoid, junctions or other major features, direction of travel, etc.) _____	

Risk Management	To Do
Group Safety Gear: (communication device, maps and navigation aids, first aid kit, water treatment, light, extra gear, etc.) _____	<input type="checkbox"/> Post trip and advertise it
_____	<input type="checkbox"/> Register participants, collect payments, screen?
_____	<input type="checkbox"/> Logistics and information to participants:
Bail Out Points: _____	- Meet-up time and place
_____	- Leader contact info (beforehand and day-of)
_____	- What would cancel the trip
Anticipated Risks: (weather, conditions, difficulty, route-finding, gear, etc.) _____	- Packing list
_____	- Basic trip description
_____	- Refund policy
_____	<input type="checkbox"/> Scout route
	<input type="checkbox"/> Check conditions and weather
	<input type="checkbox"/> Pack group gear, safety gear, personal gear
	<input type="checkbox"/>
	<input type="checkbox"/>



Trip Information Sheet Example

Baldpates Hike Grafton Notch

When: Saturday, Feb 5, 2017 7:45 AM (Hike will depart at 8:00 AM)
Where: Meet at Speck parking lot Grafton Notch State Park
Level: Strenuous, 8 miles RT, approx. 2330 ft. elevation gain
Leaders: L: Bill Brooke (207) 549-5100 (cell: 207 239 4484)
L: Wayne Newton
Co-Leader: Tennyson Tappan

Highlights: Baldpate Mtn, West Peak (3,662 ft.) and East Peak (3,780 ft) Maine.

Trip Description: We will meet at the Speck parking lot in Grafton Notch State Park and follow the AT East to the West Peak (3,662 ft.) of Baldpate and then proceed to the East Peak (3,780 ft) , return will be via the same route. Round trip distance is 8 miles with an elevation gain of 2330 feet.

AMC LEADERSHIP: We will have an AMC risk statement for you to sign at the meeting spot. If you would like to review it ahead of time please go to: <http://www.outdoors.org/pdf/upload/volrelease.pdf>
The trip priorities are, in order:

1. Safety (The summit is optional; the parking lot is mandatory).
2. Have a good time and enjoy being outside in the winter.
3. Attain the planned route (weather, conditions, and group sentiment permitting).

The Leaders reserve the right to revise the itinerary in case of bad weather or due to unforeseen events.

Foul Weather Plan: In the event of a storm, we will try to reschedule for a later date, we will not cancel due to cold or snow flurries. In addition, mountain weather can change rapidly even with a good forecast, especially in the winter, so conditions will be assessed as the hike proceeds and appropriate decisions will be made based on the safety and comfort level of the group.

Physical Requirements: Participants should be in good physical health and accustomed to regular and rigorous aerobic activity. This is an advanced winter hike which will require you to be out in the elements for the duration of the day.

Required Gear & Equipment: Gear list for the hike, items in **bold text** will be required for the hike. If you have any question regarding equipment, please call the trip leader(s).

Equipment

Winter Boots- insulated, sturdy, and comfortable. No "summer" boots will be allowed.

Snowshoes- with crampons/cleats; compatible and adjusted to your footwear. Also, please be able to secure these to your pack if we are not hiking with them on!

Light traction device ie: Microspikes or equivalent.

Crampons (optional)

Poles with winter baskets



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- Headlamp** with spare batteries
- Clothing
 - Feet- wicking & warm socks (no cotton) Ex. poly liner with a wool sock over
 - Legs- wicking (non-cotton) base layer
 - Legs- shell layer, water resistant but breathable
 - Legs- heavier, insulating layer
 - Upper body- wicking (non cotton) base layer
 - Upper body- shell layer, water resistant but breathable
 - Upper body- insulating layers, such as fleece or non-cotton fabric
 - Upper body- jacket with insulation.
 - Hands- mittens/gloves- thin and thick; suggest at least one of each
 - Head- hat, balaclava, goggles/glasses to protect eyes.
- Hydration & Nutrition
 - At least 2 liters of hot water or other suitable beverage per person in insulated containers (or thermos)
 - High energy food- granola bars, fruit, GORP, cheese, peanut butter sandwich
 - Remember to remove excess packaging and make things bite size that might freeze or be difficult to eat on the trail (energy/granola bars, cheese)
- Other
 - Camera
 - Chemical hand/foot warmers

Group Gear: the following items will be supplied for the safety of the group and you may be asked to help carry something, but you are **not** required to bring any of these to the hike.

- First aid kit
- Insulated pad
- Sleeping bag
- Bivy sack
- Trail descriptions and map, compass

Car pooling

The AMC encourages car-pooling whenever possible. If you are interested in carpooling, you can reply to the trip email list stating your interest and location.

Participant List

John Doe johnD@gmail.com
Sally Struthers sallyS@yahoo.com