

# Qualified Youth Leader Handbook

For Staff, Parents, and Volunteers

Revised June 2016



## How to Use this Handbook

This handbook is designed to be used as a guide and a resource for Staff, Parents and Volunteers working with youth in Mountaineers programs. Introducing Youth to the outdoors is a fun and rewarding experience. It is also a key aspect of our mission as an organization, and we encourage volunteers to discover the rewards of teaching youth about the outdoors. This handbook is an educational tool that can help prepare volunteers for working with youth. It will help the reader understand the unique risks inherent to youth programming and how to minimize those risks. It is also a resource of ideas for successful programming.

### Who needs to be a Qualified Youth Leader?

Anyone who volunteers with youth on a regular basis must be a Mountaineers Qualified Youth Leader. Volunteers and leaders who help with internal Youth Programs (MAC, Explorers, Pioneers, Summer Camp), Family Programs, or Youth Partner Programs (Mountain Workshops, HARK, Salmon Safaris) must be Qualified Youth Leaders. Volunteers (who are not the leaders) at public events that may include youth do not need to be Qualified Youth Leaders. Volunteers working as Youth Program Assistants in adult programs with youth participants do not need to be Qualified Youth Leaders. To be a Qualified Youth Leader

1. Read this introduction section (the Qualified Youth Leader Handbook) in its entirety *and* all sections pertaining to the program(s) you intend to participate in. The sections include:
  - a. Youth in Adult Programs Handbook
  - b. Family Activities Handbook
  - c. Mountaineers Adventure Club Handbook
  - d. Explorers Handbook
  - e. Pioneers Handbook
  - f. Mountain Workshops Handbook
  - g. Summer Camp Handbook
2. Complete the online training found at [www.mountaineers.org/QYLtraining](http://www.mountaineers.org/QYLtraining)
3. Once you've successfully completed the online training, you'll receive a consent to background check, and then a separate email from TalentWise which will guide you through a background check. Note: The email from TalentWise will say that you are receiving a "pre-employment screening," which is actually your pre-volunteerism screening.
4. When we receive a clear background check, we will issue you a Qualified Youth Leader badge, which will be good for 3 years, at which point you will need to reapply.

## About Youth

Teaching youth in an outdoor setting can be one of the most rewarding ways to volunteer your time. Kids look up to their instructors and soak up everything they're being taught.

When working with youth, it's important to understand a little bit about what makes each age group unique, and what makes kids unique from adults. When you know what age group you'll be working, take a minute to review their typical developmental characteristics so that your teaching can match the students' social, emotional and cognitive readiness.

**First, some basics: Kids aren't what they seem.** It would be convenient if kids developed all aspects of themselves at the same time, but they don't. Remember the really smart kid who was shorter than everyone until 10<sup>th</sup> grade when she suddenly caught up? Our physical, emotional, social and cognitive selves don't develop in sync, which is what makes growing up even harder, and makes things confusing for adults! Add to that family expectations, school culture, and any extra-curricular activities a child does, and you never know what you're going to get. Two kids the same age may have very different cognitive abilities, social skills and emotional intelligences. Understanding that kids will be very different from one another is the first step to student-centered teaching.

**Kids make mistakes.** All the time. But they are also smart and want to be liked and respected, just like the rest of us. What does this mean?

- Start with a structured environment. Kids can feel in control and can be successful when they are given a structure that is clear and reasonable. Free play and free exploration can happen later, once a culture of structure has been set.
- Set clear boundaries and stick to them. When we are inconsistent with our expectations, it confuses kids and makes it impossible for them to do what's expected of them.
- Repeat instructions, and ask participants to repeat them back to you.
- Treat kids with respect, and expect the same from them. This includes using "please" and "thank you" as often as possible.

- Let kids know that you trust that they are capable. If a 10-year-old claims they know how to tie a climbing knot, let them. Then check it.
- Listen to what kids have to say, and believe them. But also look for signs that may indicate otherwise. For example, kids often have a hard time recognizing temperature problems. They may tell you they are fine when they are too cold or overheating. It's our job to make sure they are safe.

**Kids notice everything.** And they look up to you. When working with youth, it is critical that you act as a role model the entire time. It's also important to remember that we are teaching *other people's kids*, and must do our best to support what's being taught at home. Since everyone's family culture is a little bit different, youth leaders have a responsibility to maintain a conservative atmosphere that supports appropriate behavior. Here are some guidelines that Youth Leaders are expected to share with other volunteers at the start:

- Use clean language. Avoid swearing (including the borderline words that some families are okay with and others aren't), and avoid discussing "adult topics".
- Keep conversations inclusive. Consider that our youth come from many different backgrounds and family styles. Avoid heavily opinionated discussions, and discussions that may be perceived as judgmental by youth or adults in the group.
- Avoid sarcasm. Sarcasm can be misinterpreted and can compromise an emotionally safe environment.
- Wear the clothes & gear you're asking the kids to wear.
- Put cell phones away and leave them away.
- Avoid discussing the program, the participants or reading any evaluations until all participants are gone.

## Mandatory Reporting

Many states, including Washington, have laws requiring youth workers to report suspected child abuse or neglect to Child Protective Services. Mandatory Reporting laws exist to protect the welfare of children, and CPS staff are trained to handle reports in ways that are respectful and protective of everyone involved, including the reporter.

What is a Mandatory Reporter? A Mandatory Reporter is a person whose role requires them to report suspected child abuse. For example, if a pediatrician notices patterns of bruising on a child and does not report it, s/he is inherently enabling child abuse by looking the other way. As someone whose profession is to promote child health and well-being, s/he is negligent by not reporting suspected abuse.

Mountaineers Youth Volunteer Leaders are mandatory reporters under Washington State Law when they are supervising other volunteers who they suspect are being abusive or neglectful of children in the program. Mountaineers Youth Volunteer Leaders are NOT mandatory reporters if they have reason to believe a child is being abused by someone other than a Mountaineers volunteer OR if they are not serving in a supervisory role. However, it is important that all Youth Volunteers review and understand how a child abuse report works. Although not required by law, any Mountaineers Volunteer *can* report suspected abuse and will receive the same protections that a Mandatory Reporter would receive.

Please take some time to review the written material and slideshow about Washington State Mandatory Reporting.

Washington State Mandated Reporter Training:

<http://www.dshs.wa.gov/pdf/ca/MandatedReporterTraining.pdf>

## Safe Supervision

Safe and consistent supervision is essential in running safe programs with youth. Here are just a few reasons why:

- Youth need help making safe choices. Preschoolers and teenagers alike have been known to go too close to cliff edges, say things that are hurtful to others, and test boundaries to see what they can get away with.

- Youth are growing, some have limited body awareness, and are therefore accident-prone. We need to help keep them safe.
- In our programs, we teach safety in high-risk activities, empowering youth to be safe and competent outdoor recreationists and conservationists. We can monitor and manage the level of risk when we are present. We can't when we're out of sight.
- We believe that our members, staff and volunteers are caring, responsible and trustworthy individuals. But we can't let that trust endanger our youth. In the 21<sup>st</sup> Century, when we have data that informs us of cycles of abuse and patterns of sexual predators, we must design procedures to protect our youth. These same procedures exist to protect our members, staff and volunteers from destructive false accusations.
- There are a million worst-case scenarios, which probably won't happen. But we can't afford to run our programs on luck. We have children, whom their parents have trusted in our care, that we are responsible for. Our minimum expectation is to return every youth to their parents at the end of the program. Our goal is to return them better – healthier, more confident, more responsible, and more compassionate. We cannot allow foolish risks that happen out of our sight to harm youth in our programs.

### **Who is responsible?**

This will be covered in more detail in each section. Here is a quick glance at who the primary responsible party is for each type of Mountaineers program:

- Youth in Adult Programs: There must be one clearly designated adult over 18 who is not the program leader who has primary responsibility for supervision of each youth. If a parent is present, this designated adult can be the parent. However, in a course setting, we recommend that a volunteer instructor other than the parent be the designated adult supervisor because in many cases, this creates the most successful learning environment.
- Family Programs: There must be one designated adult over 18 who is not the program leader who has primary responsibility for supervision of each youth.

- Internal Programs (MAC, Explorers, Pioneers, Summer Camp): The Program Leader has primary responsibility for the safe supervision of youth in the program. The Program Leader can delegate to Assistant Leaders to share the responsibility (eg. climbing groups at a crag). However, even when parents are present, Program Leaders and Assistant Leaders have authority and responsibility for safe supervision of youth participants. Exception: when a youth participant's parent and sibling attend a program (eg. Explorers), the parent is responsible for supervision of the sibling. Program Leaders and Assistant Leaders are still responsible for the enrolled program participant. Program Leaders are responsible for clearly identifying roles and responsibilities to all parties.
- Partner Programs: While Program Leaders and Assistant Leaders are responsible for safe instruction and programming, Partner Chaperones are responsible for supervision of youth, including behavior management and bathroom monitoring.
- Public Programs: In Public Programs, youth participants are the responsibility of the adults with whom they attend. Mountaineers staff and volunteers are responsible for creating a safe environment to minimize risk, but all supervision is the responsibility of the adults who bring youth to the program.

### **So what is safe supervision?**

Children and Youth under the age of 18 are NEVER left unsupervised. Young children (usually under 14) should be in the sight/sound of a trained adult at all times, including during bathroom breaks. All youth must be appropriately supervised at all times. This means that adults know EXACTLY where each youth is and how long they should be there at all times. When a group of youth is split up, leaders must know which children are in which group. Never assume a youth who is not with you is with another adult. If a child who was in your group is no longer in your group, it's imperative that you verify they've moved to another adult's group.

Every effort should be made to provide at least two adults to supervise youth. When there is only one adult, it is impossible to provide constant supervision unless all youth are in the same place at all times. When emergencies, or even difficult situations, arise it's necessary to have one adult deal with the situation while another adult works with the rest of the group. In situations where adults must split up (eg. Driving youth, running rotational activities), a communication plan should be

decided upon in advance so the supervising adults can provide support for each other. Check-in times, written rosters and walkie talkies work well for this.

One adult should never be alone with one youth. This practice prevents uncomfortable or dangerous situations and protects adults from false accusations. Predators are skilled at creating alone-time with youth. This practice prevents that from ever happening. Youth can misinterpret the intentions of an adult's words or actions. This makes youth feel uncomfortable and/or prompts them to report benign behavior as inappropriate. The presence of another person reduces the vulnerability of the situation, and provides witnesses should an accusation be made. Exceptions: some programmatic situations inherently create a 1:1 situation (eg. Multipitch Climbs). In these cases, steps should be taken in advance to minimize risk to the youth and adult leader.

### **Ratios**

Recommended adult:youth ratios (parents and youth agency chaperones can be included in ratio *as long as* they understand and accept their leadership role):

- Ages 0-3 – 1:3
- Ages 4-6 – 1:8
- Ages 7-12 – 1:10
- Ages 13+ - 1:12

Suggested adult:youth ratios for high-risk activities:

- Swimming: 1 Lifeguard:25 Swimmers (all ages) and/or 1 non-swimming adult water watcher:10 swimmers
- All other high risk activities: not recommended for youth under age 7; maintain at least a 1:6 ratio, depending on level of risk and maturity/ability of the group

### **Leadership**

Activity leaders must ensure that there is at least one Qualified Youth Leader present during the activity, that all Youth Program Assistants are following the guidelines for the type of program they are running, and that one person is the *designated* QYL each day. Designated Qualified Youth Leaders are responsible for ensuring that adult volunteers and staff have a clear understanding of their role in the program, and any special considerations they must make to provide a safe environment for the youth participant(s). Qualified Youth Leaders must take responsibility for creating programmatic structures that ensure that the safety of the youth and of the adult volunteers is not compromised.



Whenever possible, activity leaders should act as “floaters”. This means activity leaders are not counted in ratio. It is helpful if activity leaders are not teaching, but roaming and providing support for other volunteer instructors.

### **Situations requiring extra vigilance**

Transportation: Whether in carpools or in a bus, groups of youth become split up or mixed together, which makes it easy to assume but difficult to know that all youth are accounted for. Best practice is to have a list and take attendance.

Program transitions: When groups of youth are rotating from one activity to the next, kids can get mixed up in groups or lost. It is a good idea to have a system in place for knowing which kids belong where at what time, and check they are there.

High risk activities: The risk of minor injuries (slips, falls, pinched fingers, etc) exists all the time with youth, even indoors. But when we take youth into situations where the potential for serious injury or death exists (exposed trails, crags, steep snow slopes) we must be extra vigilant with supervision. This may include providing a higher adult:youth ratio, sequencing activities so that youth take turns in high risk territory, or providing extra safety equipment or site rules that exceed what we'd provide for adults. Remember – we must be more intentional about creating a safe environment for youth than we are with adults because youth are not able to take full responsibility for their own safety.

Water Activities: All water activities, including swimming at public waterfronts, stream exploration, river and lake activities, boating and beach exploration, should be considered high-risk activities. Like unexpected rock-fall at a crag or someone accidentally backing off the edge of a cliff, drownings happen quickly and without warning. Unlike a rock-fall incident where you see the injured person you need to attend to, in a drowning you can only see a space where that person once was. Unlike a fall from a ledge which is often accompanied by a scream, drownings are usually silent.

## **Monitoring Bathrooms**

*Modified from The Redwoods Group Risk Management Services, 2006*

Bathrooms are a place of privacy...so most of us have been taught from childhood. That privacy is good...it allows users a degree of modesty and it allows others separation from activities in which they don't wish to participate. However, it can also provide seclusion...a site for inadequate supervision. Inappropriate behavior in

bathrooms is increasing significantly. Without proper supervision the bathroom environment allows children the opportunity to explore their curiosity, which can lead to inappropriate behavior. Unmonitored and accessible bathrooms can also provide predators with secluded access to children.

Whether the abuser is an adult or child, the necessary factors for inappropriate behavior normally are contact, seclusion, and influence. Most of the incidents [youth serving agencies] see involve a lack of supervision...a lack that allows seclusion for peer to peer abuse to occur or for a perpetrator to abuse.

Bathrooms and restrooms are the most frequent sites of sexual abuse of participants in youth programs, apart from sleeping and napping areas in childcare and camp settings. We must control these spaces and the activity in them if we are to provide a safe environment for the young people we serve.

### **During Youth Drop-off Programs (especially Summer Camp)**

- One adult staff or volunteer should directly supervise children in bathrooms with multiple stalls from the bathroom doorway. By standing in the doorway with the door open, general oversight will be maintained without infringing on the personal privacy provided by the individual stall, and the supervising adult is in public view.
- There should never be more youth in the bathroom than available stalls (even in the case of bathrooms with urinals). This helps to prevent horseplay as well as inappropriate behavior.
- In the case of single-stall bathrooms, staff & volunteers must monitor bathroom use from the hallway, regulating that one person is going into the bathroom at a time.
- Any assistance needed by youth while in the bathroom (or dressing) must be attended to by two adults OR the youth's parent or guardian
- During Youth Partnership Programs, this monitoring is done by staff from the visiting agency.

In Family Programs, the above procedures apply unless youth are in the bathroom with their own parent/guardian AND no other youth are in the bathroom.

**During Adult Programs with youth *and* programs for teens, youth may be sent to the bathroom without direct supervision as long as:**

- Leaders are aware of group dynamics and don't allow a group to go to the bathroom that may set the stage for bullying or other peer-on-peer abuse.
- Strive for the rule of three...i.e., each group has at least three youth (never just two as has historically been done because such a practice creates the potential for peer-on-peer abuse). In Adult programs, youth participants should NEVER go with only one adult. Group bathroom breaks are best; otherwise a closely-monitored solo-trip to use the bathroom is acceptable.
- Time away from the programming area should be monitored; for example:
  - Staff and volunteers know the necessary travel time and enforce immediate returning to the program area.
  - Youth should get specific permission to leave the program area.
  - Youth should report to the staff member who authorized the bathroom trip upon their return.

If necessary to ensure the children's safety, a staff member should send the youth into an otherwise empty bathroom one at a time while supervising the rest of the children outside the door.

Carefully monitor behavior during group use times in the restrooms, e.g., changing for swimming or any other similar activity.

**Remember, the goal of bathroom monitoring procedures is to minimize or eliminate opportunities for youth to be in a secluded environment with another individual. Mountaineers programs happen in diverse environments, and judgment will need to be exercised in many cases. Bathroom Monitoring procedures will need to be modified for the environment.**

## **Creating a safe and effective learning environment**

Mountaineers leaders should strive to create physically and emotionally safe environments that facilitate effective learning. While true for all Mountaineers programs, it is especially important in youth programs because youth are not fully capable of speaking up for themselves and ensuring that their own needs are met.

The hierarchy of human needs shown below, presented by Abraham Maslow in 1943, illustrates needs that must be met in order for humans to be able to learn. The needs listed at the bottom of the triangle, according to Maslow's theory, are needs that **MUST** be met before a person can focus on needs that are higher up on the triangle. For example, it is impossible for a person to focus on making friends in a new place if they do not feel that they are safe. All of their energy goes into their need to feel safe. Likewise, a person cannot learn new skills if they are hungry, thirsty, very cold, very hot or sleep deprived. These are basic needs that will monopolize a person's attention until they are met.



### **Maslow's Hierarchy of Needs**

When working with youth (and adults), we must identify the learning goals of the activity and create an environment that makes those goals achievable. For example, if the program goal is to teach knots, we can ensure physiological needs are met by creating a comfortable environment, providing snacks (or reminding kids to bring snacks) and scheduling bathroom breaks. We can ensure safety needs are met by providing name tags, presenting ourselves with a friendly demeanor and creating a positive atmosphere by reminding kids to be supportive and helpful of one another. We can create a sense of belonging by positioning the group in a circle so that everyone feels included and no one feels left out.

Take hiking as another example. It's a good idea to double check that everyone has enough food, water and clothing before the hike. If one of your learning goals is that kids learn to come prepared, you may choose not to double check, because there is value in learning experientially. However, be sure to think of what situations may arise and what the consequences may be. If a youth participant fails to bring enough water, there is valuable learning in that moment of realization. However, a positive learning experience can turn into a negative, uncomfortable or even dangerous experience if the leader isn't prepared to control the learning.

Leaders should be prepared in this situation to ensure that participants' basic needs are met. If the leader brings extra water that s/he does not tell the kids about, s/he can offer that water to the youth who has had enough time to realize the repercussions of not bringing enough water. In this way, the leader facilitates the best possible learning environment.

## **Age Group Characteristics**

Groff, J. Training Trainers to Teach. Raleigh, North Carolina: North Carolina State University.

### **Characteristics of 6-8 year olds:**

#### Physical:

- Are mastering physical skills. Have better control over large muscles than small muscles.

#### Social:

- Are becoming more aware of peers and their opinions and are beginning to better observe other people.
- Are beginning to experience empathy for others, but still learning about and wrapped up in self.
- Are still family oriented.

#### Emotional:

- Seek parental approval but are becoming emotionally steadier and freer from parents.
- Tend to behave in ways to avoid punishment.

#### Intellectual:

- Generalize from own experiences and are more interested in process than product.
- Base their thinking in reality and accuracy.
- Are learning to sort things into categories and arrange in a series.
- Handle only one mental operation at a time.

Environmental education activities for this age group should focus on building knowledge about the natural environment. Lessons that incorporate utilizing the five senses, provide opportunities for collecting and sorting of seeds and allow for

the development of cause and effect relationships, such as the relationship of plants to water and sunlight, will provide the learner with stimulating activities that will allow them to achieve success.

### **Characteristics of 9-11 year olds:**

#### Physical:

- Are quite active with boundless energy.
- Are maturing at different rates between the sexes. Girls will be maturing faster than boys and some may be entering puberty.
- Are increasing in manual dexterity, small muscle coordination.

#### Social:

- Generally see adults and authority.
- Feel loyalty to group, club, gang. Enjoy code language and passwords.
- Identify with same sex group. May prefer to be with members of the same sex.
- Prefer working in groups in cooperative activities.
- Expand and use reasoning skills to solve problems, negotiate and compromise with peers.

#### Emotional:

- View right behavior as "obeying" rules set by those in power.
- Accept parent/family beliefs.
- Admire and imitate older boys and girls
- Are developing decision-making skills.
- Are beginning to question parental authority.
- Need involvement with a caring adult.

#### Intellectual:

- Have increased attention span, but have many interests which change rapidly.
- Are beginning to think logically and symbolically. Still prefer concrete ideas.
- Are learning to use good judgment.
- Judge ideas in absolutes; right or wrong, fabulous or disgusting, etc. Do not tolerate much middle ground.
- Want to use their skills to explore and investigate the world.

Activities dealing with the value of the natural world can easily be understood by 9 to 11 year olds. Experiences that incorporate physical activity along with

opportunities to explore and investigate the world are very appropriate for this age group. Pond studies and insect catch and release programs are favorites, by allowing students to see the importance of all members of the ecosystem. Students begin to understand the role that member of the ecosystem plays, therefore insects, arachnids and reptiles are no longer good or bad in their eyes, but valued for their uniqueness and contributions.

### **Characteristics of 12-14 year olds:**

#### Physical:

- Exhibit a wide range of sexual maturity and growth patterns between genders within gender groups.
- Experience rapid changes in physical appearance.

#### Social:

- Are interested in activities involving the opposite sex; learning to live with opposite sex.
- Are looking more to peers than parents. Seek peer recognition.
- Seek acceptance and trust.
- Tend to reject ready-made solutions from adults in favor of their own.
- Question authority and family values.

#### Emotional:

- Compare themselves to others.
- Are concerned about physical development and emerging sexuality.
- Are concerned about social graces, grooming and being liked by friends.
- Abandon view of parents as all powerful.
- Strive for independence, yet want and need parents help.
- Need information for making decisions.
- Seek privacy from parents/adults.
- Want to be part of something important.

#### Intellectual:

- Find justice and equality to be important issues.
- Think abstractly and hypothetically.
- Are developing skills in the use of logic. Can understand cause and effect.
- Can solve problems that have more than one variable.
- Can imagine consequences.
- Are ready for in-depth, long-term experiences.

- Challenge assumptions.
- Want to explore the world beyond their own community.
- Are curious about the environment.

Youth ages 12 to 14 would thrive in curriculum activities that focus on developing attitudes about the natural world. Looking at community environmental issues and defining their feelings about those issues through research and investigation provides youth to challenge assumptions and redefine their beliefs based on real life experiences.

### **Characteristics of 15-18 year olds:**

#### Physical:

- Are concerned about body image.
- Exhibit smaller range in size and maturity among peers.

#### Social:

- Make commitments.
- Can commit to follow through with service.
- See adults as fallible.
- Desire respect.
- Are apt to reject goals set by others.
- Want adult leadership roles.

#### Emotional:

- Desire respect.
- Are beginning to accept and enjoy their own uniqueness, but still seek status and approval of peer group.
- Look for confidence of others in their decisions.
- Develop their own set of values and beliefs
- Take on multiple roles.
- Gain autonomy.
- Are introspective.
- Take fewer risks.
- Can initiate and carry out their own tasks without the supervision of others.
- Search for career possibilities.
- Desire a role in determining what happens in their world.



Intellectual:

- Are mastering abstract thinking. Can imagine impact of present behavior on the future.
- Can consider many perspectives and a given issue.
- Develop theories to explain how things happen.
- Create new possibilities from information.

Fifteen to 18 year olds are ready for authentic experiences in the environment that foster commitment and skill development to protect and improve the environment. Service learning, teaching others and authentic leadership roles around the environment provide them with opportunities to impact their world.

## Diversity and Inclusion

Our youth program serves youth all over the Puget Sound region, and many come from diverse racial and ethnic backgrounds and from families from various economic levels. Because The Mountaineers is dedicated to access to the outdoors for all people, many of our youth programs work with underserved youth receiving financial assistance for our programs, and many of these youth come from traumatic backgrounds.

### **Definitions:**

Underserved Youth: Youth who historically have inadequate access to basic resources such as quality food, water, housing, and education. This includes youth of color and low-income youth.

Youth from Traumatic Backgrounds: Youth who have experienced one or more Adverse Childhood Experiences (see resources below), such as emotional, physical, or sexual abuse, neglect, a parent with a mental illness, loss, or grief.

### **How do we work with Underserved Youth and Youth from Traumatic Backgrounds if we're not from these groups?**

If we don't come from the same background as the youth we work with, we can still have tremendous, positive impact on the work we do with these youth!

### **Tips for working with youth who come from different backgrounds than you:**

#### **Get to know their name**

It's ok to not remember a person's name, and ask for it as many times as you need to. If you're embarrassed, say so. "I'm sorry, I'm so embarrassed, I know you've told me your name ten times! But can you tell me one more time? I really want to get it right!" Pronunciation *is* important; repeat an unfamiliar name back to the child until they say you've got it right. They may laugh at you – that's ok! It's important that they know that their name is important to you.

#### **Refrain from physical touch.**

Many children are uncomfortable with physical touch when they don't know someone that well, even if it seems harmless, like a light hand on the shoulder or a ruffle of the child's hair. Avoid physical touch, and use your words to connect with a child instead. For example, instead of hugging a child that has just come down from the climbing wall, tell them, "That was amazing! I'm so proud of you for finishing that climb!" A touch that is always celebratory and appropriate is a high five. If a

student initiates touch with you, like hugging you for belaying them, it's definitely ok to hug them back!

**When getting to know the youth, focus on the activity or on play.**

Getting to know a child is an important part of being a positive role model for them, so ask them lots of questions, and tell them about yourself! Because it's hard to reveal more personal parts of their lives to near strangers, focus first on asking questions about the activity you're doing, like "Have you ever rock climbed before?" or "How was that climb for you?" "Did you feel supported?" "How do you like to feel supported while I'm belaying you? Can I cheer you on?" More personal questions can be painful for youth, like "What part of Seattle do you live in?" if the child is homeless, or "Do you like to go outdoors with your family?" if they are part of the foster system. But if you focus on the activities that you're completing together, you are still building trust and getting to know the child without bringing up personal subjects.

**Be open, and avoid judgment.**

When a child does open up to you about something personal, it is because they have begun to trust you. Be open to what they have to say, even if it is surprising to you, and be mindful to withhold your initial judgment. It is human to judge other people, but if a student opens up to you about their son or daughter, an abuse situation, or being homeless, it's important to show that you're listening and empathetic. If you find yourself in a place of non-judgment, you can ask questions, like "How do you work through that?" or "What's that like?" Another approach you can use is "I haven't been through that experience myself, but I feel for you and let me know how I can support you today."

**Don't make promises that you can't fulfill.**

If you find yourself wanting to say "You can climb with me next" or "We can definitely climb this route right after Kenji finishes climbing it," notice that you're about to make a promise that you may not be able to fulfill, which can break trust between an adult and a child. Say instead, "I'll try to climb with you next, but Mika is in line before you, so I may be climbing with her" or "We'll try to climb this route next, but it looks like John may want to climb it too, so you may have to wait a bit longer." Avoiding promises and instead telling youth that you hear what they want and you'll try to fulfill their wishes both shows that you care and builds trust with them.

**Avoid swearing, sarcasm, and playful teasing.**

Many youth do not understand sarcasm or teasing as friendly senses of humor, even though many adults use it to form relationships with one another. Be mindful of saying exactly what you want to say and avoid saying the exact opposite, even in a friendly or “clearly sarcastic” tone. What is an obvious tone to you may not be an obvious tone to a child, and sarcasm or teasing are often taken seriously for young people.

**Talk to youth like they’re your equals.**

Youth are more successful if you use similar tones with them that you’d use with an adult. It’s ok to still state boundaries and consequences, but using an adult tone helps the student know that you still respect them, even if they aren’t acting the way you’d like them to. If a student is being unsafe, it’s still ok to tell them what to do differently, or if they’re insulting another student, it’s ok to tell them that what they said is not ok, and to ask for an apology for that student.

**Stay calm if a child is experiencing trauma.**

If a child is stuck on the rock wall or is upset on the ground, the best thing you can do is to make sure that you’re breathing and keeping your face and voice calm for them. Tell them that you, or someone else, are going to help them. Remind them that they are safe frequently to calm them down. Get a staff member for support.

**Have an attitude of working in solidarity with these youth, not as if you’re helping them, giving charity, or doing a favor for them by being there.**

Charity looks like this: “I am here because you are worse off than me, and I feel sorry for you and want to help change that for you! I have already overcome challenges and experienced these things, so you are here to learn from me.”

Solidarity looks like this: “I am here because not all youth are given the same resources, and I believe that we all are worse off until all people are given access to the same resources. You and I are in this together, enjoying the outdoors together and experiencing challenges and overcoming challenges together. You have unfamiliar experiences and I can learn from you, and I have unfamiliar experiences and you can learn from me.”

**Be forgiving of yourself.**

These are a lot of guidelines, and you, volunteers, and staff will certainly not get these right all of the time! Be forgiving of yourself and others, ask for support and feedback if you have questions about your interactions with youth, and offer support and feedback to others.

## **More Resources**

If you're interested in learning more about Diversity and Inclusion in general, ask staff from the Education Department, and read these resources:

Introduction to the concept of White Privilege:

<https://www.isr.umich.edu/home/diversity/resources/white-privilege.pdf>

Every human has implicit biases. Learn about them at Project Implicit:

<https://implicit.harvard.edu/implicit/takeatest.html>

If you identify as part of the white middle class, then your culture is so engrained in American culture that it is sometimes difficult to identify.

Learn more about the Elements of White Middle Class Culture:

<http://www.stevebozzone.com/wp-content/uploads/2011/11/Elements-of-White-Middle-Class-Dominant-Culture.pdf>

Adverse Childhood Experience Study:

<http://www.cdc.gov/violenceprevention/acestudy/>; <http://acestoohigh.com/>

## Some Great Teaching Techniques

Feed their eyes. Use props. Hold things up.

Break skills down into small, achievable steps.

Number the steps: say “There are three things we are going to do next”

Praising kids at the end, when they’ve completed the entire task, is not enough. They need positive feedback from us as they master steps along the way.

The more specific the praise, the better. “Good job, you’re doing great!” is not as effective as “You’re waiting to pull until everybody gets to where you are; that’s really patient; thanks for hanging in there for us” (Describe it, Label it, Praise it)

Use repetition. Say key things in different ways so that they are said more than once.

Say key things in different ways so kids can hear them more than once.

Demonstrating is better than talking. Try to *show* as much as possible.

Show not only what to do but also what *not* to do. Do this with a positive tone. “When you are holding the paper, it won’t look like this, because then it’s facing the wrong way; it will look like this, the way I’m holding it now”

Involve others in your teaching. Get another kid up in front so that they are demonstrating with you. Show the ones up front how to do it in the course of showing everyone and you will find that the attention of the entire group goes up.

As they do steps, have them stop and show you and/or teach each other what they’ve done so that you can make sure everyone is OK and to celebrate success and build confidence as you go along.

Motivate and personalize the learning process by telling kids how and where *you* learned what you are teaching them.

Try to make what you are teaching special or unique. For example, if true, you can say that most people don’t know how to do it, which makes it more motivating for kids to learn.

Help kids deal with imperfection by telling them in advance, if true, that when you learned how to do this, it didn’t come out perfectly the first few times. Tell them

what you did to learn to do it better.

When a step does not have to be done perfectly, tell them.

During teaching, we are constantly telling people what to do. Always say please.  
Always say thank you. Being respectful builds a better learning relationship.

ASK QUESTIONS! The more questions, the better teaching. Say “What do you think is the best way to do this?”

## Emotional Intelligence

In fostering positive social development in children and youth, it is essential to consider all of the various ways of being intelligent and how each of them fosters relationships as well as learning. Emotional intelligence is as much a predictor of success as is IQ and conversely, research has shown that a high IQ with a low emotional intelligence is one predictor for low success rates as an adult.

Emotional Intelligence will provide children/youth with the skills to succeed in the changing work environment—skills that include:

- Being able to work with diverse groups of people
- To teach oneself
- To work in teams
- To communicate successfully
- To problem solve through critical thinking skills

There are five domains within emotional intelligence. These are:

1. Knowing one’s emotions: self-awareness, including the ability to recognize a feeling as it happens, is critical to psychological insight & understanding.
2. Managing emotions: Expressing feelings in appropriate ways is an ability that builds on self-awareness
3. Motivating oneself: Channeling emotions to achieve a goal enables outstanding performance of all kinds. “Attitude is everything”
4. Recognizing emotions in others: Empathy is the fundamental people skill.

5. Handling relationships: The art of relationships can be considered a skill in managing emotions of others. Mastery of the previous four skills is essential for handling relationships: identifying and managing one's own emotions, while recognizing emotions in others and *changing* our actions and reactions in response to others' emotions.

Settings which foster emotional intelligence allow children to be free to express their feelings, provide adult role models for expressing feelings, and are rich with the use of feeling words and discussions about feelings. Knowing and managing one's own emotions is a process that all children (and many adults) are working through as they handle relationships with others.

Learning and growth in the area of emotional intelligence can and does take place in a variety of Mountaineers activities. Although awareness of emotions and focus on those of others starts very early in life, much practice and internal growth and development are needed to truly accomplish these skills.

## **Tools for Behavior Management**

### **A little lesson in neuroscience: flipping your lid**

Make a fist with your hand, tucking your thumb under your fingers:

- Wrist = spinal cord, carrying messages to the rest of your body
- Bottom of palm = brainstem, which connects to the spinal cord and regulates instinctive behavior and involuntary functions
- Thumb = midbrain/amygdala where our emotions and memories are created and processed. It also is the location of our fight or flight reflexes
- Back of the hand and fingers = cerebral cortex/prefrontal cortex, this is our higher order thinking that allows us to be logical, empathetic, problem solve, etc.

When we are calm and functioning at our best, our brain is intact like our fist. The prefrontal cortex does the work, and regulates the emotional mid-brain.

When someone is triggered and something causes them to become angry, scared, stressed out, they "flip their lid" (open you fist, exposing your thumb as if you're making a number 4) and there is not a strong connection between their midbrain and their prefrontal cortex. The midbrain is exposed and becomes the decision-making driver.



For kids: reasoning with a child will not help because they are not acting out of a place of logic. Instead, give them space or remove them from the stimulus of the trigger. Then once they have calmed down (put the lid back on) you can ask them about the situation and help them think through what happened and what would help things go better the second time around. Also, keep in mind that children who have been exposed to trauma have more triggers and often take longer to recover from triggers.

For adults: we can “flip our lids” too! Recognizing our triggers and practicing self-awareness actually helps us calm down. Be aware of your triggers and what helps you come back to a state of calm and logic.

When participants’ behavior needs redirecting, use some of these techniques:

### **Level One:**

#### **Evasion**

Most of the time, 90% or more of participants are already doing what is expected and what is being asked of them. Sometimes a few students will behave in mildly disruptive ways just to get a response out of you. Instead of engaging with the negative behavior, you can use evasion. When you use evasion, you give attention to the positive behaviors you are trying to encourage. You focus on “pro-social” behavior rather than negative behavior.

Some examples of evasion include:

1. Giving the group positive feedback for what is going *well*, instead of acknowledging the disruptive behavior.
2. Giving a verbal statement of expectations to the *whole group*, instead of singling out the disruptive student.

Evasion often has good results. In general, those who are being disruptive want to be noticed. Since only positive and appropriate behavior is being noticed, disruptive students will often change their behaviors. By using evasion, you also avoid getting into power struggles with disruptive students.

## **Redirect**

Sometimes an issue has not progressed to the point of needing conflict resolution; however it cannot be solved using evasion. In such cases, you can often smooth over the situation and redirect students. When you smooth over a situation, you support youth; when you follow that up with redirection, you quickly halt the unwanted behavior. To use this type of intervention, direct students' attention to something new, or offer leadership opportunities to students with behavior issues.

Some examples of redirection include:

1. Moving participants who are disrupting a tetherball game to a 4-square game.
2. Putting one of those participants in charge of "rules" when a question comes up.
3. As they begin the new activity or role, reminding participants what you need from them; for example, by saying, "I need you to leave the square when you out."

When you redirect participants, you often find that the issue has simply "gone away," as the participants are now happily involved in their new activities and roles.

## **Give Choices**

When a child is not doing what's asked or resisting something you need him/her to do, give choices. Example: "you need to clean up the goldfish you spilled or find someone to help you"; "you can either carry your water bottle in your hand, or put it in your backpack and take it out during water breaks"

## **This for That**

When a child or group is not doing what's asked or resisting something you need to have done, you can offer this for that. Example: "If you move all of your packs to the side of the trail before I count to 5, we'll have brownies as our snack"; "if you keep paddling, we'll be done in time to stop for ice cream on the way home"

**Smoothing** – when kids are uncooperative, stalling, and there isn't much time for a more involved response, try smoothing the situation over to get through it. Example: "I know we're all tired, but let's get through this last five minutes and then we can rest"; "I know this part's boring, but if you pay attention for 10 more minutes, you'll know how to use the compass for the scavenger hunt"

## **State Your Expectations**

When kids are resisting rules or threatening not to comply, state your expectations clearly. Example: "I asked you to sit at the picnic table while eating. I don't want to find food all over the ground."; "We agreed that we would be respectful of the person speaking. If you are standing next to someone who might distract you, please be responsible and move."

## **Friendly Challenge**

When kids won't cooperate, a friendly challenge with an adult can inspire them! Example: "How fast do you think we can get all the harnesses put away? 2 minutes? Okay go!"; "Let's see who can find the most garbage at our campsite in 5 minutes"

## **Level Two:**

### **Mediation**

There are times when conflicts must be immediately and directly resolved; these are cases when participants are physically or emotionally unsafe. In these cases, mediation is the intervention to use. Mediation requires adult support to resolve serious conflict between two or more parties.

Mediation can involve one or more of the following actions:

1. Having a one-to-one talk with each participants to build understanding of what the conflict is about
2. Using "Mirroring" to help participants feel heard and understood. Mirroring involves listening to what the participant has to say, and paraphrasing it back ("I can see that you felt bad when Trey knocked the ball out of your hand....")
3. Setting up a contract with a difficult participant
4. Resolving a conflict between participants through dialogue (theirs)
5. Mediating a potential resolution: participants may not walk away friends, but there should be a mutual understanding of what is respectful behavior
6. Laying ground rules for the future

7. Mediation, redirection, and evasion are all appropriate techniques for dealing with behavioral issues, both on the playground and in the classroom. These three intervention techniques, when partnered with a set of effective rules and consequences, ensure a smooth outdoor program.

### **Take Child Aside to Listen/Talk**

When kids are having trouble cooperating despite your efforts, find out why. Try not to make assumptions, but pull the child aside and ask what's going on. Perhaps a child feels nervous or self-conscious in a certain activity/setting, or perhaps the child is upset about something. Sometimes children misinterpret adult actions or words and their feelings are hurt. We don't learn these things unless we ask what's going on.

### **Consequences for Non-Compliance**

When kids are testing their limits, be sure there are consequences that are stated ahead of time and related to the actions. Example: "No, we can't play camouflage because it took us too long to pack up our lunches and clean up the area."; "We won't be able to get on the boulder for the rest of the week because you weren't following the safety rules we told you about."

### **Chat with the Group**

When kids are having a hard time getting along, it can be a good idea to chat with the group and come with a resolution. If you have been working closely with the group, it can be helpful to have a guest adult come to facilitate the chat. It can be a good idea to have the group draft a behavior contract that they can all agree to.

### **Special Activity**

If a group is struggling and spirits are low, a special activity can help unify them and get them excited to be exploring together again. Be sure to debrief the activity and help them identify how they can continue to have fun together.

### **Ask a Friend How to Get Through to a Child**

When you are not getting through to a specific child, asking that child's parent, friend or sibling can help. For example "It seems like Sam's not having very much fun this week. You're his friend, what are some things he really likes that you think might help him have a better time?"

### **Time Out**

When kids are misbehaving, too silly, fighting or not playing by the rules, a time out

can help a child refocus or calm down. Example: “Sarah remember we talked about playing rough? Why don’t you take a 5 minute time-out, and then come back and join us playing by the rules”; “Mark, everyone’s trying to listen but it’s hard when you keep doing that. Please take a 5 minute time out, then come back and join us”

### **Secret Signal**

Many kids who struggle with behavior *want* to behave but are easily distracted or overstimulated. These kids often appreciate a secret signal which helps them with their own self-awareness. Example: “Finn, when you’re starting to play too rough, I’ll touch my nose so you know to back off a little.” Kids appreciate this because it helps them stay out of trouble.

### **Level Three:**

#### **Parent Discussion**

When a child is defying your or other leaders on a continual basis, parents should be aware that it is a problem. Parents can offer some advice or insight into the situation, which can often give you some tricks and tools you need to resolve the situation. Even if that’s not the case, parents need to be aware of an escalating situation so that if a child needs to be removed from a program, parents are not surprised by this and are aware of the efforts that have been made.

#### **Contract with Child**

A written contract that children sign helps them identify and acknowledge the behavior that is unacceptable, agree on a plan to change the behavior, and clearly understand the consequences if the behavior does not change.

### **Level Four:**

#### **Child is dismissed**

Some kids are not able to be successful in certain situations during a particular time in their development. When the need to dismiss a child from a program is identified, the Education Director and/or Executive Director should be notified *before* the child is dismissed. Staff need to understand the story behind the dismissal so they can support program leaders and help parents find a better fit for their child.



## Board Policies - Youth & Family

Ed. January 2016

### Definitions

1. "Youth" refers to any individual under the age of 18. "Child" is used interchangeably with "youth."
2. "Youth Leader" refers to any adult age 18 and over who volunteers or is paid to work in a leadership, instructional or supervisory capacity with youth, and has passed a criminal background check and has been trained in The Mountaineers Youth Policies.
3. "Youth Program Assistant" refers to any adult age 18 and over who volunteers or is paid to work in a leadership, instructional or supervisory capacity with youth under the direct supervision of a qualified Youth Leader. Volunteers working with youth are inherently Youth Program Assistants and, unless they are qualified Youth Leaders, should receive training from a qualified Youth Leader about accepted practices in the program for which they are volunteering.
4. "Supervision" refers to oversight of youth, adult participants and Youth Program Assistants in programs as is necessary for the safety of the youth.
5. "Internal Youth Program" refers to youth programs designed for children of Mountaineers members and Youth Members of The Mountaineers, where youth enroll directly in the program on a Mountaineers roster, and Mountaineers Leaders are responsible for the instruction, safety and supervision of the youth.
6. "Partner Youth Program" refers to youth programs offered to youth participants of non-Mountaineer programs or organizations, such as school groups, scout troops, or clubs.
7. "Family Program" refers to programs offered to Mountaineers Members in which parents and children participate together, and children are directly supervised by their parents.
8. "Youth Participants in Adult Programs" refers to any Youth under the age of 18 participating in a program designed for participants over 18.
9. "Public Program" refers to programs offered to the general public, in which any youth participants are directly supervised by a responsible adult, and The Mountaineers is not responsible for the supervision of children.

## **General Youth Policies**

1. All youth participants and adult chaperones and instructors in Mountaineers activities must have on file an Individual Acknowledgement of Risk and Waiver of Liability, current within one calendar year. Youth participants' forms must be signed by an adult parent or guardian.
2. All youth participating in Mountaineers activities, with the exception of Public Programs, without the presence of their own parent or guardian must have a signed "Mountaineers Health and Emergency Permission" form on site during the activity. Youth in Partner Programs can have on site the partner organization's health and permission to treat forms in lieu of The Mountaineers' forms.
3. Youth may not bring the following items to any Mountaineers program under any circumstances: illegal drugs, marijuana, fireworks, knives greater than 3 inches, hatchets and items that could be used as a weapon. Youth may risk dismissal from program and/or have items confiscated for violation of this policy.
4. The Mountaineers are not responsible for lost, stolen or broken items.
5. Youth are expected to wear appropriate attire during Mountaineers programs. Questions about appropriate attire should be directed to the Youth Leader.
6. Youth may not engage in exclusive or intimate relationships during Mountaineers programming.
7. When parents or guardians are not present, lifeguards with current Lifeguarding, CPR and First Aid certifications from a nationally recognized certifying organization must be present at all youth swimming activities that take place in water greater than 3' deep.
8. Boating activities must follow all state and local boating laws, and all participants (adults and youth) must wear properly fitted personal floatation devices at all times. All participants under the age of 18 in swimming programs must be swim tested by a lifeguard before participating in swimming activities.

## **General Youth Program Policies**

1. All paid and unpaid adults working in a leadership, administrative, supervisory or instructional capacity on behalf of The Mountaineers with Internal Youth Programs, Partner Youth Programs and Family Programs in any capacity must be qualified Youth Leaders.



2. Public Programs must have a minimum of one qualified Youth Leader in each program area who is responsible for monitoring appropriate behavior of Youth Program Assistants and other adults.
3. When Youth participate in Adult Programs, a minimum of one qualified Youth Leader must be present on site at all times. That Youth Leader is responsible for monitoring the appropriate behavior of Youth Program Assistants and other adults. This includes properly training Youth Program Assistants in appropriate behavior and in specific ways to avoid risk and protect themselves and the youth in the program.

### **General Youth Leader & Youth Program Assistant Policies**

1. All Youth Leaders must have passed a criminal background check within three (3) years, conducted by a third party company contracted by The Mountaineers for the purpose of conducting the background check.
2. All Youth Leaders will receive training on The Mountaineers Youth Policies.
3. Youth Leaders are, by state law, mandated reporters when another volunteer is suspected or alleged to have caused abuse or neglect to a child under the age of 18. All Youth Leaders must review the Washington State document “Protecting the Abused & Neglected Child: A Guide for Recognizing & Reporting Child Abuse & Neglect” annually.  
<https://www.dshs.wa.gov/sites/default/files/SESA/publications/documents/22-163.pdf>
4. At no time during any Mountaineers program may a Youth Leader or Youth Program Assistant be alone with a single child (other than their own) where they cannot be observed by others. When one-on-one time between a Youth Leader or Youth Program Assistant and a child cannot be avoided (e.g. in the middle of a multipitch climb), steps must be taken to mitigate risk to the youth and the Youth Leader or Youth Program Assistant, according to recommended practices in The Mountaineers Youth Handbooks and training.
5. When camping, or during any overnight program, no youth is permitted to sleep in the same sleeping quarters as an adult other than his or her own parent, guardian or sibling, unless the accommodations are group accommodations such as a yurt or cabin, or unless a parent or guardian has signed a waiver ahead of time allowing this for an overnight trip. Unless circumstances prevent it, youth should sleep in private sleeping quarters or in groups of 3 or more youth.

6. Youth Leaders and Youth Program Assistants shall never leave a child unsupervised.
7. Youth Leaders and Youth Program Assistants shall not abuse children including:
  - a. Physical abuse – strike, spank, shake, slap;
  - b. Verbal abuse – humiliate, degrade, threaten;
  - c. Sexual abuse – inappropriate touch or verbal exchange
  - d. Mental abuse – shaming, withholding love, cruelty;
  - e. Neglect – withholding food, water, basic care, etc

Any type of abuse will not be tolerated and may be cause for immediate termination of membership.

8. Youth Leaders and Youth Program Assistants must use positive techniques for guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Youth Leaders and Youth Program Assistants will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Secret organizations, hazing, corporal punishment and initiations are prohibited and may not be included as part of any Mountaineers activity. Physical restraint is used only in emergency situations necessary to protect the child or other children from immediate harm, and must be documented in writing.
9. Youth Leaders and Youth Program Assistants must respond to children with respect and consideration and treat all children equally regardless of age, gender identity, sexual orientation, race, religion, family style, or culture.
10. Youth Leaders and Youth Program Assistants will respect children's rights not to be touched in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched in areas of their bodies that would be covered by a bathing suit unless necessary to provide emergency medical care.
11. Youth Leaders and Youth Program Assistants must wear appropriate attire while working with youth.
12. Youth Leaders and Youth Program Assistants will refrain from intimate displays of affection towards others in the presence of children and parents.
13. Using, possessing, or being under the influence of alcohol, marijuana or illegal drugs while working with youth is prohibited for Youth Leaders and Youth Program Assistants during Internal Youth Programs, Partner Youth Programs, Family Programs and Public Programs. When youth participate

in Adult Programs, at least one designated Youth Leader must refrain from consumption of alcohol, marijuana or illegal drugs at all times in order to provide reliable supervision for the youth.

14. Smoking or use of tobacco in the presence of children or parents during program hours is prohibited for Youth Leaders and Youth Program Assistants.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children or parents are prohibited for Youth Leaders and Youth Program Assistants. When youth are participating in adult programs, Youth Leaders should carefully monitor and redirect any inappropriate conversation witnessed among other adults in the program.
16. Youth Leaders and Youth Program Assistants must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
17. Youth Leaders and Youth Program Assistants will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
18. Youth Leaders and Youth Program Assistants may not engage in intimate relationships with program participants under the age of 18.

### **Internal Youth Programs, Family Programs and Youth Participating in Adult Programs**

1. Youth Participants must present signed waiver(s) specific to the type of program the youth is engaging in.
2. Mountaineers Health and Emergency Permission forms must be at the program site with youth participants at all times, and Youth Leaders must know where to access them. Copies will be kept on file at the Program Center for all Youth Members who participate in programs. These must be current within one year of the dates of the youth's participation. Note: while this policy can be waived when parents are present on site, it is recommended that The Mountaineers keep on file Mountaineers Health and Emergency Permission forms for every youth involved in programming as a safety redundancy.
3. Program leaders of Adult Programs are not required to allow youth to participate in their programs.
4. When Youth under the age of 14 participate in Adult Programs, the program leader must ensure that there is an adult other than the leader,

even if the youth is the leader's child, who is directly responsible for the youth during the program.

5. When Youth participate in Family Programs, the program leader must ensure that each youth participant has an adult other than the leader, usually the youth's parent or guardian, who is directly responsible for their care and supervision.
6. Youth participating in drop-off programs where Mountaineers staff and volunteers are directly responsible for the youth participants must be signed in by Mountaineers leaders and signed out by a person listed on the Youth's membership as an authorized pick-up, unless the parent or guardian has signed a form waiving the requirement for program leaders to monitor with whom the youth leaves the program. Under no other circumstance should children be released to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian in writing.
7. Restroom Supervision: Youth Leaders and Youth Program Assistants will monitor bathrooms to ensure that: 1) Suspicious or unknown individuals are not lingering in or near the bathrooms while youth are using them, 2) Youth do not engage in horseplay or harassment in the bathrooms, 3) No more than one youth participant per bathroom stall is allowed in the bathroom at a time, and 4) youth do not linger in the bathrooms. At larger public restrooms with multiple stalls, Youth Leaders should stand in the doorway while children under 14 are using the restroom without parents present. This policy allows privacy for the children and protection for the Youth leaders and Youth Program Assistants. When parents are not present, always send children in groups of three or more (youth or adults) to the bathroom, and whenever possible with a Youth Leader or Youth Program Assistant.
8. In drop-off programs, when necessary, Youth Leaders and Youth Program Assistants should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc. When this is not possible, Youth Leaders and Youth Program Assistants should be positioned so that they are visible to others.

### **Partner Youth Programs**

1. Group leaders must present a Letter of Agreement signed by their organization's appropriate authority, also signed by The Mountaineers Chief Operating Officer or Chief Executive Officer, outlining at minimum

what facilities, services and other resources each organization agrees to provide, what the agreed up on dates and times of the program are, and when possible an agreement to provide a Certificate of Liability Insurance from their insurance carrier stating that the group will be covered during the dates of The Mountaineers program.

2. Groups should prepare to have at least one emergency vehicle on site. The Mountaineers cannot take responsibility for transporting participants. In the event of an injury or emergency, participants will need to be transported off-site by an ambulance to a medical facility if a group does not come with transportation.
3. All participants must have signed Mountaineers Health and Emergency Permission forms (or equivalent forms provided by the partner organization) on site for the duration of the program. These forms are retained by the group leader. The Mountaineers will not collect these forms.

### **Responsibilities**

1. Staff as designated by the Chief Operating Officer are responsible for administering background checks, collecting and keeping forms and dealing with identified problems.
2. Education Director or designee is responsible for providing updated training materials and current forms and waivers specific to each type of program.
3. Division, branch or staff sponsor of activities are responsible for administering this policy and identifying and reporting problems.

### **Exceptions**

Any exceptions to The Mountaineers Youth Policies must be presented in writing, along with any additional precautions needed to mitigate risk, and approved and signed by both the Education Director and the Chief Operating Officer.



# Youth in Adult Programs Handbook

For Youth, Parents, and Volunteers

Revised June 2016



## **Participant Commitment**

Youth who are participating in adult programs without an accompanying adult will be given the same freedoms and responsibilities as all other participants. When youth participate in an adult program with an accompanying adult, the accompanying adult makes a commitment to ensure the youth is an active and respectful participant. In both instances, youth are expected to be on time and prepared for trips, lectures and field trips, to ask questions and to let leaders know if they are uncomfortable.

## **Parent/Sponsoring Adult Commitment**

Adults sponsoring youth participating in adult programs play a key role in supporting the youth participant's success. Whether accompanying the youth or not, sponsoring adults should check in with the youth and the instructors on a regular basis to see how things are going. We ask sponsoring adults to be partners with our volunteers in creating a successful outdoor education experience for the youth participant.

When parents are accompanying youth in an adult program, we encourage parents to become Qualified Youth Leaders so that they are informed in best practices for keeping their child safe in an adult-centered outdoor program.

## **Carpooling & Transportation**

While we do not arrange transportation for youth to and from the Mountaineers Program Center (or other designated meeting place), we do encourage carpooling.

Transportation to and from the Mountaineers Seattle Program Center (or other designated meeting place) is at the sole discretion of the parent/guardian of each youth participant. If a youth takes public transportation, carpools with another family or otherwise transports himself/herself to and from the meeting location, the parent is responsible for making appropriate communication arrangements with the youth.

Course meetings, field trips and activities start and end at varied times. Youth are expected to show up on time at the trip meeting place (often the Mountaineers Seattle Program Center). At the end of the event, youth are dismissed with the rest of the students. Mountaineers volunteers will stay at the program site until all



youth have left. Parents will be given an option to indicate up to three adults that The Mountaineers can release their child to. If the parent does not request that The Mountaineers monitor who their child leaves the program with, Mountaineers leaders need only stay at the program site until the youth participant leaves, and they are not responsible for monitoring the youth participant's transportation.

It is the responsibility of the primary caregiver to ensure that a youth participant is picked up on time. If the designated pick-up person is more than 10 minutes late, and The Mountaineers have not heard from them, program leaders will begin calling emergency contacts, beginning with the primary caregiver. After 3 hours, if The Mountaineers have not been able to reach any person at any of the contact numbers listed on the participant's paperwork, The Mountaineers will call CPS to arrange for a place for the child to stay for the night.

## **Electronics**

Cell phones, music and video games are typically not a part of the Mountaineers programs. They detract from the wilderness experience and from the community. Youth are encouraged to leave all electronics out of sight (or at home) during Mountaineers programs. Youth who choose to use cell phones, gps units or other electronics may do so as long as it creates no disruption of the wilderness experience for others. The Mountaineers is not responsible for any lost, stolen or damaged electronics.

## **Drugs, Alcohol and Tobacco**

In Mountaineers adult programs, adult participants are often permitted to use alcohol or tobacco as long as it does not compromise the safety of the group. Typically this is at camp at night. There will always be a designated leader who refrains from consumption of alcohol, marijuana or illegal drugs at all times in order to provide reliable supervision for the youth. Youth participants are never permitted to use drugs, alcohol or tobacco while on Mountaineers programs. Youth who have or are under the influence of these will be sent home immediately and dismissed from the program without refund. Youth dismissed from the program for possession of drugs, alcohol or tobacco may return the following year on a probationary basis.

## **Medication**

Medication prescribed by a licensed medical professional must be reported to The Mountaineers using the Mountaineers Medical Administration Form. This information will be shared with instructors who are leading any trip that the youth is participating in. If the doctor does *not* authorize the youth to self-administer, the medication will be kept with adult leaders, who will administer the medication according to the doctor's orders. All controlled medication and medication requiring hypodermic needle administration (with the exception of EpiPens which may be carried by the youth) must be stored with parents or Mountaineers Leaders. All medication must be current and kept in its original bottle.

Over-the-counter medication such as ibuprofen, allergy medication, antacids or topical antibiotics may be kept by youth participants in their personal first aid kits. These medications should be listed on the Mountaineers Medical Administration Form and kept in a clearly marked container with expiration date.

Mountaineers volunteers may carry over-the-counter medication such as ibuprofen, allergy medication, antihistamine, antacids or topical antibiotics. Volunteer leaders may provide these medications to youth as needed unless otherwise indicated on the youth's health form. All medication administration should be recorded in a notebook in the first aid kit.

## **Medical Clearance**

Mountaineers members spend a lot of time in remote areas and on technical terrain, where group safety is paramount. In some instances, Mountaineers leaders may require medical clearance and/or instructions from a licensed medical professional in order for a youth to participate in the program. Examples include but are not limited to: injuries, surgery, eating disorders, psychological & nervous disorders, developmental disorders, heart conditions, diabetes. Mountaineers leaders will disclose this information only to the people who need to have it in order to maintain a safe environment. In some cases, Mountaineers leaders may, at their discretion, forbid participation on a trip if they feel the circumstances of the trip make it too difficult to safely manage the participant's medical needs or limitations.

## Leaders and Instructors

When program leaders make the decision to welcome youth into existing adult-oriented programs, the decision may inherently change the nature of the program, or of part of the program. Any program or part of a program that includes youth needs to be an appropriate environment for youth, which means keeping language and conversation “PG13” as much as possible, refraining from alcohol consumption or drinking conservatively, and steering adult students and instructors away from sarcastic or offensive comments. We are committed to a diverse and inclusive program. This means that we welcome participants and volunteers of all backgrounds, religious beliefs, ethnicities, vocations, family models and lifestyles. We ask that volunteers, including parents, acknowledge this diversity and refrain from conversations that may be perceived as offensive to others.

### Special Considerations

Adult participants do not necessarily have experience with youth, and may be entirely inappropriate around youth participants.

Teenagers who are generally mature and responsible can fool adults into thinking they, too, are an adult. Teenagers, however, are not prepared emotionally or cognitively to handle certain information appropriately. They are also inconsistently able to make smart decisions and need adult mentorship.

Youth might not speak up when they feel uncomfortable.

Youth who attend school are trained culturally to follow directions and listen to instructors. They are less likely to question the decisions of adults – either instructors or fellow students. This creates a need to err on the side of caution even more than we might with an all-adult class. It also implicates the need to check in with youth often to make sure they are comfortable and okay.

### Special Forms

Youth in adult programs must have the following forms signed, with one copy sent to staff to be filed with the youths’ membership forms, and one copy kept by the program leader. Please remember that these forms are personal and confidential, and leaders must be careful not to disclose information unnecessarily.

- Youth Health Form and Permission to Treat (2 pages). We recommend that a third copy of this form be kept in the youth’s personal first aid kit.
- Acknowledgement of Risks and Waiver and Release of Liability for Youth

## Participating in Adult-Oriented Programming (2 pages)

- Drop-off and Pick-up form
- Medication Authorization form(s) – one per medication. We recommend that a third copy of this form be kept in the youth’s personal first aid kit.
- OTC Medication Administration Authorization Form
- Special Circumstances Form (2 pages)

All of these forms can be found in the “Youth in Adult Programs Parent Packet” on the Mountaineers website.

## Qualified Youth Leader

Leaders of programs that welcome youth must be Qualified Youth Leaders. To do this, visit [www.mountaineers.org/QYLtraining](http://www.mountaineers.org/QYLtraining). Below are some particularly relevant pieces of our youth policies manual for youth participating in Adult Programs.

## Forms and Paperwork

Every Youth must have on file our standard Health and Permission to Treat Form, as well as any pertinent medication authorization forms (including permission to apply sunscreen). Other forms we require for youth in adult programs include:

- Health and Permission to Treat Form: Parents give basic medical history for their child, including red flags and allergies, and sign a statement granting health care providers permission to treat the child in an emergency even if we cannot reach the parents. **It’s important this form is quickly accessible to hand to a medical professional should an accident or injury occur.**
- Youth Participating in Adult-Oriented Programming Release and Waiver, including photo release.
- Drop-off & Pick-up Form: Parents can opt to allow their child to leave with any adult (or transport themselves – walk home, take the bus, etc), or they can designate specific people who are authorized to pick up their child at the end of a program. If the parent requests that we monitor who the participant leaves with, Mountaineers staff and volunteers must ensure (and may check ID) that we release youth participants only to those people designated on the child’s drop-off & pick-up form.
- Adult Supervisors Form: Youth under 14 must have an accompanying adult in a Mountaineers adult program. On this form, parents either sign

acknowledging that their child is 14 or older, or they submit a list of adults who may act as accompanying adults in the program. They certify that they have informed these adults that they are the child's supervisor. It is important that program leaders know who is on this list as the child's accompanying adult(s).

- Special Circumstances: Parents list any confidential circumstances or needs their child has. Parents also specifically designate who this information may be disclosed to, and it is critical that our staff and volunteers honor those requests.
- Disaster Preparedness Form: Parents list an out of state contact and any medical circumstances we may need to know in the event that we must care for their child for an extended period of time due to a natural disaster such as an earthquake.

It is important that Youth in Adult Programs leaders have read the forms submitted by the parents and file them in a way that they are accessible. The blank forms can be found at [www.mountaineers.org/YPIAPforms](http://www.mountaineers.org/YPIAPforms)

### **Supervision**

Children and Youth under the age of 18 are NEVER left unsupervised. Young children (usually under 14) should be in the sight/sound of a trained adult at all times, including during bathroom breaks. All youth must be appropriately supervised at all times. This means that adults know EXACTLY where each youth is and how long they should be there at all times. When a group of youth is split up, leaders must know which children are in which group. Never assume a youth who is not with you is with another adult. If a child who was in your group is no longer in your group, it's imperative you verify they have moved to another adult's group.

One adult should never be alone with one youth. This practice prevents uncomfortable or dangerous situations and protects adults from false accusations. Predators are skilled at creating alone-time with youth. This practice prevents that from ever happening. Youth can misinterpret the intentions of an adult's words or actions. This makes youth feel uncomfortable and/or prompts them to report benign behavior as inappropriate. The presence of another person reduces the vulnerability of the situation, and provides witnesses should an accusation be made. Exceptions: some programmatic situations inherently create a 1:1 situation (eg. Multipitch Climbs). In these cases, steps should be taken in advance to minimize risk to the youth and adult leader.

Youth Leaders must monitor behavior of other adult participants and leaders and address inappropriate behavior immediately.

## **Photos**

We encourage you to take photos on your programs, and share those photos with the program participants and Mountaineers Staff. Many of our programs have facebook groups, which are private groups where participants interact and share photos. A Flickr or Shutterfly album are also great ways to share photos.

Because some families prefer not to have photos of their children publicly available, and because some of the youth in our programs come from unstable home situations, we need to be sensitive about not posting photos in public forums. It's important that photos ONLY be shared with the group participants and Mountaineers Staff. Mountaineers Staff will only use photos of youth whose parents have granted permission to use their photos.

## **Health History & Medications**

The Youth Participating in Adult Programs Parent Packet includes all of the forms needed for youth to participate in adult programs. One copy of the completed forms should be available on-site, either with the youth or the program leader, and one copy of the completed forms should be filed at the Mountaineers Program Center in Seattle. The forms can be found at [www.mountaineers.org/youth/youth-forms/YPIAP](http://www.mountaineers.org/youth/youth-forms/YPIAP)

All participants must have on file a medical history current within one year.

Program leaders must have a "permission to treat" form for each participant, signed by the participant's parent/guardian, with them or accessible on site. When older youth are participating in adult programs, it's a good idea for the youth to keep a copy of their medical history and permission to treat form in their personal first aid kit.

Youth prescription medications must be discussed with the program leaders and accompanied with Doctor's orders. It's imperative program leaders know what medications are present, what the appropriate dosage is, and the effects of not taking the medication, the effects of overdose and the potential side effects of the medication. If the participant self-administers the medication, we must have written permission from the parent.

Controlled medications (federally listed controlled substances which includes any potentially addictive substance such as codeine, oxycodone, Adderol, Ritalin, Xanax,

Ativan and others) and the accompanying Mountaineers Medication Administration form must be kept with the parents or Mountaineers adult volunteers in secure storage and administration must be supervised by parents or Mountaineers adult volunteers. Time and dosage should be logged.

Hypodermic needles that are required for medical administration and the accompanying Mountaineers Medication Administration form must be kept with parents or Mountaineers adult volunteers in secure storage and administration must be supervised by parents or Mountaineers adult volunteers. Exception: EpiPen auto-injectors may be carried with the youth to whom it is prescribed.

Diabetes monitoring plans must be discussed in detail and presented in writing to Mountaineers staff and volunteers, signed by the participant's parents, even if the youth self-monitors or if the parents are present. Plan must include daily routine, possible complications, signs and symptoms and appropriate response.

### **Special Circumstances**

Many youth have life situations that may impact their participation in Mountaineers programming. These situations may be medical, physical, dietary, religious, emotional, family-related, school-related or trauma-related. In order to best serve each youth, we request that parents/guardians share this information with us on a "Special Circumstances" form.

Special Circumstances forms will not be shared with anyone other than the program leader(s) without specific consent from the parent/guardian.

We will make every effort to accommodate any needs associated with a youth participant's special circumstances. If a program is such that special accommodations are not practical, Mountaineers Staff and/or Volunteer Leaders must communicate this to the family in advance of the program, so that they can decide whether or not to participate.

### **Privacy, Confidentiality and Disclosure**

In each program, Youth Leaders must exercise careful judgment about the disclosure of health and special circumstance information.

Youth health and special circumstance information should not be shared with anyone—other leaders, other participants, youth or adults, without prior consent from the family.

In many cases, disclosure is not necessary for the safety of the program. In the

event that disclosure is necessary for safety reasons, youth, and parents must be notified in advance, and caution must be exercised to ensure that only those *needing* the information are given the information.

### **Overnight Programs**

During an overnight program:

- Youth should not share sleeping quarters with adults unless:
- The adults are the legal parents/guardians or siblings of that youth.
- The sleeping quarters have individual beds, such as in a cabin or yurt.

Sleeping quarters (especially a tent situation) should be designed and programmed for appropriate supervision. Youth should generally be in tent groups of 3 or more youth, which creates group accountability and “crowd supervision”. In some cases, it may be appropriate for youth to sleep in solo tents. Tent groups of two should be avoided or treated as a last resort option because it creates an environment that enables bullying, abuse or otherwise inappropriate behavior. Adult tents (and other sleeping quarters) should be positioned in a way that adults can be accessed by youth in the middle of the night, and so they can provide adequate supervision.

Specific nighttime bathroom procedures must be communicated before dark on the first night. Suggestions include:

- Ensuring youth know how to get to the bathroom and know not to leave their sleeping quarters without a light source and/or whistle.
- Leaving a personal backpack in a designated area to identify that the bathroom is in use and by whom.
- Identifying areas of hazardous terrain to be avoided at night (eg. Stream crossings).
- Encouraging youth to wake an adult (and which adult to wake) should they need anything.
- Ensuring youth have working light sources and whistles should they get lost on their way back from the bathroom.

### **Alpine and Multipitch Climbs**

Alpine and Multipitch Climbs add a layer of complexity to supervision with rope teams. Oftentimes communication between youth and adults is difficult, and at other times one youth and one adult are hanging out at a belay station together. It’s important to remember the reasons behind our procedures so that we can make the best decisions in a given situation. In this situation, we’re trying to



provide safe and adequate supervision. We want to always be able to see or hear the youth we are responsible for, and we avoid putting youth and adults in compromising positions that could be unsafe for youth or detrimental to adults. Here's how we can do that in this situation:

- Ensure you are bringing youth on climbs that are appropriate for their abilities. When youth have the skills and fitness to participate safely, they will be less reliant on constant adult support. It is very difficult to do most of these types of climbs while providing constant adult support. Don't take youth if they are not ready.
- Carry walkie talkies and keep them on at all times. Train all participants in using them effectively, and practice using them before climbing.
- Switch up rope teams as many times as possible. Obviously you cannot switch rope teams in the middle of a multipitch climb. However, it is often possible to have different descent teams (whether a walk-off or rappel-off). These teams should be predetermined at the trailhead by the Climb Leader (eg. At the Blue Lake Trailhead, the leader determines hiking buddies for the approach, rope teams for SEWS, and descent pairs for the rappel. The added benefit is that every student has the opportunity to work with different instructors). By switching up rope/hiking teams, the Climb Leader makes it impossible for any adult to single-out any youth. It also helps to protect adults from false accusations.
- Alpine climbs do not always lend themselves to privacy for bathroom use. Addressing this at the beginning of the climb so that everyone is aware can help avoid misinterpretations of actions while on the climb. For example, Leaders might tell the group that leaving a rope team while on a glacier is not a safe option, so those who need to use the bathroom will need to be okay with others simply turning their heads. It is also a good idea for the leader to remind participants (especially youth participants) to use the bathroom before roping up to avoid such a situation.



# Family Activities

For Youth, Parents, & Volunteers

Revised June 2016



## **Youth & Adult Participant and Parent/Guardian Commitment**

In Mountaineers Family Activities, youth participants must be accompanied by an adult who agrees to be their supervisor. If the leader's child is participating, there should be an additional adult who takes responsibility for that child, so that the trip leader can focus on the safety of the group, without the distraction of taking care of a youth participant.

Adults participating in a family activity may supervise more than one youth, and youth can attend without their parents/guardians as long as they are with another adult.

Because many of our locations have party-size maximums dictated by the land manager, often times a family activity can only accommodate a handful of families. Because of this, and because families typically need to plan far in advance, it is very important that families commit to attending the activity. A last-minute cancellation will prevent families from attending who could have attended with more notice, and may significantly impact the feel of the activity. Families who frequently cancel at the last minute may risk denial of participation in future family activities.

## **Electronics**

Cell phones, music and video games are typically not a part of the Mountaineers programs. They detract from the wilderness experience and from the community. Youth are encouraged to leave all electronics out of sight (or at home) during Mountaineers programs. Youth who choose to use cell phones, gps units or other electronics may do so, with the leader's permission, as long as it creates no disruption of the wilderness experience for others. The Mountaineers is not responsible for any lost, stolen or damaged electronics.

## **Drugs, Alcohol and Tobacco**

In the interest of creating a physically and emotionally safe environment for all families, use of illegal drugs, alcohol or tobacco by any participant is not permitted on Family Programs. Youth participants are never permitted to use drugs, alcohol or tobacco while on Mountaineers programs. Youth who have or are under the influence of these will be sent home immediately and dismissed from the program without refund. Youth dismissed from the program for possession of drugs, alcohol or tobacco may return the following year on a probationary basis.

## **Medication for Youth Under 18**

Medication prescribed by a licensed medical professional for youth under 18 must be reported to The Mountaineers using the Mountaineers Medical Administration Form if the medication is to be taken during Mountaineers programming. This information will be shared with instructors who are leading any trip that the youth is participating in. If the doctor does *not* authorize the youth to self-administer, the medication will be kept with adult leaders, who will administer the medication according to the doctor's orders. All controlled medication and medication requiring hypodermic needle administration (with the exception of Epipens which may be carried by the youth) must be stored with parents or Mountaineers Leaders. All medication must be current and kept in its original bottle.

Over-the-counter medication such as ibuprofen, allergy medication, antacids or topical antibiotics may be kept by youth participants in their personal first aid kits. These medications should be listed on the Mountaineers Medical Administration Form and kept in a clearly marked container with expiration date.

Mountaineers volunteers may carry over-the-counter medication such as ibuprofen, allergy medication, antihistamine, antacids or topical antibiotics. Volunteer leaders may provide these medications to youth as needed unless otherwise indicated on the youth's health form. All medication administration should be recorded in a notebook, usually kept in a first aid kit.

## **Medical Clearance**

Mountaineers members spend a lot of time in remote areas and on technical terrain, where group safety is paramount. In some instances, Mountaineers leaders may require medical clearance and/or instructions from a licensed medical professional in order for a youth to participate in the program. Examples include but are not limited to: injuries, surgery, eating disorders, psychological & nervous disorders, developmental disorders, heart conditions, diabetes. Mountaineers leaders will disclose this information only to the people who need to have it in order to maintain a safe environment. In some cases, Mountaineers leaders may, at their discretion, forbid participation on a trip if they feel the circumstances of the trip make it too difficult to safely manage the participant's medical needs or limitations.

## **Leaders and Instructors**

The leader is a volunteer whose experience and judgment have qualified them for a leadership position. The leader has the authority and responsibility for the

safety of the group, making sure that the participants of the trip are adequately equipped based on Mountaineers policy. The leader may wish to consult with the trip participants, but the leader makes the final decision regarding the group's safety in difficult situations.

### **Trip Goals**

Ultimately, the point of any Mountaineers trip should be the fun and full experience of arriving at and returning from the destination - not merely the destination itself. Even the most strenuous expedition is enriched by memories of good conversation, shared perceptions, and new friends. Particularly with Family Activities, reaching the destination is usually a soft goal, or even a byproduct of a fun experience. But having an enjoyable experience and returning safely rank higher. The leader is in a unique position to shape the quality and promote the safety of the trip.

### **Inclusion**

We are committed to a diverse and inclusive program. This means that we welcome participants and volunteers of all backgrounds, religious beliefs, ethnicities, vocations, family models and lifestyles. We ask that volunteers, including parents, acknowledge this diversity and refrain from conversations that may be perceived as offensive to others.

### **Qualified Youth Leader**

Leaders of family programs must be Qualified Youth Leaders. To do this, visit [www.mountaineers.org/QYLtraining](http://www.mountaineers.org/QYLtraining).

### **Other Leadership Qualifications**

The Mountaineers always welcomes new leaders. In general, an aspiring leader must be at least 18 years old, be a member of The Mountaineers, have demonstrated leadership within The Mountaineers, and be approved by the appropriate Committee for inclusion on that Committee's leaders list. Check with the committee for which you wish to lead.

Family Activities are unique in that they may include a variety of outdoor pursuits. Leaders for all Family activities must possess the following: basic first aid training, knowledge of group leadership, basic map & compass skills, emergency preparedness, and current Qualified Youth Leader status. Each type of trip has its own additional requirements, listed here:

## **Hiking**

- Leader must have participated in/led Mountaineers hikes, scrambles, or climbs
- Leader must be familiar with hiking destination (this may involve scouting prior to the trip)
- Leader is expected to choose a destination suitable to the age group of the kids, and post that online

## **Backpacking**

- Leader must be a Mountaineers Hike Leader of Record
- Leader must have Wilderness First Aid and Navigation training
- Leader is expected to choose a destination suitable to the age group of the kids, and post that online

## **Car Camping**

- Leader is responsible for reserving group campsites (in addition to necessary permits)
- Leader must have participated in/led Mountaineers activities in the past

## **Photography**

- Leader must have participated in/led Mountaineers activities in the past
- Leader is expected to choose a destination suitable to the age group of the kids, and post that online

## **First Aid**

- Leader must have participated in/led Mountaineers activities in the past
- Leader is expected to choose a destination suitable to the age group of the kids, and post that online

## **Navigation**

- Leader must have participated in/led Mountaineers activities in the past.
- Activities must be done in the front country on safe terrain.
- Leader is expected to choose a destination suitable to the age group of the kids, and post that online

## **Indoor Climbing Days**

- Leader must have participated in/led Mountaineers activities in the past
- Mountaineers Climb Leader of Record (any level of climb leader is acceptable) must be present during the entire activity, if the leader is not a Climb Leader of Record

- Mountaineers Climb Leader of Record must monitor safe belaying and intervene in any unsafe situation.

### **Outdoor Top Rope Crag Days**

- Leader must have participated in/led Mountaineers activities in the past
- Mountaineers Climb Leader of Record (any level of climb leader is acceptable) must be present during the entire activity, if the leader is not a Climb Leader of Record
- Leader must have Wilderness First Aid training
- An area with a safe (non-scramble) approach must be selected
- Mountaineers Climb Leader of Record must monitor safe belaying and site management, and intervene in any unsafe situation.

### **Snowshoeing**

- Leader must have participated in/led Mountaineers activities in the past
- Mountaineers Snowshoe Leader of Record (any level of snowshoe leader is acceptable) must be present during the entire activity, if the leader is not a Snowshoe Leader of Record
- Leader must have Wilderness first Aid and Navigation training
- Leader is expected to choose a destination suitable to the age group of the kids, and post that online

### **Nature Programs**

- Leader must have participated in/led Mountaineers activities in the past
- Leader is expected to choose a destination suitable to the age group of the kids, and post that online

### **Special Considerations**

Adult participants (even parents) do not necessarily have experience working with youth, and may conduct themselves in ways that some may not consider appropriate for youth participants.

Youth might not speak up when they feel uncomfortable.

Youth who attend school are trained culturally to follow directions and listen to instructors. They are less likely to question the decisions of adults – either instructors or fellow students. This creates a need to err on the side of caution even more than we might with an all-adult class. It also implicates the need to check in with youth often to make sure they are comfortable and okay.



## Forms and Paperwork

Every Youth must have on file our standard Health and Permission to Treat Form, as well as any pertinent medication authorization forms (including permission to apply sunscreen). Other forms we require for youth participants in adult programs include:

- Health and Permission to Treat Form – parents give basic medical history for their child, including red flags and allergies, and sign a statement granting health care providers permission to treat the child in an emergency even if we cannot reach the parents. It is important that this form is quickly accessible to hand to a medical professional should an accident or injury occur.
- Youth Participating in Adult-Oriented Programming Release and Waiver, including photo release.
- Drop-off & Pick-up Form – parents can opt to allow their child to leave with any adult (or transport themselves – walk home, take the bus, etc), or they can designate specific people who are authorized to pick up their child at the end of a program. If the parent requests that we monitor who the participant leaves with, Mountaineers staff and volunteers must ensure (and may check ID) that we release youth participants only to those people designated on the child’s drop-off & pick-up form.
- Adult Supervisors Form – Youth under 14 must have an accompanying adult in a Mountaineers adult program. On this form, parents either sign acknowledging that their child is 14 or older, or they submit a list of adults who may act as accompanying adults in the program. They certify that they have informed these adults that they are the child’s supervisor. It is important that program leaders know who is on this list as the child’s accompanying adult(s).
- Special Circumstances – parents list any confidential circumstances or needs their child has. Parents also specifically designate who this information may be disclosed to, and it is critical that our staff and volunteers honor those requests.
- Disaster Preparedness Form – parents list an out of state contact and any medical circumstances we may need to know in the event that we

must care for their child for an extended period of time due to a natural disaster such as an earthquake.

It is important that Family Programs leaders have read the forms submitted by the parents and file them in a way that they are accessible. The blank forms can be found at [www.mountaineers.org/familyactivitiesforms](http://www.mountaineers.org/familyactivitiesforms).

### **Group Size**

It is essential that every participant (including pets, if allowed) are registered online for the activity. Many of our locations have group size maximums, and we need to ensure that we are not exceeding those maximums. Hikes on federal lands had a party size maximum of 12, which, depending on sibling attendance, will likely mean 3-4 families maximum. It's a good idea to be extra communicative with folks who've signed up to make sure they've registered everyone who plans to come, and that no one plans to cancel, since the cancelation of just 2 families could ruin the feel of the trip, or cause it to cancel altogether. The earlier you can offer waitlisted families a spot, the more likely they are to be able to join.

Consider leading trips to locations that don't have hard party size limits and that can accommodate more people. A picnic at a city park, a camping trip at Mt. Rainier, where families can go on different hikes together during day, a day of rock climbing at Mt. Erie.

### **Communications**

We recommend that leaders reach out to trip participants either by phone or email the week before the scheduled family activity. Confirm that families will be attending, and let families know what to expect. Help them prepare for weather, terrain, time and distance.

### **Supervision**

In Family Activities, the Leader is responsible for creating a safe experience by choosing an appropriate location and giving participants the information they need to participate safely. The Leader is NOT responsible for the supervision of children. That is the responsibility of the parents or adults who are designated by the parents to supervise their children. HOWEVER, the Leader should ensure that all children are supervised by clearly communicating expectations to adult participants; and by identifying unsupervised children during the activity and reminding adult participants they act as supervisors for the youth participants they registered with.

Children and Youth under the age of 18 must NEVER be left unsupervised. Young children (usually under 14) should be in the sight/sound of a trained adult at all times, including during bathroom breaks. All youth must be appropriately supervised at all times. This means that adults know EXACTLY where each youth is and how long they should be there at all times. It's a good idea for the leader to also be in the habit of conducting a frequent mental count of youth.

When a group of youth is split up, leaders must know which children are in which group. Never assume a youth who is not with you is with another adult. If a child who was in your group is no longer in your group, it is imperative that you verify that they have moved to another adult's group.

One adult should never be alone with one youth, unless that adult is the youth's parent. This practice prevents uncomfortable or dangerous situations and protects adults from false accusations. Predators are skilled at creating alone-time with youth. This practice prevents that from ever happening. Youth can misinterpret the intentions of an adult's words or actions. This makes youth feel uncomfortable and/or prompts them to report benign behavior as inappropriate. The presence of another person reduces the vulnerability of the situation, and provides witnesses should an accusation be made. Exceptions: some programmatic situations inherently create a 1:1 situation (eg. Multipitch Climbs). In these cases, steps should be taken in advance to minimize risk to the youth and adult leader.

Youth Leaders must monitor behavior of other adult participants and leaders and address inappropriate behavior immediately.

### **Photos**

We encourage you to take photos on your programs, and share those photos with the program participants and Mountaineers Staff. Many of our programs have facebook groups, which are private groups where participants interact and share photos. A Flickr or Shutterfly album are also great ways to share photos.

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## **Health History & Medications**

The Youth Participating in Family Activities Parent Packet includes all of the forms needed for youth to participate in family programs. One copy of the completed forms should be available on-site, either with the youth or the program leader, and one copy of the completed forms should be filed at the Mountaineers Program Center in Seattle. The forms can be found at [www.mountaineers.org/familyactivitiesforms](http://www.mountaineers.org/familyactivitiesforms)

Any youth participant whose parent is not present must have on file a medical history and permission to treat form current within one year.

Program leaders must have a “permission to treat” form for each participant whose parent is not present, signed by the participant’s parent/guardian, with them or accessible on site.

Youth prescription medications that are to be administered during the program must be discussed with the program leaders and accompanied with Doctor’s orders. It is imperative that program leaders know what medications are present, what the appropriate dosage is, and the effects of not taking the medication, the effects of overdose and the potential side effects of the medication. If the participant self-administers the medication, we must have written permission from the parent.

Controlled medications (federally listed controlled substances which includes any potentially addictive substance such as codeine, oxycodone, Adderol, Ritalin, Xanax, Ativan and others) and the accompanying Mountaineers Medication Administration form must be kept with the parents or Mountaineers adult volunteers in secure storage and administration must be supervised by parents or Mountaineers adult volunteers. Time and dosage should be logged.

Hypodermic needles that are required for medical administration and the accompanying Mountaineers Medication Administration form must be kept with parents or Mountaineers adult volunteers in secure storage and administration must be supervised by parents or Mountaineers adult volunteers. Exception: EpiPen auto-injectors may be carried with the youth to whom it is prescribed.

Diabetes monitoring plans must be discussed in detail and presented in writing to Mountaineers staff and volunteers, signed by the participant’s parents, even if the youth self-monitors or if the parents are present. Plan must include daily routine, possible complications, signs and symptoms and appropriate response.

## **Special Circumstances**

Many youth have life situations that may impact their participation in Mountaineers programming. These situations may be medical, physical, dietary, religious, emotional, family-related, school-related or trauma-related. In order to best serve each youth, we request that parents/guardians share this information with us on a “Special Circumstances” form.

Special Circumstances forms will not be shared with anyone other than the program leader(s) without specific consent from the parent/guardian.

We will make every effort to accommodate any needs associated with a youth participant’s special circumstances. If a program is such that special accommodations are not practical, Mountaineers Staff and/or Volunteer Leaders must communicate this to the family in advance of the program, so that they can decide whether or not to participate.

## **Privacy, Confidentiality and Disclosure**

In each program, Youth Leaders must exercise careful judgment about the disclosure of health and special circumstance information.

Youth health and special circumstance information should not be shared with anyone—other leaders, other participants, youth or adults, without prior consent from the family.

In many cases, disclosure is not necessary for the safety of the program. In the event that disclosure is necessary for safety reasons, youth and parents must be notified in advance, and caution must be exercised to ensure that only those *needing* the information are given the information.

## **Overnight Programs**

During an overnight program youth should not share sleeping quarters with adults unless:

- The adults are the legal parents/guardians, siblings or authorized adult supervisor on the Adult Supervisor Form of that youth.
- The sleeping quarters have individual beds, such as in a cabin or yurt.

Sleeping quarters (especially a tent situation) should be designed and programmed for appropriate supervision. Youth who are not tenting with their parents or authorized adult supervisor should generally be in tent groups of 3 or

more youth, which creates group accountability and “crowd supervision”. In some cases, it may be appropriate for youth to sleep in solo tents. Tent groups of two youth should be avoided or treated as a last resort option because it creates an environment that enables bullying, abuse or otherwise inappropriate behavior. Adult tents (and other sleeping quarters) should be positioned in a way that adults can be accessed by youth in the middle of the night, and so that they can provide adequate supervision.

Specific nighttime bathroom procedures must be communicated before dark on the first night. Suggestions include:

- Ensuring youth know how to get to the bathroom and know not to leave their sleeping quarters without a light source and/or whistle.
- Leaving a personal backpack in a designated area to identify that the bathroom is in use and by whom.
- Identifying areas of hazardous terrain to be avoided at night (eg. Stream crossings).
- Encouraging youth to wake an adult (and which adult to wake) should they need anything.
- Ensuring youth have working light sources and/or whistles should they get lost on their way back from the bathroom.

## **Planning Guidelines for Family Trips**

Leading safe and fun outings cannot be prescribed through rules. It requires participants and leaders who are prepared for the activity, as well as the experience, judgment, and sensitivity to adapt to unforeseen or changing circumstances. The following guidelines offer examples of problems that you should consider in advance, how to address these problems, and suggestions for planning and conducting safe trips.

### **Trip Choice**

Location and destination will be dictated in part by the age group you list the activity for. In order to get compatible age groups in your outings, one suggestion is to list the pace of the youngest child so others know at signup the approximate

pace of the group. “5-year-old pace” or “parents carrying young kids welcome” or the like are perfectly fine to put in the leader notes. You can also glean more information from each parent about his/her children when you send out the lead e-mail and a quick follow-up phone call if necessary.

### **Destination Outcome**

Strive for flexibility. Adults who are used to participating in Mountaineers outings elsewhere in the club typically have the final destination in mind; as a leader of family activities, you need to rethink the end result and learn to be far more fluid. One Everett family hike leader shared that on one of her early season outings, they reached snow and everyone wanted to stop and play; they never actually reached the end destination. The kids had a blast and remember that trip fondly. Remember that letting kids have fun is often more important than the end destination so that they will want to keep going out. Be sure to communicate your goals in your leader notes so that parents know what to expect. (eg. “this is a conditioning hike for middle-schoolers and we will try to get to the summit” or “the main goal is fun and nature discovery”).

### **Fun in Numbers**

Kids gravitate toward other kids and will ultimately have much more fun if they can hike with others of comparable ability levels. While children can participate on hikes, they will have more fun doing so on a Family Hike where adults can only participate if they have a child along. Typically on a 12 person trip kids will range from 4 to 8 of the participants.

### **Preparing Trip Participants and Ensuring Readiness**

The leader may communicate with trip participants by phone or emails or hold a pre-trip meeting, if necessary. Some Branches have participants sign up through the leader, which allows the leader to talk with potential trip participants about equipment, trail conditions, and readiness for the particular trip. Many a trip has been made or broken by how well the leader has evaluated the readiness of a potential participant prior to the trip.

### **Questions may include**

- Are you a member of The Mountaineers? What Branch? How long?
- Have you and your family gone on Mountaineers trips before?
- How old are your kids?
- Will your kids be bringing friends for whom you will assume responsibility (and are they registered)?

- How long and/or difficult were previous trips?
- Are you aware of the distance, elevation gain, and difficulty of this trip?
- Do you have and plan to bring the 10 essential systems on this trip?
- Are you properly equipped for bad weather?
- Does anyone in your family have physical or emotional conditions or disabilities that may cause you or the group any problems? Do you have a scheduled time you need to be back by?

By asking these questions and (politely) insisting on complete answers, the leader can make an initial assessment about the appropriateness of the trip for each participant. If in doubt, recommend something more suited to the person's skill level, or refer them to the branch office where sign-up personnel will gladly suggest a suitable trip.

### **Scouting**

It is very helpful to scout the area in advance, especially if you have not done the trip in a while. You should be aware of current trail/camping/rock conditions and road conditions to the area. It is also important to check road and weather conditions just before the trip. Recent weather conditions may affect the route, especially in spring and winter. Talk with the appropriate Ranger Station, Forest Service, or Park Service personnel, or previous leaders of the trip (check old Go Guide issues) PRIOR to scouting the trip. Make note of amount of trailhead parking available, toilet facilities, cell/emergency telephone access, trail intersections, and water crossings.

### **Equipment**

The Ten Essential Systems are recommended on all trips, plus a pack, lunch, drinking water, and appropriate clothing and shoes. Leaders should also carry a first aid kit adequate for the type of trip you are leading, the Trip Roster, health forms for kids whose parents aren't present

### **Kid Essentials**

- Whistle for emergencies, on a lanyard around neck or attached to front of backpack
- Emergency ID with name, parents name/contact, insurance info, emergency contact
- Sunglasses and hat if sunny or going anywhere in the snow
- Bandana: for nose, hat, sunshield, neck warmer, hand washer, towel, carrying pouch



- Backpack with: water, snack food and emergency spare food bars hat/gloves/socks/extra warm thing, rain gear/poncho, and mylar emergency blanket
- Optional: chapstick, bug wipes, sunscreen, mini-flashlight, HotHands
- Optional: Kid Comfort such as small toy or stuffed animal friend if they can carry it
- Optional: clothing and water shoes that work for swimming, mini-towel

### **Family 10 Essentials (Plus)—this is the minimum for simple activities**

1. Food and Spare Food: Bring ample meals and snacks plus trail incentives (M& M's, gummy bears) and spare food bars for an emergency—at least one per person.
2. Water: Personal water, plus extra water for kids. Water sanitizing tablets in case you need to drink some “wild” water. For cold weather hiking or snow activities, consider a hot beverage thermos and cups or a backpacking stove to make hot beverages.
3. Illumination: small powerful flashlight or headlamp in case you are stuck in the dark—spare batteries or a spare light too—just in case.
4. Shelter: A small emergency blanket or good poncho for each person. Heavy Duty drop clothes can work for the whole family.
5. First Aid: Allergy, asthma, other medications. Bee sting supplies, sports tape and ace bandage, bandaides, alcohol wipes, Bug spray, Hot Hands for hypothermia
6. Navigation: Map of area in a ziploc, compass if you know how to use it, phone or other GPS/map function
7. Rain Gear and Extra Clothes: Hats, gloves, dry socks, extra warm wraps, hat for sun/ rain/snow. Poncho or rain jacket, rain pants if rain is likely. Can also pack a very small umbrella. Put some clean, dry clothes, shoes and a towel in the car for comfort after the hike.
8. Sun protection: A must in the snow! Sunglasses, hats, sunscreen, lip balm
9. Tools and repair: Jackknife/multitool, zipties, duct tape, strong rope
10. Fire: consider bringing a stove to heat up beverage in the winter
11. Potty pack: T.P or Kleenex packs, wetwipes, blue bag for waste
12. Bug Protection: Kid friendly bug spray or wipes. Consider bug net hats in very buggy environs.
13. Safety: ID and emergency info, whistles. Leave travel plan with someone.

## **Trail Etiquette and Courtesy**

At the start of the trip, talk to the kids about respect, and let them know that being respectful of others means letting others pass, saying “excuse me” and “thank you,” and keeping our voices down when others are around.

If your group is traveling on a narrow trail, please remember not to make it difficult for other hikers, climbers, or horseback riders to pass. Step aside quickly if your group is being overtaken. It is customary for the downhill hikers to step aside for the uphill hikers. Stay on the downhill side of horses/riders when it is safe to do so.

## **Climbing Courtesy**

Be sure to frontload your group with some good ways to be a low-impact group:

- This is a public area, and we are a group. Think about your reaction when you see a busload of people at a destination you want to go to. People are going to react negatively to seeing a group. We want to be the group that impresses them – that changes their opinion and makes them walk away thinking how enjoyable it was to climb near us.
- Keep your stuff consolidated. The crag is a tight space. Hardware should be in your bag or on your harness (no loose gear!). Jackets, lunches, shoes should be out of the way so others don’t have to step over them.
- If there’s an open rope, either: someone should get on it, we should pull it, or we should offer it to neighboring climbers if we need to keep it up but don’t have a climber.
- There’s a lot of loose rock that you could kick onto someone else – be mindful of where you step and who’s around you. Move around the crag slowly and carefully.

Remember, we’re all one climbing community.

## **Hiking Position / Roles**

Teach kids the value and role of EVERY hiking position, from leader, to sweep, to First Aider, to middle of the pack. If there is an obvious battle for leader, it's helpful to set a time limit (anywhere from 10-30 minutes depending on the age of kids, number of kids wanting to lead, distance of hike, etc.) so that there are no spilled tears over who is in front. If battles continue, it may be necessary to set an

adult in front. Always remind kids to stop at any place along the path where there's more than one choice and let everyone else catch up so nobody gets lost.

### **Splitting the group**

In general, it is not advised to split up a group on any Mountaineers Trip. However, Family Activities, especially those in very low-risk environments and/or traveling a very short distance, are often designed to accommodate families with younger children. If a family deems it is in their best interest to turn back (due to a behavior issue, a melt-down, or some other reason that makes continuing difficult), it's important that the leader facilitate that safely. If a family requests to leave the group, have him or her sign out in the presence of witnesses (i.e., by initialing their name on the trip sheet with date & time). Explain to anyone leaving the group that they are now on their own and have assumed that risk. Ensure that they are prepared to go back on their own.

## **On the Trip**

### **At the Trailhead**

It's good policy to arrive at least 15 minutes early at the trailhead or carpool site. Identify yourself as the leader and check the names of participants on the trip list as they arrive. Wait at the meeting place at least 15 minutes beyond the scheduled start/departure time for late arrivals. Identify no-shows and report them on your post Trip Report.

### **Before a Hike**

- Introduce yourself and have all participants introduce themselves to the group. Identify any guests and new members (if you know any name games those are great for kids and set a great tone for the trip).
- Check the Trip List to see if everyone has signed the waiver. Those who haven't are NOT allowed on the trip.
- Do a quick equipment check. It's the leader's responsibility to ensure all hikers are prepared for the trip. If a person forgot important gear or looks unprepared, this is the time to turn them away, before it becomes a safety issue for the entire group. This may require a 10 essentials, lunch, and/or water check of a hiker (in private if possible) before the trip begins.

- Describe the trip and trail conditions, potential problems, pace, side trails, special scenery, etc.
- Establish the trip rules - be explicit about how you intend to keep the group together. Remind everyone to wait at trail intersections or water crossings.
- Designate a First Aid person. Ask to be informed of any special health concerns in private.
- Appoint a Rear Guard (a.k.a. sweep) and if applicable, a front guard.
- Appoint a Child Guard, and be sure all kids know who this person is. This person will be responsible for gathering and managing all children in the event of an emergency. This is an important role in immediately averting extra chaos in an emergency situation by getting the kids out of the picture.

### Tips for Hiking with Young Children

1. **Keep a grown-up in sight** all the time. Kids should not be leaders or sweep without a grown up accompanying them due to wildlife danger. Practice buddy system in going off trail.
2. **What to do if lost.** Have clear instructions for what to do if lost and have whistles for all kids. Three blows on the whistle indicate the need for help. One blow indicates that the blower wants a response to know where others are. Respond with one whistle blow. Practice these and other communication at the beginning of the trip.
3. **Safety.** Each kid should have a safety whistle and waterproof ID with them at all times. Consider having colorful hats for easy identification in the wild. Also teach kids that we always use walking feet while on the trail, even if it's tempting to run.
4. **Picking and collecting.** Kids like to pick flowers and gather things. In National Parks and Monuments they cannot remove anything or pick anything except for berries to eat. The same applies to heavily used areas, like urban parks. Use judgement about collecting rocks, cones, sticks, etc to play with and be sure to disperse them afterwards.

5. **Noise.** Teach kids about trail voices. We don't have to whisper, but we want to be respectful of others and make sure we don't scare wildlife. Use talking voices, not playground voices.
6. **Move to the side.** Large groups should move to the side and let other hikers pass. Make sure kids know that coming down, uphill hikers have the right of way.
7. **Goals of trip** are #1 safety, #2 have fun #3 reach a destination. Encourage frequent stops to examine bugs, fungi, plants, to climb on stumps/logs/rocks, to look at the view, and to generally explore. Budget time for enjoying nature.
8. **Give trail incentives** if getting to the destination is important and a challenge. Challenges are good for kids, but special intermediate stops and special trail treats can help them reach a destination with minimal complaining.
9. **Garbage and Stewardship.** Take litter bags for your own trash and have kids help to pick up any litter they see as part of stewardship training. Of course be sure to pack out what you carry in.
10. **Common injuries** include bee stings/nettles, hypothermia, sprained ankles, and minor abrasions and splinters, so make sure you are prepared for those.
11. **Weight allowance.** For hiking and also backpacking, a child's pack should weigh no more than 1/4 of their body weight. See Kid Essentials for what they should pack. Add optional items as they get older.
12. **Pack Kid Essentials** in kid's packs in the event they get lost and to train them in how to pack and carry their own gear. Food, water, a poncho, and some spare clothes would be the minimum gear. See Kid Essentials list.
13. **Bring Special Interest Items** along to enhance a trip. Kid plant ID books, NW story books, dinosaurs/elves to live in the moss, rope to make a pet rock/cone/fungus, crayons and notebook for making rubbings, and other toys and crafts can enhance your outdoor time.

## **During a Hike**

- Plan to stop 15-20 minutes after the start for a clothing adjustment; this is also a good time for you to check the hikers' abilities with the current pace. Is the group too spread out? Is someone out of breath or not well equipped for conditions?
- Remind hikers to always wait at signed and unsigned trail junctions, to undo pack hip belts for water crossings, and of any other safety concerns of which you want them to be aware on the route.
- Share your past experiences on other trips, identify strong hikers and talk about whether they would consider becoming a trip leader, and encourage/mentor new participants.

## **Educational Activities**

Sometimes a trip will beautifully lend itself to some sort of nature education lesson, such as map reading (Tiger / Talus Rocks is a prime example), geocaching (Lake 22 had 4), counting bridges (Wallace Falls had 5) or wildlife (count different types, older kids can even write them down in a nature journal if they have one), or photography (if kids have their own camera), etc. so there's something to look at / learn / remember. Bring a wildlife or nature handbook so you can point out what flowers you're seeing; Pasque flowers (or fuzzy "mice on sticks") were a big hit with kids on Naches Peak Loop and Spray Park (both near Rainier) this summer; many know and can remember what Devil's Club and Skunk Cabbage are by the time they're 3-4 years old.

## **Let Them Know Who Is in Charge**

Along with being assertive and confident comes the ability to speak up with a group so that everyone can hear you and knows you are in charge. It may feel at times like you may be yelling, but with car noises, other parties with kids, wind, rushing water, etc. it can be tricky to get everyone's attention unless you really vocalize, especially with kids who are interested in getting going, playing with other kids, or doing their own thing. Check in with other parents on the trip on a regular basis to see how they feel their own child(ren) are doing so if earlier turnaround is necessary you can be aware of that and call the trip before reaching the final destination.

## **Natural Order of Events**

Picking a trail that has a lot of interest (like waterfalls, creeks, old growth trees, etc) is a great idea. One thing to consider is getting the kids to the farthest point of the hike first (i.e. so strongest energy is used and the hardest uphill are out of

the way), then the party can enjoy as many other stops on the way back as they want to see and have time and energy for. If you stop for a river visit early on, for example, there's always a risk that someone might slip and get clothes or footwear wet, resulting in an abbreviated trip for all; if you do it on the way out, it isn't as important about wet clothes as you have the shortest possible trip back to the car: down and out. However, that's entirely a judgment call on the part of the trip leader, and being fluid and flexible allows you to change directions at any time and linger or make a side-stop at any time when everyone wants to do it.

### **After the Trip**

- Make sure every participant has returned to the cars. (No one is to leave until every hiker has returned to the trailhead.)
- If a dinner/food stop is being planned, identify the restaurant and directions, etc.
- Make sure all cars start before leaving.
- Complete the online Trip Report under My Profile/Activity History.

### **Tips for a Safe Trip**

1. Obtain accurate and timely weather forecasts.
2. Consider the avalanche or rock fall hazard along the route and select the route accordingly, taking into account the time of day and time of year for the trip.
3. Take into consideration the time needed for the trip, the time of year, weather, hours of daylight, and ages, physical condition and experience of party members.
4. In cold conditions, be vigilant for hypothermia (especially with kids!); know, and urge all participants to look for, signs and symptoms of hypothermia in their colleagues, as the condition may be life-threatening.
5. In hot weather, monitor for signs of heat-related illnesses (heat cramps, heat exhaustion, heat stroke; the latter of these can be life-threatening).
6. Remind adults that they are responsible for the behavior of the kids they are in charge of. While Family Activities are great opportunities for adults to get to know one another, the safety of the group is dependent upon adults actively guiding their kids' behavior. One injury can ruin a trip for an entire group.

## PHONE NUMBERS

Mountaineers Emergency Line (206) 521-6030

### National Park Service

Mount Rainier National Park (360) 569-2211

[www.nps.gov/mora/](http://www.nps.gov/mora/)

North Cascades National Park (360) 856-5700

[www.nps.gov/noca/](http://www.nps.gov/noca/)

Olympic National Park (360) 565-3130

[www.nps.gov/olym/](http://www.nps.gov/olym/) roads (360) 565-3131

### National Forest Service

Gifford Pinchot National Forest (360) 891-5000

[www.fs.fed.us/gpnf/](http://www.fs.fed.us/gpnf/)

Mt Baker/Snoqualmie National Forest (425) 775-9702

[www.fs.fed.us/r6/mbs/](http://www.fs.fed.us/r6/mbs/) (800) 627-0062

Okanogan National Forest (509) 826-3275

[www.fs.fed.us/r6/oka/](http://www.fs.fed.us/r6/oka/)

Olympic National Forest (360) 956-2402

[www.fs.fed.us/r6/olympic/](http://www.fs.fed.us/r6/olympic/)

Wenatchee National Forest (509) 664-9200

[www.fs.fed.us/r6/oka/](http://www.fs.fed.us/r6/oka/)

### Other Areas

Alpine Lakes Wilderness Area (425) 744-3400

[www.washington.edu/trails/alpine](http://www.washington.edu/trails/alpine)

Dungeness National Wildlife Refuge (360) 457-8451

[www.dungeness.com/refuge/](http://www.dungeness.com/refuge/)

Nisqually National Wildlife Refuge (360) 753-9467

164.159.11.73/nisqually/

WSDOT (800) 695-7623

Web links: Mountain Passes

<http://www.wsdot.wa.gov/traffic/passes/passinformation.aspx>

## **Ideas for Family Camping (State Parks w drive-in group sites)**

Reservations can be made online at [www.parks.wa.gov](http://www.parks.wa.gov).

### **Fort Ebey (Whidbey Island)**

Has drive-in group sites for 20-60 people, The park has three miles of saltwater shoreline on the Strait of Juan de Fuca, a freshwater lake for fishing, and miles of hiking and biking trails. Panoramic views of the Puget Sound shoreline, the Olympic Mountains and sunsets. The park features para-gliding, surfing and gun batteries to explore. Eagles may be viewed at Lake Pondilla.



### **Fort Flagler (near Port Townsend)**

Has drive-in group sites for 20-100 people, Fort Flagler State Park is a 784-acre marine camping park surrounded on three sides by 19,100 feet of saltwater shoreline. The park rests on a high bluff overlooking Puget Sound, with views of the Olympic and Cascade Mountains. Many historic buildings remain at this 19th-century-established military fort. This historic fort offers gun batteries to explore and guided heritage tours. Panoramic views of surrounding mountains and Puget Sound add to the attractions.

### **Kitsap Memorial (on Kitsap Peninsula)**

Has drive-in group sites for 20-56 people: Kitsap Memorial State Park is a 58-acre camping park with 1,797 feet of saltwater shoreline and facilities for group and individual recreation, weddings and overnight stays. The park offers beautiful natural surroundings and sweeping views of Hood Canal. Grassy playfields and children's play equipment, a saltwater beach with tide pools and shellfish harvesting opportunities are highlights of this park.

### **Lake Sammamish State Park**

Has drive-in group sites for 20-200 people Lake Sammamish State Park is a 512-acre day-use park with 6,858 feet of waterfront on Lake Sammamish. The area around the lake was an important culture zone for local Indian tribes for centuries. The park provides deciduous forest and wetland vegetation for the enjoyment of visitors. A salmon-bearing creek and a great-blue-heron rookery are additional features. The park includes diverse natural wetlands, a large great blue heron rookery and the salmon-bearing Issaquah Creek. The park has one of the largest freshwater beaches in the greater Seattle area.

### **Lake Sylvia State Park**

Has drive-in group sites for 20-50 people Lake Sylvia State Park is a quiet, 233-acre camping park with 15,000 feet of freshwater shoreline. The park is an old logging camp in a wooded area halfway between Olympia and the Pacific shore. Aside from the interesting displays of old logging gear and curiosities, the lake is good for fishing, and the rustic charm of the park makes for excellent day outings and group camping trips. The park features a giant ball carved of wood by a local logging legend. Lake and forest offer rest and rejuvenation for park visitors.

### **Lake Wenatchee State Park**

Has drive-in group sites for 20-80 people Lake Wenatchee State Park is a 489-acre camping park with 12,623 feet of waterfront on glacier-fed Lake Wenatchee and the Wenatchee River. The park is bisected by the Wenatchee River, creating two

distinct areas -- South Park, with areas for camping, swimming and horseback riding; and North Park, in a less developed, forested section, a quarter-mile walk from the lake. The park is a natural wildlife area, and visitors should be aware of the presence of bears and other natural dangers. More than five miles of equestrian trails are in and around the park. A concession offers horses for rent for day rides or overnight pack trips. There are no public stables available. Year-round recreation opportunities abound, including swimming, boating and hiking in the summer and cross-country skiing, snowplaying, showshoeing and sledding in the winter.

### **Manchester State Park**

Has drive-in group sites for 2-130 people Manchester State Park is a 111-acre camping park with 3,400 feet of saltwater shoreline on Rich Passage in Puget Sound. The park is covered in woods of fir and maple. Nestled in woods of fir and maple, the park sets on the shore of Rich Passage on Puget Sound. Bainbridge Island and Seattle are visible from the beach.

### **Maryhill State Park**

Has drive-in group sites for 20-200 people Maryhill State Park is a 99-acre camping park with 4,700 feet of waterfront on the Columbia River in Klickitat County. The area is significant for its natural beauty, its access to the surrounding natural wonders and its cultural history. A full-scale model of Stonehenge stands near the park.

### **Ocean City State Park (near Aberdeen)**

Has drive-in group sites for 20-40 people Ocean City State Park is a year-round, 170-acre camping park, featuring ocean beach, dunes and dense thickets of shore pine. Migratory birds may be viewed at the park, and beachcombing is a popular activity.

### **Penrose Point State Park**

Has drive-in group sites for 20-50 people Penrose Point State Park is a 152-acre marine and camping park on the shores of Puget Sound. The park has over two miles of saltwater frontage on Mayo Cove and Carr Inlet. Wildlife, birds and forested terrain make this a beautiful park.

### **Potholes State Park (Near Moses Lake, Northeast of Yakima)**

Has drive-in group sites for 20-50 people Potholes State Park is a 640-acre camping park with 6,000 feet of freshwater shoreline on Potholes Reservoir (also known as O'Sullivan Reservoir). Potholes Reservoir is often confused with the

Pothole Lakes themselves, which are a 30- to 45-minute drive from the park. The terrain is desert with freshwater marshes.

### **Riverside - Bowl & Pitcher State Park**

Has drive-in group sites for 20-60 people Riverside State Park is a 10,000-acre camping park along the Spokane and Little Spokane rivers in Eastern Washington. The park supports a wide variety of recreational activities and is rich in history. Freshwater marshes, running rivers and beautiful countryside make up the terrain. Riverside features a 600-acre off-road vehicle riding area for dirt bikes and snowmobiles, as well as 37 miles of hiking along the Centennial Trail and many more miles on other trails. Horseback riding and bicycling are possible in the park, along with all manner of watersport activity. Interpretive programs invite exploration of the region's history. This is a large park with several natural areas abundant with wildlife.

### **Scenic Beach State Park**

Has drive-in group sites for 20-40 people Scenic Beach State Park is a 88-acre camping park with 1,500 feet of saltwater beachfront on Hood Canal. The park is known for its wild, native rhododendrons and stunning, clear-day views of Hood Canal and the Olympic Mountains. ADA-compliant paths lead visitors to a country garden, gazebo, rustic bridge and huge trees. A wide variety of birds and wildlife call the area home. The park is ideal for those who appreciate outstanding natural venues for outdoor activities. The park features beautiful views of Hood Canal and the Olympic Mountains, flowers of wild rhododendrons in spring, and a rocky beach where oysters may be harvested in season.

### **Schafer State Park**

Has drive-in group sites for 20-100 people Schafer State Park is a 119-acre camping park on the Satsop River, midway between Olympia and Ocean Park. A big attraction to park users is the abundant fishing for steelhead, cutthroat trout and salmon on the Satsop River. Wading and swimming in the shallow water make it an equally attractive site for family gatherings. Buildings are constructed from native stone. This park is known for its fishing opportunities, including sea-run cutthroat trout in summer, salmon in the fall and steelhead in late winter. There is abundant wildlife in the park. Wading and swimming are possible in the river.

### **Seaquest State Park**

Has drive-in group sites for 10-25 people Seaquest State Park is a 475-acre, year-round camping park near Mount St. Helen's. The beautifully forested park claims

over a mile of Silver Lake shoreline, a shallow wetland lake. Enjoy one mile of wetland trail and six miles of woodland trails for hiking and bicycling; see spectacular views of wildlife, Silver Lake and the surrounding area. There are also children's play areas and playing fields. Great seasonal fishing, boating and swimming are available nearby. The major draw to this park is Mount St. Helens. An outstanding interpretive center details history and geology of the volcano. An ADA-compliant trail opens to a view across Silver Lake of Mount St. Helens. There is excellent wildlife viewing in both wetland and lowland forest habitats.

### **Sequim Bay State Park**

Has drive-in group sites for 10-50 people Sequim Bay State Park is a year-round, 92-acre marine camping park with 4,909 feet of saltwater coast in the Sequim "rainshadow," just inside Puget Sound on the Olympic Peninsula. The bay is calm, the air is dry and interpretive opportunities await visitors. The name Sequim, which means "quiet waters," aptly describes the bay on the shores of which the park rests. Beachcombing is popular.

### **Sun Lakes State Park (Eastern Washington)**

Has drive-in group sites for 20-100 people Sun Lakes-Dry Falls State Park is a 4,027-acre camping park with 73,640 feet of freshwater shoreline at the foot of Dry Falls. Dry Falls is one of the great geological wonders of North America. Carved by Ice Age floods that long ago disappeared, the former waterfall is now a stark cliff, 400 feet high and 3.5 miles wide. In its heyday, the waterfall was four times the size of Niagara Falls. Today it overlooks a desert oasis filled with lakes and abundant wildlife. The park's dramatic landscape was formed by Ice Age floods that swept through the area 15,000 years ago. The park and the interesting exhibits at Dry Falls Visitor Center offer many opportunities for people to learn about this unusual landscape. Special programs, hikes, talks and classroom visits are available by appointment, through the visitor center, (509) 632-5214. Other park features, available seasonally, include boat rentals, a nine-hole golf course and a miniature golf course.

### **Twanoh State Park**

Has drive-in group sites for 20-70 people Twanoh State Park is a 182-acre marine, camping park with 3,167 feet of saltwater shoreline on Hood Canal. The name of the park derives from the Native American Twana tribes, better known as the Skokomish, who made their home in the area. The park is situated on one of the warmest saltwater beaches in the state. This is because Hood Canal is one of the warmest saltwater bodies in Puget Sound. The park offers access to one of the

warmest saltwater beaches in the state. Wading, swimming and oyster and crab harvesting are immensely popular.

### **Twenty-five Mile Creek State Park (Lake Chelan)**

Has drive-in group sites for 20-50 people Twenty-Five Mile Creek State Park is a 235-acre inland waters camping park on the forested south shore of Lake Chelan. The park separates the mountains from the lake and is surrounded by spectacular scenery. With its modern marina, the park affords visitors excellent boating access to the upper reaches of Lake Chelan. The park is known for its boat accessibility. Boating exploration of the uplake wilderness portions of Lake Chelan is possible from the park. A nearby ferry takes visitors to a roadless community at the head of the lake. The park offers wading opportunities.

### **Twin Harbors State Park**

Has drive-in group sites for 10-50 people Twin Harbors Beach State Park is a 172-acre camping park on the Pacific coast, four miles south of Westhaven. The area allows opportunities for nature study and seaside activity along the ocean shore, and the chance to lie in the sand and soak up the sun in one of the most beautiful places on Earth. The park is on the Pacific Coast. Beach activities predominate, including kite flying, surf fishing, and beachcombing.

### **Wenatchee Confluence State Park (near Leavenworth)**

Has drive-in group sites for 26-250 people Wenatchee Confluence State Park is a 197-acre year-round camping park at the confluence of the Wenatchee and Columbia rivers. Situated at the edge of town, the park has two personalities. The North Confluence is urban and recreational, while the South Confluence is a wetland natural area. Muskrat and beaver may be seen in the rivers here. The park has shaded, grassy areas, sports fields, a roped-off river swimming beach, a boat launch and walking access to the Horan Natural Area.

As if in imitation of the two rivers that meet here, the park has a dual personality. The north portion is recreational, while the south section is a designated natural wetland area. Located in a comfortable urban setting, the park offers a roped-off swimming beach, a boat launch, tennis courts and play equipment for children. A pedestrian bridge crosses the Wenatchee River. Rock climbing and winter skiing opportunities are not far from the park.



# Mountaineers Adventure Club Handbook

For Youth, Parents, and Volunteers

Revised June 2016



## Code of Conduct

Mountaineers activities are “Challenge-by-choice.” Each member has the opportunity to challenge themselves in new ways, learn new skills, and try new things. Recognizing that we all have areas of comfort and discomfort, members are encouraged to challenge themselves in a way that is appropriate for them. We all have different skills to offer, and we have a responsibility to provide a supportive learning environment for one another.

*Maintain a safe and respectful environment.* MAC members are expected to be intentionally inclusive of others, respect those talking and/or teaching, and refrain from inappropriate discussions and profanity. Be present in meetings (no texting), take responsibility for making safe decisions outdoors, and make an effort to get to know all members.

*Be an active participant.* Members are expected to attend as many meetings as possible, stay connected through email or Facebook, and participate in MAC events as well as outings.

*Volunteer your time.* Members are expected to pass on their skills and experiences with others, in the Mountaineers tradition. Teaching skills helps you hone and refresh the skills you have, and pays forward the instruction you received from another volunteer.



## Participant Commitment

MAC is a year-round program that is not only skills-intensive, but also relies on the community formed among the members to be successful. *To get the most out of this program, participants and parents should plan ahead for MAC trips and meetings, which are typically listed on the MAC calendar months in advance.* Advisors, officers and trip leaders put significant effort into organizing fun and safe events. To ensure the greatest opportunity for success, participants must make a commitment to the program. If that commitment is not fulfilled, a participants' continued membership with MAC may be terminated or suspended for the remainder of the year.

### Meeting Attendance

MAC members are expected to attend 2/3 of MAC meetings (12 meetings/year). Members should not miss more than 4 meetings.

### Communication

MAC members are expected to take responsibility for communicating with the rest of the group, the advisors, and MAC officers. Whether by email or facebook, MAC members are responsible for checking the website frequently, and communicating with everyone else about what their plans are.

### Trip Attendance

Trip attendance is not required. However, participants *must* sign up in advance (by the date stated by the trip leader) for a trip in which they choose to participate. Last minute cancelations are generally unacceptable, though we understand things come up and people get sick. Canceling after sign-up has closed on more than 2 trips will put a participant's membership at risk.

### Skills Attendance

Most skills sessions are offered twice a year and cannot be made up during other times. Members who have completed skills are expected to help teach at least two skills sessions a year (encouraged to help teach one session for each skill for a personal refresher).

### Leadership

Second-fifth year members are expected to co-lead at least one outing a year. Those interested in being on leadership must have led at least 2 trips.

### Responsibility

Mountaineers Adventure Club relies on the same volunteers who teach our adult students to teach us the skills we need to get outside. MAC members are expected

to *exceed* volunteer expectations by showing a higher level of responsibility than many adult students would. This means: being packed and prepared and ready to go *before* its time to go, waking up with plenty of time to be ready early and being extra thorough in preparation. All MAC members should strive to be self-sufficient so that they can help others.

### **Community**

Above all, Mountaineers Adventure Club is a community of young people who love the outdoors. Many members of MAC refer to it as their “second family”. With more than 30 members, each person inherently finds folks they connect with more than others, and there is plenty of down time on our trips and before and after meetings to catch up with those people. We also expect all of our members to contribute to and be a part of our whole community. This means getting to know members you may not know as well, being a part of the group during campfires, meetings, etc., and offering to help others if needed.

## **Parent/Sponsoring Adult Commitment**

MAC is a program that is run almost entirely by the youth participants, with the support of adult advisors and parents. Youth have opportunities to learn life-long leadership skills. When a participant takes on a leadership role (even just leading a day trip), the rest of the participants rely on that leader to coordinate the trip. We rely on parents to help ensure the youth leader is fulfilling his/her commitment.

### **MAC Handbook**

Parents are expected to read and understand the MAC Handbook, and support and encourage your participant’s commitment and participation.

### **Communications**

While we expect MAC participants to be the first point of contact for officers and advisors, we need parents to be involved and know what’s going on with the program. Parents are expected to make sure frequent communication with advisors happens on behalf of their youth participant(s). Parents are encouraged to check the website frequently, share in emails, and/or join the facebook page.

### **Chaperone/Driver**

We understand that every family has different commitments and ability to help with MAC. While chaperoning and driving is not a requirement, we could not run outings without parent drivers. We encourage parents to review the schedule and sign up to help with driving and chaperoning as much as possible.

## **Leadership Support**

Parents are expected to provide extra support when their youth participant is a trip leader. Parents should ensure that their child is fulfilling their commitment as a trip leader including trip planning, communications with the advisors and co-leader, and communications with the rest of the group.

## **How it All Works**

### **Calendar and Registration**

The MAC calendar follows the school year calendar – September through August. New and prospective members are encouraged to attend the September kick-off weekend as guests. Program Registration is available only in September and January each year. Existing members are asked to renew their membership dues in September in order to continue with the program.

### **Age Restrictions**

Mountaineers Adventure Club is for youth ages 14-18. In order to participate, youth must turn 14 by January of the school year in which they join. Youth are welcome to stay in the program until they turn 18 or graduate High School, whichever comes later. Youth who are too young to join are encouraged to join our Explorers program – a year-round program for youth ages 10-13. Youth who have graduated from High School can transition to our MAC alumni program and/or join our adult Mountaineers programs.

### **Fees**

MAC has an enrollment fee followed by monthly dues. Participants must enroll online. Payment is due by the 5<sup>th</sup> of each month. Because MAC is a year-round program, Participants can *only* enroll in September and January. If membership is dropped for failure to pay dues, participants cannot re-enroll until the next enrollment period.

### **Supervision and Guidance**

Mountaineers Adventure Club is a community of young outdoor enthusiasts who come from many schools and towns in Western Washington. The program has a heavy focus on outdoor skills and leadership as well as building a community of outdoor adventure partners. While we closely monitor and train all technical skills to ensure the highest level of safety, we allow youth participants some freedom during down time to relax and spend quality time with one another. We believe that freedom is earned by teenagers who have demonstrated leadership and responsibility, and that unstructured time is a key part of community-building. During down time, youth may explore the area in groups of 3-6. Some examples

are: going on a walk along a trail before dinner, riding bikes into town, going to a nearby field to play Frisbee. In all of these cases, youth are required to tell the adult leaders exactly where they plan to go, and not change that plan. Youth must return at the time specified by the adult leader(s). Youth who have responsibilities (such as cooking) are responsible for showing up on time. Youth who do not abide by these rules may forfeit future opportunities for unsupervised down time.

### **Carpooling**

All MAC meetings happen at The Mountaineers Seattle Program Center, and all trips leave from there as well. Our members come from as far north as Bellingham, as far south as Tacoma, and as far east as Sammamish. While we do not arrange transportation for youth to and from the Mountaineers Program Center (or other designated meeting place), we do encourage carpooling. When you register, we will ask you to fill out a carpooling form. We will keep an updated list of members, towns/neighborhoods and contact information on a document viewable only by current MAC members. We encourage families to carpool to and from meetings and trips.

### **Trip Communication and Registration**

All MAC trips will be posted online as activities within the Mountaineers Adventure Club. Trips will be posted with an allotted number of slots for youth as well as volunteers. Each trip will include a trip sheet, created by the youth leader(s) of the trip. A draft trip sheet will be posted online when registration opens, and a final trip sheet will be posted online when registration closes. Youth trip leaders will discuss upcoming trips at the meeting preceding the trip, and often in prior meetings as well. Trip information will be available on our Facebook page and on The Mountaineers website. Final trip sheets will be posted to The Mountaineers website. Families are expected to check these sources often, and youth members are expected to attend MAC meetings to stay apprised of upcoming trips.

Note: Trip sheets will list departure time and *approximate* return time. Because every trip has many variables (such as weather, traffic, etc), we list a target return time, and notify parents when we have a better estimate of our exact return time. Typically, youth call parents when we are approximately 1 hour away from Seattle. If we predict that we will be *much earlier* or *much later* than listed on the trip sheet, we will do our best to have youth call further in advance.

### **Trip Transportation**

We rely on chaperones to drive youth to and from our trips. All of our trips begin and end at The Mountaineers Seattle Program Center. While this poses an inconvenience for some families who live *on the way* to wherever the trip is, it's

very important that all participants help with the shared responsibilities of packing up gear before the trip and putting away gear at the end of the trip. Therefore, with few exceptions, we do not typically allow for carpool pick-ups or drop-offs at locations other than the Seattle Program Center.

### **Electronics**

Cell phones, music and video games are typically not a part of the Mountaineers Adventure Club program. They detract from the wilderness experience and from the community. Youth are encouraged to leave all electronics out of sight (or at home) during Mountaineers programs. Youth who choose to use cell phones for pictures or music to fall asleep to may do so as long as it creates no disruption of the wilderness experience for others. During meetings, cell phones may only be used for calendars and other meeting-related needs. The Mountaineers is not responsible for any lost, stolen or damaged electronics.

### **Weapons**

Weapons, which includes knives with blades longer than 3", are never permitted on any Mountaineers Adventure Club activity. Youth who are found with weapons will have the weapon confiscated by Mountaineers Staff and will be dismissed from the program without refund. Youth dismissed from the program for possession of a weapon may return the following year on a probationary basis.

### **Drugs, Alcohol and Tobacco**

Drugs (including marijuana), alcohol, and tobacco are never permitted on any Mountaineers Adventure Club Activity. Youth who have or are under the influence of these will be sent home immediately and dismissed from the program without refund. Youth dismissed from the program for possession of drugs, alcohol or tobacco may return the following year on a probationary basis.

### **Medication**

Medication prescribed by a licensed medical professional must be reported to The Mountaineers using the Mountaineers Medical Administration Form. This information will be shared with chaperones who are leading any trip that the youth is participating in. If the doctor does *not* authorize the youth to self-administer, the medication will be kept with adult chaperones, who will administer the medication according to the doctor's orders. All controlled medication and medication requiring hypodermic needle administration (with the exception of epipens) must be stored with Mountaineers Staff or designated volunteer leaders. All medication must be current and kept in its original bottle.

Over-the-counter medication such as ibuprofen, allergy medication, antacids, or topical antibiotics may be kept by youth participants in their personal first aid kits. These medications should be listed on the Mountaineers Medical Administration Form and kept in a clearly marked container with expiration date.

Mountaineers staff and volunteers may carry over-the-counter medication such as ibuprofen, allergy medication, antihistamine, antacids or topical antibiotics. Staff and volunteer leaders may provide these medications to youth as needed unless otherwise indicated on the youth's health form. All medication administration will be recorded in a notebook in the first aid kit.

### **Medical Clearance**

Mountaineers Adventure Club members spend a lot of time in remote areas and on technical terrain, where group safety is paramount. In some instances, Mountaineers Staff may require medical clearance and/or instructions from a licensed medical professional in order for a youth to participate in the program. Examples include but are not limited to: injuries, surgery, eating disorders, psychological & nervous disorders, developmental disorders, heart conditions, diabetes. Mountaineers Staff will disclose this information only to the people who need to have it in order to maintain a safe environment. In some cases, Mountaineers Staff may, at their discretion, forbid participation on a trip if they feel the circumstances of the trip make it too difficult to safely manage the participant's medical needs or limitations.

## **Sample Yearly Calendar**

Below is an example of the types of activities we do during a year. Because this program is youth-led, our calendar changes annually based on participant interests. All youth are encouraged to lead a trip to a destination of their choosing. The sky is the limit!

September: Fall Kick-off weekend at Leavenworth; belay and rappel skills sessions

October: Climbing day trip to Vantage or Exit 38

November: Overnight camping trip

December: no outing – holiday party

January: XC Ski Day Trip, Wilderness First Aid, skills days

**February** – Snow Cave overnight, Backcountry Ski Trip; belay escape/rappel skills sessions

March: Climbing day trip, hikes; prusiking skills sessions

April: Overnight hiking trip, Alpine Scramble; crevasse rescue and snow travel skills sessions

May: Overnight backpacking trip; snow overnight

June: Early season alpine climbs and scrambles, Climbing and Rafting trip in Leavenworth; cleaning and re-racking skills sessions; catching lead falls skills sessions

July: 5-day backpack trip, 7-day car camping trip, Alpine Scrambles & Climbs

August: Alpine climbs, single-day cragging trips and hiking trips; end-of-year picnic

# MASTER PACKING LIST

## 11 Essentials

- Food (plus extra just in case)
- Water (plus extra just in case)
- Extra clothes
- Shelter (emergency blanket)
- First Aid Kit
- Sunscreen, SPF lip balm & Sunglasses
- Map & Compass
- Repair kit (pocketknife, duct tape)
- Firestarter
- Headlamp/flashlight x2 (or one plus extra batteries)
- Whistle

## Day Trips

- Lunch
- Water bottles
- Day Pack
- Hiking boots
- Toilet paper/WAG bag

## Camping

- Breakfast/dinner food
- Stove & fuel
- Kitchen gear
- Mess kit
- Sleeping bag
- Sleeping pad
- Tent (with rain fly, ground cloth, stakes)
- Tarps
- Camp Shoes
- Toiletries

## Winter

- Skis, poles, ski boots
- Snowshoes

## Clothes

- Underwear
- Long underwear (top & bottom)
- Zipoffs/athletic pants
- T-shirts (non-cotton)
- RAIN GEAR- always
- Fleece/softshell pants
- Fleece/softshell/down heavy coat
- Liner socks
- Wool or fleece outer socks
- Warm hat
- Gloves
- Neck Gaiter/scarf
- Sun Hat
- Gaiters
- Bandanna/handkerchief

## Backpacking

- Water filter/iodine tablets
- Bearproof food containers or rope & bags for food hangs
- Overnight backpack
- Pack rain cover
- Trekking poles

## Rock Climbing

- Helmet
- Harness
- Rock Shoes



- Belay Device
- Carabiners (locking)
- Personal Anchor
- Webbing/runners
- Belay gloves
- Large Day Pack (that can hold your stuff plus a rope)

### **Glacier/Snow**

- Ice Axe
- Crampons
- Mountaineering boots/waterproof boots
- Harness
- Helmet
- Prusiks
- Hero Loop
- Rescue Pulley
- Runners (unsewn)
- Chest Harness
- Blue bag/WAG bag

### **Miscellaneous**

- Camera
- Book
- Playing cards/other games
- Swimsuit
- Bug repellent
- Watch
- Cell Phone
- Hand Warmers
- Money for food
- Clean Clothes for the car ride

## Trip Leadership in 8 Steps

### Step 1

Choose an activity (hiking, climbing, car camping, kayaking, skiing, snowshoeing, backpacking, mountain biking, paddle-boarding, rafting, etc)

### Step 2

Choose a date (should be at least one month from now). As a trip leader, you should choose a date that works for you and your family. It's a good idea to pick two dates that work so you have a back-up if no chaperones are available or if the place you want to go to is booked on one of the dates.

### Step 3

Choose a location. If location is most important to you, choose the location first, then choose the date that works for that location.

### Step 4

Determine what the maximum number of youth participants and chaperones is. This might be dictated by land managers (USFS party size is 12), or by the number a volunteer leader has given you (climb leaders dictate their maximum number on a climb), or by campsite capacity, as examples. For example, a hike on USFS land would have a maximum of 9 youth and 3 chaperones

### Step 5

Email all of the above information to [emilyc@mountaineers.org](mailto:emilyc@mountaineers.org) at *least* 10 days before the outing (sooner is better). Emily will email you as soon as the trip is posted online for registration.

### Step 6

Create a Trip Sheet and email it to the Webmaster *before* the meeting that precedes your outing (see blank trip sheet). The Webmaster will email you as soon as the Trip Sheet has been uploaded to the website.

### Step 7

Register yourself, and send a link to your Trip Sheet and to the online registration to the Club via *both* the Facebook page *and* email.

### Step 8

Determine what information needs to be reviewed at the meeting preceding the outing, and contact the President to get on the agenda. This can include skills training, gear check and logistics discussions.

## Resources for Trip Planning

### Vice Presidents

The Vice Presidents are here to help. They have experience with leading MAC trips and can help you work through road blocks. The Vice President of Membership & Activities is there to provide support for all trip leaders who are leading a non-pre-requisite trip. The Vice President of Climbing and Advanced Programs is there to support the more skills-intensive outings and field trips.

### Advisors

That's what we're here for. If you need help choosing a location, finding volunteer chaperones, or figuring out a good schedule, check in with one of the advisors.

### Useful Websites:

[www.wta.org](http://www.wta.org): to find trails you'd like to explore

[www.recreation.gov](http://www.recreation.gov): to find and reserve campgrounds.

[www.fs.fed.us/recreation/map/state\\_list.shtml](http://www.fs.fed.us/recreation/map/state_list.shtml) (scroll down to Washington): to find campgrounds in Forest Service Land that do not take reservations (includes campgrounds like Klipchuck and Lone Pine in the North Cascades). These are first-come first served campgrounds but are often a great choice.

[www.maps.google.com](http://www.maps.google.com): to calculate round trip distance

### The Mountaineers Book Store

There are lots of books you can browse through to find what you're looking for. Go to [www.mountaineersbooks.org](http://www.mountaineersbooks.org) to find something that might be useful. Your advisors can help you access the book you need.

# Trip Sheet Guide

**Trip name**

**Trip Leader**

**Purpose:** What are you going to do/learn on this trip? Is it a prerequisite for other trips? Include a “sales pitch” here. Convince people who’ve never done this activity to come.

**Chaperones/drivers:** Which advisors are coming on this trip? Are other adults welcome?

**MAC members:** Who is this trip open to? Are there prerequisites? Is there a limit on how many can come?

**Tentative schedule:** Include the date of the trip

- When and where are you meeting in the morning?
- Plan on some time to gather gear and divide it into car loads, so don’t plan on leaving right when people show up
- Estimate the driving time—when will we get to the trailhead?
- Estimate a time for leaving that gives us enough time to drive home (stopping for dinner?) and still get home by a decent hour

**Driving directions:** for the chaperones. Google maps works okay, but try to look up the destination in guidebooks if it’s something past the main roads (Google maps doesn’t do very well on Forest Service roads and the like). Is there a parking fee or pass required?

**Trip cost:** most trips are included in monthly dues. Not included are extra accommodations (hostels, hotels), guide services (like raft guides) or equipment rentals. Those you would need to list the price for, and it would make for an additional fee for the trip.

**Gear to bring:** You don’t have to list every specific thing on here, go with general categories. Also make a note if The Mountaineers can supply gear (like harnesses and helmets) if people don’t have them. Remember group gear—make sure you know how many tents/stoves/etc you’ll need and who can bring them. Use the master packing list on the website to help you think of everything. Think about:

- Clothes—warm clothes? Rain gear?
- Shoes—hiking boots? Rock shoes?
- Technical equipment—rock climbing gear? Other gear?
- Food—which meals are bring-your-own and which are group meals?
- Money for dinner if you’re stopping on the way back, and how much (estimate)

**Notes:** Anything else special about the trip? This might include chaperone fees. Normally, chaperones don’t pay for outings. However, if there are certain per-person expenses (i.e. raft guide services or overnight accommodations like cabins), or if food costs will be especially high, chaperones may have expenses to pay. You can also note if this is designed as a skill-building trip or simply a fun outing

## Expectations for Alpine Climbs

For many MAC members, Alpine Climbs are a significant goal while in the program. Whether training towards a summit of Rainier or simply climbing for the enjoyment of getting to incredible places, alpine climbs can be a fun and rewarding experience. Mountaineering is also serious business, and it is extremely important that all climbers are prepared physically, mentally, emotionally and technically. MAC members who participate in alpine climbs are expected to take responsibility for themselves and for the other members of their team.

Every alpine climb is different. Some are more strenuous than others, some have a higher level of technical difficulty than others, some have more exposure and may feel scarier than others, some have more rock, some have more snow. When a climb leader volunteers to lead a climb, MAC staff have a discussion with that volunteer to understand all aspects of the climb, including the speed with which the climb leader hopes to climb. MAC staff then consider the skills, strength, stamina and interests of each member and extend invitations to members to join the climb. Our goal is to assemble the best team possible that will have the greatest likelihood for success *and* to provide opportunities for each member that are appropriate for their skill level and interests.

It is *very important* that MAC members attend as many skills sessions during the year as possible. Each climb requires a different combination of skills, and MAC staff will not allow students to participate in a climb for which they are not prepared.

### Be Prepared

All climbers **must have** the proper gear. Check with the leader if you are not sure whether you need a certain type of gear. Almost all gear can be borrowed with notice. You will most likely need gear from multiple categories below:

- 10 Essentials plus two (every climber must have these – no exceptions)
  - Headlamp and spare headlamp (or at least spare batteries).
  - Map of the climb, route description, compass.
  - Water (who is bringing a water filter? Do you need one?)
  - Food
  - Fire Starter
  - First Aid Kit with a copy of your health form inside
  - Repair Kit (knife, duct tape, cord...)
  - Emergency blanket
  - Extra clothing

- Sunglasses & Sunscreen
- Whistle
- WAG bag
- Overnight gear (check the weather, see master packing list)
- Snow Travel Gear (check with climb leader about each of these)
  - Ice Ax
  - Crampons
  - Snowshoes
  - Helmet
  - Harness
  - Waterproof layers
  - Gloves
  - Snow Stakes if snow camping
- Multipitch Rock Gear (check with climb leader about each of these)
  - Harness
  - Helmet
  - Belay Device
  - 4 Extra Locking Carabiners
  - Personal Anchor
  - Chock Pick/Nut Tool
  - Rock Shoes
  - Tape Gloves
  - Belay gloves
  - Short and long runners
  - Hero Loop
- Glacier Gear (check with climb leader about each of these)
  - Harness
  - Helmet
  - Ice Ax
  - Crampons
  - 6 locking carabiners
  - Short and long runners
  - Rescue pulley
  - Texas Prusiks & Hero Loop

### **On the Climb**

Whether camping at the trailhead the night before, camping on the mountain, or meeting early in the morning, all MAC members are expected to exceed climb leaders' expectations. Climbs are hard and don't always go as planned, and that's

okay. The best thing we can do to ensure a climb's success is be as prepared as possible and ready to help others, so the climb has the greatest chance at success. This means:

- Be early, always.
  - Be the ready to go before its time to go
  - On glacier climbs, be the first team to be roped up and ready to go
  - Pack as much as you can the night before so you aren't fumbling in the dark in the morning
- Pack your gear thoughtfully
  - Think about what you'll use and when.
  - Use stuff sacks to organize
  - Avoid the "yard sale" as much as possible
- Think ahead, take care of yourself
  - Stay hydrated and fed
  - Tape your heels, put wraps and braces on carefully and correctly
  - Keep your stuff dry
  - Keep your food critter-proof
- Speak up when you need something
  - Don't wait until you have blisters. If you have a hot spot, stop to fix it.
  - If you need a water break, speak up.
  - Don't ride things out until they are unbearable – you won't recover. Stay on top of your needs.
- Speak up when something doesn't seem right
  - If someone's slowing down, stop and suggest that they snack
  - If someone's looking red – ask them to put on sunscreen
  - If you see lightening, say something
  - If something feels unsafe, *ask the climb leader why* you are doing what you are doing.

### **After the Climb**

We want to hear how it went, and first and foremost we want to know that it went safely! Please text the MAC staff as soon as you have service so we know all is well. At the next meeting, we'll ask you to share what it was like, what went well, and what you learned. Every alpine climb is full of lessons, and we want the group to benefit from what you've learned.

Post pictures on Facebook or send them to the MAC staff!

Please send a special thank-you to the climb leader. Leading an alpine climb is a serious undertaking. Leading *someone else's kids* on an alpine climb is a huge responsibility that not all climb leaders are willing to take on. We are extremely lucky to have such wonderful climb leaders and instructors who are willing to take young Mountaineers into the mountains, and we need to be sure they know how grateful we are.

### **Skills Continuum**

Throughout the year we do a wide variety of activities as a group. Some require previous experience or a specific set of skills, while others have no pre-requisites. On the last page of this handbook is a list of activities, and the skills required to participate. Some notes about the continuum:

Each activity has an “R” indicating which skills are Required for participation and a “p” indicating which skills we *prefer* participants to have. “Leader Permission” means that MAC members must have the permission of the Advisors before participating in an activity. Often, members will be asked to do a Level 1 or Level 2 activity before doing a higher level activity to demonstrate they’re ready to participate safely in higher level activities.

Advanced technical activities are color-coded by “level”. These levels are somewhat subjective, but you can assume higher level activities will require more experience than lower level activities. It’s not a scale of how difficult, strenuous, scary or fun an activity is. Instead, the levels are an indication of how much *experience* you will probably need in order to get the Advisors’ permission to participate. For example, Leading on Pro, a Level 5 activity, requires a tremendous amount of rock experience, rock technique, technical knowledge, maturity and decision-making skills. It can also be quite scary even for experienced leaders. Therefore, the Advisors will want to be sure you have sufficient experience to Lead safely on Pro. Mt. Rainier, on the other hand, is also a Level 5 activity, but very different in nature to Leading on Pro. Mt. Rainier requires a very high level of fitness, competency in snow travel, a high level of self-sufficiency, ability to work on a team, and experience in extreme weather conditions. Mt. Rainier can be incredibly dangerous for people who aren’t prepared or make bad decisions in the mountains. Therefore, the Advisors will want to be sure you’ve demonstrated the skills and personal abilities needed to climb Mt. Rainier. Although Mt. Rainier and Leading on Pro are both Level 5 activities, someone who is ready to Lead on Pro is not necessarily ready to climb Mt. Rainier, and vice versa, because they’re very different skill sets.



## Volunteers

The Mountaineers Adventure Club relies on volunteers to provide our youth participants with the best possible mentorship to help them develop technical skills, leadership skills and competence in the outdoors. All volunteers play a vital role in the success of our program. THANK YOU for volunteering!

### Food

During day trips, please bring your own lunch. During overnight trips, we will feed you breakfast and dinner. Please bring your own lunch.

### Camping

We welcome volunteers to join us at our campsite! You are welcome to hang with the kids, spend time with the other adult volunteers, or hang out by yourself.

### Dogs

There are some MAC trips where volunteers' dogs are okay to come and others where dogs are not appropriate for a variety of reasons. If you wish/need to bring your dog, please check with the MAC staff first.

### Things to Know

We have a strict "no drugs, alcohol or tobacco" policy that we ask all volunteers to adhere to while you're volunteering. This includes at the campsite.

Please use appropriate language and keep comments and stories "PG", even if you are only talking to other adult volunteers. We are committed to a diverse and inclusive program. This means that we welcome participants and volunteers of all backgrounds, religious beliefs, ethnicities, vocations, family models and lifestyles. We ask that volunteers, including parents, acknowledge this diversity and refrain from conversations that may be perceived as offensive or judgmental to others.

### Qualified Youth Leader

All MAC volunteers must be Qualified Youth Leaders. To do this, visit [www.mountaineers.org/QYLtraining](http://www.mountaineers.org/QYLtraining). All youth volunteers need to be familiar with the entire Youth Manual. MAC volunteers should be especially familiar with the policies and procedures in this handbook.

### Photos

We encourage you to take photos on your programs, and share those photos with the program participants and Mountaineers Staff. Many of our programs have Facebook groups, which are private groups where participants interact and share

photos. A Flickr or Shutterfly album are also great ways to share photos.

Because some families prefer not to have photos of their children publicly available, and because some of the youth in our programs come from unstable home situations, we need to be sensitive about not posting photos in public forums. It's important that photos ONLY be shared with the group participants and Mountaineers Staff. Mountaineers Staff will only use photos of youth whose parents have granted permission to use their photos.

### **Forms and Paperwork**

Every MAC Youth must have on file our standard Health and Permission to Treat Form, as well as any pertinent medication authorization forms (including permission to apply sunscreen). Other forms we require for MAC members include:

- Health and Permission to Treat Form – parents give basic medical history for their child, including red flags and allergies, and sign a statement granting health care providers permission to treat the child in an emergency even if we cannot reach the parents. **It is important that this form is quickly accessible to hand to a medical professional should an accident or injury occur.**
- Youth Programs Waiver, including photo release.
- Drop-off & Pick-up Form – parents can opt to allow their child to leave with any adult (or transport themselves – walk home, take the bus, etc), or they can designate specific people who are authorized to pick up their child at the end of a program. If the parent requests that we monitor who the participant leaves with, Mountaineers staff and volunteers must ensure (and may check ID) that we release MAC participants only to those people designated on the child's drop-off & pick-up form.
- Drivers for Trips form – On this form, parents acknowledge that we facilitate carpools to trailheads or other program locations. Parents can choose to allow their child to ride with any volunteer or staff member, or they can choose to list drivers their child may not ride with, or they may choose to list an exclusive list of drivers that their child can ride with. Mountaineers staff and volunteers must ensure that we abide by these requests.

- Special Circumstances – parents list any confidential circumstances or needs their child has. Parents also specifically designate who this information may be disclosed to, and it is critical that our staff and volunteers honor those requests.
- Disaster Preparedness Form – parents list an out of state contact and any medical circumstances we may need to know in the event that we must care for their child for an extended period of time due to a natural disaster such as an earthquake.

It is important that MAC leaders have read the forms submitted by the parents and file them in a way that they are accessible. The blank forms can be found at [www.mountaineers.org/MACforms](http://www.mountaineers.org/MACforms).

### **Health History & Medications**

All participants must have on file a medical history current within two years.

Program leaders must have a “permission to treat” form for each participant, signed by the participant’s parent/guardian, with them or accessible on site.

Youth prescription medications must be discussed with the program leaders and accompanied with Doctor’s orders. It is imperative that program leaders know what medications are present, what the appropriate dosage is, and the effects of not taking the medication, the effects of overdose and the potential side effects of the medication. If the participant self-administers the medication, we must have written permission from the parent.

Controlled medications (federally listed controlled substances which includes any potentially addictive substance such as codeine, oxycodone, Adderol, Ritalin, Xanax, Ativan and others) and the accompanying Mountaineers Medication Administration form must be kept with Mountaineers adult staff or volunteers in secure storage and administration must be supervised by Mountaineers staff or volunteers. Time and dosage must be logged.

Hypodermic needles that are required for medical administration and the accompanying Mountaineers Medication Administration form must be kept with Mountaineers adult staff or volunteers in secure storage and administration must be supervised by Mountaineers staff or volunteers. Exception: EpiPen auto-injectors may be carried with the youth to whom it is prescribed.

Diabetes monitoring plans must be discussed in detail and presented in writing to Mountaineers staff and volunteers, signed by the participant's parents, even if the youth self-monitors. Plan must include daily routine, possible complications, signs and symptoms and appropriate response.

### **Special Circumstances**

Many youth have life situations that may impact their participation in Mountaineers programming. These situations may be medical, physical, dietary, religious, emotional, family-related, school-related or trauma-related. In order to best serve each youth, we request that parents/guardians share this information with us on a "Special Circumstances" form.

Special Circumstances forms will not be shared with anyone other than the program leader(s) without specific consent from the parent/guardian.

We will make every effort to accommodate any needs associated with a youth's special circumstances. If a program is such that special accommodations are not practical, Mountaineers Staff and/or Volunteer Leaders must communicate this to the family in advance of the program, so that they can decide whether or not to participate.

### **Privacy, Confidentiality and Disclosure**

In each program, Youth Leaders must exercise careful judgment about the disclosure of health and special circumstance information.

Youth health and special circumstance information should not be shared with anyone—other leaders, other participants, youth or adults, without prior consent from the family.

In many cases, disclosure is not necessary for the safety of the program. In the event that disclosure is necessary for safety reasons, youth and parents must be notified in advance, and caution must be exercised to ensure that only those *needing* the information are given the information.

### **Young Adults in Youth Programs**

Young Adults in Youth Programs in The Mountaineers refers to programs that are designed primarily for youth, but in which 18-19 year old youth who are legally adults enroll. An example includes youth between the ages of 18-19 enrolling in Mountaineers Adventure Club who are currently still in high school, or participants in a youth program who turn 18 during the program.

While the law tells us that individuals 18+ are adults, these youth are still technically teenagers, and may not view themselves as adults in the program. Young Adults in our programs might not realize that their role in the program has changed. It's important that we lay clear expectations for any participants who are over the age of 18, and maintain these expectations for all of our Adult participants, volunteers, and staff.

Young Adults should never be alone with one youth out of sight of anyone else. This includes sleeping, changing and using the bathroom. This practice prevents uncomfortable or dangerous situations and protects adults from false accusations.

Programs that have procedures and structures in place to maintain a safe atmosphere for youth will make it easy for young adult participants to protect themselves as well.

In the interest of maintaining an inclusive environment, it is important that we clearly inform our Young Adults about their new responsibilities as adults, that they understand how to protect themselves, AND that our programs are set up in a way that allows them to participate fully without having to set up special accommodations.

Young Adults are encouraged to share sleeping accommodations with other young adults or older teenagers.

### **Dealing with the Public**

Most Mountaineers programs happen on public land, which means we are often sharing the land with other recreationists. These other recreationists are often people we don't know. They have not been background checked, and we have no knowledge of their outdoor skills or whether they are able to act safely and responsibly in the presence of other groups. In many cases, the presence of others is a non-issue. However, plenty of us have stories of difficult or dangerous situations that arose due to another party's behavior. Here are some ways to deal with this:

First and foremost, it is important that we are prepared to be safe, responsible and respectful outdoor citizens. This means:

- Ensure all participants (including youth and adults) agree upon and understand the plan for safe travel.
- If horseplay is a part of your program (eg. Water fights while rafting) be

sure it's done in a designated time and space so it does not create a prolonged atmosphere of chaos, and so it does not disturb other visitors.

- Role model, teach and expect that all participants treat other visitors with respect by stepping to the side of the trail to let them pass, keeping voices at a reasonable volume, and respecting quiet hours at public campgrounds.
- When sharing recreation facilities such as crags or small public picnic areas, Mountaineers Leaders should approach other parties (groups or individuals) to find out what their plan is and establish how they can both share the facilities. Mountaineers leaders should make specific efforts not to monopolize an area.

In public places, establish your group's area and stay together as much as possible. Most unwelcome encounters can be avoided by the way you physically position your group.

If someone not connected to your group begins talking with a youth, leaders must call that youth over to the group to remove the youth from the situation. If that doesn't work and the stranger is persistent, one adult must remove the group and engage them in an activity while another adult talks with the stranger.

## **Overnight Programs**

Overnight Programs are opportunities to provide deeper meaningful wilderness experiences for youth. They can provide greater learning opportunities, friendships through common experiences, and memories that last forever. However, overnight programs also require an additional layer of risk management. Supervision is trickier when everyone is asleep, and personal activities surrounding bedtime, such as changing and personal hygiene, need to be supervised safely and respectfully.

During an overnight program youth should not share sleeping quarters with adults *unless*:

- The adults are the legal parents/guardians or siblings of that youth.
- The sleeping quarters have individual beds, such as in a cabin or yurt.

Sleeping quarters (especially a tent situation) should be designed and programmed for appropriate supervision. Youth should generally be in tent groups of 3 or more,

which creates group accountability and “crowd supervision”. In some cases, it may be appropriate for youth to sleep in solo tents. Tent groups of two should be avoided or treated as a last resort option because it creates an environment that enables bullying, abuse, or otherwise inappropriate behavior. Adult tents (and other sleeping quarters) should be positioned in a way that adults can be accessed by youth in the middle of the night, and so they can provide adequate supervision.

Specific nighttime bathroom procedures must be communicated before dark on the first night. Suggestions include:

- Ensuring everyone knows how to get to the bathroom and knows not to leave their sleeping quarters without a light source and/or whistle.
- Leaving a personal backpack in a designated area to identify that the bathroom is in use and by whom.
- Identifying areas of hazardous terrain to be avoided at night (eg. Stream crossings).
- Encouraging youth to wake an adult (and which adult to wake) should they need anything.
- Ensuring all youth have working light sources and whistles should they get lost on their way back from the bathroom.

### **On the Trail**

When hiking or traveling on a trail, it can be difficult to supervise a group of youth who travel at different paces. Some tips for success:

- Be sure to review/teach trail etiquette and safety before heading out on trail. This includes Leave No Trace principles, scheduled water breaks, and specific hazards of the trail.
- Designate a “lead” and a “sweep”. These can be youth or adults. Let youth know that they must stay behind the “lead” at all times, and if they get in front of the “lead”, they’ll be asked to go back and walk with the “sweep”.

### **At the Crag**

Crags pose some unique safety hazards leaders must acknowledge and address:

- Potential for natural rock fall.
- Potential for human-initiated rock fall.
- Narrow crag bases.
- Every adult who is belaying a participant is one less adult to problem-solve when a difficult situation arises.

These safety hazards can be minimized through smart programming:

- Ensure that there is one helmet per person at the crag *before you arrive* to avoid the need to “share” helmets.
- Designate a “helmet zone” and require that all participants and leaders wear helmets in this area at all times.
- Teach rock safety *before* arriving at the crag. This includes what to do when someone yells “rock”, etiquette when walking around belayers, where packs will be placed, and any potential hazards of the particular site (snakes, cliffs etc).
- Ensure that one adult is a “rover” at all times, not on belay.

### **Alpine and Multipitch Climbs**

Alpine and Multipitch Climbs add a layer of complexity to supervision with rope teams. Oftentimes communication between youth and adults is difficult, and at other times one youth and one adult are hanging out at a belay station together. It’s important to remember the reasons behind our procedures so that we can make the best decisions in a given situation. In this situation, we’re trying to provide safe and adequate supervision. We want to always be able to see or hear the youth we are responsible for, and we avoid putting youth and adults in compromising positions that could be unsafe for youth or detrimental to adults. Here’s how we can do that in this situation:

- Ensure you are bringing youth on climbs that are appropriate for their abilities. When youth have the skills and fitness to participate safely, they will be less reliant on constant adult support. It’s very difficult to do most of these types of climbs while providing constant adult support. Don’t take youth if they’re not ready.



- Carry walkie talkies and keep them on at all times. Train all participants in using them effectively, and practice using them before climbing.
- Switch up rope teams as many times as possible. Obviously you cannot switch rope teams in the middle of a multipitch climb. However, it is often possible to have different descent teams (whether a walk-off or rappel-off). These teams should be predetermined at the trailhead by the Climb Leader (eg. At the Blue Lake Trailhead, the leader determines hiking buddies for the approach, rope teams for SEWS, and descent pairs for the rappel. The added benefit is that every student has the opportunity to work with different instructors). By switching up rope/hiking teams, the Climb Leader makes it impossible for any adult to single-out any youth. It also helps to protect adults from false accusations.
- Alpine climbs do not always lend themselves to privacy for bathroom use. Addressing this at the beginning of the climb so that everyone is aware can help avoid misinterpretations of actions while on the climb. For example, Leaders might tell the group that leaving a rope team while on a glacier is not a safe option, so those who need to use the bathroom will need to be okay with others simply turning their heads. It is also a good idea for the leader to remind participants (especially youth participants) to use the bathroom before roping up to avoid such a situation.

## Volunteer Roles

### Chaperones

On all of our trips, parents and sponsoring adults act as chaperones. Chaperoning a trip is fun and does not require technical skill, though it can be an opportunity to learn and play alongside the kids. Chaperones have several responsibilities:

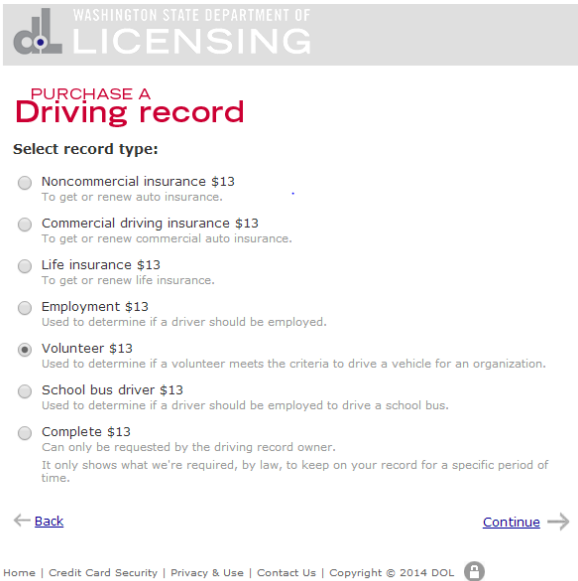
Drive: Most of our trips happen outside of Seattle, and we rely on chaperones to drive youth and/or gear. Chaperones will be reimbursed at a rate of \$.24/mile.

Note: when driving youth, whether to/from the Program Center or to/from a campground, it is very important that all youth are accounted for before *any* drivers leave.

Transportation Policies: All adults driving youth as part of a Mountaineers program must be at least 21 years old, carry a valid US Drivers License, carry a minimum of

\$300,000 in auto insurance, and have a driving history free of major violations. The Mountaineers will keep copies of drivers licenses, insurance policies and driving record on file.

Note: To purchase a driving record, visit <https://fortress.wa.gov/dol/dsdiadr/>. The process takes less than 5 minutes to complete. On the last screen, be sure to request an emailed record. Forward that email to [joshg@mountaineers.org](mailto:joshg@mountaineers.org) who will file the driver record and reimburse the cost for the driving record.



WASHINGTON STATE DEPARTMENT OF LICENSING

## PURCHASE A Driving record

Select record type:

- Noncommercial insurance \$13  
To get or renew auto insurance.
- Commercial driving insurance \$13  
To get or renew commercial auto insurance.
- Life insurance \$13  
To get or renew life insurance.
- Employment \$13  
Used to determine if a driver should be employed.
- Volunteer \$13  
Used to determine if a volunteer meets the criteria to drive a vehicle for an organization.
- School bus driver \$13  
Used to determine if a driver should be employed to drive a school bus.
- Complete \$13  
Can only be requested by the driving record owner.  
It only shows what we're required, by law, to keep on your record for a specific period of time.

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When transporting youth, all laws must be followed without exception. This includes speed limits, seatbelt laws and not using cell phones unless pulled over in a safe location. Vehicles transporting youth must have current registration. 12-passenger and 15-passenger vans are not approved means of transportation. Vehicles transporting youth must have one working seatbelt per passenger.

When driving more than 2 hours, *one* of the following conditions must be met:

- Driver must not have participated in more than 6 hours of activity prior to driving.
- At least two drivers over the age of 21 must be in the car, and switch driving at minimum every 90 minutes.
- If neither of the above conditions can be met, driver **MUST** stop driving to rest for a minimum of 20 minutes at least every 90 minutes.

Attendance check: Chaperones will receive a list of trip participants ahead of time, and will share the responsibility for knowing where all participants are at all times.

Supervise prep work: As participants arrive, help ensure they have the gear they need, listed on the trip sheet. Help to facilitate the packing of cars and group gear. On multiday trips, there is prep work to be done for meals and for each day. We need chaperones to help facilitate this.

Supervise clean-up: When we return to the program center after a trip, there may be personal gear to be sorted out and group gear to be put away. During multiday trips, there is clean-up to be done after each meal as well as at the end of each day. We need chaperones' help with both of these things.

Other: Chaperones are usually welcome to participate in whatever activity is happening – whether it's a skills session or an outdoor adventure. This is not a requirement unless the chaperone is also a leader.

In some cases (such as a backpacking trip), chaperones may double as leaders.

## **Instructors**

Skills instructors must meet the minimum requirements for instructing at that level within The Mountaineers. For example, Basic Alpine Climbing skills are taught by instructors who have finished the Basic Alpine Climbing Course. All skills instruction is overseen and vetted by a lead instructor who meets the minimum standards within The Mountaineers.

Instructors will receive an email detailing the subject to be covered and the plan for the day. Instructors will also receive a brief profile on the group they'll be teaching, and the name of the Lead Instructor for the day. When instructors arrive, they should check in with the lead instructor, help to set up, and plan to spend most of their time *mentoring* older youth to teach younger youth.

Lead Instructors: Lead Instructors will receive an email detailing the plan for instruction, profiles of the youth attending, and a list of the other instructors who will be helping. The Lead Instructor's main job is to manage a safe environment, ensure instruction is within Mountaineers minimum standards, and report back to Mountaineers Adventure Club staff leadership about how each student is progressing towards mastery of the skills being taught.

In most instances, there will be a 1:3 ratio of student teachers to students. Meaning – 30% of the youth will have previous mastery of the skills taught and will be there

as “student teachers,” teaching the skills to their peers, under the guidance of volunteer instructors.

### **Leaders and Assistant Leaders**

All of our technical trips require a leader who has been vetted by The Mountaineers to be present, leading, teaching and overseeing activities. Leaders will receive an email detailing the plan for instruction, profiles of the youth attending, and, where relevant, a list of the other leaders and assistant leaders who will be helping. Leaders will work together with Mountaineers Staff to develop a specific plan for the day.

At The Crag: Mountaineers Adventure Club spends many days a year at the crag – top roping, learning to lead, and multipitch climbing. MAC members are all at different skill levels: some are learning how to belay, some are learning to clean and rappel, some can lead on sport, some are learning to lead on trad. Some members have assistant-taught some of these skills, and others have done enough “mentored leads” that they are able to teach these skills unsupervised. *Never assume a student has skills that have not been verified by you, another leader, or a MAC staff member.*

Before a trip (even a day-trip to a crag), you will receive an email from MAC staff providing a plan for the trip and a profile of each student you’ll be working with, along with a recommendation for what would be a good thing for each student to work on. We always encourage our students to learn new things, but we also allow them to make their own decisions based on their personal goals and comfort level.

### The email might look something like this:

Saturday plan for Vantage

Feathers (**leaders: Mary, Lisa, Akash**) – Ralph, Bella, Mike, Sally, Marlie, Jack (the goal is to have warm-up climbs for everyone, opportunities for some warm-up mock leads and then possibly leads for Sally, Marlie and Mike, and great stations to teach clean & rappel)

Lower Millenium (**leaders: Laurie, Chris, Matt**)– Rylie, Chance, Adam, Carrie, Ishara, Rhys (this group has climbed quite a bit at vantage so this should be a newer area for them. Rylie is a strong leader. Chance is a good leader. Adam is solid but probably needs easier grades (5.8 or below). Carrie & Ishara should get some mock leads in if possible, and Rhys if he is interested, which he may not be. Rylie, Chance and Adam should be able to clean & rappel with verbal guidance – they have done it a lot. Might be good to run through it on the ground first. Carrie & Ishara will have a chance Sunday, and Rhys I don’t think is there yet)

Kotick Memorial (**leaders: Jed, Kelvin, Margot**) – Shane, John Paul, Ayumi, Morgan, Dan, Annika (this should be a good warm-up area for this group. Annika is new and needs to be belay-checked, though she does have some experience. Shane and John Paul have some limited leading experience and should mock lead for sure. Ayumi actually has quite a bit of experience. All three should be leading by the end of the day, and Morgan, Dan and Annika will likely be interested in mock leading. Please do not have kids lead Prince of Darkness unless you clip the first bolt for them. Shane, John Paul & Ayumi are ready to practice clean & rappel. They have minimal experience, so best to find a climb like the 5.9 with the ledge where one of you can be up there with them, or perhaps the chimney where it's easy to give guidance from the ground. Shane, John Paul & Ayumi are all eager to learn things, but not the first to say when something makes them nervous and/or may not be aware that they aren't ready. So, run things through on the ground, and if they say they know how to do something, make them show you first!)

As a leader, you make the final call from a safety perspective. We typically start the day with some quick names and discussion of goals, so the youth are on the same page as the leaders. If a student asks to do something, and you are not sure that they have the prerequisite skills, ask them to list their experience to you and have them demonstrate first.

At the end of the trip, MAC staff like to debrief with each leader to hear how each of the students did, so that we can track it and know what's most appropriate for them in terms of skill building, confidence building, independence and leadership.

Leading a Climb, Scramble or Ski Trip: Leading a Climb, Scramble or Ski Trip with Mountaineers Adventure Club members is similar to leading the same trip with adults. Here are some things to know:

- Leaders select the trip and date, and let MAC staff know. On occasion, we ask for a particular climb on a particular date.
- Leaders post the trip online, calling out in the Leader Notes that it is a trip designed for Mountaineers Adventure Club teen members, and others can register if space allows. The trip should be listed as open for registration 2 weeks before the activity. MAC staff will assign youth to the trip and add them to the roster before it opens.
- Leaders can choose to find their own assistant leaders/rope leaders, or MAC staff can help to find them.
- Unlike adult students, youth who have demonstrated competency in all of

the Basic Alpine Skills do *not* inherently have a ticket to all Basic Climbs. Each Basic Climb is very different – in length, physical difficulty, exposure, technical terrain... and we want to ensure that students will be successful, and that we set our leaders up for a safe and enjoyable trip. Youth are selected by MAC staff for the trip with the following goals in mind:

- Ensuring the greatest likelihood of success. Inviting students who have demonstrated the physical, emotional, and technical readiness for the particular trip. Choosing a team that will work well together.
  - Inviting students who've had less opportunity than others to get on trips of this type.
  - Inviting students who are eager to do this type of trip.
  - Inviting students we believe *should* do this trip to preparation for a future goal.
- Once the roster is complete, MAC staff will send student profiles including their skills and experience, contact information and emergency contact information, to the leader. MAC staff then does an introductory email between the leader and the students and parents on the roster. PLEASE COPY MAC STAFF ON ALL COMMUNICATIONS so that we can help coordinate as needed.
  - On the trip, please note that youth participants are *less likely* to ask questions about a decision or ask for what they need (like a water break). Please try to include youth participants in the decision making, even though as the leader, you have the final call. Please also try to check in with students a little more often than you would with adult students.
  - After the trip, we appreciate a quick email or phone call so we know how the trip went and anything important we should know about the kids.

	Bay	Rappel	Lead Belay	Ice Ax Arrest	Snow Overnight	Crampon Travel	Crevasse Rescue	Prusiking	Bay Escape	Mock-lead bolts	Leading on bolts	Cleaning Pro	Mock-Lead Pro	Leading with Pro	Clean & Rappel	Munter Belay	First Aid	LNT Trainer	Navigation	Rescue Methods	Leader permission
Hiking																					
Snowshoeing																					
XC Skiing																					
Rock Climbing	R																				
Car Camping																P	P	R			
Backpacking																					
Rafting																					
Scrambling	R	R	R												R	P	P	R		R	
Multipitch Crag	R	R	R					R				R			R	P	P	R		R	
Alpine/Rock Climb	R	R	R	P	R			R				R			R	P	P	R		R	
Glacier Climb	R	R	R	R	R		R					R			R	P	P	R		R	
Unicorn Peak	R	R	R	P	R			R				R			R	P	P	R		R	
SEWS	R	R	R	R	P	R		R				R			R	P	P	R		R	
The Tooth	R	R	R	R	P	R		R				R			R	P	P	R		R	
Ingalls Peak	R	R	R	R	P	R		R				R			R	P	P	R		R	
Kangaroo Temple	R	R	R	R	P	R		R				R			R	P	P	R		R	
Silver Star	R	R	R	R	P	R		R				R			R	P	P	R		R	
Sahale	R	R	R	R	R	R		R				R			R	P	P	R		R	
Mt. Olympus	R	R	R	R	R	R		R				R			R	P	P	R		R	
Mt. Daniel	R	R	R	R	R	R		R				R			R	P	P	R		R	
Mt. Baker	R	R	R	R	R	R		R				R			R	P	P	R		R	
Mt. Adams	R	R	R	R	R	R		R				R			R	P	P	R		R	
Mt. Rainier	R	R	R	R	R	R		R				R			R	P	P	R		R	
Leading on Bolts	R	R	R					R				R			R					R	
Leading on Pro	R	R	R					R				R			R	P	P	R		R	
Sport Rope Lead	R	R	R					R				R			R	P	P	R		R	
Basic Equivalency	R	R	R	R	R	R		R				R			R	P	P	R		R	
Crag Rope Lead	R	R	R	R	R	R		R				R			R	P	P	R		R	
Alpine Rope Lead	R	R	R	R	R	R		R				R			R	P	P	R		R	

Level 1	Level 2	Level 3	Level 4	Level 5	LEVEL 6
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# Explorers Handbook

For Members, Parents, & Volunteers

Revised June 2016



## Code of Conduct

Mountaineers activities are “Challenge-by-choice.” Each member has the opportunity to challenge themselves in new ways, learn new skills, and try new things. Recognizing that we all have areas of comfort and discomfort, members are encouraged to challenge themselves in a way that is appropriate for them. We all have different skills to offer, and we have a responsibility to provide a supportive learning environment for one another.

*Maintain a safe and respectful environment.* Explorer members are expected to treat others with kindness, respect those talking and/or teaching, and make sure they are keeping themselves safe and helping others stay safe.

*Be an active participant.* Members are expected to participate as much as possible and try new things.

## Participant Commitment

Explorers is a year-round program designed to be a fun way to spend time outside while relying on the community formed among the members to be successful. *To get the most out of this program, participants and parents should plan ahead for Explorer trips and meetings, which are typically listed on the Explorer calendar months in advance.*

### Trip Attendance

Trip attendance is not required. However, participants *must* sign up in advance (by the date stated by the trip leader) for a trip in which they choose to participate. Last minute cancelations are generally unacceptable, though we understand things come up and people get sick. Canceling after sign-up has closed on more than 2 trips will put a participant’s membership at risk.

### Community

Above all, Explorers Club is a community of young people and families who love the outdoors. With up to 30 members, each person inherently finds folks they connect with more than others, and there is plenty of down time on our trips and before and after meetings to catch up with those people. We also expect all of our members to contribute to and be a part of our whole community. This means getting to know members you may not know as well, being a part of the group during campfires, meetings, etc., and offering to help others if needed.

## **Parent/Sponsoring Adult Commitment**

### **Explorers Handbook**

Parents are expected to read and understand the Explorers Handbook, and support and encourage your participant's commitment and participation.

### **Communications**

Parents are expected to make sure they are in frequent communication with staff via Facebook or email. Parents are encouraged to check the website frequently, check the calendar, and/or join the Facebook page.

### **Chaperone/Driver**

We understand that every family has different commitments and ability to help with Explorers. While chaperoning and driving is not a requirement, we could not run outings without parent drivers. We encourage parents to review the schedule and sign up to help with driving and chaperoning as much as possible.

## **How It All Works**

### **Calendar and Registration**

The Explorers calendar follows the school year calendar – September-August. We encourage prospective members to join a September outing before signing up for the program. Program registration is available in September and January.

### **Age Restrictions**

Explorers is for youth ages 10-13. In order to enroll, youth must turn 10 by January of the school year in which they join.

### **Fees and What they Cover**

Explorers fees include: transportation to and from outings, parking fees (like USFS passes, sno-park passes), instruction, breakfast and dinner on overnight trips (participants bring their own lunch), equipment use (tents, snowshoes, harnesses, helmets, etc.) campground fees and staff coordination, oversight and supervision.

### **Other Expenses**

In most cases, families will not incur any extra expenses. On occasion we may stop for dinner on the way home from a trip, so bringing some spending money is a good idea. Trips that use contracted services with a per-person fee will cost extra for participants. For example, renting kayaks, hiring a rafting company, or renting cross-country skis. Other per person fees like ski trail passes or staying in a youth hostel will also cost extra for participants.

## **How Trips Work**

Trips are coordinated either by the Explorers Coordinator or by a volunteer. The Trip Coordinator will get necessary permits and reserve campgrounds if needed, plan the itinerary, complete the trip sheet to give to all participants, arrange for group gear and arrange meals for overnight programs. Trip Coordinators will also help arrange carpools. Trip Coordinators should submit receipts for meals, campgrounds and any necessary supplies for reimbursement. Participants bring their own lunches, but breakfasts and dinners are prepared as a group, and the Trip Coordinator will assign youth to help with tasks around camp. Participants are expected to help carry group gear (ropes, anchors, stoves, tents, etc.).

## **Families**

While Explorers is a program geared towards youth ages 10-13, we welcome parents and/or siblings to join our trips. When siblings come, parents must accept full responsibility, and understand that Explorers members will have first priority in participating in activities, and we will encourage siblings to participate if equipment and time allow. Our hikes will be geared toward a 10-13 year-old pace. Parents are welcome to bring younger siblings, but must accept responsibility for siblings if they cannot keep up. Older siblings are welcome to come and act as “helpers”, unless they are a disruption. Mountaineers Staff may designate some outings as “Explorers-only” if they feel it is necessary for safety reasons. Registration priority will go to Explorers members, so staff may ask parents to wait until a certain date to register siblings to give Explorers a chance to register first.

ALL FAMILY MEMBERS who plan to attend a trip must register on the website, so that we have an accurate head count. Parents should sign up as “assistant leaders”. Siblings will need to be manually added by staff, so parents will need to notify staff by email if a sibling is coming.

## **Friends**

Explorers members are welcome to bring a friend aged 10-13 on a trip, following the same guidance as above for families. Friends must sign up for a Guest Family account, complete all youth paperwork, and Explorers members will need to notify staff so that they can be manually added to the roster. In keeping with our guest policy, friends may only participate in two activities, after which they are welcome to join Explorers.

## **Carpooling**

While we do not arrange transportation for youth to and from the Mountaineers Program Center (or other designated meeting place), we do encourage carpooling.

When you register, we will ask you to fill out a carpooling form. We encourage families to carpool to and from meetings and trips.

### **Trip Communication and Registration**

All Explorers trips will be posted online as activities within Explorers. Trips will be posted with an allotted number of slots for youth as well as volunteers. Each trip will include a trip sheet, created by the youth leader(s) of the trip. A draft trip sheet will be posted online when registration opens, and a final trip sheet will be posted online when registration closes.

Note: Trip sheets will list departure time and *approximate* return time. Because every trip has many variables (such as weather, traffic, etc), we list a target return time, and notify parents when we have a better estimate of our exact return time. Typically, youth call parents when we are approximately 1 hour away from Tacoma. If we predict that we will be *much earlier* or *much later* than listed on the trip sheet, we will do our best to have youth call further in advance.

### **Trip Transportation**

We rely on chaperones to drive youth to and from our trips. When you register, you will be asked to give permission for your child to ride with other parent chaperones, and you will have an opportunity to list any parents you do not feel comfortable allowing your child to ride with. This information will be kept confidential.

### **Electronics**

Cell phones, music and video games are typically not a part of the Explorers program. They detract from the wilderness experience and from the community. Youth are encouraged to leave all electronics out of sight (or at home) during Mountaineers programs. Youth who choose to use cell phones for pictures or music to fall asleep to may do so as long as it creates no disruption of the wilderness experience for others. The Mountaineers is not responsible for any lost, stolen or damaged electronics.

### **Weapons**

Weapons, which include knives with blades longer than 3", are never permitted on any Explorers activity. Youth who are found with weapons will have the weapon confiscated by Mountaineers Staff and will be dismissed from the program without refund. Youth dismissed from the program for possession of a weapon may return the following year on a probationary basis.

### **Drugs, Alcohol and Tobacco**

Drugs (including marijuana), alcohol and tobacco are never permitted on any

Explorers activity. Youth who have or are under the influence of these will be sent home immediately and dismissed from the program without refund. Youth dismissed from the program for possession of drugs, alcohol, or tobacco may return the following year on a probationary basis.

### **Medication**

Medication prescribed by a licensed medical professional must be reported to The Mountaineers using the Mountaineers Medical Administration Form. This information will be shared with chaperones who are leading any trip that the youth is participating in. If the doctor does *not* authorize the youth to self-administer, the medication will be kept with adult chaperones, who will administer the medication according to the doctor's orders. All controlled medication and medication requiring hypodermic needle administration (with the exception of Epipens which may be carried by the youth) must be stored with Mountaineers Staff or designated volunteer leaders. All medication must be current and kept in its original bottle.

Over-the-counter medication such as ibuprofen, allergy medication, antacids or topical antibiotics may be kept by youth participants in their personal first aid kits. These medications should be listed on the Mountaineers Medical Administration Form and kept in a clearly marked container with expiration date.

Mountaineers staff and volunteers may carry over-the-counter medication such as ibuprofen, allergy medication, antihistamine, antacids or topical antibiotics. Staff and volunteer leaders may provide these medications to youth as needed unless otherwise indicated on the youth's health form. All medication administration will be recorded in a notebook in the first aid kit.

### **Medical Clearance**

Explorers members spend a lot of time in remote areas and on technical terrain, where group safety is paramount. In some instances, Mountaineers Staff may require medical clearance and/or instructions from a licensed medical professional in order for a youth to participate in the program. Examples include but are not limited to: injuries, surgery, eating disorders, psychological & nervous disorders, developmental disorders, heart conditions, diabetes. Mountaineers Staff will disclose this information only to the people who need to have it in order to maintain a safe environment. In some cases, Mountaineers Staff may, at their discretion, forbid participation on a trip if they feel the circumstances of the trip make it too difficult to safely manage the participant's medical needs or limitations.

### **Sample Yearly Calendar**

This is an example of the types of activities we do during a year:

September: Fall Kick-off day Rock Climbing at Exit 38

October: Climbing day trip to Vantage

November: Hike to Dungeness Spit

December: Edgeworks day

January: Winter Trails Day, XC Ski Day Trip

February: Snow shoeing, belay escape/rappel skills sessions

March: Snowshoe trip

April: Indoor climbing session

May: Hike to Rattlesnake Lake

June: Backcountry overnight

July: Car Camping Overnight

August: End-of-year picnic

## Master Packing List

A general outline of gear you'll need for a variety of trips. Always consult the Trip Sheet for your specific outing to make sure you have all of the necessary gear.

### 11 Essentials

- Food (plus extra just in case)
- Water (plus extra just in case)

- Extra clothes
- Shelter (emergency blanket)
- First Aid Kit
- Sunscreen, SPF lip balm & Sunglasses
- Map & Compass
- Repair kit (pocketknife, duct tape)
- Firestarter
- Headlamp/flashlight x2 (or one plus extra batteries)
- Whistle

### **Day Trips**

- Lunch
- Water bottles
- Day Pack
- Hiking boots
- Toilet paper/WAG bag

### **Camping**

- Breakfast/dinner food
- Stove & fuel
- Kitchen gear
- Mess kit
- Sleeping bag
- Sleeping pad
- Tent (with rain fly, ground cloth, stakes)
- Tarps
- Camp Shoes
- Toiletries

### **Winter**

- Skis, poles, ski boots
- Snowshoes

### **Clothes**

- Underwear

- Long underwear (top & bottom)
- Zipoffs/athletic pants
- T-shirts (non-cotton)
- RAIN GEAR- always
- Fleece/softshell pants
- Fleece/softshell/down heavy coat
- Liner socks
- Wool or fleece outer socks
- Warm hat
- Gloves
- Neck Gaiter/scarf
- Sun Hat
- Gaiters
- Bandanna/handkerchief

### **Backpacking**

- Water filter/iodine tablets
- Bearproof food containers or rope & bags for food hangs
- Overnight backpack
- Pack rain cover
- Trekking poles

### **Rock Climbing**

- Helmet
- Harness
- Rock Shoes
- Belay Device
- Carabiners (locking)
- Personal Anchor
- Webbing/runners
- Belay gloves
- Large Day Pack (that can hold your stuff plus a rope)



**Miscellaneous**

- Camera
- Book
- Playing cards/other games
- Swimsuit
- Bug repellent
- Watch
- Cell Phone
- Hand Warmers
- Money for food
- Clean Clothes for the car ride

# Trip Leadership in 8 Steps (For Parents/Volunteers)

## Step 1

Choose an activity (hiking, climbing, car camping, kayaking, skiing, snowshoeing, backpacking, mountain biking, paddle-boarding, rafting, etc.)

## Step 2

Choose a date (should be at least one month from now). As a trip leader, you should choose a date that works for you and your family. It's a good idea to pick two dates that work so you have a back-up if no chaperones are available or if the place you want to go to is booked on one of the dates.

## Step 3

Choose a location. If location is most important to you, you could choose the location first, then choose the date that works for that location.

## Step 4

Determine what the maximum number of youth participants and chaperones is. This might be dictated by land managers (USFS party size is 12), or by the number a volunteer leader has given you (climb leaders dictate their maximum number on a climb), or by campsite capacity, as examples. For day trips, we need a 1:4 adult: youth ratio so we can ensure enough drivers. Overall, we need 1:6. For example, a hike on USFS land would have a maximum of 9 youth and 3 chaperones

## Step 5

Email all of the above information to [joshg@mountaineers.org](mailto:joshg@mountaineers.org) at *least* 10 days before the outing (sooner is much better). Josh will email you as soon as the trip is posted online for registration.

## Step 6

Create a Trip Sheet and email it to the Explorers Coordinator *before* the meeting that precedes your outing (see blank trip sheet). They will email you as soon as the Trip Sheet has been uploaded to the website.

## Step 7

Register yourself, and send a link to your Trip Sheet and to the online registration to the Explorers Coordinator.

**Step 8:** Determine what information needs to be reviewed at the meeting preceding the outing, and contact the Explorers Coordinator to get on the agenda. This can include skills training, gear check and logistics discussions.

## Resources for Trip Planning

### Advisors

We are here for you! If you need help choosing a location, finding volunteer chaperones, or figuring out a good schedule, check in with an advisor for help.

### Useful Websites

[www.wta.org](http://www.wta.org): to find trails you'd like to explore

[www.recreation.gov](http://www.recreation.gov): to find and reserve campgrounds.

[www.fs.fed.us/recreation/map/state\\_list.shtml](http://www.fs.fed.us/recreation/map/state_list.shtml) (scroll down to Washington): to find campgrounds in Forest Service Land that do not take reservations (includes campgrounds like Klipchuck and Lone Pine in the North Cascades). These are first-come first served campgrounds but are often a great choice.

[www.maps.google.com](http://www.maps.google.com): to calculate round trip distance

### The Mountaineers Book Store

There are lots of books you can browse through to find what you're looking for. Go to [www.mountaineersbooks.org](http://www.mountaineersbooks.org) to find something that might be useful. Your advisors can help you access the book you need.

# Trip Sheet Guide

**Trip name**

**Trip Leader**

**Purpose:** What are you going to do/learn on this trip? Is it a prerequisite for other trips? Include a “sales pitch” here. Convince people who’ve never done this activity to come.

**Chaperones/drivers:** Which advisors are coming on this trip? Are other adults welcome?

**Explorer members:** Who is this trip open to? Are there prerequisites? Is there a limit on how many can come?

**Tentative schedule:** Include the date of the trip

- When and where are you meeting in the morning?
- Plan on some time to gather gear and divide it into car loads, so don’t plan on leaving right when people show up
- Estimate the driving time—when will we get to the trailhead?
- Estimate a time for leaving that gives us enough time to drive home (stopping for dinner?) and still get home by a decent hour

**Driving directions:** for the chaperones. Google maps works okay, but try to look up the destination in guidebooks if it’s something past the main roads (Google maps doesn’t do very well on Forest Service roads and the like). Is there a parking fee or pass required?

**Trip cost:** most trips are included in monthly dues. Not included are extra accommodations (hostels, hotels), guide services (like raft guides) or equipment rentals. Those you would need to list the price for, and it would make for an additional fee for the trip.

**Gear to bring:** You don’t have to list every specific thing on here, go with general categories. Also make a note if The Mountaineers can supply gear (like harnesses and helmets) if people don’t have them. Remember group gear—make sure you know how many tents/stoves/etc you’ll need and who can bring them. Use the master packing list on the website to help you think of everything. Think about:

- Clothes—warm clothes? Rain gear?
- Shoes—hiking boots? Rock shoes?
- Technical equipment—rock climbing gear? Other gear?
- Food—which meals are bring-your-own and which are group meals?
- Money for dinner if you’re stopping on the way back, and how much (estimate)

**Notes:** Anything else special about the trip? This might include chaperone fees. Normally, chaperones don’t pay for outings. However, if there are certain per-person expenses (i.e. raft guide services or overnight accommodations like cabins), or if food costs will be especially high, chaperones may have expenses to pay. You can also note if this is designed as a skill-building trip or simply a fun outing

## Volunteers

Explorers rely on volunteers to provide our youth participants with the best possible mentorship to help them develop technical skills, leadership skills and competence in the outdoors. All volunteers play a vital role in the success of our program. THANK YOU for volunteering!

### Food

During day trips, please bring your own lunch. During overnight trips, we will feed you breakfast and dinner. Please bring your own lunch.

### Camping

We welcome volunteers to join us at our campsite! You are welcome to hang with the kids, spend time with the other adult volunteers, or hang out by yourself.

### Dogs

There are some Explorer trips where volunteers' dogs are okay to come and others where dogs are not appropriate for a variety of reasons. If you wish/need to bring your dog, please check with the staff first.

### Things to Know

We have a strict "no drugs, alcohol or tobacco" policy that we ask all volunteers to adhere to while you're volunteering. This includes at the campsite.

Please use appropriate language and keep comments and stories "PG", even if you are only talking to other adult volunteers. We are committed to a diverse and inclusive program. This means that we welcome participants and volunteers of all backgrounds, religious beliefs, ethnicities, vocations, family models and lifestyles. We ask that volunteers, including parents, acknowledge this diversity and refrain from conversations that may be perceived as offensive to others.

### Qualified Youth Leader

All Explorers volunteers must be Qualified Youth Leaders. To do this, visit [mountaineers.org/QYLtraining](http://mountaineers.org/QYLtraining). Once you are a Qualified Youth Leader, you'll receive a hard copy of our Youth Handbook in the mail.

Below are some pieces of our youth policies handbook that are particularly relevant to Explorers. While our Qualified Youth Leaders need to be familiar with the entire Youth Handbook, Explorers volunteers should be especially familiar with the policies and procedures below.

## Photos

We encourage you to take photos on your programs, and share those photos with the program participants and Mountaineers Staff. Many of our programs have facebook groups, which are private groups where participants interact and share photos. A Flickr or Shutterfly album are also great ways to share photos.

Because some families prefer not to have photos of their children publicly available, and because some of the youth in our programs come from unstable home situations, we need to be sensitive about not posting photos in public forums. It's important that photos ONLY be shared with the group participants and Mountaineers Staff. Mountaineers Staff will only use photos of youth whose parents have granted permission to use their photos.

## Forms and Paperwork

Every Explorers Youth must have our standard Health and Permission to Treat Form on file, as well as any pertinent medication authorization forms (including permission to apply sunscreen). Other forms we require for Explorers include:

- Health and Permission to Treat Form – parents give basic medical history for their child, including red flags and allergies, and sign a statement granting health care providers permission to treat the child in an emergency even if we cannot reach the parents. **It is important that this form is quickly accessible to hand to a medical professional should an accident or injury occur.**
- Youth Programs Waiver, including photo release.
- Drop-off & Pick-up Form – parents can opt to allow their child to leave with any adult (or transport themselves – walk home, take the bus, etc), or they can designate specific people who are authorized to pick up their child at the end of a program. If the parent requests that we monitor who the participant leaves with, Mountaineers staff and volunteers must ensure (and may check ID) that we release Explorers only to those people designated on the child's drop-off & pick-up form.
- Drivers for Trips Form: On this form, parents acknowledge that we facilitate carpools to trailheads or other program locations. Parents can choose to allow their child to ride with any volunteer or staff member, or they can choose to list drivers their child may not ride with, or they may

choose to list an exclusive list of drivers that their child can ride with. Mountaineers staff and volunteers must ensure that we abide by these requests.

- Special Circumstances: Parents list any confidential circumstances or needs their child has. Parents also specifically designate who this information may be disclosed to, and it is critical that our staff and volunteers honor those requests.
- Disaster Preparedness Form: Parents list an out of state contact and any medical circumstances we may need to know in the event that we must care for their child for an extended period of time due to a natural disaster such as an earthquake.

It is important that Explorers leaders have read the forms submitted by the parents and file them in a way that they are accessible. The blank forms can be found at [www.mountaineers.org/explorersforms](http://www.mountaineers.org/explorersforms)

### **Health History & Medications**

All participants must have on file a medical history current within two years.

Program leaders must have a “permission to treat” form for each participant, signed by the participant’s parent/guardian, with them or accessible on site.

Youth prescription medications must be discussed with the program leaders and accompanied with Doctor’s orders. It is imperative that program leaders know what medications are present, what the appropriate dosage is, and the effects of not taking the medication, the effects of overdose and the potential side effects of the medication. If the participant self-administers the medication, we must have written permission from the parent.

Controlled medications (federally listed controlled substances which includes any potentially addictive substance such as codeine, oxycodone, Adderol, Ritalin, Xanax, Ativan and others) and the accompanying Mountaineers Medication Administration form must be kept with Mountaineers adult staff or volunteers in secure storage and administration must be supervised by Mountaineers staff or volunteers. Time and dosage must be logged.

Hypodermic needles that are required for medical administration and the accompanying Mountaineers Medication Administration form must be kept with

Mountaineers adult staff or volunteers in secure storage and administration must be supervised by Mountaineers staff or volunteers. Exception: EpiPen auto-injectors may be carried with the youth to whom it is prescribed.

Diabetes monitoring plans must be discussed in detail and presented in writing to Mountaineers staff and volunteers, signed by the participant's parents, even if the youth self-monitors. Plan must include daily routine, possible complications, signs and symptoms and appropriate response.

### **Special Circumstances**

Many youth have life situations that may impact their participation in Mountaineers programming. These situations may be medical, physical, dietary, religious, emotional, family-related, school-related or trauma-related. In order to best serve each youth, we request that parents/guardians share this information with us on a "Special Circumstances" form.

Special Circumstances forms will not be shared with anyone other than the program leader(s) without specific consent from the parent/guardian.

We will make every effort to accommodate any needs associated with a youth participant's special circumstances. If a program is such that special accommodations are not practical, Mountaineers Staff and/or Volunteer Leaders must communicate this to the family in advance of the program, so that they can decide whether or not to participate.

### **Privacy, Confidentiality and Disclosure**

In each program, Youth Leaders must exercise careful judgment about the disclosure of health and special circumstance information.

Youth health and special circumstance information should not be shared with anyone—other leaders, other participants, youth or adults, without prior consent from the family.

In many cases, disclosure is not necessary for the safety of the program. In the event that disclosure is necessary for safety reasons, youth and parents must be notified in advance, and caution must be exercised to ensure that only those *needing* the information are given the information.

### **Dealing with the Public**

Most Mountaineers programs happen on public land, which means we are often sharing the land with other recreationists. These other recreationists are often



people we don't know. They have not been background checked, and we have no knowledge of their outdoor skills or whether they are able to act safely and responsibly in the presence of other groups. In many cases, the presence of others is a non-issue. However, plenty of us have stories of difficult or dangerous situations that arose due to another party's behavior. Here are some ways to deal with this:

First and foremost, it is important that we are prepared to be safe, responsible and respectful outdoor citizens. This means:

- Ensure all participants (including youth and adults) agree upon and understand the plan for safe travel.
- If horseplay is a part of your program (eg. Water fights while rafting) be sure it is done in a designated time and space so that it doesn't create a prolonged atmosphere of chaos, and to not disturb other visitors.
- Role model, teach, and expect all participants to treat other visitors with respect by stepping to the side of the trail to let them pass, keeping voices at a reasonable volume, and respecting quiet hours at public campgrounds.
- When sharing recreation facilities such as crags or small public picnic areas, Mountaineers Leaders should approach other parties (groups or individuals) to find out what their plan is and establish how they can both share the facilities. Mountaineers leaders should make specific efforts not to monopolize an area.

In public places, establish your group's area and stay together as much as possible. Most unwelcome encounters can be avoided by the way you physically position your group.

If someone not connected to your group begins talking with a youth, leaders must call that youth over to the group. This removes the youth from the situation. If removing the youth doesn't work/the stranger is persistent, one adult must remove the group and engage them in an activity while another adult talks with the stranger.

### **Overnight Programs**

Overnight Programs are opportunities to provide deeper meaningful wilderness experiences for youth. They can provide greater learning opportunities, friendships

through common experiences, and memories that last forever. However, overnight programs also require an additional layer of risk management. Supervision is trickier when everyone is asleep, and personal activities surrounding bedtime, such as changing and personal hygiene, need to be supervised safely and respectfully.

During an overnight program youth should not share sleeping quarters with adults unless:

- The adults are the legal parents/guardians or siblings of that youth.
- The sleeping quarters have individual beds, such as in a cabin or yurt.

Sleeping quarters (especially a tent situation) should be designed and programmed for appropriate supervision. Youth should generally be in tent groups of 3 or more, which creates group accountability and “crowd supervision”. In some cases, it may be appropriate for youth to sleep in solo tents. Tent groups of two should be avoided or treated as a last resort option because it creates an environment that enables bullying, abuse or otherwise inappropriate behavior. Adult tents (and other sleeping quarters) should be positioned in a way that adults can be accessed by youth in the middle of the night, and so that they can provide adequate supervision.

Specific nighttime bathroom procedures must be communicated before dark on the first night. Suggestions include:

- Ensuring everyone knows how to get to the bathroom and knows not to leave their sleeping quarters without a light source and/or whistle
- Leaving a personal backpack in a designated area to identify that the bathroom is in use and by whom.
- Identifying areas of hazardous terrain to be avoided at night (eg. Stream crossings)
- Encouraging youth to wake an adult (and who to wake) should they need anything.
- Ensuring all youth have working light sources and whistles should they get lost on their way back from the bathroom.

## On the Trail

When hiking or traveling on a trail, it can be difficult to supervise a group of youth who travel at different paces. Some tips for success:

- Be sure to review/teach trail etiquette and safety before heading out on trail. This includes Leave No Trace principles, scheduled water breaks, and specific hazards of the trail.
- Designate a “lead” and a “sweep”. These can be youth or adults. Let youth know they must stay behind the “lead” at all times, and if they get in front of the “lead”, they will be asked to go back and walk with the “sweep”.

## At the Crag

Crags pose some unique safety hazards that leaders must acknowledge and address:

- Potential for natural rock fall.
- Potential for human-initiated rock fall.
- Narrow crag bases.
- Every adult who is belaying a participant is one less adult to problem-solve when a difficult situation arises.

These safety hazards can be minimized through smart programming:

- Ensure that there is one helmet per person at the crag *before you arrive* to avoid the need to “share” helmets.
- Designate a “helmet zone” and require that all participants and leaders wear helmets in this area at all times.
- Teach rock safety *before* arriving at the crag. This includes what to do when someone yells “rock”, etiquette when walking around belayers, where packs will be placed, and any potential hazards of the particular site (snakes, cliffs etc).
- Ensure that one adult is a “rover” at all times, not on belay.

## Chaperones

On all of our trips, parents and sponsoring adults act as chaperones. Chaperoning a trip is fun and does not require technical skill, though it can be an opportunity to learn and play alongside the kids. Chaperones have several responsibilities:

Drive: Most of our trips happen outside of Seattle and we rely on chaperones to drive youth and/or gear. Chaperones will be reimbursed at a rate of \$.24/mile. When driving youth, whether to/from the Program Center or to/from a campground, it's important all youth are accounted for before *any* drivers leave.

Transportation Policies: All adults driving youth as part of a Mountaineers program must be at least 21 years old, carry a valid US Drivers License, carry a minimum of \$300,000 in auto insurance, and have a driving history free of major violations. The Mountaineers will keep copies of drivers licenses, insurance policies and driving record on file.

Note: To purchase a driving record, visit <https://fortress.wa.gov/dol/dsdiadr/>. The process takes less than 5 minutes to complete. On the last screen, be sure to request an emailed record. Forward that email to [joshg@mountaineers.org](mailto:joshg@mountaineers.org) who will file the driver record and reimburse the cost for the driving record.




## PURCHASE A Driving record

### Select record type:

- Noncommercial insurance \$13  
To get or renew auto insurance.
- Commercial driving insurance \$13  
To get or renew commercial auto insurance.
- Life insurance \$13  
To get or renew life insurance.
- Employment \$13  
Used to determine if a driver should be employed.
- Volunteer \$13  
Used to determine if a volunteer meets the criteria to drive a vehicle for an organization.
- School bus driver \$13  
Used to determine if a driver should be employed to drive a school bus.
- Complete \$13  
Can only be requested by the driving record owner.  
It only shows what we're required, by law, to keep on your record for a specific period of time.

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When transporting youth, all laws must be followed without exception. This includes speed limits, seatbelt laws, and not using cell phones unless pulled over in a safe location. Vehicles transporting youth must have current registration. 12-passenger and 15-passenger vans are not approved means of transportation. Vehicles transporting youth must have one working seatbelt per passenger.

When driving more than 2 hours, *one* of the following conditions must be met:

- Driver must not have participated in more than 6 hrs of activity prior to driving.
- At least two drivers over the age of 21 must be in the car, and switch driving at minimum every 90 minutes.

If neither of the above conditions can be met, driver MUST stop driving to rest for a minimum of 20 minutes at least every 90 minutes.

Attendance check: Chaperones will receive a list of trip participants ahead of time, and will share in the responsibility for knowing where all participants are at all times.

Supervise prep work: As participants arrive, help ensure they have the gear they need, listed on the trip sheet. Help to facilitate the packing of cars and group gear. On multiday trips, there is prep work to be done for meals and for each day. We need chaperones to help facilitate this.

Supervise clean-up: When we return to the program center after a trip, there may be personal gear to be sorted out and group gear to be put away. During multiday trips, there is clean-up to be done after each meal as well as at the end of each day. We need chaperones help with both of these things.

Other: Chaperones are usually welcome to participate in whatever activity is happening – whether it’s a skills session or an outdoor adventure. This is not a requirement unless the chaperone is also a leader.

In some cases (such as a backpacking trip), chaperones may double as leaders.

## **Instructors**

Skills instructors must meet the minimum requirements for instructing at that level within The Mountaineers. For example, Basic Alpine Climbing skills are taught by instructors who have finished the Basic Alpine Climbing Course. All skills instruction is overseen and vetted by a lead instructor who meets the minimum standards within The Mountaineers.

Instructors will receive an email detailing the subject to be covered and the plan for the day. Instructors will also receive a brief profile on the group they’ll be teaching, and the name of the Lead Instructor for the day. When instructors arrive, they should check in with the lead instructor, help to set up, and plan to spend most of their time *mentoring* older youth to teach younger youth.

Lead Instructors: Lead Instructors will receive an email detailing the plan for instruction, profiles of the youth attending, and a list of the other instructors who will be helping. The Lead Instructor’s main job is to manage a safe environment, ensure instruction is within Mountaineers minimum standards, and report back to Explorer staff leadership about how each student is progressing towards mastery of

the skills being taught.

### **Leaders and Assistant Leaders**

All of our technical trips require a leader who has been vetted by The Mountaineers to be present, leading, teaching and overseeing activities. Leaders will receive an email detailing the plan for instruction, profiles of the youth attending, and, where relevant, a list of the other leaders and assistant leaders who will be helping.

Leaders will work together with Mountaineers Staff to develop a specific plan for the day.





# Pioneers Handbook

## For Youth, Parents, and Volunteers

Revised June 2016



## Code of Conduct

Mountaineers activities are “Challenge-by-choice.” Each member has the opportunity to challenge themselves in new ways, learn new skills, and try new things. Recognizing that we all have areas of comfort and discomfort, members are encouraged to challenge themselves in a way that is appropriate for them. We all have different skills to offer, and we have a responsibility to provide a supportive learning environment for one another.

*Maintain a safe and respectful environment.* Pioneer members are expected to treat others with kindness, respect those talking and/or teaching, and make sure they are keeping themselves safe and helping others stay safe.

*Be an active participant.* Members are expected to participate as much as possible and try new things.

## Participant Commitment

Pioneers is a year-round program that is not only a fun way to spend time outside, but also relies on the community formed among the members to be successful. *To get the most out of this program, participants and parents should plan ahead for Pioneers trips and meetings, which are typically listed on the Pioneers calendar months in advance.*

### **Trip Attendance**

Trip attendance is not required. However, participants *must* sign up in advance (by the date stated by the trip leader) for a trip in which they choose to participate. Last minute cancelations are generally unacceptable, though we understand things come up and people get sick. Canceling after sign-up has closed on more than 2 trips will put a participant’s membership at risk.

### **Community**

Above all, Pioneers is a community of young people and families who love the outdoors. With up to 30 members, each person inherently finds folks they connect with more than others, and there is plenty of down time on our trips and before and after meetings to catch up with those people. We also expect all of our members to contribute to and be a part of our whole community. This means getting to know members you may not know as well, being a part of the group during campfires, meetings, etc., and offering to help others if needed.

## Parent/Sponsoring Adult Commitment

### Pioneers Handbook

Parents are expected to read and understand the Pioneers Handbook, and support and encourage your participant's commitment and participation.

### Communications

Parents are expected to make sure they are in frequent communication with staff via email. Parents are encouraged to check the website frequently, and/or check the calendar.

### Chaperone/Driver

We understand that every family has different commitments and ability to help with Pioneers. While chaperoning and driving is not a requirement, we could not run outings without parent drivers. We encourage parents to review the schedule and sign up to help with driving and chaperoning as much as possible.

### How It All Works

Calendar and Registration: The Pioneers calendar follows the school year calendar – September through July. We encourage prospective members to join a September outing before signing up for the program. Program registration is available in September and January.

Age Restrictions: Pioneers is for youth ages 8-9. In order to enroll, youth must turn 8 by January of the school year in which they join.

Fees and What they Cover: Pioneers fees include: transportation to and from outings, parking fees (like USFS passes, sno-park passes), instruction, breakfast and dinner on overnight trips (participants bring their own lunch), equipment use (tents, snowshoes, harnesses, helmets, etc) campground fees and staff coordination, oversight and supervision.

Other Expenses: In most cases, families will not incur any extra expenses. On occasion we may stop for dinner on the way home from a trip, so bringing some spending money is a good idea. Trips that use contracted services with a per-person fee will cost extra for participants. For example, renting kayaks, hiring a rafting company, or renting cross-country skis. Other per person fees like ski trail passes or staying in a youth hostel will also cost extra for participants.

### How Trips Work

Trips are coordinated either by the Pioneers Coordinator or by a volunteer. The Trip Coordinator will get necessary permits and reserve campgrounds if needed, plan

the itinerary, complete the trip sheet to give to all participants, arrange for group gear and arrange meals for overnight programs. Trip Coordinators will also help arrange carpools. Trip Coordinators should submit receipts for meals, campgrounds and any necessary supplies for reimbursement. Participants bring their own lunches, but breakfasts and dinners are prepared as a group, and the Trip Coordinator will assign youth to help with tasks around camp. Participants are expected to help carry group gear (ropes, anchors, stoves, tents, etc).

### **Families**

While Pioneers is a program geared towards youth ages 8-9, we welcome parents and/or siblings to join our trips. When siblings come, parents must accept full responsibility, and understand that Pioneers members will have first priority in participating in activities, and we will encourage siblings to participate if equipment and time allow. Our hikes will be geared toward a 8-9 year-old pace. Parents are welcome to bring younger siblings, but must accept responsibility for siblings if they cannot keep up. Older siblings are welcome to come and act as “helpers”, unless they are a disruption. Mountaineers Staff may designate some outings as “Pioneers-only” if they feel it is necessary for safety reasons. Registration priority will go to Pioneers members, so staff may ask parents to wait until a certain date to register siblings to give Pioneers a chance to register first.

ALL FAMILY MEMBERS who plan to attend a trip must register on the website, so that we have an accurate head count. Parents should sign up as “assistant leaders”. Siblings will need to be manually added by staff, so parents will need to notify staff by email if a sibling is coming.

### **Friends**

Pioneers members are welcome to bring a friend aged 8-9 on a trip, following the same guidance as above for families. Friends must sign up for a Guest Family account, complete all youth paperwork, and Pioneers members will need to notify staff so that they can be manually added to the roster. In keeping with our guest policy, friends may only participate in two activities, after which they are welcome to join Pioneers.

### **Carpooling**

While we do not arrange transportation for youth to and from The Mountaineers Program Center (or other designated meeting place), we do encourage carpooling. When you register, we will ask you to fill out a carpooling form. We encourage families to carpool to and from meetings and trips.

## **Trip Communication and Registration**

All Pioneers trips will be posted online as activities within Pioneers. Trips will be posted with an allotted number of slots for youth as well as volunteers. Each trip will include a trip sheet, created by the youth leader(s) of the trip. A draft trip sheet will be posted online when registration opens, and a final trip sheet will be posted online when registration closes.

Note: Trip sheets will list departure time and *approximate* return time. Because every trip has many variables (such as weather, traffic, etc), we list a target return time, and notify parents when we have a better estimate of our exact return time. Typically, youth call parents when we are approximately 1 hour away from Seattle. If we predict that we will be *much earlier* or *much later* than listed on the trip sheet, we will do our best to have youth call further in advance.

## **Trip Transportation**

We rely on chaperones to drive youth to and from our trips. When you register, you will be asked to give permission for your child to ride with other parent chaperones, and you will have an opportunity to list any parents you do not feel comfortable allowing your child to ride with. This information will be kept confidential.

## **Electronics**

Cell phones, music and video games are typically not a part of the Pioneers program. They detract from the wilderness experience and from the community. Youth are encouraged to leave all electronics out of sight (or at home) during Mountaineers programs. Youth who choose to use cell phones for pictures or music to fall asleep to may do so as long as it creates no disruption of the wilderness experience for others. The Mountaineers is not responsible for any lost, stolen or damaged electronics.

## **Weapons**

Weapons, which include knives with blades longer than 3", are never permitted on any Pioneers activity. Youth who are found with weapons will have the weapon confiscated by Mountaineers Staff and will be dismissed from the program without refund. Youth dismissed from the program for possession of a weapon may return the following year on a probationary basis.

## **Drugs, Alcohol and Tobacco**

Drugs (including marijuana), alcohol, and tobacco are never permitted on any Pioneers activity. Youth who have or are under the influence of these will be sent home immediately and dismissed from the program without refund. Youth

dismissed from the program for possession of drugs, alcohol or tobacco may return the following year on a probationary basis.

### **Medication**

Medication prescribed by a licensed medical professional must be reported to The Mountaineers using the Mountaineers Medical Administration Form. This information will be shared with chaperones who are leading any trip that the youth is participating in. If the doctor does *not* authorize the youth to self-administer, the medication will be kept with adult chaperones, who will administer the medication according to the doctor's orders. All controlled medication must be stored with Mountaineers Staff or designated volunteer leaders. All medication must be current and kept in its original bottle.

Over-the-counter medication such as ibuprofen, allergy medication, antacids or topical antibiotics may be kept by youth participants in their personal first aid kits. These medications should be listed on the Mountaineers Medical Administration Form and kept in a clearly marked container with expiration date.

Mountaineers staff and volunteers may carry over-the-counter medication such as ibuprofen, allergy medication, antihistamine, antacids or topical antibiotics. Staff and volunteer leaders may provide these medications to youth as needed unless otherwise indicated on the youth's health form. All medication administration will be recorded in a notebook in the first aid kit.

### **Medical Clearance**

Pioneers members spend a lot of time in remote areas and on technical terrain, where group safety is paramount. In some instances, Mountaineers Staff may require medical clearance and/or instructions from a licensed medical professional in order for a youth to participate in the program. Examples include but are not limited to: injuries, surgery, eating disorders, psychological & nervous disorders, developmental disorders, heart conditions, diabetes. Mountaineers Staff will disclose this information only to the people who need to have it in order to maintain a safe environment. In some cases, Mountaineers Staff may, at their discretion, forbid participation on a trip if they feel the circumstances of the trip make it too difficult to safely manage the participant's medical needs or limitations.

# Master Packing List

A general outline of gear you'll need for a variety of trips. Always consult the Trip Sheet for your specific outing to make sure you have all of the necessary gear.

## 11 Essentials

- Food (plus extra just in case)
- Water (plus extra just in case)
- Extra clothes
- Shelter (emergency blanket)
- First Aid Kit
- Sunscreen, SPF lip balm & Sunglasses
- Map & Compass
- Repair kit (pocketknife, duct tape)
- Firestarter
- Headlamp/flashlight x2 (or one plus extra batteries)
- Whistle

## Day Trips

- Lunch
- Water bottles
- Day Pack
- Hiking boots
- Toilet paper/WAG bag

## Camping

- Breakfast/dinner food
- Stove & fuel
- Kitchen gear
- Mess kit
- Sleeping bag
- Sleeping pad
- Tent (with rain fly, ground cloth, stakes)
- Tarps
- Camp Shoes

- Toiletries

## Winter

- Skis, poles, ski boots
- Snowshoes

## Clothes

- Underwear
- Long underwear (top & bottom)
- Zipoffs/athletic pants
- T-shirts (non-cotton)
- RAIN GEAR- always
- Fleece/softshell pants
- Fleece/softshell/down heavy coat
- Liner socks
- Wool or fleece outer socks
- Warm hat
- Gloves
- Neck Gaiter/scarf
- Sun Hat
- Gaiters
- Bandanna/handkerchief

## Backpacking

- Water filter/iodine tablets
- Bearproof food containers or rope & bags for food hangs
- Overnight backpack
- Pack rain cover
- Trekking poles

## Rock Climbing

- Helmet
- Harness
- Rock Shoes
- Belay Device
- Carabiners (locking)
- Personal Anchor
- Webbing/runners
- Belay gloves
- Large Day Pack (that can hold your stuff plus a rope)

### **Glacier/Snow**

- Ice Axe
- Crampons
- Mountaineering boots/waterproof boots
- Harness
- Helmet
- Prusiks
- Hero Loop
- Rescue Pulley
- Runners (unsewn)
- Chest Harness
- Blue bag/WAG bag

### **Miscellaneous**

- Camera
- Book
- Playing cards/other games
- Swimsuit
- Bug repellent
- Watch
- Cell Phone
- Hand Warmers
- Money for food
- Clean Clothes for the car ride



## Trip Leadership in 8 Steps (For Parents/Volunteers)

### Step 1

Choose an activity (hiking, climbing, car camping, kayaking, skiing, snowshoeing, backpacking, mountain biking, paddle-boarding, rafting, etc.)

### Step 2

Choose a date (should be at least one month from now). As a trip leader, you should choose a date that works for you and your family. It's a good idea to pick two dates that work so you have a back-up if no chaperones are available or if the place you want to go to is booked on one of the dates.

### Step 3

Choose a location. If location is most important to you, you could choose the location first, then choose the date that works for that location.

### Step 4

Determine what the maximum number of youth participants and chaperones is. This might be dictated by land managers (USFS party size is 12), or by the number a volunteer leader has given you (climb leaders dictate their maximum number on a climb), or by campsite capacity, as examples. For day trips, we need a 1:4 adult: youth ratio so we can ensure enough drivers. Overall, we need 1:6. For example, a hike on USFS land would have a maximum of 9 youth and 3 chaperones

### Step 5

Email all of the above information to [margauxg@mountaineers.org](mailto:margauxg@mountaineers.org) at *least* 10 days before the outing (sooner is much better). Josh will email you as soon as the trip is posted online for registration.

### Step 6

Create a Trip Sheet and email it to the Explorers Coordinator *before* the meeting that precedes your outing (see blank trip sheet). They will email you as soon as the Trip Sheet has been uploaded to the website.

### Step 7

Register yourself, and send a link to your Trip Sheet and to the online registration to the Explorers Coordinator.

**Step 8:** Determine what information needs to be reviewed at the meeting preceding the outing, and contact the Pioneers Coordinator to get on the agenda.

## Resources for Trip Planning

### Useful Websites:

[www.wta.org](http://www.wta.org): to find trails you'd like to explore

[www.recreation.gov](http://www.recreation.gov): to find and reserve campgrounds.

[www.fs.fed.us/recreation/map/state\\_list.shtml](http://www.fs.fed.us/recreation/map/state_list.shtml) (scroll down to Washington): to find campgrounds in Forest Service Land that do not take reservations (includes campgrounds like Klipchuck and Lone Pine in the North Cascades). These are first-come first served campgrounds but are often a great choice.

[www.maps.google.com](http://www.maps.google.com): to calculate round trip distance

### The Mountaineers Book Store

There are lots of books you can browse through to find what you're looking for. Go to [www.mountaineersbooks.org](http://www.mountaineersbooks.org) to find something that might be useful. Your advisors can help you access the book you need.

# Trip Sheet Guide

## Trip name

## Trip Leader

**Purpose:** What are you going to do/learn on this trip? Is it a prerequisite for other trips? Include a “sales pitch” here. Convince people who’ve never done this activity to come.

**Chaperones/drivers:** Which advisors are coming on this trip? Are other adults welcome?

**Explorer members:** Who is this trip open to? Are there prerequisites? Is there a limit on how many can come?

**Tentative schedule:** Include the date of the trip

- When and where are you meeting in the morning?
- Plan on some time to gather gear and divide it into car loads, so don’t plan on leaving right when people show up
- Estimate the driving time—when will we get to the trailhead?
- Estimate a time for leaving that gives us enough time to drive home (stopping for dinner?) and still get home by a decent hour

**Driving directions:** for the chaperones. Google maps works okay, but try to look up the destination in guidebooks if it’s something past the main roads (Google maps doesn’t do very well on Forest Service roads and the like). Is there a parking fee or pass required?

**Trip cost:** most trips are included in monthly dues. Not included are extra accommodations (hostels, hotels), guide services (like raft guides) or equipment rentals. Those you would need to list the price for, and it would make for an additional fee for the trip.

**Gear to bring:** You don’t have to list every specific thing on here, go with general categories. Also make a note if The Mountaineers can supply gear (like harnesses and helmets) if people don’t have them. Remember group gear—make sure you know how many tents/stoves/etc you’ll need and who can bring them. Use the master packing list on the website to help you think of everything. Think about:

- Clothes—warm clothes? Rain gear?
- Shoes—hiking boots? Rock shoes?
- Technical equipment—rock climbing gear? Other gear?
- Food—which meals are bring-your-own and which are group meals?
- Money for dinner if you’re stopping on the way back, and how much (estimate)

**Notes:** Anything else special about the trip? This might include chaperone fees. Normally, chaperones don’t pay for outings. However, if there are certain per-person expenses (i.e. raft guide services or overnight accommodations like cabins), or if food costs will be especially high, chaperones may have expenses to pay. You can also note if this is designed as a skill-building trip or simply a fun outing

# Volunteers

Pioneers rely on volunteers to provide our youth participants with the best possible mentorship to help them develop technical skills, leadership skills and competence in the outdoors. All volunteers play a vital role in the success of our program.

THANK YOU for volunteering!

## Food

During day trips, please bring your own lunch. During overnight trips, we will feed you breakfast and dinner. Please bring your own lunch.

## Camping

We welcome volunteers to join us at our campsite! You are welcome to hang with the kids, spend time with the other adult volunteers, or hang out by yourself.

## Dogs

There are some Pioneers trips where volunteers' dogs are okay to come and others where dogs are not appropriate for a variety of reasons. If you wish/need to bring your dog, please check with the staff first.

## Things to Know

We have a strict “no drugs, alcohol, or tobacco” policy that we ask all volunteers to follow while you're volunteering. This includes at the campsite.

Please use appropriate language and keep comments and stories “PG”, even if you are only talking to other adult volunteers. We are committed to a diverse and inclusive program. This means that we welcome participants and volunteers of all backgrounds, religious beliefs, ethnicities, vocations, family models and lifestyles. We ask that volunteers, including parents, acknowledge this diversity and refrain from conversations that may be perceived as offensive to others.

## Forms and Paperwork

Every Pioneers Youth must have on file our standard Health and Permission to Treat Form, as well as any pertinent medication authorization forms (including permission to apply sunscreen). Other forms we require for Pioneers include:

- Health and Permission to Treat Form – parents give basic medical history for their child, including red flags and allergies, and sign a statement granting health care providers permission to treat the child in an emergency even if we cannot reach the parents. **It is important that this**

**form is quickly accessible to hand to a medical professional should an accident or injury occur.**

- Youth Programs Waiver, including photo release
- Drop-off & Pick-up Form – parents can opt to allow their child to leave with any adult (or transport themselves – walk home, take the bus, etc), or they can designate specific people who are authorized to pick up their child at the end of a program. If the parent requests that we monitor who the participant leaves with, Mountaineers staff and volunteers must ensure (and may check ID) that we release Pioneers only to those people designated on the child’s drop-off & pick-up form.
- Drivers for Trips form – On this form, parents acknowledge that we facilitate carpools to trailheads or other program locations. Parents can choose to allow their child to ride with any volunteer or staff member, or they can choose to list drivers their child may not ride with, or they may list an exclusive list of drivers that their child can ride with. Mountaineers staff and volunteers must ensure that we abide by these requests.
- Special Circumstances – parents list any confidential circumstances or needs their child has. Parents also specifically designate who this information may be disclosed to, and it is critical that our staff and volunteers honor those requests.
- Disaster Preparedness Form – parents list an out of state contact and any medical circumstances we may need to know in the event that we must care for their child for an extended period of time due to a natural disaster such as an earthquake.

It is important that Pioneers leaders have read the forms submitted by the parents and file them in a way that they are accessible. The blank forms can be found at [www.mountaineers.org/pioneersforms](http://www.mountaineers.org/pioneersforms).

## **Chaperones**

On all of our trips, parents and sponsoring adults act as chaperones. Chaperoning a trip is fun and does not require technical skill, though it can be an opportunity to learn and play alongside the kids. Chaperones have several responsibilities:

Drive: Most of our trips happen outside of Seattle, and we rely on chaperones to drive youth and/or gear. Chaperones will be reimbursed at a rate of \$.24/mile.

Note: when driving youth, whether to/from the Program Center or to/from a campground, it’s very important all youth are accounted for before *any* drivers leave.

**Transportation Policies:** All adults driving youth as part of a Mountaineers program must be at least 21 years old, carry a valid US Drivers License, carry a minimum of \$300,000 in auto insurance, and have a driving history free of major violations. The Mountaineers will keep copies of drivers licenses, insurance policies and driving record on file.

**Note:** To purchase a driving record, visit <https://fortress.wa.gov/dol/dsdiadr/>. The process takes less than 5 minutes to complete. On the last screen, be sure to request an emailed record. Forward that email to [joshg@mountaineers.org](mailto:joshg@mountaineers.org) who will file the driver record and reimburse the cost for the driving record.



## PURCHASE A Driving record

### Select record type:

- Noncommercial insurance \$13  
To get or renew auto insurance.
- Commercial driving insurance \$13  
To get or renew commercial auto insurance.
- Life insurance \$13  
To get or renew life insurance.
- Employment \$13  
Used to determine if a driver should be employed.
- Volunteer \$13  
Used to determine if a volunteer meets the criteria to drive a vehicle for an organization.
- School bus driver \$13  
Used to determine if a driver should be employed to drive a school bus.
- Complete \$13  
Can only be requested by the driving record owner.  
It only shows what we're required, by law, to keep on your record for a specific period of time.

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When transporting youth, all laws must be followed without exception. This includes speed limits, seatbelt laws and not using cell phones unless pulled over in a safe location. Vehicles transporting youth must have current registration. 12-passenger and 15-passenger vans are not approved means of transportation. Vehicles transporting youth must have one working seatbelt per passenger.

When driving more than 2 hours, *one* of the following conditions must be met:

- Driver must not have participated in more than 6 hours of activity prior to driving.
- At least two drivers over the age of 21 must be in the car, and switch driving at minimum every 90 minutes.
- If neither of the above conditions can be met, driver **MUST** stop driving to rest for a minimum of 20 minutes at least every 90 minutes.

Attendance check: Chaperones will receive a list of trip participants ahead of time, and will share the responsibility for knowing where all participants are at all times.

Supervise prep work: As participants arrive, help ensure they have the gear they need, listed on the trip sheet. Help to facilitate the packing of cars and group gear. On multiday trips, there is prep work to be done for meals and for each day. We need chaperones to help facilitate this.

Supervise clean-up: When we return to the program center after a trip, there may be personal gear to be sorted out and group gear to be put away. During multiday trips, there is clean-up to be done after each meal as well as at the end of each day. We need chaperones' help with both of these things.

Other: Chaperones are usually welcome to participate in whatever activity is happening – whether it's a skills session or an outdoor adventure. This is not a requirement unless the chaperone is also a leader.

In some cases (such as a backpacking trip), chaperones may double as leaders.

## **Instructors**

Skills instructors must meet the minimum requirements for instructing at that level within The Mountaineers. For example, Basic Alpine Climbing skills are taught by instructors who have finished the Basic Alpine Climbing Course. All skills instruction is overseen and vetted by a lead instructor who meets the minimum standards within The Mountaineers.

Instructors will receive an email detailing the subject to be covered and the plan for the day. Instructors will also receive a brief profile on the group they'll be teaching, and the name of the Lead Instructor for the day. When instructors arrive, they should check in with the lead instructor, help to set up, and plan to spend most of

their time *mentoring* older youth to teach younger youth.

### **Lead Instructors**

Lead Instructors will receive an email detailing the plan for instruction, profiles of the youth attending, and a list of the other instructors who will be helping. The Lead Instructor's main job is to manage a safe environment, ensure instruction is within Mountaineers minimum standards, and report back to Explorer staff leadership about how each student is progressing towards mastery of the skills being taught.

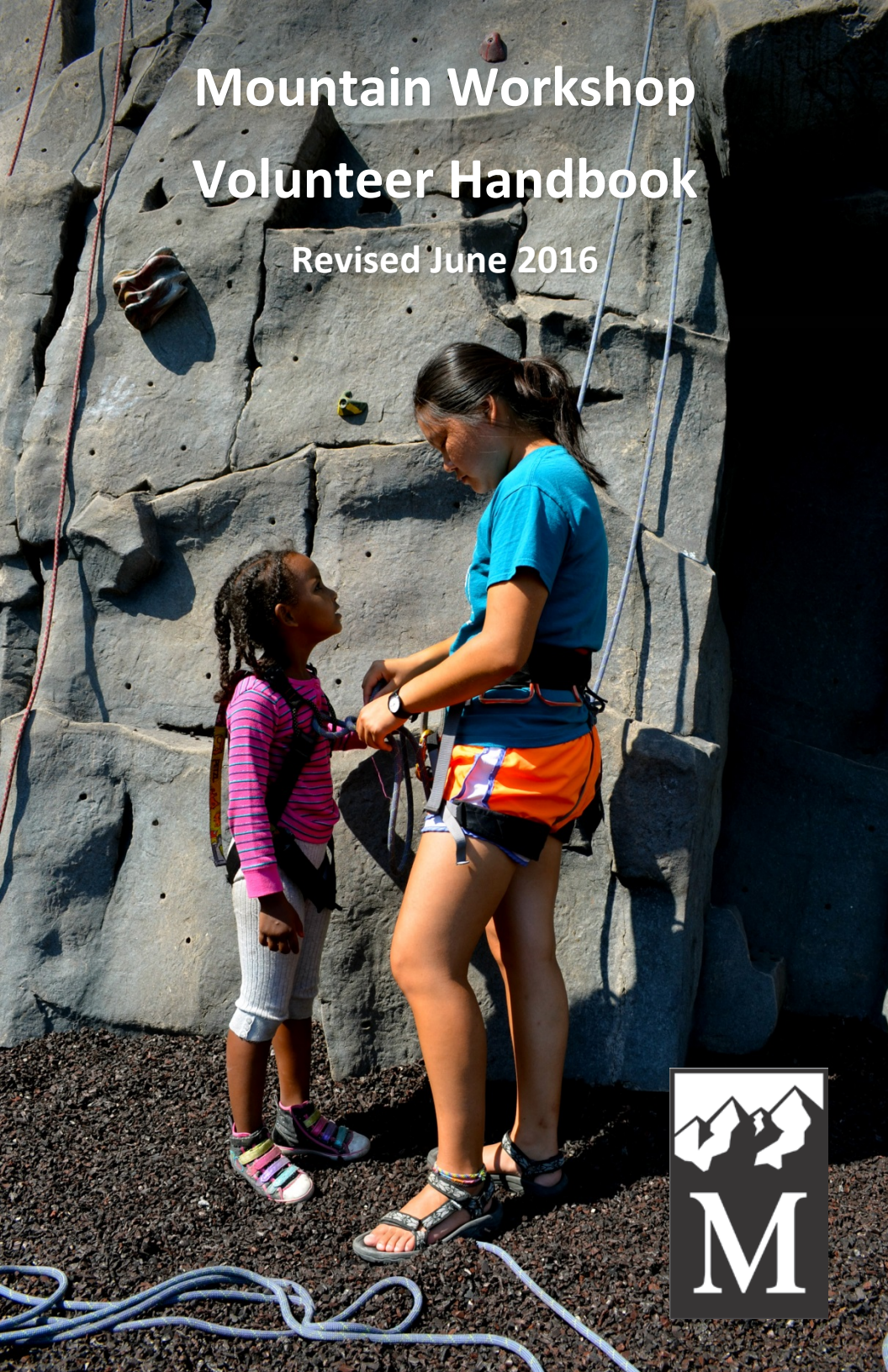
### **Leaders and Assistant Leaders**

All of our technical trips require a leader who has been vetted by The Mountaineers to be present, leading, teaching and overseeing activities. Leaders will receive an email detailing the plan for instruction, profiles of the youth attending, and, where relevant, a list of the other leaders and assistant leaders who will be helping. Leaders will work together with Mountaineers Staff to develop a specific plan for the day.



# Mountain Workshop Volunteer Handbook

Revised June 2016



## **About Mountain Workshops**

Our Mountain Workshops are programs we run with other youth serving agencies in Western Washington. It's important to create a strong lasting relationship with all of the groups that come to our programs. Here are some tips and tricks for a successful partnership

### **Working with Partner Agencies**

- Recognize many of these youth have never had the opportunity to climb, or have the transportation to leave city limit, have never been in snow before, so explain the basics: safety, snow conditions, wild life, etc.
- Explain what the noises they are hearing are, and why they aren't dangerous : i.e. the chains in the indoor climbing wall make a lot of noise and scare kids, ropes moving over holds and bolts do the same thing.
- Language barriers—sometimes it takes longer to explain things to youth when English is not the first language — but it's important to treat youth with respect, not belittle them or talk down to them. Be patient, don't yell at them because you think they don't understand, ask questions, and be excited to build an awesome diverse community of people who are enjoying the outdoors!

### **Map Fund—Financial Assistance and Transportation Subsidy**

Our goal with our Mountain Workshops is to provide access to the wilderness to as many youth as possible in Western Washington. We recognize that transportation and funding limits which groups are able to come to our programs, so we have a financial aid program for any group that needs it.

### **Ensuring success during a program for both participants and group leaders**

- Make the program fun (and safe!)
- Explain technical systems to youth (climbing, chains, noise)
- Empower youth to learn (tie knots, teach, belay)
- Give leaders opportunities to participate (keep them engaged)
- Check in with leaders (explain their role, and support)
- Have group leaders split groups up beforehand

## **Roles and Responsibilities**

### **Program Leader**

The Program Leader may be Mountaineers Staff or a Branch Volunteer. This is the person who sets up the program with the partner agency, manages the agreement and develops the curriculum. The Program Leader is the “go-to” for the program.

### **Partner Agency Contact**

The Partner Agency Contact is the person at the partner agency who sets up the program with The Mountaineers, manages the agreement and helps to develop the curriculum. This person communicates their program goals to the Program Leader so that we can create a program that best meets their needs.

### **Chaperones**

In most cases partner agencies are required to provide 1 chaperone per 10 students. The chaperones are the primary supervisors of the youth participants—they are responsible for behavior management, helping youth with lunches, supervising bathroom runs, etc. In cases where youth in the program are highly traumatized or have developmental disabilities, partner agencies are expected to provide trained chaperones (social workers, therapists, paraprofessionals)

### **Instructors**

Instructors are typically Mountaineers volunteers, occasionally with staff support. Mountaineers Instructors are responsible for teaching curriculum and maintaining a safe environment. They are responsible for ensuring youth participants and chaperones understand safety rules and precautions, and for teaching safe practices.

## **Policies**

### **Electronics**

Cell phones, music, and video games are typically not a part of Mountain Workshops. They detract from the wilderness experience and from the community. Youth are encouraged to leave all electronics out of sight (or at home) during Mountaineers programs. Youth who choose to use cell phones for pictures may do so as long as it creates no disruption of the wilderness experience for others. The Mountaineers is not responsible for any lost, stolen or damaged electronics.

## **Weapons**

Weapons, which include knives with blades longer than 3", are never permitted on any Mountain Workshops activity. Youth who are found with weapons will have the weapon confiscated by Mountaineers Staff and will be dismissed from the program without refund.

## **Drugs, Alcohol and Tobacco**

Drugs (including marijuana), alcohol and tobacco are never permitted on any Mountain Workshops activity. Youth who have or are under the influence of these will be sent home immediately and dismissed from the program without refund.

## **Medication**

Any medication administration for youth in Mountain Workshops will be handled by the chaperones in the partner agency.

# **Volunteers**

Mountain Workshops rely on volunteers to provide our youth participants with the best possible mentorship to help them develop technical skills, leadership skills and competence in the outdoors. All volunteers play a vital role in the success of our program. THANK YOU for volunteering!

## **Food**

Volunteers should plan to bring their own lunches and snacks.

## **Dogs**

Dogs are not allowed at any Mountain Workshops activity.

## **Drugs**

We have a strict "no drugs, alcohol, or tobacco" policy that we ask all volunteers to adhere to while you're volunteering.

## **Language**

Please use appropriate language and keep comments and stories "PG", even if you are only talking to other adult volunteers. We are committed to a diverse and inclusive program. This means that we welcome participants and volunteers of all backgrounds, religious beliefs, ethnicities, vocations, family models, and lifestyles. We ask that volunteers and staff acknowledge this diversity and refrain from conversations that may be perceived as offensive to others.

## **Qualified Youth Leader**

All Mountain Workshops volunteers must be Qualified Youth Leaders. To do this, visit [www.mountaineers.org/QYLtraining](http://www.mountaineers.org/QYLtraining).

## **Planning and Arrival**

Volunteers should register as an instructor on our website. You will receive an email from the activity leader in advance of the program, confirming your availability and providing any details about timing and what to bring. In general, volunteers arrive 30 minutes before the kids and receive an orientation from the activity leader. Because every group serves a unique population and comes with different goals and expectations, the activity leader will provide some background and help volunteers understand who the kids are and how best to support their learning.

## **Photo Policy**

Because some families prefer not to have photos of their children publicly available, and because some of the youth in our programs come from unstable home situations, we need to be sensitive about not posting photos in public forums. It's important that photos ONLY be shared with the group participants and Mountaineers Staff. Mountaineers Staff will only use photos of youth whose parents have granted permission to use their photos.

## **Outdoor Mountain Workshops Special Safety Considerations**

Many of our Mountain Workshops are run off site at local outdoor venues. These outings can include a trip to exit 38 to rock climb, a hike on the I-90 corridor and trips to parks in Seattle, or a snowshoe trip. These trips are an opportunity for groups to use the skills they learned with us at a program center in a wilderness setting.

## **Group Management**

Because participants are often unfamiliar with wilderness settings, it's important to be intentional about facilitating a safe environment, and helping kids feel comfortable. When you are on a hike, put someone at the front, middle and sweep. Create a common language, like "red light, yellow light, green light", when you need the group to stop. At the climbing area, make sure the group and gear is off the main path, and we are sharing ropes and rock with other people in the area.

## **Climbing**

Set a mandatory helmet zone where everyone (including adults) has to wear a

helmet. Usually this area includes the crag, and 30ft on either edge of the set climbing area. This helps protect participants from rock fall, or any head and neck hazards you could run into.

Often crags are not in an area that has good space to sit, or hang out. Point out potential cliffs or dangerous areas to walk. At exit 38, for example, there are many places a person could step off a cliff or ledge.

### **Hikes**

Make sure folks are wearing appropriate shoes, have at least one *full* water bottle, and someone in the group has snacks/lunch. Appoint someone to be the Toast Master, who stops the group at various times during the hike to assure people drink water (they make a toast to something and everyone takes a few sips of water).

The biggest injury on hikes are usually twisted ankles or scraped knees. Tell youth to watch where they are walking, avoid stepping on roots and loose rock, and be careful walking downhill.

Make sure the group is aware of how fast they are walking. You want to stick together as much as possible, which might be a challenge for people who walk at different speeds. A tip is to have the slowest person lead the group for a leg of the hike. You don't have to do this for the whole hike, but it gives everyone the opportunity to slow down (people often forget that the hike down and take just as much energy as the hike up). Bring an arsenal of games, and stop to play a game when kids are getting tired (camouflage, Minute Mysteries, etc.)

### **Chaperones**

Having an appropriate ratio of chaperones to students is especially important for these outings. Chaperones are really responsible for student behavior, and managing the group. As a facilitator/instructor you are responsible for managing the safety of the students in the activity they are doing. Chaperones should handle the bulk of any behavioral issue or group dynamic issue.

\*\* It's also important to know that many of the chaperones do not have any more experience with the outdoors than their youth, so while they are responsible for managing the youth, they might not be able to manage themselves. Be aware that you will also be teaching them many of the skills such as going to the bathroom in the wilderness, animals, bugs, and all of the things experienced outdoors people know.

## **Edibles**

Our policy is that unless you (the staff or volunteer) absolutely know what the fruit or edible is, then do not eat it. We suggest that you avoid eating anything in the wild with groups, as we don't want to encourage them to test the limits of the wilderness. During huckleberry season, or if there are other exciting opportunities to explore edibles, it's imperative to stress that many wild fruits are poisonous and kids should never eat anything unless an adult they trust knows it's safe.

## **Bathrooms**

Bathrooms are not available at most of the places we go (you may find a pit toilet at the trailhead). Make sure to communicate this with you group, as most often these groups have never had to use the bathroom in the wilderness.

\*Tip—bring toilet paper and hand sanitizer—also bring plastic bags so they can pack out the toilet paper.

## **Emergencies & First Aid**

Whether at a Program Center or outdoors, accidents can happen. At the beginning of a program, the Mountaineers Program Leader should identify a Mountaineers Instructor as the First Aid Lead, and another Mountaineers Instructor as the Group Management Lead. The Program Leader should also ask the Partner Agency Lead to be the 2nd First Aid Lead.

In the event of an emergency or injury, the Partner Agency Lead should assist the designated Mountaineers First Aid Lead to work directly with the youth involved in the emergency/injury. The designated Mountaineers Group Management Lead is responsible for helping the rest of the group stay safe and not get in the way of the emergency. The Mountaineers Program Leader will then triage and assign responsibilities as needed to address the emergency.

## Mountain Workshop Partners (Examples)

*Note: As each branch builds a new partnership, it's a good idea to make notes like these for reference for future volunteers and program leaders.*

### **John Muir Elementary School**

Who: 5th grade classes from JMES - 3 classrooms generally 23-27 students in each class. Culturally diverse, for over 50%, English is their second language

What Works: Program meets 3-4 times a year. Each trip they do something different. They love climbing, stewardship, and outdoor cooking. We always have teacher split the class into 2-3 groups, and this works really well.

What Doesn't Work: Trip to Camp Long - the waiver is too long for low ropes and they aren't able to get them done in time. Classroom visits are too short, and you have to stick with time schedule.

### 2013-2014 Schedule

October - Trip to Camp Long for climbing and low ropes

November - Trip to classroom to see climbing gear and review climbing commands

December - Trip to Mountaineers for climbing, first aid, and outdoor cooking

May - Seward Park trip for LNT/10 essentials, navigation, awareness trail and stewardship with Audubon

### Potential 2014-2015 Schedule

October - Trip to Camp Long for climbing, and portable elements and games (no low ropes so you don't have to do the longer paperwork)

November - Trips to classroom (stay same)

December - Trip to Mountaineers (stay same)

March - Classroom visit - 40 min presentation about native/invasives, Eco zones etc.

May - Seward Park trip

### **Bailey Gatzert Elementary School**

Who: 3rd - 5th graders from BG come 4-5 Saturdays throughout the school year.

This is a 3 way partnership with the Rotary Club of the International District. There will be at least one teacher who are the school liaisons.

What Works: 3 way partnership makes it easy to get volunteers to staff the program. Having a teacher act as the sign in/sign out/bus contact makes covering



liability easy. The program is relatively easy to run, just get the dates to the school ahead of time. We go into the classrooms two weeks before the program to get youth to sign up.

What Doesn't Work: The teachers who are the liaisons will not have decision making power.

### 2013-2014 Schedule

4 outings at The Mountaineers

1 outing : Hike/Snowshoe

### Potential 2014-2015 Schedule

Trip to Camp Long

Working with the Rotary Club: Though Rotary provides volunteers, they do not come with any liability - they become Mountaineers Qualified Youth Leaders for this program. We've had someone every year as the main contact, who gets in touch with other Rotary volunteers. They also give us a grant for the program.

### **Hope Place Shelter**

Who: Housing for previously homeless mothers and their children and recovery facility as well. They come 3-5 times a year. Sometimes they come with both moms and kids. This year they will also do a one week summer camp as well.

What works: The program generally works really well. The program leads are really interested in what we do and are consistently easy to work with. They are flexible if we need to change dates. We contact at the beginning of the season to set up dates. They also have vans, so they can drive for everything except the snow trip. We order a bus a bus for the snowshoe program.

What Needs More Work: We need to gather clothes, boots, warm layers, etc. Youth don't have appropriate clothes. Make sure you provide plenty of belayers for the climbing sessions.

### 2013-2014 Schedule

5 outings - 4 rock climbing and 1 snowshoe/hike outing. Most of these youth have never snowshoed before so be aware of the area you go in. Make sure that it's super safe.

## **Seattle World School**

Who: Seattle World School is Seattle Public Schools' culturally and linguistically diverse school for newcomer secondary students. It is one of only a few schools in the country designed as a preliminary entry point for immigrant children in their quest for academic achievement and full participation in American society. We work with 30 of their 18-20 year olds. Much like the Interagency program, we partner with Camp Long to do a 5 month progression program. In 2014, at any given time we had 10-14 different languages spoken. This was an awesome challenge, and the youth were really great.

What Works: The progression works really well! Getting them first comfortable with the idea of climbing and outdoor pursuits, and then going more into the facilitation side of outdoor ed worked well. Having translators there was definitely key.

What Doesn't Work: In general this program works really well. This was our first year running the program, so we are still in transition and working out the kinks. More communication with Camp Long is key, having clear roles and dates set in the contract.

How to Communicate: Our school contact, was really on top of things. An email a couple of weeks ahead of time to check in works well, and he usually already has all of the details worked out. Communicate often with Camp Long and make sure you both have roles and responsibilities clearly worked out in your contract.

### 2013-2014 Schedule

February - Mountaineers climbing day

March - Mountaineers belay day

April - Low challenge at Camp Long

May- Advance lows and Mt. Challenger at Camp Long

June - climbing outside at Mountaineers

# Mountaineers Summer Camp Volunteer Handbook

Revised June 2016



## Overview

The Mountaineers offers summer day camps at multiple locations. Each camp has a slightly different theme and schedule, but all of them enroll individual youth between the ages of 5 and 13. Youth sign up for a week at a time. It takes teamwork, flexibility, and clear roles to run Summer Camp successfully. Below you will find basic descriptions of the major roles of the camp staff. Because there are a variety of roles volunteers can play with summer camp, this handbook is designed to give an overview of important procedures for our camps. The camp director will orient volunteers to their specific roles and responsibilities.

## Roles

### **Camp Director**

The Camp Director is the direct supervisor of the Camp Coordinator, Summer Camp staff, and volunteers. This person will serve as the primary point of contact to Summer Camp families and will create the schedule and groupings for each week of camp. The Camp Director will also keep inventory of camp supplies and assist with any issues that arise during the camp day.

### **Camp Coordinator**

The Camp Coordinator will provide logistical support throughout the summer. This person will be responsible for managing camp supplies and curriculum materials, setting up the facility for daily activities, getting organized for the upcoming camp week, and filling in as needed to support camper groups.

### **Summer Camp Staff**

Summer Camp staff will lead each camp group and hold primary responsibility for the safety of their group. They will be the lead on teaching curriculum, setting behavior expectations, and monitoring transition times during the camp day. Staff should work with volunteers and find ways to use them to their fullest potential.

### **Volunteers**

The role of a volunteer is to support the Summer Camp staff by helping in a specific curriculum role (belaying, teaching how to use a camp stove, facilitating an art project, etc) or by working individually with campers who are having a difficult time, helping walk with the group between activities, and acting as a runner during the day (example: get more sunscreen from the supply room). Volunteers are encouraged to connect with campers and help each kid feel like part of the group.

## **Policies**

### **Electronics**

Cell phones, music and video games are typically not a part of the Summer Camp program. They detract from the outdoor experience and from the community. Youth are encouraged to leave all electronics out of sight (or at home) during Mountaineers programs. The Mountaineers is not responsible for any lost, stolen or damaged electronics.

### **Weapons**

Weapons, which include knives with blades longer than 3", are never permitted on any Summer Camp activity. Youth who are found with weapons will have the weapon confiscated by Mountaineers Staff and will be dismissed from the program without refund. Youth dismissed from the program for possession of a weapon may return the following year on a probationary basis.

### **Drugs, Alcohol and Tobacco**

Drugs (including marijuana), alcohol, and tobacco are never permitted on any Summer Camp activity. Youth who have or are under the influence of these will be sent home immediately and dismissed from the program without refund. Youth dismissed from the program for possession of drugs, alcohol or tobacco may return the following year on a probationary basis.

### **Medication**

Medication prescribed by a licensed medical professional must be reported to The Mountaineers using the Mountaineers Medical Administration Form. This information will be shared with chaperones who are leading any trip that the youth is participating in. If the doctor does *not* authorize the youth to self-administer, the medication will be kept with adult chaperones, who will administer the medication according to the doctor's orders. All controlled medication and medication requiring hypodermic needle administration (with the exception of Epipens which may be carried by the youth) must be stored with Mountaineers Staff or designated volunteer leaders. All medication must be current and kept in its original bottle.

Over-the-counter medication such as ibuprofen, allergy medication, antacids or topical antibiotics may be kept by youth participants in their personal first aid kits. These medications should be listed on the Mountaineers Medical Administration Form and kept in a clearly marked container with expiration date.

Mountaineers staff and volunteers may carry over-the-counter medication such as ibuprofen, allergy medication, antihistamine, antacids or topical antibiotics. Staff and volunteer leaders may provide these medications to youth as needed unless otherwise indicated on the youth's health form. All medication administration will be recorded in a notebook in the first aid kit.

### **Medical Clearance**

Summer campers spend a lot of time in outdoor areas and on technical terrain, where group safety is paramount. In some instances, Mountaineers Staff may require medical clearance and/or instructions from a licensed medical professional in order for a youth to participate in the program. Examples include but are not limited to: injuries, surgery, eating disorders, psychological & nervous disorders, developmental disorders, heart conditions, diabetes. Mountaineers Staff will disclose this information only to the people who need to have it in order to maintain a safe environment. In some cases, Mountaineers Staff may, at their discretion, forbid participation in an activity if they feel the circumstances of the trip make it too difficult to safely manage the participant's medical needs or limitations.

## **Volunteers**

Our summer campers rely on volunteers to provide the best possible mentorship to help them develop technical skills, leadership skills and competence in the outdoors. All volunteers play a vital role in the success of our program. THANK YOU for volunteering!

### **Food**

Volunteers should plan to bring their own lunches and snacks.

### **Dogs**

Dogs are not allowed at any Summer Camp activity.

### **Things to Know**

We have a strict "no drugs, alcohol or tobacco" policy that we ask all volunteers to adhere to while you're volunteering.

Please use appropriate language and keep comments and stories "PG", even if you are only talking to other adult volunteers. We are committed to a diverse and inclusive program. This means that we welcome participants and volunteers of all backgrounds, religious beliefs, ethnicities, vocations, family models, and lifestyles.

We ask that volunteers and staff acknowledge this diversity and refrain from conversations that may be perceived as offensive to others.

### **Qualified Youth Leader**

All Summer Camp volunteers must be Qualified Youth Leaders. To do this, visit [www.mountaineers.org/QLtraining](http://www.mountaineers.org/QLtraining).

### **Planning and Arrival**

Volunteers should register as an instructor on our website. You will receive an email from the camp director in advance of the program, confirming your availability and providing any details about timing and what to bring.

### **Photos**

Because some families prefer not to have photos of their children publicly available, and because some of the youth in our programs come from unstable home situations, we need to be sensitive about not posting photos in public forums. It's important that photos ONLY be shared with the group participants and Mountaineers Staff. Mountaineers Staff will only use photos of youth whose parents have granted permission to use their photos.

## **Procedures and Protocol**

At Summer Camp we take many precautions to ensure the safety of our campers. Below you will find descriptions of our procedures and protocol that help keep our campers safe and happy.

### **Forms and Paperwork**

Every summer camper must have on file our standard Health and Permission to Treat Form, as well as any pertinent medication authorization forms (including permission to apply sunscreen). Other forms we require for summer camp include:

- Health and Permission to Treat Form: Parents give basic medical history for their child, including red flags and allergies, and sign a statement granting health care providers permission to treat the child in an emergency even if we cannot reach the parents. **It is important that this form is quickly accessible to hand to a medical professional should an accident or injury occur.**
- Youth Programs Waiver, including photo release

- Authorized Pick-up Form: Parents designate specific people who are authorized to pick up their child at the end of the day. Mountaineers staff and volunteers must ensure (and may check ID) that we release campers only to those people designated on the child’s authorized pick-up form.
- Field Trip Permission: Parents sign that they understand where we are going on our field trip and give permission for their child(ren) to attend.
- Special Circumstances: Parents list any confidential circumstances or needs their child has. Parents also specifically designate who this information may be disclosed to, and it is critical that our staff and volunteers honor those requests.
- Disaster Preparedness Form: Parents list an out of state contact and any medical circumstances we may need to know in the event that we must care for their child for an extended period of time due to a natural disaster such as an earthquake.

It is important that summer camp leaders have read the forms submitted by the parents and file them in a way that they are accessible. They can be found at [www.mountaineers.org/summercampforms](http://www.mountaineers.org/summercampforms).

### **Missing Camper Protocol**

After counting your kids, if you are missing a camper, radio to the Camp Director:

- Say “Code Black (name of child): This signals to everyone to check their group for said missing camper”
- If you have missing camper, radio into everyone saying “Code Black name of child cleared, they are here with me”
- If no one has child, the Camp Director will tell everyone to go to a common meeting area where we will do a large group camp count, we’ll have one adult who stays with group and Counselors will go check their area
- After you check your area, radio in “Area clear” and wait for the Camp Director to assign you a new area to go check



- Once you find child, radio in to say “Code Black name of child cleared, they are here with me”, The Camp Director will tell you where to bring child to meet everyone
- All camp will meet at a designated location once the code is cleared

Camps are often spread out in a large area, so it’s important to COUNT YOUR KIDS often. This will ensure that you do not lose a child. Make sure that bathroom procedures are clear and that kids don’t wander off alone. Volunteers and staff should work together to ensure camper safety.

Pro tips:

- Come up with a fun count off
- Assign roles to each kids (water, lunch, sunscreen, etc) so each kid feels like they have an important role in the group

### **Waterfront Procedures**

During summer camp we sometimes use public waterfronts. Even when waterfronts provide lifeguards, we provide additional watchers for our camp on shore. It’s very important to know where you campers are and who their buddies are, as there will be other camps and families swimming at the same time.

### **Watchers**

As a watcher, your role is to count the people in your area, and make note of anyone who seems to be having trouble. If anyone is in distress, notify a lifeguard immediately. Do not let campers distract you as a watcher. If a camper is insistent on interacting with you, notify the Camp Director via the radio and we can assist that camper to move somewhere else.

Every 15 minutes, watchers will switch with someone on the shore.

### **Buddy Checks**

Every camper in the swim area will buddy up with someone in the group during lunch time, including campers who choose not to swim. The counselors will write down the buddies and hand these to the Summer Camp Director at the beginning of swim period.

Buddies need to be within two body lengths of their buddy at all times. Buddies can only go to the deep end if both campers have passed the swim test.

We will randomly check with all campers where their buddy is. If you suspect a camper is missing, find their buddy to check with them first.

### **Staff and Volunteers on the Shore**

Counselors who are not watchers will be on the shore playing with the kids. They are responsible for taking youth to the bathroom, checking with buddy pairs on shore, and make sure folks are staying in the boundaries of the swim area. These folks will switch with the watchers every 15 minutes.

### **When Leaving the Waterfront**

All campers must be accounted for before any group leaves the waterfront.

### **Transportation Vigilance**

Most of our camps involve some kind of transportation – whether a ferry ride over to our Kitsap Property or a bus trip for a mid-week field trip. When transporting large groups of kids, it's easy to leave someone behind who is in the bathroom, or ran back to get an item they forgot. It is critical that staff and volunteers have systems in place to account for all kids at both ends of the transportation. At both ends of the trip, take attendance by name (not just a head count) to ensure that every kid is on the bus or ferry and every kid gets off.

# Youth Curriculum Handbook

Revised June 2016



## Curriculum

Many staff are experienced with youth but may not have expertise in all of the outdoor pursuits we teach. This is where our volunteers play an important role. We look to volunteers to help teach some of the curriculum below.

### List of Curriculum Topics

- Climbing
- Hiking
- Outdoor Cooking
- Leave No Trace
- 10 Essentials
- Navigation
- Outdoor Photography
- First Aid
- Stewardship
- Kayaking
- Mountain Weather

## Climbing

### Youth Climbing Introduction

- Introduce instructors
- Challenge by Choice
  - Discuss the importance of setting personal goals, challenging yourself
  - Explain that there're lots of great goals BESIDES getting to the top
- Support for peers
  - Cheer your peers on, give helpful hints
  - Congratulate your peers on the challenges they took, whatever those challenges are
  - NO SARCASM – what's funny on the ground is not funny when you're nervous and in the air
- Safety Rules (be as interactive when teaching as you can)
  - Stay behind the yellow line until you're invited in to climb
  - Never grab/step on a bolt hanger (explain why: can cut finger, we use them for set up)
  - If climbing on outdoor wall:
    - Rules for bouldering (max height for feet, never climb underneath someone, never pull someone up on top of bouldering stump, etc.)
    - Rules for scramble rocks (never climb underneath someone, leave rocks where they are, stay out of spaces between larger boulders, etc.)

- Harness instruction
  - Have one kid volunteer to demo
  - Show leg loops, buckles, orange loop goes in the front
  - No low-riding harnesses – must sit above the hips
- Climbing Demo with another volunteer (especially lowering stance)
  - Commands – have the kids as a group altogether say “On Belay”
  - Follow your rope (i.e. don’t go too far off route to avoid a swing)
  - Never climb above the anchor
  - How to lower

## Rappelling

**First – Rappelling is a major cause of serious injury and death in all types of climbing (mountaineering, sport, trad, canyoneering). This happens either because of anchor failure (less common) or human error during the rappel. HUMAN ERROR IS THE #1 CAUSE OF DEATH IN RAPPELLING. No joke.**

- Most Common Errors:
  - Improperly threading the rope through the belay device
  - Rappelling off the ends of the rope
  - Human Error with harness (less likely) such as not doubling back the waste belt
- The Main Lesson
  - Review Harness, Helmet safety checks. (Before you approach an anchor station)
  - Talk about assessing the quality of the anchor (Do this as you approach an anchor station on the ground)
  - Is this a common rappel anchor (bolts, etc.)? Do the bolts appear to be in good condition?
  - If a tree, is the tree alive?
  - If a rock/Boulder, is it secure? Do not Rappel off blocks.
- Placement and approach of the anchor (At the anchor station)
  - Is the anchor in a safe place? If a fall is consequential, you need to be secured.
  - If it’s on the edge of a cliff, be on knees/belly if within a body length or have someone belay you to the edge
  - Clip in a personal anchor to the bolts/rap line
  - Thread the rope, and make sure you knot the ends of the rope – an overhand, figure eight, or any bulky knot is fine.
  - Remove the knot before you pull, or you’re screwed.
- Safety while rappelling
  - Auto Blocks (mentioned above)
  - Fireman belays – if someone at the bottom of the rap holds the rope, they can pull it tight and the person on rappel is stopped. There should always be someone acting as fireman while the students rappel

- Safety while Rappelling continued
  - Leg wrap – wrap three times around your leg to go hands free (I mention this below)
  - Knots in the rope, hands on the brake.
- Show people how to thread the anchor through a belay device – only tube devices are safe (no Gri-gris off a reepschnur, but that won't be a problem) (Demonstrate this by putting yourself on rappel)
  - Before you take off your personal anchor, you should take up the slack so all your weight is resting on the rappel. This is a safety check, and could have saved the lives of many, many people who rappelled to their death.
  - Once you weight the rappel, double check your system – is your carabiner locked, etc.?
  - Now take off the personal anchor (with a hand on the brake), and begin your rappel)
- Proper rappelling technique (show by rappelling a foot or so down)
  - A hand is always on the brake
  - The braking hand has the most stopping power at your waist – it's better/safer than having your brake hands between your legs
  - Control your speed at first by moving the rope/your hands toward your belay device (not letting rope slip through). As you get comfortable, you can start to let the rope pass through your hand.
  - **TEACH THE LEG WRAP. If you need to stop altogether, you can wrap both ropes around your leg 3 times. The friction will hold you in place.**
  - **KEEP A HAND ON THE ROPE AT ALL TIMES.**
- Once on the ground
  - Find secure footing, make sure that you're safe to be off rappel
  - Your device may be hot from the friction
  - Unlock, call "off rappel", and prepare to act as the fireman for the next rappel
  - If you are the last person, UNTIE THE KNOTS and pull the rope
  - Knots can snag, and will not go through a rappel ring

## **Outdoor Cooking**

First, teach the group about how to cook safely with a camp stove. Explain that you want to be in a stance that will allow you to move away from the stove quickly if anything were to catch fire or produce a large amount of heat too quickly. The campers should crouch or stand around the stove. They should not be too close to the stove and they should not be sitting.

Next, you can show how the camp stove works. Show a variety of camp stoves – pocket rockets, alcohol stoves, propane 2 burners, whisperlites, etc. Explain how the fuel works in each instance. With all gas stoves, connect the fuel and have the campers be quiet as you release the fuel so they can hear the hissing sound it makes. Next explain how to light the fuel and start the flame that you will use to cook the food.

For a typical week, hot chocolate and popcorn are easy, popular choices for outdoor cooking. On Choose Your Own Adventure weeks when outdoor cooking is one of the options, you might try something more elaborate like blackberry pancakes (the campers can pick the berries themselves), a crisp, burritos, mac and cheese, or any recipe that the counselor(s) leading that group want to try.

## **Leave No Trace**

This unit gets kids to think about how to be good environmental stewards when spending time in the outdoors. One aspect of this curriculum is to go through a number of items you may bring hiking or climbing and to have the group guess how long it takes each item to decompose. The LNT kit has all of this information. Other ways to teach LNT concepts include describing scenarios and having the campers stop you once the scenario has violated a rule of LNT (example: you stop for lunch and once you finish your banana you toss the peel into the woods). The campers should think through how to act differently in order to be the best steward possible.

## 10 Essentials

The concept behind the 10 essentials is that these are the items one would need to survive overnight in the backcountry. To help campers understand this scenario, you can create a story (humor is encouraged) describing how someone might find themselves in such a situation. There are a number of ways to teach this lesson.

- Have the group brainstorm what they believe they might need to survive the night
- Have a relay race where you place laminated cards at one end of the room, campers have to run across, choose an item that they would take with them, run back and give a high five to the next person in line. The group that retrieves the correct group of items first wins.
- Go through the 10 essentials and have the campers create skits showing how they would use each essential item in the backcountry.
- Get creative! It is important to mix up the lesson to keep returning campers engaged.

### List of 10 Essentials

- Map & Compass (Navigation)
- Sunscreen (Sun Protection)
- Extra Clothing (Insulation)
- Headlamp (Illumination)
- First Aid Kit (First Aid Supplies)
- Lighter (Fire)
- Rope & Duct Tape (Repair Kit & Tools)
- Trail Mix (Extra Food)
- Water Bottle (Extra Water)
- Emergency Blanket (Emergency Shelter)

### Non-Essential Items included in the box

- Bug Spray
- Book
- Pot Set
- Stove
- Pillow
- Ziplock
- Cell phone
- Sleeping Bag
- Sitting pad

### Recommended (not included)

- A few more non-essentials, i.e.:
- Mirror
- Journal
- Sleeping pad



## Navigation

- Using a compass
  - Compass parts – have campers say/point to each part as you go
    - Bas – flat plastic part
    - Direction of travel arrow – on base, points in direction you are going
    - Bezel – round part that spins
    - Needle – inside the bezel, the red half points north. The needle is “red fred”
  - Holding a compass – hold flat at your belly button with direction of travel arrow pointing out. Have campers demonstrate the correct way, check that everyone is holding the compass correctly.
  - Traveling along a bearing – when you know the compass bearing, how to find what direction that is in real life
    - Rotate the bezel (ask someone to tell you what part the bezel is) until the direction you want to go is lined up with the bottom of the direction of travel arrow
    - Then show how there is an arrow or “shed” on the bezel behind the needle.
    - Rotate your body until red fred is in the shed, now you are pointing the direction you want to go
    - Practice with bearings like N, W, SE
    - If the group is younger, talk about how a circle can be broken into 360 degrees and how that relates to compass directions. Practice with some numerical bearings.
  - Taking a bearing on an object (optional/for older groups) – when you see an object and want to know which direction it is from you
    - Turn your body and hold compass so direction of travel arrow is pointing to the object where you are using to get your bearing
    - Rotate the bezel until red fred is in the shed
  - Compass activity – before starting the curriculum, set up a brief compass course with several steps, each step with a compass bearing and number of spaces. Have the course lead to a hidden animal mascot or prize. With the group, have the campers follow the compass course.

- Using maps
  - Talk about different kinds of maps – city maps, highway maps, boating charts, topographical maps
  - Intro topo maps – ask if someone knows what topographical means, or ask if people have used maps when out hiking, etc. before, explain that these maps are what we use when we are in the outdoors because they have information about what the land looks like
  - Parts of the map – compass rose, key, latitude/longitude lines (ask if someone knows what latitude and longitude are. Explain how latitude tells how far north or south you are, and slices up the globe in round slices parallel to the equator. Explain how longitude tells how far east or west you are, and slices the globe into wedges like an orange)
  - Talk about contour lines and how they show the elevation of the land. Use contour line cards, have pairs work on matching up contour lines and the profile of the land they would represent.
  - Hand out topo maps to each pair/group (Sidenote: for the weeks where we go on hiking field trips, try to use the maps from where we're going)
    - Have groups find on the map: somewhere where the ground is very steep, somewhere very flat, a mountain peak, a valley, a saddle, a ridge. Have them find some of their contour cards on the map.
    - Have groups find the easiest way to get from north to south on their map, and to find a really difficult way.
  - How to take a bearing on a map (optional/for older groups) – if you are at point A on a map and you want to get to point B, which direction do you go?
    - Make a straight line between A and B with the edge of your compass (laid flat on the map), with the direction of travel arrow pointing along the line between A and B in the direction of your destination.
    - Rotate the bezel until the shed arrow is pointing north on the map (the top of the map). Explain how you don't need to pay attention to the needle right now, since we are looking at direction on the map and not in real life.
    - Look at the base of the direction of travel arrow. The number on the bezel that lines up with the base of the arrow is your direction
    - Next? You would travel along that bearing (have someone give a refresher on how that works) to your destination!

## Outdoor Photography

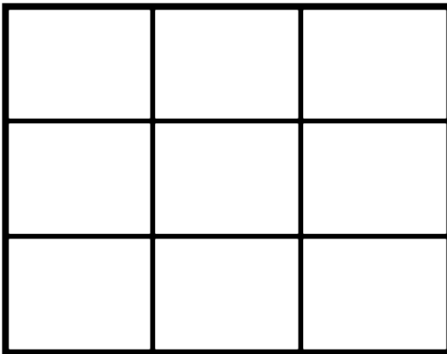
### Sample Lesson

Start by showing the following pictures to your group. Lay the pictures out next to each other and ask your group to look at them silently, not sharing their observations with anyone (1 minute).



After they have observed for a minute, ask the group to share what they notice about the pictures. What do they like about the pictures? What is similar between the pictures? What is interesting about the pictures? (4 minutes).

Next, explain that the main object in a picture is called a subject, and that composition is how you choose to set up the subject in the picture. Show them the grid below (2 minutes).



Explain that it makes the composition interesting when you place your subject where four lines cross, and point out those intersections (1 minute).

Next, let them go out and practice! Tell them that they each get to take a total of 5 pictures, and they should take a selfie before their first picture so we know who took the picture (as much time as you have until the next activity).

Other options for photography:

- Discuss uses for outdoor photography (brainstorm with kids)
- What do they take pictures of? Why?
- What do they do with their pictures?
- What other uses are there for outdoor photographs?
- (guide books, magazines, field guides & scientific research, capture events, artistic interest, etc.)
- What makes a good picture? (have kids brainstorm)
- Review photography tips (hand out copies, but ask for them to be returned at the end of the day)
- When artists are creating a piece, what are some things they might be trying to do? (kids brainstorm) Examples:
  - show an emotion (Picasso's *Guernica* shows the tragedies of war and the suffering it inflicts upon individuals, particularly innocent civilians)
  - show perspective (Remington's "Friends or Foes" shows an indian on a horse looking over a hill at a European settler's village)
  - Study light (Monet painted the same haystacks at various times of day in different light to show how light affects perception)
  - study color, study shapes, study a specific subject, etc....
- Show modes & functions of the cameras Students pair up & help each other.
- Each individual student chooses one subject for their project. Options:
  - Color (one color or multiple colors) (i.e. A Study of Yellow at Magnuson Park)
  - Shape (i.e. Triangles in Nature)
  - Theme (could be flowers, landscapes, microhabitats, people outdoors, etc.)
- Students have an hour to take pictures.
- Each student submits 3-5 photographs to be printed
- While Instructors print photos, students prepare their mounting pages
- Students mount photos to bring home

## First Aid

Mix and match these activities depending on the age and experience of your group.

- Measure breathing and/or pulse rate
  - Count number of breaths/heartbeats in 30 seconds and multiply by 2 to get rates
  - Normal resting breathing rate: 20 to 30 breaths/min, normal resting heart rate: 60 to 100 beats/min
  - Have kids get up and run around room and measure rates again afterward—did they increase? Why?
- Band-aids
  - Pretty self-explanatory
  - Explain how band-aids protect the wound from dirt, etc.
- Gauze covering wound
  - For big scrapes and shallow cuts, too big to be covered by a band-aid
  - Put gauze over wound, tape down edges w/ medical tape (or masking tape)



- Pressure dressings
  - For deeper/more serious cuts, use pressure to stop bleeding
  - Create pressure by putting folded-up gauze pad or rolled-up roller gauze over injury and wrapping with another roller gauze



- Moleskin
  - Stop and tell a counselor as soon as you feel “hot spots” as they develop into blisters
  - For hot spots, apply moleskin all over area, trimming to shape and round the corners
  - For already-formed blisters, build up several layers of moleskin with a hole in the middle for the blister to fit in
  - This reduces pressure/rubbing on the blister and eases pain
- Basics of splints
  - Use for broken bones mostly
  - Pressure feels good on splints
  - Common position of someone w/ a broken arm: splinting arm with other arm. The body’s natural reaction is to splint and apply pressure to injury.



- Body splints

- Finger splint

- Tape injured finger to other fingers with medical (or masking) tape as a quick and simple brace



- For a more comfortable brace, pad between fingers with a gauze pad



- Hand splint

- Put roller gauze or a triangle bandage in palm of hand to provide something to grip, then wrap with roller gauze



- Legs
  - Brace leg with other leg
  - Make sure to put padding between them, then tie with triangle bandages or whatever else is available
- Ankle soft splint
  - Use a rolled-up towel to stabilize ankle, wrap with triangle bandages or roller gauze



- Magazine and triangle bandage splint and sling for the arm
  - Roll up a magazine and tape into a tube lengthwise, use to stabilize underneath the arm and hand





- Use first triangle bandage to sling arm—tie an overhand knot in the 90 degree corner, place at elbow of injured arm with other corners spread one over each shoulder, tie corners behind the neck



- Use second triangle bandage to prevent slinged arm from swinging—tie a knot in the 90 degree corner, place over shoulder of injured arm, and tie other corners together around injured arm and torso



- Head bandages using triangle bandage
  - Place gauze (or roller gauze, to create a pressure bandage) over wound on head



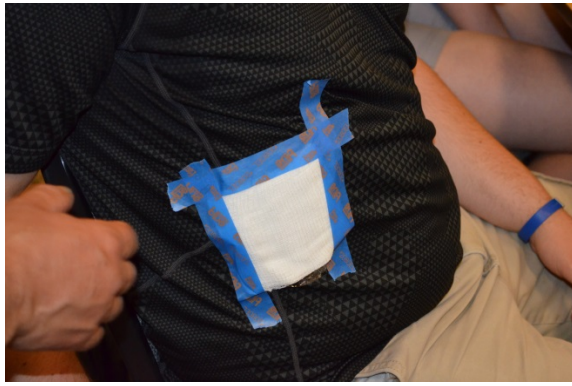
- Fold over long edge of a triangle bandage a few times and wrap around head, over the gauze. Cross the long edges over in the back of the head and wrap around to tie in the front with a surgeon's knot (like a normal overhand knot, but wrap an extra time)



- Sucking chest wounds!!!
  - When a lung is pierced, it can collapse and deflate the lung. We want to cover up the hole so no more air can get in, while still letting air out of the body cavity, so we create a one-way seal.
  - Make a square of saran wrap large enough to cover the wound, place over the wound, and cover with gauze



- Tape down three edges of the saran wrap and gauze, but leave the bottom edge open so air can escape.



- Impaled object in arm
  - DO NOT REMOVE THE IMPALED OBJECT
  - Pack around object with rolled-up roller gauze to stabilize it, then roll the whole thing with roller gauze. If possible, cover the entire impaled object with gauze to prevent contamination.



## List of Activities

Here is a list of activities broken into categories. If you are with a group of kids who looks like they are getting bored or disengaging from the activity, try to play a game with them! If kids are looking tired, try playing a low energy game, and vice versa. The initiative games are good for groups who are struggling to work together. Be careful not to choose a game that will be too challenging or too easy for them.

### Icebreakers

1. Tiny Teach: Pair participants in groups of 2. Give each person an opportunity to think of something they can teach their person, and then

give each team 5 minutes to teach their talent. After 5 minutes is up go around circle and have each person share what they learned.

2. Elbow Tag: Have the group break into pairs with elbows linked. There can be only two to a group. One group of two breaks apart, one becoming the chaser and one the chased. The way to escape being the chased is to link arms with a group and say the person's name when grabbing their elbow, this bounces the other person off the pair however and they become the chased.
3. Ninja: All players must start by standing in a circle facing each other with their hands in front of them. The lead player (after the first round, the lead player will be the winner of the previous round) will loudly say "Ultimate," and then everyone in the circle will say "Ninja!" as they choose a pose. Once they have chosen a pose, everyone except the lead player must stay frozen. The lead player will then try to hit another player's hand in one swift motion. They must freeze in the position they were in at the end of their attack. If they hit another player's hand, that player is out of the game for the rest of the round. The "attacked" player may move out of the way, but must re-freeze in their new position. From there, each person will take a turn going clockwise around the circle. Players may attack anybody and move anywhere they want as long as they remain frozen (unless they are attacking or being attacked). The game is over when there is only one player left! The game moves relatively quickly, but players tend to be enthusiastic about playing multiple rounds.
4. The wind blows if: Stand in a circle. Have one person step into the center, and close the circle. Person in the middle says, the wind blows if... and says something about themselves. Whoever shares that quality has to change spots and the person in the middle moves to take a spot. Whoever didn't get a spot will go next.

## **Name Games**

1. Warp Speed: Stand in a circle. Instructor starts with one ball (or object) and throws it to someone in the circle, saying their name before you throw it. Whoever received it says, "Thank you, (name of instructor)". They then throw it to another person in the circle, continuing the pattern until everyone has only received it once, ending with instructor. You can

challenge them to go faster, add more balls, send one ball backwards, think of solutions to not drop the ball, etc.

2. Tarp Drop: Break the group into two teams and separate them with a sheet or tarp. Have one person from each team come up to the tarp facing each other. When the tarp is dropped the first person to say the others name wins and the named person joins the victor on their side. Play until everyone is on one side.
3. Dizzy Stick: Standing in the middle of a circle and holding the magic stick, one student spins around until dizzy and then must make their way to the named person and give a high five. Have them look up while they spin for mega-dizziness.
4. Bippidy Bop Bop: Stand in circle, start with instructor in the middle. Instructor (or whoever is in the middle) points at another person and gives a command – left, right, you, me. Person who was pointed at says the name of the person in the direction of the command before the person in the middle says “Bippidy bop bop “. If they don’t beat the middle person then you switch, if they do then middle person continues to point. You can add other fun commands. Whoever messes up on these switches (doesn’t have to be person in middle): *Banana peel* – Person who was pointed at sands up straight with hands pointed over head and people on either side become the peels and droop hands sideways. *Charlie’s Angels* – Person who was pointed at points towards middle of circle, people on either side put back towards pointed person and put fingers up towards sky. *Popcorn* – Person who was pointed at has to start popping like a corn kernel

Make up your own!

### Large Group Games

1. Giants Wizards and Elves: Split group up into 2 teams, designate 2 safety zones, one on each teams side, and designate a middle area. Each team then gets in a huddle and picks what they want to be as a team, a giant, a wizard or an elf. Giants put their hands up over their heads, wizards put their hands our straight in front of them wiggling their fingers, and elves make pointy ears on their head with their pointer fingers. Once the teams have decided their character they want to be, they come up to the center spot and line up face to face, then on a count of 3, everyone does

whatever action their team picked. Giants beat elves, elves beat wizards and wizards beat giants, so the team that beats the winning team chases the other and tries to tag as many members on the other team as possible before they reach the safety zone. The members from the team that get tagged become a part of the other team. Repeat until all players are on one side.

2. Ultimate Rock paper Scissors: A great game or icebreakers for really big groups based on Darwin's theory of evolution. Everyone starts out as an egg and bounces around making egg sounds until they encounter another egg. The two eggs play rock, paper, scissors, and whoever wins becomes a chicken and the loser remains an egg. Two chickens meet, play R/P/S and the winner becomes a t-rex dinosaur. Two dinosaurs meet and the winner becomes a supreme being. The supreme being stands and sings the Supremes song "stop, in the name of love, before you break my heart" using sign language to illustrate the song. Once everyone becomes a supreme being the game is over. Modify the steps and creatures if you like, there are countless variations.
3. Rock Paper Scissors Champion: Explain rules of rock, paper, scissors, shoot. Group pairs up and begins to play RPS. When someone loses they must now follow the winner around and cheer them on. Winners continue on, and anytime someone loses the group become winners fans. When it gets down to two people it'll be a big cheering match for the two people.
4. Alaskan Baseball: 1) Start with 2 teams. 2) One camper is given a throwable object, their team then forms a circle around them and that person throws the object. 3) After he/she has thrown the object then he/she goes around the circle saying everyone's name in order of the circle. Every time he makes it around the circle it counts as a run. 4) Meanwhile the other team is chasing the object. Everyone forms a line behind the first person that has gotten the object. They then pass the object between their legs until it reaches the last person, where it is then passed overhead back to the first person in line. 5) When the first person gets the object the team yells out, and the other team stops counting runs. The first person in line that retrieved the object now has a circle formed around him and he throws the object and the process reverses.



## Fun Silly Games

1. Camouflage: One person is the spotter and cannot move from a stump or rock. They close their eyes and count to ten. The rest of the group runs off and hides. The hiders must be able to see the spotter. If the spotter can see someone and call them out by name they are out. Once he or she cannot see anyone they count again to nine and start another round. The other people start to run back in. Keep going with the count being one less each round. Whoever is closest at the count of one gets to be the spotter in the next game. If the spotter gets everyone they get to keep their position.
2. 2 truths and a lie: Each person thinks of 2 truths and 1 lie about themselves. One person at a time says these three things, and everyone tries to guess which is the lie. Whoever guesses correctly goes next.
3. Rock Paper Scissors baseball: Set up bases as in baseball. Separate into two teams. Each team sends their first player walking from home base going opposite directions. They must walk heel to toe. When they meet they face off doing rock paper scissor. The winner keeps walking heel to toe while the other goes back to the end of the line for their team and the next person on their team begins heel to toe and continue. When a person from either team reaches home they score a point. Team with the most points win.
4. Wah: Everyone stands in a circle facing each other. Then everyone extends both of their hands into the middle of the circle. Everyone says "Waaaaaaaah" and moves their fingers. Then a person will start the game by putting their hands together and saying "Wah!" while pointing to someone else in the circle. When this happens, everyone should put their hands together (throughout the whole game) pointing down in front of them. The person who is pointed at quickly puts their hands together over their head and yells "Wah!". At the same time, the people on either side of that person "chop them in half" with their hands and yell "Wah!" The person with their hands raised then yells "Wah!" and points to someone else in the circle. It is the most fun when players are really dramatic with their hands and yelling. People are out when they react too slowly, do the wrong hand signal, or forget to yell "Wah!" After someone is eliminated, the game begins a new round. At the end, only three players will remain.

5. Dead Lions: One person is the hunter and everyone else lays down on the ground as 'dead lions.' The hunter is trying to wake all the lions by making them laugh. The hunter cannot touch the lions and a lion cannot bury its face. Once roused a lion becomes a hunter as well.
6. Chief: One person leaves the circle. This person will be the guesser. The group picks one of the remaining group members to be the chief. This person will be the guide for the group. Everything the chief does the rest of the group has to do, they copy all motions, expressions, etc. The group does not want the guesser to figure out who the chief is.
7. Green Glass Door: What you can see through the green glass door is anything with double letters in the spelling. For example, I can see grass but I can't see mud, I can't see the swamp but I can see the moor, etc.
8. Minute mysteries: Short riddles that use yes and no questions to help figure out the answer. Just like the game twenty questions, minute mysteries work by using the process of elimination. Minute mysteries make great vacuum fillers on the trail, during transports, or camp.

**Q:** A man has to cross a bridge that will hold no more than 200 lbs. The bridge can only be crossed once. He weighs 190 lbs. And has three five pound bundles of medicine he needs on the other side, how does he do it in one trip?

**A:** He juggles them.

**Q:** A man walks into a bar and asks for water. The bartender points a gun at him. The man says thank you and leaves happy, why?

**A:** The man had the hiccups and the bartender scared him.

**Q:** A man is found dead in the middle of a room lying in a pool of water, how did he die?

**A:** He hung himself on a block of ice.

**Q:** A man is dead in a room with a rock. How did he die?

**A:** Superman. The rock is kryptonite.

## Full Value Contracts

1. Hand Contract: Start with all fingers down, and group raises PINKY FINGER. Explain that this finger represents "SAFETY," as it is the smallest and most prone to getting hurt. Then raise RING FINGER - represents "COMMITMENT." – committed to helping the group have fun and stay safe. Next raise MIDDLE FINGER – it is typically held up by itself, the middle finger usually means something negative and bad. However, during this activity it means something "GOOD AND POSITIVE." Meaning: don't put yourself down and don't put others down. Next raise INDEX FINGER – which means "DIRECTION." This means you will follow directions throughout your time with the group. Last raise THUMB (like giving a "Thumbs Up") – remember that this day is about having fun! Everyone gives high fives to seal the contract.
2. Comfort Circles: A great way to front load your day. The inner circle is where you are comfortable, and is the place of the least amount of learning. The middle circle is where you are uncomfortable and challenged and is where the most learning takes place. The farthest out is where you are panicked and learn nothing. The more time you spend in the challenge zone the more your inner zone expands as you become more comfortable pushing yourself.

## Non-facility initiatives

1. Steal My Chicken: This is basically team red light green light. The instructor with a water bottle behind their legs. Everyone else is lined up 10-20 yards away. When Instructor turns around and says "Steal my chicken", everyone else can run towards the bottle. Once they reach it they must get it back to the line. Each time Instructor turns back around they can take one guess of who has the bottle. If they guess correctly, entire group has to go back to starting line. If they don't, then continue with "steal my chicken" continuing to guess who has the bottle when you turn around. Make it an initiative by saying that everyone must touch the bottle.
2. Tarp flip: All the students stand on a tarp. They must flip the tarp completely over without anyone touching the ground.
3. Silent Line-ups (2 versions): Version 1 – Have the participants line up in order of age, birthdate, who lives closest to school, etc. while being

completely silent. Version 2 – Put down as many poly spots or spot markers as there are students. On a piece of paper, draw the poly spots and assign people to each spot (make sure to do this randomly, and not in terms of height or any specific characteristics.) They choose one person who can ask you if they are in the right order, and then they try to figure out the order without talking.

4. Chocolate River: Mark a start and end spot. Tell group they are in front of a giant chocolate river, and they have a certain number of marshmallows to get across. Give group 8 poly spots (or enough to for everyone but 2 or 3 people to have a spot), and tell them they have to get from start to finish using the spots. They must always have one body part touching the spot, or they lose it in the river. They must get their entire group across.
5. Traffic Jam: This can be a challenging one and can take a lot of time. If you have 10 kids put 11-bucket lids on the ground in a straight line. Have two lines of five facing each other with the open bucket lid in the middle. Now the line must find a way to exchange places. The only legal moves are going forward to an empty bucket lid directly in front of the person, or hopping over one person from the other line to an empty space. The solution is to make sure each side's series of moves ends in a step forward.



## Debrief Methods

1. What, so what, now what: Ask group – What happened? So what does this mean for our group? What are we going to do with that information?
2. Ownerships: Go around and have everyone share a positive ownership for something they did well. Also have them share a constructive ownership for something they could have done better and a plan for how they will improve.
3. One word whip: In a circle, the group tells the story of what happens. The first person starts the story with a sentence, and the next person continues the story until it gets the last person in the circle.

## Example Summer Camp Field Trips

Field Trips can be a lot of fun for campers and staff alike if they are well-managed and the staff is prepared for their roles. Below are brief descriptions of each of the trips our Seattle Camp went on in 2014:

### **Alderleaf**

Alderleaf is a Wilderness College that teaches primitive survival skills. For this field trip, Alderleaf instructors take groups of Junior Mountaineers around their campus and lead sessions on camouflage, shelter-building, navigation, and other survival skills. Staff and volunteers assist with behavior management and communication between Summer Camp staff and Alderleaf instructors.

### **Outdoor Adventure Rafting Company**

The rafting trip is a lot of fun, and requires a good amount of logistical support before you get into the rafts. Once you arrive at the rafting company, the big task is getting the campers set up in their wetsuits and PFDs. Assist the Camp Director in lining the campers up smallest to biggest, because the rafting company has fewer youth wetsuits than the number of campers. Once all the campers have their gear, the Camp Director will help the raft guides sort them into groups based on the number of boats they are using that day and the type of boats (some require stronger rowers than others). Once in the water, make sure that your campers stay warm and hydrated and help them enjoy the slow parts of the river with songs, games, riddles, etc.

### **Discovery Park**

At Discovery Park, the campers have a relatively relaxing day of exploring the two main beaches at the park. They get dropped off in the north parking lot and then walk the camp down to the north beach area where kids can explore tide pools and play with natural clay. Be sure to have a map of the park and check the trail signs because there are many trails that go through the park. The south beach is sandier and full of driftwood. You may or may not have a stewardship project at the park in the afternoon. The walk up to the east parking lot is long and hilly, so give plenty of extra time for the group to head back from the beach or the stewardship project.

### **Camp Long**

At the Camp Long field trip campers get a chance to try various ropes courses. The older groups will try a low ropes course and a high ropes course. The younger groups will try a low ropes course and climb. The schedule for that day will depend on the age demographics of your camp group, the availability of the ropes courses at Camp Long, and which instructors you have available. Be prepared to play games and provide arts and crafts because there may be unstructured time during the trip.

### **Exit 38/Rattlesnake Lake**

In 2014 we split up the Mountains Week field trip into three mini field trips. The

oldest kids went to Exit 38 to do outdoor climbing. The middle aged kids enjoyed a hike up to Rattlesnake Ledge. The youngest kids went to the Cedar River Watershed Education Center and then had swim time and played games at Rattlesnake Lake.

### **Wallace Falls**

Wallace Falls is a hiking field trip, and your task as staff and volunteers is to keep your group together and keep the campers motivated to make it to the falls.

Wallace Falls is a couple miles long and has a few hilly sections and many opportunities for berry-picking along the way. The campers will likely make it to the lower falls, where there is a picnic area and nice views of the waterfalls. The youngest kids will likely hike to the Small Falls Interpretive Trail, which is a much shorter trail that ends at a creek.