

Why Guide Hikes For SAHC?

Benefits

- You choose day of hike/hike destination in the bulletin
- Satisfaction that you've contributed to others reaching their goals
- Satisfaction that you've contributed to SAHC as a whole

Drawbacks

- Must commit months in advance to hike on a particular day to a particular destination
- Instead of showing up and hiking on club hikes you have the responsibilities of the guide

Guide Qualifications

- Read/understand Guide Manual
- Hike ten hikes with the Club
- Co-guide two hikes of the type you'll first be guiding
- Obtain consensus approval of Mid-Week Coordinator and Chief Guide to be put on the Active Guide List

Guide Responsibilities

- Lead group safely from the Trailhead/Hike Departure Point to selected destination and back
- Enforce SAHC Hiker Code Of Conduct
- Follow Club procedures for Scheduling Hikes, Conducting Hikes, and submitting Post-Hike Reports

Note: Guides should disqualify anyone they feel may, in any way, disrupt or threaten the hike for any reason, including physical limitations, personality conflicts, or non-respect of the guide's leadership.

Note: The Club does not run a guide service. Club guides are volunteers and as such need not possess any special qualifications.

Note: Guides are not required to carry any equipment beyond what they feel is necessary for themselves. First Aid/CPR knowledge is not required.

Scheduling Hikes

All hikes are due by the bulletin deadline printed in the current version of the bulletin. However, it makes all guides' scheduling effort easier if hikes are submitted as early possible before the deadline. That way, by using the Website Scheduled Hikes page, guides see what other guides have submitted and can more easily pick an appropriate day for their hike. It also eases the effort needed by the Bulletin Editor, Mid-Week Coordinator and Chief Guide to put out the bulletin.

A special note to those leading "C" hikes: The sheer volume of hikers on "C" hikes requires an extra effort by you to help balance the schedule so that there will not be overcrowding on any one hike and to give our members a selection of hikes from which to choose. Please pay attention to the Website Scheduled Hikes page and move any hikes you've submitted or add hikes to the schedule to help achieve this balance.

Be sure to check the Website before the deadline to insure your hike was received/approved. If you don't see it, call/email one of the above people.

Coming Event Form

Any guide may fill out/submit this form to announce hikes in the next published bulletin that will appear in subsequent bulletins (the guide must still formally schedule the hike before the bulletin deadline).

Via Website (preferred)

Once filled out/submitted, copies are automatically sent to the Chief Guide/Mid-Week Coordinator/Bulletin Editor for approval/inclusion in the next bulletin.

Via US Mail

Once filled out, send a copy to the Chief Guide (for hikes beginning on Sat/Sun), a copy to the Mid-Week Coordinator (for hikes beginning during the week) and a copy to the Bulletin Editor for inclusion in the next bulletin.

You may also call the Chief Guide/Mid-Week Coordinator for an approval rather than send them copies.

Over the phone (not preferred)

You may handle all the above by phone but this method should only be used in an emergency.

Schedule A Hike Form

Any guide may fill out/submit this form to announce hikes in the next published bulletin.

Fill in the information asked by the form.

When choosing a map use the one(s) with which you've planned the hike. The Guide Tools section of the Club Website has a Map Reference Table that helps with the selection of 7.5 minute topographical maps for peak hikes. When using these maps put "7.5" after the map name. The Trail Segment lists on the Club Website contain guidebook/map references for trail hikes. A popular choice for both peak/trail hikes are the maps put out by Rainbow Expeditions for the Santa Catalinas, Santa Ritas, Rincons and Chiricahuas. When using these maps put "RE" in front of the map name, for example, RE Santa Catalina. You may also use National Park maps. The map is there to allow any prospective hiker to see where you are going so they can make an informed decision when choosing your hike.

Do not confuse the "area" with the "map". In the RE Santa Catalina map example above, the area would be the Santa Catalina Mtns.

In the description, add the pace of the hike, a terrain description on bushwhacks, the need for different vehicle arrangements (car shuttle, 4WD, high clearance), any unusual hiking gear needed (water shoes, defensive clothing for bushwhacks) as well as any other messages you might want hikers to know before they choose your hike. Do not make the hike sound easier or harder than it really is.

How to submit:

Via Website (preferred)

Once filled out/submitted, copies are automatically sent to the Chief Guide/Mid-Week Coordinator/Bulletin Editor for approval/inclusion in the next bulletin.

Via US Mail

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Note: Any guide scheduling a hike is responsible to conduct the hike, show up at the meeting place to notify any hikers of its cancellation or find a replacement from the Active Guide List.

Conducting Hikes

The following are guidelines for leading a safe, successful hike.

At the meeting place:

- The guide should show up at the meeting place 15 minutes before the departure time.
- Have a Trail Sheet ready (with the top portion filled out) and a pen or pencil.
- Make sure everyone signs in and that you can read everyone's name/number.
- Know who is on your hike and their abilities.
- If you have a large group, provide for group introductions.
- If you have a new member or guest hiker, take extra time to make them feel welcome.
- Discuss the hike, making sure everyone has the appropriate gear/water/food.
- If more people show up than are permitted in the hiking area that is your destination, split the group up and appoint a co-guide for the second group
- Ask who is driving and let non-drivers find a ride
- Discuss driving directions with the drivers
- Arrange for intermediate rendezvous spots if necessary

On the way to the Trailhead/Hike Departure Point:

- Do not exceed speed limit on drive to Trailhead/Hike Departure Point.
- Wait at all road junctions so following drivers choose correct direction.

At the Trailhead/Hike Departure Point:

- Count all your hikers.
- Discuss the route of the hike with emphasis on trouble spots.
- Appoint a tail guide for a large group.

During the hike:

- Control the pace to suit the majority of the group.
- Periodically count all hikers.
- Check for slower hikers throughout the day:
 - Talk to them.
 - If it looks as though they could hike faster, let them know how their pace may be affecting the group and ask them to speed up.
 - If it looks as though they cannot go faster, either slow the group down, ask a more experienced hiker to shepherd them or ask them to wait at a junction or clearly defined spot until the group achieves its objective and returns.
- Be attentive to your group and their needs (clothing changes, bathroom stops, picture taking).
- If the group chooses to split up, appoint a co-guide and make specific plans for meeting later.

After the hike:

- Make sure you've accounted for all your hikers.
- Make sure all cars have started before leaving.
- Arrange for a final rendezvous spot when exiting a remote area.
- Call anyone who left the hike early or have them call you to confirm their safe return.

Special Conditions:

Guiding Trail Hikes

Depending on individual ability you may allow hikers to hike ahead and at their own pace. If so, arrange to meet at trail junctions or the final destination.

Guiding Bushwhacks

Make sure you know where all your hikers are at any one time (that might require you to stick together).

Guiding Rock Scrambles

Make sure everyone makes every section prior to leaving the area.

Encourage everyone to help others make it past any obstacle.

In Case Of Emergency

No one can know in advance what action to take in an emergency. It is important for the guide to stay calm, take control and use all the resources/abilities of the group to solve the problem.

In the case of bodily injury:

- Stabilize/care for the injured hiker.
- Plan a strategy to get the injured hiker to medical assistance.
- If the injured hiker cannot be moved, send for help to evacuate the hiker.

In the case of a lost hiker:

- Keep the remainder of your group together.
- Plan a strategy to find the lost hiker.
- If you need to divide your group for scouting purposes, have one portion remain in place while the other scouts.
- Set a time for the scouts to return.
- If you fail to find the lost hiker, contact the Sheriff's Office as soon as possible. Report the circumstances, ask for Search and Rescue and stay at the scene to provide further information and assistance.

In case you are lost with your entire group:

- Keep everyone together.
- Plan a strategy to figure out where you are.
- If you need to divide your group for scouting purposes, have one portion remain in place while the other scouts.
- Set a time for the scouts to return.

Post-Hike Reports

Trail Sheet

- Use this form to help fill out the Hike Results Form
- Send the original to the Bulletin Editor if a guest was on your hike (this is required for insurance purposes).

You may wait till the end of any one month to send these in.

Hike Results Form

Fill out/submit this form to report who went on the hike and give a hike description.

Via Website (preferred)

Once filled out/submitted, copies are automatically sent to the Chief Guide/Mid-Week Coordinator/Bulletin Editor for review/inclusion in the next bulletin.

Via US Mail

Once filled out, send a copy to the Bulletin Editor for inclusion in the next bulletin.

Incident Report

- Use this form when:
 - A hiker in your group has become lost and outside agency assistance is required to find them or,
 - A hiker in your group has been injured and requires outside agency assistance to return from the hike or,
 - A hiker in your group has been injured due to negligence or malicious act of some other member of your group or,
 - A hiker in your group has unintentionally/intentionally damaged private property.
- How:
 - Call the Chief Guide, President, Mid-Week Coordinator, or any club officer in that order and at your earliest convenience to let them know an incident has occurred, then fill out an incident report using one of the methods below.
 - When filling out the report, take care to be as accurate and complete as possible. Use additional forms if necessary.

Via Website (preferred)

Once filled out/submitted, copies are automatically sent to the Chief Guide/Mid-Week Coordinator/President

Via US Mail

Once filled out, send a copy to the Chief Guide