

TACOMA HIKING & BACKPACKING COMMITTEE – HIKE & BACKPACK LEADER CANDIDATE CHECKLIST FOR MENTORED TRIP

Name of Mentee: _____ Mentor: _____

Hike Name: _____ Date: _____

Please mark each item on the following scale: 1 - Needs improvement; 2 – Satisfactory; 3 – Excellent

	Performance of task:			N/A	Comments
	1	2	3		
Before the Hike					
Hike posting on website: Trip rated appropriately to what was actually led; Provided enough information about the hike to enable participant “self-screening” (description of the hike and how it will be led, pace, breaks, etc); meeting time and place, other relevant information					
Pre-trip research and planning: Demonstrated knowledge of trailhead location, trail or road closures or re-routes, trail hazards, permits, facilities, weather, gear requirements, water locations, backup plans					
Participant pre-screening: Identified registrants that might not be a good match for the hike; communicated with them appropriately; asked the right questions, persisted to get the answers, made objective decisions, communicated with sensitivity					
Pre-trip Communication: Hello Hikers email was comprehensive and included information about the meeting place and time, suggestions for arranging carpools, description of the hike, weather, any special gear requirements, hazards etc.					

At the P&R, Trailhead					
At the Park and Ride: Had a hard copy of roster; facilitated formation of carpools. Ensured everybody had directions to trailhead.					
Trailhead Briefing: Facilitated introductions. Provided instructions on how the hike will be led, including stopping at all intersections and major stream crossings, party separations, route, hazards. Roles and expectations clearly defined					
During the hike					
Communication during the hike: clear, timely, friendly communication. Any confrontations or difficult participants/situations handled promptly and effectively.					
Management of hike logistics: Effective handling of party separations, breaks, pacing, water crossings, lunch, turnaround times, etc. Attentive to the group and individuals' possible needs (tired, thirsty, struggling, anxious); sensitive to individual concerns and needs; dealt with issues effectively before they become problems					
Decision-making: Effective, timely decisions where needed, with an emphasis on safety. Trip fit the capabilities of the group					
Leader skills and knowledge: Skills-knowledge relevant to the trip: first aid, navigation, Leave No Trace, gear, trail etiquette					
Covid-19 rules: Communication of the covid-19 rules and expectations, management of the trip within the rules/expectations					
Trip Result:					
Successful, either in safely completing the hike or in turning around/modifying route where it was important for safety. Got everyone back to the TH safely.					
Group dynamics managed so that everyone got along and had a good time					
Any safety/first aid or harassment incident or concern handled promptly and effectively					

After the Hike					
Return to trailhead: Ensured that all hikers have returned, all cars start before departing.					
Reporting of Safety Incident/Concern: Any incident or concern was submitted promptly in an Incident Report; Incident Report summarizing root causes, possible solutions (may need to request report from leader). Choose 'N/A' if no incident occurred.					
Post-Activity Participant Feedback: Results of the participant feedback for the activity within 3 days after the activity. Choose N/A if no feedback submitted.					
Closing the activity: Properly closed the activity in a timely manner					

Overall assessment (please mark one): Please explain your recommendation in the Comments section.

Recommend Leader Status

Recommend a 2nd mentored hike

Recommend Additional Training

Do not recommend leader status

Comments:

Please send completed form to a member of the Tacoma & Hiking Backpacking Committee Leadership.

Last updated 1/2022