



**Dear Hike Co-Leader,**

**Thank you for volunteering to co-lead an outing for the Tramp and Trail Club.** To assist you, the Hike Committee has put together some “helpful hints.” Being the Co-leader carries with it the responsibility to lead a fun but safe hike. Expect the unexpected! There are a few things you can do in preparation.

**BEFORE YOU CO-LEAD THE HIKE:**

- Contact your hike leader to assure that you both are on board for the hike and where you will meet.
- You and/or the leader should know where the trailhead is. This may involve a “Pre-hike.”
- Is there adequate parking?
- What are the trail conditions? You can call DEC at 518 408-5850 if you have questions about trail conditions
- If the trailhead is difficult to find, you might want to have written directions to give to the drivers.

**BEFORE YOU LEAVE HOME:**

- Check to see that you have your basic first aid items in your backpack.
- Carry a whistle.
- Carry a cell phone if possible. Enter this number in your phone: 518-891-0235, which is the DEC Emergency number.
- You or your leader needs to print out and bring a hike sign-in sheet available from [www.trampntrail.org](http://www.trampntrail.org), under the Members tab: Release/Sign-Up Sheet.
- Print out and bring a copy of the ““Tips for an Enjoyable Outing - Brochure” found on the website under the Members tab.
- Bring a pen or pencil
- Communicate with your leader

**CO-LEADING THE HIKE:**

- Arrive at the meeting location **AT LEAST 15 minutes** before the hike is scheduled to depart.
- Assist the leader in getting the group organized at the start.
- Know how many hikers have signed in.
- Give any new hiker the “Tips for an Enjoyable Outing - Brochure” that you printed from the website.
- At the trailhead ask if everyone has their water, food and equipment.
- Are their headlights off and do they have their car keys?
- Sometimes hikers want to wander away from the group and explore on their own. Discourage this! You might start the hike by telling them that as a group hike, we will stick together.

- As co-leader, your responsibility is to stay at the back of the group.
- Keep track of hikers who hang back or go off the trail to “Make a Phone Call.” If you don’t see or hear them in a few minutes, blow your whistle.
- Keep an eye on those who are slower. Are they in distress? Communicate with the hike leader should you need to accompany a person back to their car. In this case, assign another person as co-leader.

**AT THE END OF THE HIKE:**

- Don’t leave the trailhead until you and your leader know that all the participants are accounted for and back to their cars.
- Don’t leave until you know that all the cars have started.

**Thank you again for co-leading the hike!! Without leaders and co-leaders, we have no club!!**

The Tramp and Trail Club Hike Committee