



**BE
OUTDOORS**
APPALACHIAN MTN CLUB

New Hampshire Chapter

**HIKE
LEADER
HANDBOOK**

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1 Welcome NH Excursion Leaders

1.1 Hello, Leadership Class Graduate!

We hope that you enjoyed yourself at the workshop, and found the weekend worthwhile. We also hope that you will consider becoming a NH Chapter AMC Hike leader—you will be a welcome addition to our roster of leaders, and will have a fun and rewarding experience to boot!

About the Excursions Committee: We are the hikers in the New Hampshire Chapter. Our committee has meetings in Hooksett and Concord several times a year to discuss agenda items of interest and to provide a face-to-face venue for leaders to get together, meet new leader candidates like you, plan hikes, and socialize. We also have a Holiday season party and a cookout in August, which take place in different locales each year.

Enclosed in this Leader Handbook is a wealth of information. Some of it consists of Club forms (Summary of Use, Participant Release Form, Accident Form, etc.), and other parts are useful and important to read.

You have received this information because your instructors feel that you are ready to continue the leadership training process. Should you desire to pursue becoming an AMC NH Chapter Hike Leader, we'll be here to help you along the way.

First, give one of us a call or email (nhamcleader@gmail.com). We can help you with the prerequisites for starting the Mentoring Process, which is our name for leadership training. The handbook describes this process in great detail. When we have agreement that you have provided information showing you have met the pre-requisites and have a plan for which leader class you are seeking, the co-chairs will enter your information into the systems to allow the start of the mentor phase. In the mentor phase, you will plan hikes with 3 or 4 mentors. Remember that we're here to help you achieve your goal!

Remember that we're here to help you achieve your goal! Don't hesitate to call or email us or any of the leaders that you met this weekend, including your instructors for the Leadership Training class.

Warmest regards,

Excursions Committee Co-Chairs 2023-25

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1.2 The Trail to Leadership

A guide to becoming a Hike Leader for the NH Chapter's Excursions Committee

Congratulations! Now that you have successfully completed your leadership training class, we hope that you choose to continue down the trail toward becoming a NH Chapter hike leader. If you want to join the ranks of NH Chapter hike leaders, this is the course we recommend that you take.

- Hike Leader Handbook. All of our procedures, requirements, and forms can be found here. If you are not sure about how to do something, contact an Excursions Co-Chair – they are here to help.
- Take heed of your instructors' recommendations: They have been leading hikes in NH for a long time and they know what it takes to be a hike leader.
 - Some of you may be ready to move ahead directly into the Mentor Program. Others may have received a recommendation to participate in more NH Chapter hikes, etc. Please take these recommendations in the spirit in which they were given—to help you achieve your goal.
- What "Class" of hike leader do you want to be?
 - **AMC Leader 3-W (NH Class 1) Hike Leader** – This class of leadership is virtually unrestricted in destinations, length or time of year.
 - **AMC Leader 3 (NH Class 2) Hike Leader** - This class of leadership is for those who do not want any restrictions on their hike destinations or length, but only want to lead to in conditions where winter weather and terrain are not a factor. The qualification requirements are stricter than for Class 3, but there is much greater freedom in the kind of hikes you can lead.
 - **AMC Leader 2-W (NH Class 3W) Hike Leader Winter** - This class is intended for leaders who want to lead hikes throughout the year but who do not want to go to high elevations or great distances.
 - **AMC Leader 2 (NH Class 3) Hike Leader Non-Winter** – This class of leadership is intended for leaders who do not want to lead long hikes, go to high elevations, or lead hikes in winter conditions.
- Prepare to Enter the Mentor Program: Carefully read over the Mentor Program pages of the handbook. These sections lay out everything you need to know to complete our Mentor Program.

- [2.1 Universal Prerequisites for All Leader Candidates](#) contains universal prerequisites for all trip leaders as well as specific requirements for each trip leader class.
- [8 Mentor Program Overview](#) contains the requirements for your mentored hikes.
- [8.5 Mentor Evaluation Form, AMC – NH Chapter Excursions](#) contains the Mentor Evaluation Form which is used to document each mentored hike.
- Set up your Mentored Hikes: You can do mentored co-leads with any hike leader qualified for that type of hike. There are several ways you can go about finding Leaders and setting up your co-leads:
 - Contact hike leaders that you already know.
 - Send out a request to all the leaders in general that you are seeking mentored hikes. It should probably include an explanation of your history, goals, and type of hikes you are interested in doing, when you are available, etc. Send it to an Excursions Co-Chair to be forwarded to the other leaders.
 - Come to an Excursions Committee Meeting and meet other leaders in person.
 - Ask the excursions co-chairs for guidance and suggestions
- Take a Mentored Hike! (go to section [8.3 Mentor Requirements](#))
 - **It is your responsibility to provide the Mentor Evaluation form for each hike.**
 - Plan some time after the hike to discuss with each mentor what went well and where there is opportunity for leader improvement.
 - There is an electronic Mentor Evaluation form in the Google drive which is typically used. Ask an Excursions co-chair to provide the link to you and each one of your mentors. OR,
 - You can use the paper Mentor form. Bring the paper form to the hike, ask each mentor to complete the form, and sign it.
 - The mentor evaluation form is currently updated and stored online on the NH Excursions Google drive. This can be downloaded and printed for use as a paper form
 - Ask each mentor to complete the appropriate check boxes and to write a narrative on the back of the form, and be sure they sign the form!
 - When you have completed your three hikes, submit the form to the Excursions Co-Chair for evaluation by the Leader Review Board. Once your evaluation form is approved by the Board you have completed the Mentor Program.

2 Hike Leader Requirements

2.1 Universal Prerequisites for All Leader Candidates

All classes of leaders must:

- Be a member in good standing of the Appalachian Mountain Club (AMC)
- Have successfully completed an approved AMC-NH Chapter Excursions Committee leadership training class. Current approved classes are:
 - Class 3 Leadership Training (Class 3 only), ○ Leadership and Mountain Skills at AMC NH Winter and Spring Workshops ○ Mountain Leadership School (MLS) and Advanced Mountain Leadership School (AMLS). Both MLS and AMLS must include the “Bridge” course offered by AMC.
- Have hiked at least 24 peaks corresponding with the Class of leadership desired
- Have participated in / observed at least 5 officially published AMC-NH Chapter Excursions hikes, each with a different Hike Leader
 - Participation in a **non-**Leadership class at any Cardigan Winter or Spring Workshop may count as one hike, irrespective of the number of classes taken
 - Participation in the Winter Hiking Series (WHS) may count as two hikes, provided that you have attended at least two hikes with the WHS with different leaders.
- Inform an Excursions Co-Chair of the intent to enter the mentoring program. Provide an Excursions Co-Chair with:
 - contact information, including name, phone number(s), street address, email address, AMC membership number, chapter,
 - leadership class completed with date ○ date/leader/destination of 5 AMC-NH Excursions events, ○ prerequisite list of peaks/hikes as required, and class of leadership applying for.

2.1.1 AMC Leader 3-W (NH Class 1) Hike Leader

Scope: An AMC Leader 3-W (former NH Class 1) Hike Leader for NH Chapter Excursions Committee may lead hikes:

- Of any length
- Of any duration
- To any destination
- At any time of year

- That are within the limits of the Excursions Committee's scope of operation.

Required Qualifications: AMC Leader 3-W Hike Leader must:

- Meet the universal prerequisites described above
- Have successfully climbed at least 24 of the 48 NH peaks on the official White Mountain 4000 Footer list in the calendar winter season. Equivalent peaks not on this list may be accepted subject to approval by the Excursions Co-Chairs
- Have successfully completed the NH Chapter's Mentor Program requirements for AMC Leader 3-W Hike Leader Candidates in the calendar winter season, with good recommendations from the hike mentors
- Be approved by the Leader Review Board.

2.1.2 AMC Leader 3 (NH Class 2) Hike Leader

Scope: AMC Leader 3 (former NH Class 2) Hike Leader for NH Chapter Excursions Committee may lead hikes: ● Of any length

- Of any duration
- To any destination
- In the calendar spring, summer, or fall seasons only
- AND.. only where winter-like conditions are not likely to be encountered
- That are within the limits of the Excursions Committee's scope of operation

Required Qualifications: AMC Leader 3 Hike Leader must:

- Meet the universal prerequisites described above
- Have successfully climbed at least 24 of the 48 NH peaks on the official White Mountain 4000 Footer list
- Equivalent peaks not on this list may be accepted subject to approval by the Excursions Co-Chairs
- Have successfully completed the NH Chapter's Mentor Program requirements for AMC Leader 3 Hike Leader Candidates with good recommendations from the hike mentors
- Be approved by the Leader Review Board

2.1.3 AMC Leader 2 (NH Class 3) Hike Leader, Non-winter

Scope: AMC Leader 2 (former NH Class 3) Hike Leader for NH Chapter Excursions Committee may lead hikes:

- No longer than 8 miles in total length
- That start and finish on the same day
- To elevations no higher than 3,200 feet above sea level
- From May 1 to October 31 in the White Mountains
- OR in the calendar spring, summer, or fall seasons in areas that are south of the White Mountains and below tree line
- AND... only where winter-like conditions are not likely to be encountered
- That are within the limits of the Excursions Committee's scope of operation.

Required Qualifications: AMC Leader 2 Hike Leader, Non-winter, must:

- Meet the universal prerequisites described above
 - Have successfully climbed any 24 peaks from the official White Mountain 4000 Footer list and/or the list of additional lower peaks from the approved list in Part 10b of the Leader Handbook. Equivalent peaks not on this list may be accepted subject to approval by the Excursions Co-Chairs
 - Have successfully completed the NH Chapter's Mentor Program requirements for AMC Leader 2, Non-winter Hike Leader Candidates with good recommendations from the hike mentors
 - One of the three mentored hikes may include trailwork ●
- Be approved by the Leader Review Board.

2.1.4 AMC Leader 2-W (NH Class 3W) Hike Leader, Winter

Scope: AMC Leader 2-W (former NH Class 3W) Hike Leader, *Winter*, for NH Chapter Excursions Committee may lead hikes: ● No longer than 8 miles in total length

- That start and finish on the same day
- To elevations no higher than 3,200 feet above sea level
- Any season of the year
- That are within the limits of the Excursions Committee's scope of operation.

Required Qualifications: AMC Leader 2-W Hike Leader, *Winter* must...

- Meet the universal prerequisites described above

- Have successfully climbed any 24 peaks from the official White Mountain 4000 Footer list and/or the list of additional lower peaks from the approved list in Part 15 of the Leader Handbook in the calendar winter season. Equivalent peaks not on this list may be accepted subject to approval by the Excursions Co-Chairs
- Have successfully completed the NH Chapter's Mentor Program requirements for AMC Leader 2-W, Hike Leader Candidates in the calendar winter season, with good recommendations from the hike mentors
- Be approved by the Leader Review Board.

AMC L2 Leader, either Winter or Non-Winter, may request an exception from the Excursion Co-Chairs to the above provisions where the distance of a proposed hike is somewhat longer than 8 miles, the maximum elevation gained or the date range is either earlier than May 1st or later than October 31st. Such exceptions can be made prior to posting the hike on the AMC OLTL/ActDB or Meetup system.

2.2 Types of Leadership Training Provided by the AMC-NH Chapter

The NH Chapter offers two levels of leadership training. The higher level of training is offered during its annual Workshops held at Cardigan Lodge twice during the winter and once in the spring. These workshops begin Friday evening and end Sunday afternoon. The same leadership curriculum training is offered during each of the three workshops, and successful completion will prepare the leader candidate to enter the mentoring program at AMC Leader levels 2, 2-W, 3 and 3-W (NH Class 1, Class 2 or Winter Class 3). It is not necessary to take this training during the winter workshops in order to qualify for Class 1.

A second level of training is offered each fall, with a one-day leadership class. Successful completion of this course will prepare the leader candidate to enter the mentoring program at AMC Leader 2 (NH Class 3). Please note that in order to progress from NH Class 3 to Class 3 Winter it is necessary to successfully complete the 2 ½ day workshop at Cardigan Lodge.

2.3 Inactive Status

After three years of inactivity, it is the Excursion Committee's practice to place hike leaders on Inactive Status. Individuals who wish to return to active hike leader status need to contact one of the Excursions Co-Chairs. You may be asked to co-lead one or two hikes to demonstrate your skills prior to regaining Active Status.↓

3 Hike Leader Bill of Rights

- A Hike Leader has the right to evaluate all participants for his/her hike.
- A Hike Leader has the right to determine if a participant has the proper equipment needed for the hike.
- A Hike Leader has the right to determine if a participant has necessary ability and experience needed for the hike.
- A Hike Leader has the right to limit the number of people who participate in a hike.
- A Hike Leader may refuse to permit a person from participating in his/her hike if that person fails to meet any of the above criteria.
- A Hike Leader may refuse to permit a person from participating in his/her hike if that person does not agree to stay with the group and abide with the leader's decisions.



3.1 Participant Rights / Leader-Participant Communication

Leaders should pay special attention to Participant concerns and questions whenever possible, as participants also have rights.

1. A participant has the right to ask questions and be heard before, during, and after a hike.
2. A participant has the right to voice opinions, concerns, and to inquire about alternatives particularly when he/she feels that following the group's current course of action could have serious negative consequences before, during, and after a hike.
3. A participant deserves well-thought out, courteous, and logical answers from the hike leader to their questions, opinions, and concerns.

4. A participant has the right to discuss with the leader their concerns over a course of action that the participant feels uncomfortable with. This may include:
 - a. the route
 - b. the conditions
 - c. the group's ability to handle the situation

5. Taken to an extreme conclusion, this could result in a situation where one or more participants say that they want to leave the group. The leader should understand that this is a signal that the original plans may need to be altered.

6. Bottom line: the leader has to make a decision everyone can live with. The leader must manage the situation for the safety of the group, even if this means that the discussion has to wait until you are in a safe location.

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4 Guidelines for Hike Leaders

1. Know your weaknesses and strengths. Stay in shape.
2. Know your participants. Find out if they can handle the pace and distance that you have described in hike description. Do the planned hike unless weather or other circumstances dictate a change of plans. Make sure everyone has “bought in” to the hike.
3. Make sure the participants have the proper equipment, clothing, water and food for the hike.
4. Keep the group together. Explain to participants beforehand that it is a “group hike,” and that hikers should stay together for the safety of the group.
5. Groups should not be split unless there is an emergency. If it becomes necessary to send people for help in an emergency, be sure that both subgroups have the skills, the personnel, and sufficient gear to remain safe during the situation.
6. If it has been decided in advance, at the trailhead or earlier, that part of the group will go to an additional destination, then the two groups are acting as two separate hikes, and each should have a qualified leader and the appropriate gear for the hike.
7. Hike Leaders should set the pace according to the slowest hiker. Putting such a hiker in the lead or near the front of the group, will often will slow the pace to everyone’s benefit.
8. Don’t let the strong hikers set the pace. This can destroy the cohesiveness of the group.
9. Pay attention to how your participants are doing.
10. Make sure no one has fallen behind. This can happen even with a good sweep. Take frequent head counts.
11. Start long distance hikes early, so you don’t have to hike late in the day.
12. Any leader who intends to lead bushwhacks should be highly proficient in map and compass and/or GPS skills and should have a good knowledge of the terrain beforehand.

13. Don't start bushwhacks late in the day if you can help it, especially if you don't know the terrain. There is nothing wrong with returning by the same route that you came in on, especially if it was a good passable route.
14. Leaders should lead bushwhacks from the front or close to the front so they can control direction.
15. When making field decisions about routing and timing, keep in mind the ability of the participants.
16. Keep an eye on the weather, especially if going above treeline. Don't be afraid to turn the hike around if the weather is bad or changing for the worse.
17. Notify an Excursions Co-Chair of any accident as soon as possible.
18. Fill out the Accident Form (can be obtained from an Excursions Co-Chair, or on [Trip Leader Shared Folder](#), under "Forms") This form must be filed at the listed AMC address.
19. Do not relinquish your AMC NH hike to anyone but an approved NH Chapter Hike Leader.
20. If you decide to relinquish your hike to another approved NH Chapter Hike Leader, notify a NH Chapter Excursions Co-Chair **before** you start the hike nhamcleader@gmail.com.
21. After your hike:
 - a. Complete White Mountain National Forest (WMNF) Summary of Use (SOU) Report as required; email as directed on the form.
 - b. Mail in the release form for Volunteer-led activities as directed on the form.

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4.1 Accepted Peer Practices, AMC-NH Excursions

Below are what we consider to be a combination of "accepted peer practices." Many of the practices described below are fluid and may evolve or change over time; they are not intended to be "rules" to follow, but rather, as items for hike leaders to consider as they conduct hikes and outings.

1. **Maximum group size:** While there can certainly be exceptions, we recommend keeping group size to ten or less. This number allows the hike leaders to safely

conduct a group hike, without impinging on the enjoyment of other members of the public.

2. **Minimum number of hike leaders:** Within the Excursion Committee, we recommend that all hikes have two approved leaders. There are exceptions and leaders may on occasion lead a hike alone. This should be the exception and not the rule. Excursions co-chairs will typically ask that all hikes submitted include at least two leaders.
3. **Screening:** The NH Chapter's preferred method of screening is via a personal telephone call. In addition to preparing participants for the excursion at hand, the goal of screening is also to create an adequately equipped and similarly aligned (pace, fitness) hiking group.
4. **Leaving backpacks at trail junctions:** On occasion, when peaks or points of interest are not too far from a trail junction, it is tempting to dump the heavy backpack at the junctions, then run out to tag a peak. However, on an AMC NH hike, we would recommend that leaders have participants carry backpacks, or at a minimum, that the leaders carry full packs with safety gear and that participants carry at least a minimum of gear, such as water. To illustrate, when hiking Garfield, leaving packs at the junction below, would put the group 0.25 miles from group resources. Should an accident occur on the summit, you are now 0.5 miles (round trip) from your resources.
5. **Dogs / Pets:** We would recommend that leaders not allow participants to bring their dogs / pets on AMC NH hikes. While hike leaders are able to maintain some control over participants and are able to "screen" participants to determine fitness for a hike, leaders have no control over canines, their instincts, their behavior towards wildlife, their fitness for a hike, or their impact on the other participants who may not feel comfortable hiking with dogs. That said, if a hike leader wishes to allow a dog on a trip, the hike leader must be certain the dog is physically fit and ready for the hike. In addition, the hike leader should inform the other participants that a dog will be on the trip (as not all participants will enjoy hiking with dogs).
6. **Sending Someone Back:** If someone becomes ill or tired, and would like to leave a hike, we would not send that person back alone. Leaders needing to split a group for safety or other reasons should do their best to maintain a minimum of four people in each group, and should ensure that each group has appropriate group safety gear.
7. **Hiker wanting to leave the group:** On occasion, a participant hiker may insist on leaving the group. (Perhaps this person wants to tag an additional summit, or they become bored and want to leave the group.) Leaders may wish to first try to convince that person to remain with the group. If that does not work, you could consider asking the hiker to sign out in some fashion. If the individual refuses to sign

out of the hike, consider having the other participants witness the situation which covers you from liability should that person become injured or lost after leaving the group (and being advised to stay with the group).

8. **Left – Right – Center:** It goes without saying that leaders should refrain from bringing up topics or wearing attire that are overly political, religious or sexual in nature. That includes not telling bawdy jokes, and not commenting on the divisive news of the day. There are plenty of more universally appropriate topics (work, travel, kids, best hikes) that can be used as hiking conversation.
9. **Winter & Snowshoes:** Carry snowshoes when hiking on snow-covered trails, even if you don't need them at lower elevations. Postholing (in more than a few inches of snow) is inconsiderate, inefficient, and sets a bad example to other hikers. Trails and postholes “consolidate,” and postholes that freeze in place, create hazards and unpleasant hiking for subsequent users.
10. **Leave no trace:** Carry-in, carry out. Take photos, leave footprints. It doesn't matter how you frame it, AMC groups must ensure that they reduce environmental impact and follow the Leave No Trace (LNT) Principles.
 - a. Feeding of any **animals** - refer to LNT.
 - b. Proper “**bio breaks**” procedures shall be followed; carry out toilet paper, and bury as appropriate any human waste.
 - c. Leave no trace also refers to limiting a group's “**noisy**” impact on more solitary hikers; at summit areas, gathering your group off to the side would be appropriate.
 - d. Staying on trail and off fragile alpine growth.
11. **The Peak Baggers' Dilemma:** Folks may have signed up for a particular peak, and as a leader, you too, may be seeking to gain a particular summit. But on all hikes, group safety trumps any peak bagger's goal. Weather, fatigue, dehydration, hiking time and trail conditions must all be taken into account – and there will be occasions when the prudent course of action will be to turn the group around. Remember, your top priority is getting everyone safely back to their cars; the summit is optional.... and will always be there.
12. **Breaks:** Leaders should ensure that groups take their breaks off trail in spots able to accommodate a large group without impacting the environment. Stopping in the trail and blocking passage of others simply isn't courteous to others on the trails. Moreover, we should strive to preserve the plants and soils adjacent to the treadway.

13. **Lead Some Hikes**: To remain current with your hike leading skills, there is an expectation that hike leaders will lead a minimum of 2-3 hikes per year.
14. **Wilderness First Aid (WFA)**: While leaders are not required to take WFA, we recommend that all leaders take advantage of WFA training. This training is funded by the NH Chapter and thus, is free to all hike leaders.

4.2 Things to Know

1. **Minimum group size**: Per the AMC, for a trip to run with approval from the Excursion Committee, a minimum group size of four (leaders included) is required. This ensures that should an injury occur, one person could remain with the injured person, while the remaining two could hike out to summon help.
2. **Wilderness areas**: Locally, within the White Mountain National Forest, federally designated wilderness areas require that group sizes be kept to ten or less; this is firm and there can be NO exceptions. Additionally, AMC leaders must keep to trails, and may not bushwhack, or lead groups to any area more than 500' from the trail. The WMNF issues AMC hike leaders "guide" cards, which essentially gives AMC groups permission to conduct hikes in the White Mountain National Forest. As such, we must follow WMNF regulations about not leading bushwhacks in Wilderness areas. Thus, for example, Owls Head, the winter bushwhack to Isolation, and the bushwhack to Mt. Resolution are off limits to AMC hikes. (When leading a hike outside of the WMNF, these rules may not apply.)
3. **Firearms**: While there is no official policy from the Club on this matter, the NH Excursions Committee does not allow participants to bring firearms to any hike or activity.
4. **Minors**: Hike leaders do not have to allow minors on their hikes. But should a minor be physically appropriate for the hike, the leader may wish to include that minor. The hike leader may need to consider if this should be communicated to the other participants ahead of time, particularly if the hike was listed as an "adult" hike. Minors need to be accompanied by a parent/guardian, OR, if the hike leader is comfortable taking an unaccompanied minor on the hike, then a parent needs to sign both the release waiver AND medical treatment form. For more information: <http://www.outdoors.org/volunteer/volunteer-resources/youth-participation-information.cfm>

5. **Liability Protection:** As a hike leader, you are afforded liability protection through the AMC. Further, any individual you assign to assist you during a hike or outing, is also afforded liability protection. Examples include but are not limited to: asking an individual to “sweep” on a hike, or assist with administering first aid. Please note that AMC liability protection is NOT extended to car rides or carpooling. For more information: http://www.outdoors.org/chapters/potomac/upload/AMC-Potomac-Leader-Liability_2Nov-2015.pdf
6. **Individuals with Disabilities:** On occasion, you may be tasked with making reasonable accommodations for a person with a disability, such as allowing a service animal on a hike, or using an FM microphone system during an instructional workshop to communicate with a person with a hearing impairment. But for hikes more than a couple of miles from a road or AMC facility, you are fully within your rights to ensure that a person with a disability has the fitness and skills required to safely complete your hike, and additionally, that any individual or service animal assisting a person with a disability also possesses the requisite fitness and skills. For more information: <http://www.outdoors.org/volunteers/forms/youth-participation-information.cfm>
7. **Interchapter hikes:** Hike leaders on occasion may wish to conduct a hike with a leader from another Chapter. If the other leader is known to the co-chairs, this leader can be listed as “co-leader” when submitting a trip. If the other leader is not known to the Excursion Co-Chairs, the NH leader may need to contact the other Chapter’s Chair, to help facilitate verification that their leader is in good standing within their Chapter.
8. **Trail right-of-way:** Those *ascending* the trail have the right-of-way, (as they are working the hardest) and it is the responsibility to those descending to yield and allow passage. Those ascending may choose to step aside and catch their breath, but it is their choice.
9. **Targeted hikes:** While our hikes and activities should be open to all regardless of gender, race, age and the like, it is permissible, on occasion, to offer hikes targeted to a specific group, such as “Women’s Trail Work,” “Family Hike,” or “20’s and 30’s Camping.”

5 Wilderness First Aid (WFA) Training

The NH-AMC Excursions Committee encourages, but does not require, all active leaders to take a Wilderness First Aid (WFA) course on a regular basis. WFA classes are offered by Stonehearth Open Learning Opportunities (SOLO) or similar certifying organizations. AMC often offers training in cooperation with these certifying organizations. If a leader elects to take training that is not offered in cooperation with the AMC, reimbursement may be available, but must be approved prior to taking the course.

6 Hike Notice Submission Venues

Excursions Committee hikes are publicized on-line.

AMC's ActDB / Required:

- The AMC's own Online Hike Listing service, or Activity Data Base (ActDB) can be found at <http://trips.outdoors.org>.
- All hiker leaders and Hike Leader in Training (LIT) (or Candidates (LCs)) must publish all hikes online using the ActDB site.
- All hikes submitted through the ActDB are then sent to an Excursions Co-Chair for approval.
- No hike may occur or be conducted until it has been approved by an Excursion Co-Chair.
- Email an Excursions Co-chair if you need help with submitting a planned hike for approval at excursionsnh@amc-nh.org.
- Mentored online hikes must be published a minimum of two weeks prior to the date of the hike, so that the LC gains experience in screening applicants as prescribed in Part 11.

Social media/ Optional:

- Leaders may choose to utilize Social Media for advertising their hikes
- Social Media Sites used by leaders include, but are not limited to
 - <http://www.meetup.com/Hike-with-AMC-NH/>.
 - <https://www.facebook.com/groups/amcnh/>
 - <https://www.instagram.com/amcnewhampshire/>
- Posting hikes on social media is **optional**
- Posting the hike on the AMC system is MANDATORY.
- Social media postings are currently used as advertising of the hike event, with a link to the AMC hike posting which uses electronic registration is required.

Managing a trip posting using social media

The NH chapter strongly recommends using the AMC on-line system for hiker registration and use of electronic waivers. Social media can be used as a supplementary posting as an advertisement of the hike. If you choose to list on social media (such as Meetup or Facebook), it is required that you provide a link to the AMC system registration for your hike. In this case, do not allow registration on social media, list the number of participants as 0 or 1.

Refer to Part 18 for a guide for use of Meetup.

In 2024, a new AMC activity posting and registration system, “Outdoors Connect” will be rolled out.

6.1 ActDB, (Activities Database), AMC Trip Entry Instructions

For best results, print out these Instructions

Revised December 14, 2021 (inserted 2022)

To be a Trip Leader or Leader Candidate, AMC requires that you have an AMC membership. One reason for this is to ensure that you are covered under the AMC’s insurance policy on your hikes. If your membership has lapsed, renew it before trying to enter a trip.

1. Go to the AMC My Outdoors, <https://www.outdoors.org/my-outdoors/>. Log In to your account with User Name and Password, or if you do not have an account, click “Create One Now”.
Follow the directions there for validating your member information. You’ll only have to do this once.



Explore With Us

Our Work

Outdoor Life

Search



Join
Renew
Donate

MY OUTDOORS

Welcome to your AMC dashboard

[Log in to view your MyOutdoors Info!](#)

ActivitiesDB Dashboard

View your trips and the message center

[View Trips](#) →

Digest Emails

[Edit your digest email preferences](#)

[View Trips](#) →

2. Let your Excursions co-chair (excursionsnh@amc-nh.org) know that you want to start mentoring. You must have completed the universal prerequisites listed in Part 1 of this Handbook. The co-chair can then set you up on the Activities Data Base (ActDB) site.
3. Then, go to <https://activities.outdoors.org/login/index.cfm>. You will see a screen like the one below. Login with the same user ID and password that you used for AMC My Outdoors.



Log into your AMC Online Account where you can access Activities Database.

Username must be in the format of an email address.

Username:

Password:

SUBMIT

[Reset Password](#) ⋮ [Don't have an account?](#)
[Forgot Username](#) ⋮ [Create one now](#)

Note:

We recently updated our online store. Members will now need to login directly on the store to receive their discount, as logging in through MyOutdoors will no longer provide discount access. All members should have received an email containing a link to activate their new store account. If you have an active membership and have not received this email, please contact us using the information at the bottom of the page.

You can also go to Volunteer Activities Search, and select “Log In”.

4. After successful Log In as a Leader listed in the ActDB system, you will see a screen similar to this:

My Dashboard
 Registration Stats
 Manage Digest Emails
 Message Center
 Log Out

Activities Admin

Activities Search

USERS
 My Defaults
 Manage User Rights

LEADERS
 Manage Leader Rights
 Add Social Event Leader
 Manage Field Labels:
 -- Choose Committe ▼
 Manage Leader Levels:
 -- Choose Committe ▼
 Manage Chairs

ADMIN SEARCH

Show me:
 ▼

Entered By:
 ▼

Submitted to / at:
 ▼

Keyword:

Activity:
 ▼

State:
 ▼

AMC Destination:
 ▼

SEARCH MORE

Current New Hampshire Events

Listing Profile	Date	Status	Event Type Event Title	Edit Stage	Edit Options
P	12/25/21	(O)	Chapter Trip: <u>Test Trip</u>	Approver	view web edit change status delete

- Click **MY DASHBOARD > ACTIVITIES ADMIN**, scroll down the menu on the left side.
 Scroll down and select **EVENTS > ADD EVENT** on the left sidebar. You may be prompted to choose a committee, choose **EXCURSIONS**. Scroll to top of screen, you will now see a screen like this: Enter the information fields, guidance is listed below.

Managing event for New Hampshire Chapter Excursions Committee.

Fields marked with a red asterisk * are required.

BASIC INFO

*Event Type:

*Title:

*Start Date/Time:

*Recurrence:

*End Date/Time:

- **Event Type:** choose Chapter Trip. You have a choice of entering a Chapter Trip, or entering a Volunteer Opportunity.
- **Title:** Here is where you put in something succinct and descriptive. “Osceola and East Osceola via Mt Osceola Trail”
- **Date/Time, Start and End:** Use the drop-down calendars. A one-day trip will of course have the *same start and end dates*. ● **Recurrence:** leave blank for one day hike
- **Region, State, Country:** self-explanatory
- **Audience:** Adults 18+, or 20’s and 30’s, or Family
- **Activity:** Choose hiking, unless you are doing another activity.
- **Listing Type:** no choice here—it’s web only.
- **Web Description:** Try to be concise and include info that will hold your reader’s attention. You may not be able to format this paragraph, so it could come out as one block of text.
 - Include important caveats, such as “Full Winter Gear required,” or “Experienced hikers only”
 - Include approximate distance and elevation gain: “10.3 miles with 4250’ elevation gain.”
 - Include a description of pace, typically “Slow to Moderate”, but tailor this for your target group, and your screening intentions.
- **Location:** Use a short Location such as; Mt. Moosilauke, or White Mountains, or Southern New Hampshire, or Waterville Valley
- **Lat. / Long. (Location):** PLEASE USE THIS FEATURE

If your trip is to Mt Cube, type in Mt Cube, NH in the location box, go down one box to Lat/Long and click on the far-right icon which is a “pin”, as on Google Maps.

- If your location is recognized, the pin will appear near the summit of Mt Cube. It doesn't matter at all that your meeting place won't be the summit of Mt Cube. *This is just so your trip will show up on a map of NH if someone is searching* (the website with map is live).
- the pin on top of Mt Washington by typing in “Mt Washington, NH”.
- If you're putting in a Cardigan workshop, you could type in “Cardigan Lodge, Alexandria NH” (without the quotations) and the pin will appear in downtown Alexandria. You could move it manually to Cardigan Lodge if you wanted to. It's not essential.
- Please note that if you put in “Cardigan” you will get a map of Wales, UK, and if you only put in “Cardigan Lodge” the pin will appear in Connecticut for some reason.
- The point is that your trip will show up if someone is searching a map of NH for AMC trips.

● **Trip Photo:** A photo may get a searcher interested in signing up for your trip. If you have a photo on your computer to upload, the process is easy.

Click Choose Image > Choose File

You can choose a photo from your computer to upload. You can also Click “My Photos” tab, to select a photo you have previously loaded onto the system To the extent possible, upload a season specific photo.

○ **AMC Stock Photos:** If you do not select your own photo, the AMC system may assign a stock photo based on your activity (hiking). ● Additionally, please add a few words about yourself—how long you've been hiking, areas of interest, and so forth, if you do not have a saved bio in the system.

Additional Information (click to expand)

- Skip **Testimonials** and **Driving Directions**, unless you want to fill those sections out.
- **Web Release Date** If you want your trip to get on the web ASAP, just leave the default, otherwise enter a specific date.
- Put in **Search Terms** that would help someone find your trip, or leave it blank.
 - Example: Over 55 hike, 20's and 30's (YM) hike, Family hike, Strenuous Hike, Easy Hike, ...These Search Terms can help when a member is searching for “Over 55” or other specific outings
- **Link Text and Link URL:** this is where you can link to a Meetup page so that people can sign up through the Hike with AMC NH Meetup page.

○ NOTE: if this is a mentored hike, make sure your ActDB trip has been approved by the NH approvers and your mentor is in agreement **BEFORE** you post the trip on the Meetup site

○ NOTE: Due to this approval process, the meetup link will not be available when you first create the ActDB trip posting, the link will have to be added later, after approval of the trip and creating and posting of the Meetup trip.

- **Special Designations:** choose if appropriate.
- **Difficulty:** Use the following AMC guide for these labels in order to set expectations of hikers:

Activity Level	Moving Time (Up to _ Hours)	Distance (Up to _ Miles)	Daily Elevation Gain (Up to _ Feet)
Relaxed	3+	4	500
Easy	4	6	1000
Moderate	6	8	2000
Vigorous	6	12	3000
Strenuous	6+	15	3500+

- **Nearby AMC destination:** self-explanatory
- **Rate/Fee Info:** For our purposes, skip this.
- **Leader 1:** Your name, phone and email should already be populated here.
 - Phone on Web: YES, for hikers to call to discuss registration (screening)
 - EMAIL on Web: YES, for hikers to contact you
 - You may choose a time for people to call you (7-9 PM typical), add biographical details and a photo if you wish. NOTE: this will auto-populate in the future
- **Leader 2:** You enter the information about your second NH Chapter leader here.
Start typing the last name and the Leader 2 section will often auto-populate.
If you are being mentored, your mentor will be Leader 2.
- **Leader 3:** This is not often used, leave blank.
- **Co-leader 1:** BLANK for most trips and mentored trips.

(This applies when there is a co-leader from another chapter)

Registration Section

- **Registration:** Select from pull down menu;
 - **Required - Electronic Waver.** *This is Preferred.*
Hikers will apply on-line as a first step toward registration.
Electronic waivers are completed by each hiker/applicant, paper waivers at the trail head are not needed, when all hikers apply for the hike this way. Records are retained at the AMC
The Registrar for the hike will usually be the person who entered the trip (it should auto-fill). Hikers must talk to the Registrar by phone for the required screening. See screening section.
 - **Required-Contact Registrar.** *This can be used.*
Hikers will call or email to register. **Paper Waivers** must be signed by hikers at the trailhead, and submitted to AMC by the Leader.
- **Registration Start and End Date/Time**
You can start as early as tomorrow (if approved). Registration end is typically 2-3 days before the hike
- **Limit Participants** Yes,
Participant Limit: typical limit 8 or fewer participants, plus the 2 leaders
- **Allow Wait list** Yes
Waitlist Limit: typical 2-5 waitlist, it is common to have some attrition and the waitlist hikers will be pleased to join.
- **Registration Questions** typically leave as auto-filled

NOTES: Only used if you want to communicate with the Excursions approver.

PREVIEW, SUBMIT, REVIEW and APPROVAL:

- Once you've jumped through all the above hoops,
click **Preview**, Scroll UP, and check everything for typos, stupid errors—you didn't really mean to lead a hike on Mother's Day, did you?—et cetera, and then, Close the Preview with X at top of preview window.
- Click SAVE. You can leave the web page and return to continue working on the draft posting later.
- When you're satisfied with your trip posting, click **Submit**.

Your trip posting will be reviewed, and either approved which will make the posting "live", or you will receive comments back from an excursions co-chair, suggestions updates.

APPROVAL:

Your trip posting will be reviewed, and either approved which will make the posting "live", or you will receive comments back from an approver (excursions co-chair), suggesting updates. An approver will usually review the trip post within a day of being notified, although sometimes this may take longer. If you are working with a short notice time, it may be best to call one of the co-chairs and ask for a quick review and approval.

If you cannot find your trip on the website (www.outdoors.org or www.amc-nh.org within a day or so, email the co-chairs (excursionsnh@amc-nh.org) to inquire. Sometimes things go awry.

After the trip is on the website, the only modifications that you yourself can make are to its "Status": that is, is the trip Open, Canceled, Full or Waitlisted?

Any editing (date, destination, leader name) must be done through one of the approvers, so email a co-chair.

If you have trouble with any part of the process, email one of the co-chairs and we'll try to walk you through it.

YOUR HIKE LEADER DEFAULT INFORMATION

THIS IS HELPFUL. You can enter your hike Leader default information when logged into the ActDB as follows:

Left Side Menu > Users > My Defaults

This opens menus to pre-populate Trip Entry Defaults and your Leader Defaults – Excursion. When you enter your information here, it is used to auto-fill trip information for future postings.

MANAGING YOUR TRIP ONCE IT IS POSTED

When your hike/trip is "live", you will need to manage it. Steps to manage it:

- Monitor and update the hiker register
- Phone screen each hiker for recent experience, equipment, and compatible fitness levels
- Update hiker status to "accepted", "declined", or "wait list", to fill the roster
- Once the maximum number of hikers is reached, the hike status will change to

“Waitlist” but is still open for registration. Even under this situation screened hiker status must be changed to waitlist manually by leader.

- Only approved registered hikers will be allowed on the trip

6.2 Social Media

Managing a trip posting using social media

The NH chapter strongly recommends using the AMC on-line system for hiker registration and use of electronic waivers. Meetup can be used as a supplementary posting as an advertisement of the hike. If you choose to list on social media (such as Meetup or Facebook), it is required that you provide a link to the AMC system registration for your hike. In this case, do not allow registration on social media, list the number of participants as 0 or 1.

Advertising on social media

Social media is not used for hike posting at this time. All hikes must be posted to the AMC outdoors volunteer event system. This will be called the Outdoors Connector starting in 2023.

Social media can be used for hike advertising, to notify a wider group of your planned event and is helpful to fill the roster in some cases. If you plan to use social media for hike advertising, you should be sure to do the following.

- Provide a web link to the specific AMC hike posting which is live on-line. The AMC hike posting is where a hiker can request to register for a hike.
- The Meetup description of the hike should START with
 - “You must follow the link to the AMC below to request registration for this event”
 - This should be repeated at the bottom of the hike description by the link
- When advertising on Meetup, you should specify:
 - # Participants = 1 (that is you, the leader)
 - # Waitlist = 0 (Meetup is not used to register hikers)
 - Do not allow registration on Meetup

Refer to Part 18 for a guide for use of Meetup.

7 Excursions Committee Meetings

The Excursions Committee holds meetings several times per year. The meeting dates will typically occur at the following times. Any variance shall be announced in advance:

Second Tuesday in April - Spring/Summer Planning:

August or September, exact date TBD - Summer business Meeting/Picnic, Fall Planning

Second Tuesday in November - Winter Planning:

Holiday Gathering is sometimes informally held in December at a leader's home

Meetings may be in person or virtual. Meeting locations shall be announced at least two weeks in advance. Efforts will be made to hold these meeting a centralized location for the majority of the attendees.

Use of meeting rooms typically involves a nominal rental fee or donation.

The meetings are open to all NH Chapter Hike Leaders and are a great place to find a co-leader if one is needed for your Hike. All Leader Candidates are encouraged to attend. If you have completed the leadership training and are looking to start your mentored hikes, it's a great place to get connected to Mentors.

At these meetings the Excursions Co-Chairs and hike leaders can make important announcements, plan for upcoming hikes, share news, and discuss issues which have come up. This is a good chance to socialize with fellow leaders. There is usually an agenda of interest to leaders.

8 Mentor Program Overview

The Hike Leader Mentor Program was instituted in the AMC NH Excursions committee in 1998. The purpose of the program is to ensure the person who desires to become a Hike Leader for the NH Chapter will have the proper training and experience. The ultimate goal is to provide all participants in the AMC NH Chapter Excursions Committee hikes with a fun, informed, and above all, safe experience.

Once a Leader Candidate (LC) and also referred to as a Leader in Training (LIT), meets all the prerequisites, they must begin a series of hikes under the guidance of Mentors. These hikes are designed to give the LC a wide range of experience. With each hike, an increasing level of responsibility placed on the LC. To ensure that he/she gets a varied experience and is exposed to different styles of leadership, a different Mentor is required for each hike.

A LC must be approved by a majority vote of the Leader Review Board (LRB) before they can become an approved Hike Leader for the NH AMC Excursions Committee.

Oversight of the Hike Leader Mentor Program is the responsibility of the Leader Review Board (LRB). The board evaluates, accepts/disapproves or recommends further training for LCs.

In addition, the LRB approves all policies as needed for the proper operation of the NH Chapter Excursions Committee. Issues regarding appropriate conduct of leaders are also within the jurisdiction of the LRB. The business of the Board may be conducted by telephone, email or electronic meeting software.

The members of the Leader Review Board are listed on the next page.

8.1 Leader Review Board Composition

<u>Name</u>	<u>Position</u>	<u>Start Date</u>	<u>End Date</u>
Jamie Gillon	Excursions Co-Chair		Ongoing
John Williams	Excursions Co-Chair, Secretary --		Ongoing
Rick Silverberg	Leadership Training Director --		Ongoing
Dan Heon	Past Excursions Co-Chair	10/2023	10/2025

Bill Neishem	Institutional	2/2024	2/2029
Ming Lui	Institutional	10/2021	10/2026
Wanda Rice **	Institutional, Chair LRB	2/2022	2/2027
Tom Ickes	Institutional	02/2023	2/2028
Frank Miller	Institutional	2/2020	2/2025

** elected Chair 02/2023

Any active leader in good standing with the NH Chapter Excursions Committee may serve on the LRB. Individuals wishing to serve may self-nominate or be recommended by other leaders to serve. The LRB selects new members, usually in January of each year, to fill openings. The LRB elects officers; Chairperson and Secretary, to one-year terms at the first meeting of the year.

8.2 Leader Candidate Requirements

Prerequisites: Before any mentored hikes can take place, a Leader Candidate (LC) must fulfill the Universal Prerequisites for All Leader Candidates and also complete climbing the prerequisite peaks applicable to the leadership class as described in the earlier section, “Hike Leader Requirements.”

Mentored Excursions: Once the above prerequisites have been met, a LC must co-lead a minimum of 3 official NH Chapter Excursions Committee hikes. Each hike must be done with an approved hike leader of the NH Chapter Excursions Committee acting as a mentor. The mentors will evaluate the LC on each hike using the criteria listed below. Progress and performance shall be recorded on the Mentor Evaluation Form (Part 13).

- Timeline o Successful completion of NH Chapter Leadership Training Course o First mentored hike within 3 years of course completion o Completion of 3 mentored hikes within 2 years of first mentored hike
- A LC must have a different Mentor for each mentored hike. Mentors can be any approved NH Excursions Committee Hike Leader that is qualified to lead excursions of the type being done.
- Each mentored hike must be published on the AMC website using the online hike listing website at <http://activities.outdoors.org/admin/login/>. Hikes must be submitted at least two weeks in advance of the date of the hike.

- Mentor Hikes shall be scheduled 2 weeks apart or greater. Registration for subsequent hikes cannot start until the previous hike is completed to ensure learning from the previous hike can be applied to the next hike.
- A LC's first 3 mentored hikes will be conducted as follows:
- **FIRST HIKE:** The LC, with guidance from his/her mentor, may elect to conduct the first hike as either the Leader or Co-Leader. If the LC elects to Co-Lead, the LC will be listed as such on the AMC OLTL/ActDB and Meetup systems, and may assist in the screening of participants. If the LC to be listed as Leader, the LC will be listed as such on the AMC OLTL/ActDB and Meetup systems, and will manage and execute all aspects of the hike. The Mentor will provide guidance and also retains ultimate responsibility for the hike.
 - For Leaders from other AMC chapters,
- **SECOND and THIRD HIKES:** The LC will be listed with the Mentor as a leader for each of these hikes and will manage and execute all aspects of the hike. The Mentor will provide guidance and also retains ultimate responsibility for the hike.

Leader Candidates who were leaders at other AMC Chapters / Groups

- The LC will provide 1 or more references from the other AMC chapter to the excursions co-chairs.
- The LC will provide information regarding previous leader training.
- Excursion co-chairs may request the LC attend NH Leader training at Cardigan.
- The LC shall provide documentation showing dates of completion of required experience for the objective leader class, example: 24 of listed hikes.
- The LC shall participate in a review of the handbook with a Co-chair or designee including sharing of training or other materials (1-2 hours).
- The LC shall participate in one or more observational NH Excursions hikes. The number of participation hikes will be requested by the excursions co-chairs.
- MENTOR HIKES: LC's from other AMC chapters must complete 3 mentored AMC NH hikes.
- During the First hike, the LC will *observe* the full process of hike posting, screening, communication, and the group management involved in hike leading. This is to ensure the leader from another chapter can observe and learn the NH chapter systems and processes.
- During the Second and Third mentor hikes, the LC will be listed with the Mentor as the primary leader for each of these hikes and will manage and execute all aspects of the hike. The Mentor will provide guidance and also retains ultimate responsibility for the hike

Additional Requirements for AMC L3W (NH Class 1) Leader Candidates:

- A LC for AMC L3W must complete all mentored hikes in the calendar winter season, defined as the Winter Solstice to the Spring Equinox.
- The three mentored hikes must be to peaks above 4000 feet in elevation.

Additional Requirements for AMC L3 (NH Class 2) Leader Candidates:

- A LC for AMC L3 must complete all mentored hikes in the calendar spring, summer, or fall seasons. Additionally, hikes cannot go where winter-like conditions are likely to be encountered.
- The three mentored hikes must be to peaks above 4000 feet in elevation.

Additional Requirements for AMC L2 (NH Class 3) Leader Candidates:

- All mentored hikes for AMC L2 must be conducted according to the criteria specified for this class.
- A LC for AMC L2 (NH Class 3) *Three-season* must complete all three mentored hikes on or between May 1 and Oct. 31.
- A LC for AMC L2W (NH Class 3) *Winter* must complete all three mentored hikes during calendar winter, defined as between the Winter Solstice and the Spring Equinox.

Using the Mentor Evaluation Form:

- It is the LC's responsibility to ensure that the Mentor Evaluation Form is completed after each hike that he/she co-leads.
- The LC must present the form to the Mentor at the end of the hike and the Mentor will complete only the area applicable to the hike number on the form.
- It is advisable to take some time at the end of a hike to discuss what went well and what needed improvement. This can best be done in a relaxed environment.
- At the end of each hike, the mentor will generate a written evaluation of the LC's performance. The evaluation should be done in a constructive manner that includes suggestions for improvement. Leadership technique, trip planning, trail etiquette, decision-making and applicant screening are among the topics that should be addressed.
- When the Mentor Evaluation Form has been completed it is the responsibility of the LC to submit the form to the Excursions Co-Chair for approval by Leader Review Board.
- It is the Board's sole discretion to grant or deny Hike Leader status. The Board may also assign additional requirements to the LC as it sees fit before a final decision is made.

8.3 Mentor Requirements

- In general practice, **anyone** who is an approved Excursions Committee hike leader may become a Mentor for a new leader candidate (LC).
- That said, a Mentor may act as a Mentor, only if s/he is both qualified and experienced, for that particular excursion (destination, route, time of year, etc.). Further, Mentors should be active hikers with current experience.
- A Mentor must be willing to observe, evaluate, and discuss with the LC his/her observations and recommendations. (Further suggestions and reminders are located on the following page.)
- A Mentor must first verify that the LC has been approved to participate in the Mentor Program, by contacting an Excursions Co-Chair. (It is the job of the Excursions Co-Chairs to ensure that all prerequisites have first been met.)
- Mentors can conduct only one hike with a given LC. Thus, hike leaders who serve as a Mentor during a LC's Class 2 process, will not be able to serve as a Mentor during that same candidate's Class 1 process.
- Some hike leaders prefer to serve as a Mentor only when they know the LC personally. Other hike leaders are willing to be approached by any new LC. If the latter is the case, the Co-Chairs would be glad to identify you as "Willing to Mentor" on our *Roster of Hike Leaders*.

8.4 Mentor Suggestions & Reminders

The following are offered as well-intended suggestions, and not a "punch-list" of requirements. Ultimately, each mentor and Leader Candidate (LC) will find that they will develop their own relationship and their own style. That said, the reminders listed below were crafted by experienced hike leaders and mentors, and their advice should be given worthy consideration.

- Mentors should be prepared to provide the LC with examples of written trip descriptions, pre-hike informational emails, pack lists, and the like.

- Mentors will help LC connect with resources for weather, trail conditions and the like.
- Remember... the hike belongs to the LC from the inception. After the LC and mentor mutually agree on the destination of the hike, the LC is responsible to conduct all aspects of hike planning and execution while under the tutelage of the mentor.
- Mentors shall not begin to set up a hike and later pass it to a LC to “Help” them get a mentored hike.
- Mentors shall not pressure a LC to assume more miles, more peaks, or more risk than they are willing to assume. Again, the hike belongs to the LC. Mentors working on “lists” are asked to curb their goals for that of the LC.
- Mentors will remember that the focus of the hike is NOT the difficulty of the destination (Tecumseh versus Washington), but rather, on leadership, planning, group management, and the other “soft” skills pertaining to organizing trips.
- Mentors shall provide the LC with reminders specific to the hike on that day / hike / season. For example, when checking the weather or river levels, the mentor will share this information with the LC and guide them in integrating this new information into their hike plan.
- It goes without saying that while it is good practice for the mentor to compliment an LC in front of the group, it is never OK to chastise/correct/denigrate the LC in front of the group.
- Mentors will NOT setup any mock-scenarios or false situations to test a LC’s skill.
- Mentors should be prepared to spend time at the end of the hike for debriefing, and should let the LC know in advance to build this into their schedule or plans, as this conversation is important to the mentoring process. Consider pre-arranging to spend a few moments at a coffee shop or the like at the end of a hike. Have this conversation first, prior to completing the form (checklist and narrative).

8.5 Mentor Evaluation Form, AMC – NH Chapter Excursions

Leader Candidate: _____

Address: _____

E-mail: _____ Phone: _____

Leader Candidate is being evaluated for leadership class: 1 2 3 <i>(circle only one)</i>		Hike Number						
The Leader Candidate..... (Mentor check appropriate box in column 1, 2 or 3 as applicable)		1	2	3		1	2	3
		YES				NO		
1.	has appropriate gear.							
2.	is prompt at the trailhead.							
3.	shows good attitude.							
4.	communicates well with the participants.							
5.	is aware of participants' physical condition.							
6.	demonstrates good mountain safety practices.							
7.	observed Mentor's leadership techniques.							
8.	discussed leadership techniques with Mentor.							
9.	showed good group dynamics.							
10.	showed good group introductions at trailhead.							
11.	set a good group pace.							
12.	determined appropriate group breaks.							
13.	set a reasonable turn around time.							
14.	thoroughly researched and planned out the hike route.							
15.	set an appropriate meeting place and start time.							

16.	is good at screening participants by telephone before the hike.						
17.	is good at checking for proper equipment at the trailhead.						
18.	is good at observing participants for signs of problems.						
19.	is good at discussing trail etiquette.						
20.	is good at discussing group safety.						
21.	reviewed post trip forms (WMNF SOU, Accident Report).						
The Mentor recommends approval of the Leader Candidate as a Hike Leader for the New Hampshire Chapter of the AMC.							

Hike #1 Destination: _____ Date of Hike: _____
Mentor: _____ Signature: _____

Hike #2 Destination: _____ Date of Hike: _____
Mentor: _____ Signature: _____

Hike #3 Destination: _____ Date of Hike: _____
Mentor: _____ Signature: _____

(Mentors, please write comments on the back of this form or submit as addendums)

Mentor 1 Comments:

Mentor 2 Comments:

Mentor 3 Comments:

9 AMC's Risk & Liability Release Form

AMC VOLUNTEER-LED ACTIVITIES ACKNOWLEDGMENT AND ASSUMPTION OF RISKS & RELEASE AGREEMENT

Since October 1, 2004, the AMC has required the use of the "AMC Volunteer-Led Activities Acknowledgment and Assumption of Risks & Release Agreement" form. The form is otherwise known as the "Waiver", "Release Agreement", "Release Form", or the "Liability Release".

The use of this form is MANDATORY for ALL volunteer lead activities.

The form will be used for all volunteer led NH Chapter activities. By "Activity" they mean day hikes, multi-day hikes, walks, bike trips, and workshops. Basically anything Excursions Committee Hike Leaders do other than social events, presentations, and meetings. The Release is designed to be signed at the start of the hike but you may also send it to participants in advance to give them a chance to read it. The current version of the form should say "Version 2017.1" in the lower right corner.

Instructions for Use

- In the "**Chapter / Activity**" space on the top of the form, indicate that it is the NH Chapter and then a few words to identify the particular hike. For example: "NH / Mt. Garfield", "NH / Family Group, Mt Monadnock", or "NH / Hut Night, Galehead Hut".
- In the "**Leader(s)**" space, list all of the hike/activity Hike Leaders. Hike Leaders that are listed in the Leader(s) space are not required to sign the form in the one of the 10 lines on the bottom half of the page.
- In "**Trip Date(s)**" space, list the date of the hike or date range if it is a multi day hike.
- All hike participants must be listed in the one of the **10 lines provided on the bottom half of the page**. Each participant should print and sign his/her name, and enter the date where indicated. Participant signatures are required. If they don't sign, they don't go on the hike. The Emergency Contact Phone # is optional information. You may partially fill out the form with printed names and contact numbers prior to the event to speed up the signing process if you like.
- If a minor is old enough to read and sign the form, he/she may do so at the Leader's discretion. If a minor is too young to read and sign the form, a parent or supervising adult should write the minor's name and provide emergency contact information. In either case, the parent or supervising adult must sign the form for the minor in the "**Signature of parent/s of Participating Minor Child**" space. This signature would

be in addition to the parent's or supervising adult's signature on his/her own separate line of the form.

- If you require more than 10 lines to enter participant name, use as many additional forms as you require. The appropriate Chapter/Activity, Leader(s), and Hike Date(s) information must be completed on every form you use. **Do not add more lines to the form or use the blank back side of the form.** But you may use the back side if you print the form in its entirety on the back side too. Do not alter the form in any way. The Release Agreement is a legal document and any changes may affect its legal value.
- At the completion of the hike, the completed forms are to be sent to the address listed on the bottom of the form: AMC Volunteer Release Agreement, 10 City Square, Boston, MA 02129. You are not required to mail in the form at the completion of every hike. Forms can be mailed as often as it is convenient for you but they ask that you mail the forms to the AMC Boston office at least twice each year.

9.1 Release Agreement for AMC Volunteer-led Activities

Frequently Asked Questions & Information for AMC leaders, co-leaders, and committee chairs

Adapted from the AMC Outdoor Leadership Development Committee FAQ sheet dated 4/28/02

When should I use this Release Agreement? The Release Agreement can be used for any volunteer-led outdoor activity – a day hike, a backpack, a canoe trip, a work day, etc. The Release is designed to be signed at the start of the trip but you may also send it to participants in advance to give them a chance to read it.

Am I required to use this Release Agreement? Use of the Release Agreement is **required**. All leaders in that chapter or committee must use the Release Agreement on all appropriate activities. Leaders of Interchapter Excursions should follow the guidelines of the chapter activity committee approving their trip.

If the committee I lead trips for decides to use the Release Agreement, can I still not use it? No, – each individual leader must use the Release Agreement. The Outdoor Leadership Development Committee encourages each leader to use the Release Agreement to inform participants and to provide legal protection to individual volunteers and to the AMC as a whole.

Who does this Release Agreement cover? Currently, AMC liability insurance covers any leader of an AMC trip acting in accordance with the “Leadership Requirements and Guidelines.” Use of the Release Agreement will provide additional coverage to these leaders.

Can I alter the Release Agreement or allow a participant to alter it? No – the Release Agreement is a legal document and should not be altered. It has been written and revised carefully and any changes may affect its legal value.

What should I do if someone refuses to sign the Release Agreement? It is required that everyone participating in your activity to sign it. You, as the leader, have the obligation to ask someone who will not sign the Release Agreement to not participate in your activity. It’s always a good idea to let the participants know in advance that we have a new waiver to sign for our activities.

Do people who participate in AMC activities frequently have to sign the Release Agreement each time they go on an outing? Yes – the Release Agreement specifies an activity, leader(s), and date(s). Because this will be different for each activity someone participates in, they should sign the Release Agreement each time. This also provides you with the name and emergency contact for each individual - information that could be valuable in an emergency.

Why does the Release Agreement specify that legal proceedings must be filed in Massachusetts? Am I still covered if I lead activities in other states? The Release Agreement will protect leaders regardless of the state in which they live or the state in which their activities are being run. The Release Agreement designates Massachusetts as the state in which any legal action against the AMC will take place because the AMC is incorporated and based in Massachusetts. AMC legal counsel is located in Massachusetts and is most familiar with the laws of the state and would ask for a “Transfer of Venue” to Mass. Jurisdiction.

Should minors sign the Release Agreement? As a reminder, AMC Trip Policy, printed in each issue of AMC Outdoors, states that “in order to participant in Club activities, individuals under 18 years of age must be accompanied by a parent or responsible adult, and obtain prior consent from the trip leader. Those accompanying minor are responsible for minor’s actions.”

If a minor is old enough to read and sign the Release, they should be asked to do so at the leader’s discretion. Even if the law may treat minors differently in the event of legal action, they should still be made aware of the risks involved in an activity and acknowledge those risks. If a minor is too young to read and sign the form, a parent or supervising adult should write the minor’s name and provide emergency contact information. In either case, the parent or supervising adult should also sign the form for

the minor in the space on the far right side of the form. This signature would be in addition to the parent's or supervising adult's signature on their own separate line of the form.

Why are the forms mailed to the AMC Boston office? Because of the potential for legal action to be taken years after an incident, forms are mailed to the Boston office for long term storage purposes. The participant names will not be used for any purpose.

The most current version of the AMC release waiver form can be found in our Trip Leader Shared Folder on Google.

<p>I (participant and parent/s of a minor participant) agree that the substantive laws of Massachusetts govern this Document and all other aspects of my relationship with AMC, and that any mediation, suit, or other proceeding must be filed or entered into only in Massachusetts. This Document is intended to be interpreted and enforced to the fullest extent allowed by law. Any portion of this Document deemed unlawful or unenforceable shall not affect the remaining provisions, and those remaining provisions shall continue in full force and effect.</p> <p>PARTICIPANT AND PARENT/S OF A MINOR PARTICIPANT AGREE: I HAVE CAREFULLY READ, UNDERSTAND AND VOLUNTARILY SIGN THIS DOCUMENT AND ACKNOWLEDGE THAT IT SHALL BE EFFECTIVE AND BINDING UPON ME, MY MINOR CHILDREN AND OTHER FAMILY MEMBERS, AND MY HEIRS, EXECUTORS, REPRESENTATIVES AND ESTATE. Parent/s must sign below, both in their capacity as a participant, and as Parent/s of any minor child identified below.</p>			
<p>Check If Under 18</p>	<p>Participant Name</p>	<p>Signature/Date (Guardians/Parents if Minor)</p>	<p>Emergency Contact (Name and Phone Number)</p>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

10 AMC Accident / Incident Reports

This is a club-wide report form to be used if you have “any injury or incident to a program participant that significantly impacts the participant’s experience.” The form is called the “VOLUNTEER ACCIDENT/INCIDENT REPORT FORM”. The following guidelines should be used to determine when it necessary to document an incident or accident that occurred on an AMC sponsored hike:

If, in the course of any activity, an accident or incident occurs that meets either of the following criteria, the leader must file a report as soon as possible with a NH Chapter Excursions Committee Co-Chair and with the Leadership and Volunteer Relations Department in Boston, MA.

1. Incident response involves the use of outside agencies (police, hospital, emergency response, search and rescue, etc.)
2. Participant involved in incident receives professional medical care (to the knowledge of the leader), is recommended professional medical care by the leader, or refuses the offer or recommendation of professional medical care.
3. In addition, a leader may file an incident report under other circumstances at his or her discretion. A leader should consider the emotional and physical welfare of any participants involved in the incident, their attitudes towards the incident, and any potential for future complaints or lawsuits.

The AMC Accident / Incident Report Form can be found in the appendix, on on the [shared leader folder](#) or online at:

<https://www.outdoors.org/wp-content/uploads/pdf/vol-incident-report.pdf>

APPALACHIAN MOUNTAIN CLUB		<input type="checkbox"/> Facility <input type="checkbox"/> Chapter Activity <hr/> Chapter & Committee
VOLUNTEER ACCIDENT/INCIDENT REPORT FORM		
Subject Name: _____ D.O.B. _____ Male/Female (<i>circle one</i>)		
Subject Address: _____		
City: _____ State: _____ Zip: _____		
Phone: (____) _____ Activity/Facility: _____		
Date/Time of Incident _____ Location of Incident: _____		
Trip Leader: _____		
WEATHER		
Temp:(F) _____ Precip: _____ Wind:(mph) _____ Visibility: _____		
TYPE OF INCIDENT		
(Check One) <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Other	Outcomes of Incident: 1. Did subject leave activity, facility or event? Yes/no Date: ____ 2. Was outside assistance used? Yes/No Date: ____ 3. Did subject go to a medical facility? Yes/No Date: ____ 4. Did subject return to activity or facility? Yes/ No Date: ____	
LOCATION OF INJURY	RESPONSE	
<input type="checkbox"/> Head <input type="checkbox"/> Eyes <input type="checkbox"/> Face <input type="checkbox"/> Mouth <input type="checkbox"/> Neck <input type="checkbox"/> Shoulder <input type="checkbox"/> Chest <input type="checkbox"/> Upper Back <input type="checkbox"/> Lower Back <input type="checkbox"/> Abdomen <input type="checkbox"/> Pelvic Area/Hips <input type="checkbox"/> Genitalia <input type="checkbox"/> Upper Arm <input type="checkbox"/> Elbow	Were bodily fluids spilled? YES / NO If yes, were universal precautions	

11 WMNF Summary of Use (SOU) Reports

Whenever a hike is conducted *within the boundaries of the White Mountain National Forest*, the hike Leader is required to fill out and submit a WMNF Summary of Use (SOU) Report to the U.S. Forest Service.

Among other things, the Forest Service uses these forms to judge how many WMNF Outfitter/Guide permits should be issued to the chapter. **It is very important that you fill them out and send them in within 2 weeks of the hike date. Email is preferred!**

The form is pretty basic, but some of the areas may need some explanation:

- Name of AMC Chapter: NH Chapter
- Hike Leader Name(s): List ALL Leaders for the hike. If there was more than one leader on the hike, note it on the form.
- Contact Number or Email Address: Hike Leader's Phone Number or Email Address.
- Please circle the type of use for your hike: Most will be "summer hiking" or "winter hiking" An overnight backpack would also be considered "hiking".
- Date(s) of Hike:
- Location(s): The USFS needs to know the specific trails and/or facilities used. Example: "Mt Bond via Wilderness and Bondcliff trails and Guyot shelter/campsite."
- # People: The number of your participants. **Do not include yourself or your co-leader.**
- # Days: Number of days for the hike (most will be just 1 day).
- Total Service Days (# people X # days): Multiply the number you entered for **# Days** by the number you entered for **# People**.

A sample White Mountain Summary of Use Form can be found on the next page. **It is best to download a .PDF of the SOU form from the [shared leader folder](#).**

Each time you fill out the SOU document for a hike, save it with a new name. "Bonds Hike", "Monroe Hike", etc. Please email the SOU document within 2 weeks after each hike to the two addresses on the form.

White Mountain National Forest Summary of Use

(The SOU Form can be found on the Trip Leader Google Shared folder)

Name of AMC Chapter:

Trip Leader Name(s):

Contact Number or Email Address:

Please complete the chart below indicating your use of the White Mountain National Forest. Please return within 2 weeks of completing your trip. **Please be specific when listing the location, list all trails and/or camping locations used.** We track use on the Forest by the type and the trails and/or shelters used so it is important to be specific.

Please circle (or underline) the type of use(s) for your trip:

spring/summer hiking mtn biking rock climbing boating fishing hunting mountaineering fall/winter
 hikingx-c skiing snowshoeing snowmobiling alpine skiing ice climbing dog sledging
 avalanche course or training other _____

Please note:

People: Fill in the number of participants - **do not count trip leaders** (you specified those above).

Days: Any half-days count as full days. *Note the **year** somewhere on this form.

Date(s) of Trip	Location(s) (List the specific trail &/or shelter used)	# People	# Days	Total Service Days (# people X # days)

Please e-mail this (SOU) form to

jennifer.burnett2@usda.gov

Alternatively, you can mail the form itself to
 White Mountain National Forest Headquarters
 Jenny Burnett
 71 White Mountain Drive
 Campton, NH 03223

12 Leader Crosswalk

This chart provides an “at a glance guide” to assist current leaders with an understanding of the steps to become a NH Excursions Hike Leader. Leaders should coordinate specific plans with the Excursions Co-Chairs.

PART12	AMC - NH	EXCURSION LEADERS	CROSSWALK		
	NH Class 2 to NH Class 1	NH Class 2 to NH Class 3 Winter	NH Class 3 to NH Class 1	NH Class 3 to NH Class 2	NH Class 3 to NH Class 3 Winter
NH Excursions Class-to-Class	<ul style="list-style-type: none"> · 3 mentored hikes · 24 of the 4K in winter or equivalent trips 	<ul style="list-style-type: none"> · 2 mentored hikes · 24 of the approved list in winter or equivalent trips 	<ul style="list-style-type: none"> · Cardigan Leadership School · 3 mentored hikes · 24 of the 4K in winter or equivalent trips 	<ul style="list-style-type: none"> · Cardigan Leadership School · 2 mentored hikes · 24 of the 4K in or equivalent trips 	<ul style="list-style-type: none"> · Cardigan Leadership School · 3 mentored hikes · 24 of the approved list in winter or equivalent trips
PART 12a	AMC - NH	LEADERS FROM	OTHER COMMITTEES:		
	NH Excursions Class 1	NH Excursions Class 2	NH Excursions Class 3 Winter	NH Excursions Class 3	Note
From Skiing Class 1 to	<ul style="list-style-type: none"> · 2 mentored hikes · 24 of the 4K in winter or equivalent trips 	<ul style="list-style-type: none"> · 2 mentored hikes · 24 of the 4K or equivalent trips 	<ul style="list-style-type: none"> · 2 mentored hikes · 24 of the approved list in winter or equivalent trips 	<ul style="list-style-type: none"> · 1 mentored hikes · 24 of the approved list or equivalent trips 	Most important: mentored hikes, and assumes prior attendance at Cardigan School
	NH Excursions Class 1	NH Excursions Class 2	NH Excursions Class 3 Winter	NH Excursions Class 3	Note

From Skiing Class 2 to	<ul style="list-style-type: none"> · 3 mentored hikes · 24 of the 4K in winter or equivalent trips 	<ul style="list-style-type: none"> · 2 mentored hikes · 24 of the 4K or equivalent trips 	<ul style="list-style-type: none"> · 2 mentored hikes · 24 of the approved list in winter or equivalent trips 	<ul style="list-style-type: none"> · 1 mentored hikes · 24 of the approved list or equivalent trips 	Most important: mentored hikes, and assumes prior attendance at Cardigan School

	NH Excursions Class 1	NH Excursions Class 2	NH Excursions Class 3 Winter	NH Excursions Class 3	Note
From Mountaineering Ice to	<ul style="list-style-type: none"> · 2 mentored hikes · 24 of the 4K in winter or equivalent trips 	<ul style="list-style-type: none"> · 2 mentored hikes · 24 of the 4K or equivalent trips 	<ul style="list-style-type: none"> · 2 mentored hikes · 24 of the approved list in winter or equivalent trips 	<ul style="list-style-type: none"> · 1 mentored hikes · 24 of the approved list or equivalent trips 	Most important: mentored hikes, and assumes prior attendance at Cardigan School
	NH Excursions Class 1	NH Excursions Class 2	NH Excursions Class 3 Winter	NH Excursions Class 3	Note
From Mountaineering 3-Season to	<ul style="list-style-type: none"> · 3 mentored hikes · 24 of the 4K in winter or equivalent trips 	<ul style="list-style-type: none"> · 2 mentored hikes · 24 of the 4K or equivalent trips 	<ul style="list-style-type: none"> · 2 mentored hikes · 24 of the approved list in winter or equivalent trips 	<ul style="list-style-type: none"> · 1 mentored hikes · 24 of the approved list or equivalent trips 	Most important: mentored hikes, and assumes prior attendance at Cardigan School
	NH Excursions Class 1	NH Excursions Class 2	NH Excursions Class 3 Winter	NH Excursions Class 3	Note
From Biking to	<ul style="list-style-type: none"> · Cardigan Leadership School · 3 mentored hikes · 24 of the 4K in winter or equivalent trips 	<ul style="list-style-type: none"> · Cardigan Leadership School · 3 mentored hikes · 24 of the 4K or equivalent trips 	<ul style="list-style-type: none"> · Cardigan Leadership School · 3 mentored hikes · 24 of the approved list in winter or equivalent trips 	<ul style="list-style-type: none"> · One-day Leadership School · 2 mentored hikes (not all 3) · 24 of the approved list or equivalent trips 	In general, must meet all standard requirements (except for the observation hikes) as that of any new NH hike leader

	NH Excursions Class 1	NH Excursions Class 2	NH Excursions Class 3 Winter	NH Excursions Class 3	Note
From Paddling to	<ul style="list-style-type: none"> · Cardigan Leadership School · 3 mentored hikes · 24 of the 4K in winter or equivalent trips 	<ul style="list-style-type: none"> · Cardigan Leadership School · 3 mentored hikes · 24 of the 4K or equivalent trips 	<ul style="list-style-type: none"> · Cardigan Leadership School · 3 mentored hikes · 24 of the approved list in winter or equivalent trips 	<ul style="list-style-type: none"> · One-day Leadership School · 2 mentored hikes (not all 3) · 24 of the approved list or equivalent trips 	In general, must meet all standard requirements (except for the observation hikes) as that of any new NH hike leader

PART12b	AMC	LEADERS FROM	OTHER CHAPTERS:		
	NH Excursions Class 1	NH Excursions Class 2	NH Excursions Class 3 Winter	NH Excursions Class 3	Note
From other AMC Chapters' hiking leaders to	<ul style="list-style-type: none"> · 24 of the 4K in winter or equivalent trips · 1 or more NH hike participation · 1 or more reference on hiking Leading · 3 or more mentored hikes · May require attending Cardigan Leadership School 	<ul style="list-style-type: none"> · 24 of the approved list or equivalent trips · 1 or more NH hike participation · 1 or more reference on hiking Leading · 3 or more mentored hikes · May require attending Cardigan Leadership School 	<ul style="list-style-type: none"> · 24 of the approved list in winter or equivalent trips · 1 or more NH hike participation · 1 or more reference on hiking Leading · 3 or more mentored hikes · May require attending Cardigan Leadership School 	<ul style="list-style-type: none"> · 24 of the approved list or equivalent trips · 1 or more NH hike participation · 1 or more reference on hiking Leading · 3 or more mentored hikes · May require attending Cardigan Leadership School 	In general, must meet all standard requirements as that of any new NH hike leader

13 Document Storage, Hike Leaders

AMC NH Excursions Co Chairs maintain various documents that may be used by trip leaders. These documents are stored in a Trip Leader folder on a Google drive.

Trip Leaders are encouraged to save the below link as a favorite and refer to this link anytime a leader needs a form or needs to review documents. [*Trip Leader Shared*](#)

[*Folder*](https://drive.google.com/drive/folders/1mKe--LjIOfyslhn7qsxCle5m7vsFmAWm) [https://drive.google.com/drive/folders/1mKe--](https://drive.google.com/drive/folders/1mKe--LjIOfyslhn7qsxCle5m7vsFmAWm)

[LjIOfyslhn7qsxCle5m7vsFmAWm](https://drive.google.com/drive/folders/1mKe--LjIOfyslhn7qsxCle5m7vsFmAWm)

14 Leadership Recognition Program

This Leadership Recognition Program has been developed to encourage NH Chapter Excursions Leaders to lead more trips each year or to volunteer in approved Chapter/Committee activities. To qualify for the program, the leader must meet the following requirements:

1. Current AMC Member in good standing
2. Class 1, 2, or 3 NH Chapter Excursions Leader
3. Active leader meeting the requirements in a calendar year for the specific recognition detailed below.

Authorized Activities Include:

Activity	Activity Level
Lead or co-lead one NH Chapter Excursion event day trip	1 per day of service
Lead or co-lead one NH Chapter Excursion event which includes 1 or more overnights	1 per day of service
Lead or Co-lead Family Weekend or other Family Activity	1 per day of service
Lead or co-lead a WHS* Hike	1 per day of service
Lead a session at Winter or Spring School	1 per day of service
Volunteer at Winter or Spring School as Instructor, Kitchen crew or other role approved by Director	1 per day of service
Volunteer at WHS as Director, presenter or other role approved by Director	1 per day of service
Hold an office in the Excursions Committee, Also applies to Workshop Director, Workshop Co Director, Workshop Registrar, and other Excursions Sub Committee Coordinators.	1 per day of service
Volunteer (greater than 4 hours) at Chapter Activity or primary speaker at Chapter sponsored event as approved by Excursions Co-chair	1 per day of service

Lead or co lead an activity in another committee, i.e. biking, paddling, skiing **	1 per day of service
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*WHS—Winter Hiking Series

**Excursions Trip Leaders may use “leading in other committee” events to qualify for the Excursions Recognition provided that more than half of the activity points are accrued during Excursion activities.

Recognition Levels

WMNF Parking Pass or Equivalent Gift Certificate

Any leader who has an activity level of at least 7 per year shall be qualified to obtain one pair of free WMNF Parking Pass. The WMNF Parking Passes shall be distributed in January of each year to any leader. Each leader who submits a completed Leadership Recognition Request Form to the Treasurer by January 15th will receive the parking passes by the end of January for the current year.

Any qualifying leader who already has a National Park Golden Age Pass shall be eligible to request reimbursement for another hiking related item or an EMS or Amazon Gift Card. For those with a Golden Age Pass, reimbursement in the form of a check up to \$40.00 or a \$40.00 EMS or Amazon Gift Card shall be provided. Each leader who submits a completed Leadership Recognition Request Form to the Treasurer by January 15th shall receive their desired check or gift card.

Overnight Lodging Reimbursement

Any leader who completes at least 7 activities in a year shall be eligible to request reimbursement for one night’s lodging under the following conditions. The Leadership Recognition Request form shall be used to request reimbursement.

1. Lodging must be necessary in order for leader to safely lead the trip. Examples include lodging in White Mountains for back to back trips, i.e. lodging for Saturday night when the leader leads a trip on Saturday and another trip on Sunday. Also included is Bond Traverse where car spotting is done day in advance to enable an early start to complete the traverse.
2. Excursions events where fees are charged to each participant, such as WHS, Winter and Spring School and Family night are not included in this benefit as any lodging for leaders shall be included in the budget for the event.
3. Lodging costs shall be reasonable and comparable to Highland Center/ Pinkham Lodge and shall include lodging and taxes only. Meals are included only if staying at an AMC facility. For all other types of lodging, meals are excluded.

New Leader Recognition

As soon as a candidate is accepted as a leader, a welcome package will be mailed out containing a volunteer leader patch, forms and a current Outfitter Guide Contract Card.

Hike Leader Training Workshop Fee Reimbursement

Beginning with the 2016 Leadership Classes, the Excursions Committee will reimburse leaders for the cost of their Cardigan leadership workshop after becoming a hike leader, and leading three hikes as a newly approved leader. This shall be requested by the new trip leader to a Co-chair.

15 AMC Code of Conduct

Table of Contents

1. Introduction and Code of Conduct Value Statement
2. Scope
3. Standards of Conduct
4. Misconduct
5. Reporting and Issues Management 6. Related Policies and Information

1. Introduction and Code of Conduct Value Statement Since its founding in 1876, the Appalachian Mountain Club (AMC) has promoted the protection, enjoyment, and understanding of the mountains, forests, waters, and trails of America’s Northeast and Mid-Atlantic regions through building and maintaining trails; operating huts, lodges, and campsites; engaging in conservation; and providing outdoor experiences for adults, youth, and families. We invite and help people of all identities to explore, develop, and deepen their appreciation of the natural world. AMC’s Code of Conduct (“the Code”) is meant to help guide and inspire behavior that creates a welcoming community.

AMC believes that the outdoors belongs to everyone. To be sustainable and impactful in carrying out our mission, the AMC community must create and embrace opportunities to be inclusive, kind and equitable so that we can best reach and reflect the diverse population of the Northeast and Mid-Atlantic Regions. As a multi-faceted non-profit, our greatest opportunity for success and mission impact lies with engaging a broader community of people from diverse backgrounds and experiences who share our passion for the outdoors.

AMC strives to provide:

- An accessible, safety conscious, and inclusive community
- Outdoor recreation, adventure, and enjoyment
- Opportunities for teaching, learning, sharing, and skill building for people of all identities and backgrounds
- Care for trails and access to recreational opportunities
- Active engagement in and advocacy for protecting the outdoors we enjoy

As part of our mission we encourage people of all identities to connect with the outdoors safely and responsibly. While many AMC activities require little to no previous

experience, for safety reasons, some outdoor activities require participants to meet certain physical and cognitive criteria.¹

2. Scope This Code of Conduct applies across the AMC community. Our community includes employees, volunteers, members, program participants, guests, visitors, contractors, vendors, and others who interact with the organization. It applies to interactions that take place across our operations, including in offices; on trips, programs and trainings; at AMC owned or operated facilities of all types; in meetings; on the trail; at social events; in written communication including online and social media; and at other events, activities, and places where we represent AMC. In other words, this code applies in every area of AMC – whether inside, outside, or online.

3. Standards of Conduct In every context, the people of AMC will conduct themselves in a manner consistent with AMC’s mission and Diversity, Equity, and Inclusion (DEI) values and in a way which is not detrimental to AMC, its members, the public or staff, and which will provide the highest level of enjoyment in the activities and other events sponsored by AMC. With this in mind, individuals will:

- Uphold a community built on mutual trust, integrity, and dignity for all, where issues are addressed in a respectful and inclusive manner. Involve staff and volunteer leadership as appropriate.
- Conduct and participate in AMC sponsored activities while prioritizing personal and group safety and minimizing the associated risks
- Respect the outdoors and the many ways people connect with one another and with natural places
- Remain free from conflicts of interest
- Follow all policies/rules as applicable, internal or external
- Represent the AMC and its mission in a positive, professional, and respectful manner

We encourage the involvement of all people in our mission and activities through membership, program participation, facility visitation, and volunteerism. Our goal is to be a community which values kindness, and is comfortable, inviting, and accessible for people with a broad range of identities and backgrounds.

4. Misconduct Misconduct includes actions in violation of the Standards of Conduct and inconsistent with AMC’s mission and Diversity, Equity, and Inclusion values. Misconduct also includes actions that may be detrimental to AMC’s community, the public, and the outdoor places we value. Examples of misconduct include, but are not limited to:

- Unwelcome or exclusionary behavior toward others of any kind (based on identities including, but not limited to race, gender identity, gender expression, sexual orientation, physical ability, physical characteristic, socioeconomic background, nationality, age, religion, or beliefs)
- Failure to prioritize personal and group safety during participation in AMC sponsored activities, whether through disregard for stated policies and rules or through negligence.
- Disregard for Leave No Trace principles and/or for the rules and regulations of outdoor places we visit.
- Failure to represent the AMC and its mission in a positive, professional, and respectful manner.

Some violations of the Standards of Conduct may rise to the level of serious misconduct, including:

- Willful disregard for personal and group safety during participation in AMC-sponsored activities resulting in imminent risk toward self or others
- Physical or sexual assault; violence or threats of violence toward others
- Discrimination, harassment, or hostility toward others of any kind (based on identities including, but not limited to race, gender identity, gender expression, sexual orientation, physical ability, physical characteristic, socioeconomic background, nationality, age, religion, or beliefs)
- Bullying
- Sexual harassment
- Illegal or unethical activity while participating in AMC sponsored activities, or outside of AMC sponsored activities when such misconduct may result in harm to the organization, its members, its staff, or the outdoor places we value
- Misuse or embezzlement of AMC funds or other assets

5. Reporting and Issues Management This section assures that mechanisms are in place to support the Code. In particular, action outlines are provided for when there has been an alleged breach of the Standards of Conduct. These resolution strategies are grouped into a few areas.

Support Team; The team that supports issue resolution will be comprised of employees from AMC's Human Resources, Risk Management, and Volunteer Relations departments. Where Volunteer Units have established internal review processes, volunteers will coordinate and communicate with staff. Additional assistance could come from the Leadership Team, Volunteer Unit Leadership, and Compliance Officers of the Board of Directors as well as outside counsel, as needed. The goal is to provide an

objective and fair analysis while maintaining process integrity and individual privacy as much as possible.

Communication Venues and Criteria for Reporting AMC will consider all complaints and issues that are in violation of the Code for investigation and any possible disciplinary action. AMC will consider anonymous complaints, however, in order to facilitate AMC's investigation, complainants are encouraged to provide the following details when reporting an issue:

- Name and contact information
- Type of misconduct
- Name of person(s) breaching the Standards of Conduct
- Date, time, and location of incident
- Details of incident
- Names of any witnesses

These details may be communicated to AMC through:

- Email
- Regular mail: AMC, Attention: Code of Conduct, 10 City Square, Boston, MA 02129
- Phone

AMC's ability to investigate an issue could be impeded if the above requested information is not provided.

Problem Solving and Investigation AMC's standard is to acknowledge receipt of the initial complaint within five business days, and endeavor to resolve complaints connected with the Code as quickly as possible. During the investigation, designated members of the Code of Conduct Support Team typically will speak separately with the complainant and the respondent. The Team may interview others as deemed appropriate.

Consequences and Closure At the conclusion of the investigation, a decision will be made as to the need for any discipline, including but not limited to mediation or counseling, loss of membership, exclusion from activities, revocation of leader or volunteer status, termination of employment, or legal prosecution. As appropriate, AMC will inform the complainant(s) and the respondent(s) of the investigation's outcome. Parties can engage in an appeals process, which will be described when the parties are informed of the investigation's conclusions. Outcomes of the appeals process are final and are conducted by members of the Support Team (described above).

Metrics and Policy Management While individual issues will be kept confidential by AMC, broader metrics such as issue types, locations and other un-identifying characteristics will be tracked internally by Risk Management and Human Resources departments to build better training programs and communications around AMC's Code of Conduct.

6. Related Policies and Information If you have questions about any of these policies or information, please contact your staff or volunteer liaison.

- [AMC's Mission](#)
- Diversity, Equity and Inclusion Values
- [Leave No Trace principles](#)
- [Essential Eligibility Criteria \(EEC\)](#)
- Operating Rules
- [Bylaws](#)
- Zero-Tolerance toward putting youth in danger/at risk
- Drugs, Alcohol, and Weapons
- Conflict of Interest
- Whistleblower
- Anti-Harassment / Bullying

¹ AMC values diversity – including persons with diverse abilities – in its programs. While we do not specialize in integrating persons with disabilities onto activities we sponsor, we encourage people of all abilities to consider participating in AMC activities. The [AMC's Essential Eligibility Criteria \(EEC\)](#) is a list of the physical and cognitive requirements of activities sponsored by the AMC. The AMC's EEC are intended to be a resource for anyone considering participating in an AMC-sponsored activity, and are not intended to be exclusionary. The AMC will consider reasonable accommodations, consistent with applicable law.

Approved by AMC Board of Directors, June 14, 2018

16 Finance Policy (for Activities Generating Income), AMC - NH Chapter

This document establishes requirements for the accounting, reimbursement, and collection of funds for activities sponsored by the volunteer activity leaders and units of the Appalachian Mountain Club New Hampshire Chapter (AMC, NH Chapter) that require the collection of funds from activity participants. This document was approved by vote of the AMC NH Chapter Executive Committee on March 3, 2005 to be put in effect on August 1, 2005.

Important terms used throughout this document are defined below.

A **Chapter unit** is any official volunteer committee of the AMC NH Chapter. This includes the chapter as a whole, committees within the chapter (e.g. Trails, Paddling, Mountaineering, Excursions Committee), and sub-committees.

An **activity leader** is a person authorized by a Chapter unit to manage an AMC NH Chapter activity.

An **activity** is any outing, trip, event, hike, etc. sponsored by a Chapter unit. For an activity to be an official AMC NH Chapter activity, it must exist according to the qualifications set forth by the Chapter unit. For the purposes of this document, social events, basic services and meals (i.e. potluck dinners, picnics, barbecues, cocktail hours, slide shows, speaker presentations, facility stays, equipment rental) are NOT considered activities by and do NOT necessarily need to meet the requirements and guidelines listed here.

REQUIREMENTS

SECTION 1 - Accounting and Reporting of Activity Finances: For any activity that requires the collection of funds from the activity participants, an accounting of all activity income and expenditures will be provided to the NH Chapter unit responsible for the activity by the activity leaders. Receipts must be provided for all expenses of \$25 or more.

SECTION 2 - Reimbursement for Activity Leader Expenses: Expenses eligible for reimbursement to the activity leader(s) out of the money collected from the activity participants are:

- A. Any purchase made by the activity leader(s) that is directly related to the activity and made available to all activity participants. These may include, but are not limited to, lodging, transportation, food and meals, entrance fees, rental fees for equipment and meeting space.

- B. Administration costs incurred by the activity leader(s) that are directly related to the operation of the activity (e.g. - postage, printing, photo copies).
- C. Expenses incurred directly by the activity leader(s) in order to enable the leader's participation in the activity; otherwise termed as "a free trip" for leader(s). Unless otherwise specified, this does not include any services beyond those made available to all activity participants.
- D. Activity leaders may not receive funds in excess of direct reimbursement for trip expenses and/or a free trip.

SECTION 3 - Money Collection:

- A. Any money collected in excess of that required to cover all expenses for the activity will be either...
 - i) Divided equally among activity participants and refunded to them.
 - OR**
 - ii) Turned over to the NH Chapter unit responsible for the activity to be used as the unit sees fit.
- B. For trips where per-participant charges total \$100 or more, the activity leader(s) must determine which excess funds disbursement method specified in Section 3A shall be employed. The chosen method shall be disclosed to all potential activity participants prior to collecting any funds for the activity.
- C. If, at any time, an activity leader finds that the funds collected from participants are not sufficient to cover all expenses incurred for the activity and desires to be reimbursed for the shortfall, the activity leader shall immediately inform the applicable NH Chapter unit of the situation. The unit shall work with the activity leader(s) to determine what the best course of action will be.

SECTION 4 – Cancellation Policies:

For trips where per participant charges total \$25 or more, the activity leader(s) must determine a clear policy regarding the refunding of funds to participants who cancel prior to the trip. The policy must be disclosed to all potential activity participants prior to collecting any funds for the activity.

Should an activity have to be canceled by the activity leader(s) for a legitimate reason, the activity leader(s) must refund to the activity participants all funds collected from them. It is the activity leader(s)' responsibility to pursue refunds from all parties to whom funds have been disbursed (hotels, facilities, rental agencies, etc.). The Chapter understands that it is not always possible to collect all funds spent for reservations, down payments, and the like. In that event, the activity leader(s) shall immediately

inform the applicable Chapter unit of the situation. The unit shall work with the activity leader(s) to determine what the best course of action will be.

17 By-laws, AMC-NH Excursions Committee

Article I Name

This organization shall be called the AMC New Hampshire Chapter Excursions Committee, and is herein referred to as the Excursions Committee. The term Club as used herein refers to the Corporation, the Appalachian Mountain Club ("AMC"). The term Chapter as used herein refers to the New Hampshire Chapter of the Appalachian Mountain Club.

Article II Purpose

The Excursions Committee shall be a Standing Committee of the Chapter and shall provide a program of general excursions and other activities not specifically covered by other Chapter committees. This committee shall ensure that all activities are conducted in a manner that promotes the safety of all participants and engenders a sense of responsibility for the ecology of traversed areas.

Article III Membership

SECTION 1 Trip Leaders. Any person who has completed the process for becoming a Trip Leader for the Excursions Committee and has not had leadership privileges subsequently revoked is a voting member of the Excursions Committee. All Trip Leaders shall be listed on a roster of Active and Inactive Trip Leaders of the Excursions Committee.

SECTION 2 Associate Members. Any person who is not yet a Trip Leader, but is participating in the trip leader mentoring program, is an Associate Member of the Excursions Committee. Any other person who is pursuing trip leadership with the Excursions Committee may request to be granted Associate Membership by the Administrative Committee. Associate Members do not have voting rights but shall be informed of and encouraged to attend all meetings of the Excursions Committee.

SECTION 3 Any person who has led an Excursions Committee trip or activity within the past three years is an *Active Trip Leader*.

SECTION 4 Any person who is on the roster of Trip Leaders but has not led an Excursions Committee trip or activity in the past three years is an *Inactive Trip Leader*.

Article IV Administration

SECTION 1 The Administrative Committee shall consist of two Co-Chairs, Secretary, Treasurer, Leadership Training Director, Immediate Past Co-Chair and Standing Subcommittee chairs.

SECTION 2 All members of the Administrative Committee must be Trip Leaders of the Excursions Committee.

SECTION 3 The responsibilities of Officers are as follows:

A. Co-Chairs. The Co-Chairs shall:

- preside at all General and Administrative Committee Meetings.
- represent the Excursions Committee as members of the Chapter Executive Committee.
- represent the Club or the Chapter, as required, at Club, Chapter and non-Club functions.
- be responsible for preparing and distributing agendas for all meetings.
- be responsible for maintaining a roster of Active and Inactive Trip Leaders. At least one Co-Chair shall be a signatory on any Excursions Committee bank account.

B. Secretary. The Secretary shall be responsible for:

- keeping the minutes and records of all General and Administrative Committee meetings.
- promptly distributing meeting minutes to Excursions Committee members.
- conducting the correspondence of the Committee.
- filing copies of meeting minutes and pertinent information with Club headquarters and with the Chapter as required.

C. Treasurer. The Treasurer shall be responsible for:

- receiving all funds paid to or belonging to the Committee, and shall disburse same under the direction of the Administrative Committee.
- keeping proper accounts and making a report of receipts and disbursements at each General and Administrative Committee Meeting.

- overseeing the Excursions Committee budget.
- sending financial records to the Chapter or to the Club to be audited, at a time designated by the Chapter or Club.

The Treasurer shall be a signatory on any Excursions Committee bank account.

D. Leadership Training Director The Leadership Training Director, formerly called the “Workshop Director,” must be an Active Trip Leader and shall be responsible for organizing leadership training, including hard and soft skills, conducted by the Excursions Committee.

The responsibilities of the Leadership Training Director include but are not limited to:

- developing the curriculum of leader training and related workshops
- obtaining faculty and staff, including instructors for leadership training
- setting dates and reserving space for the workshops
- placing timely announcements of the workshops in public media, including Club-wide publications and Club and Chapter websites
- enrolling students (participants) in the workshops
- interfacing with the AMC / Club as needed or as requested on leader development related matters.

E. Immediate Past Co-Chair. The Immediate Past Co-Chair shall serve in an advisory position on the Administrative Committee with voting privileges. He or she may perform other duties or assignments as requested by the Co-Chairs.

SECTION 4 The terms for the Co-Chairs, Secretary and Treasurer shall be two years. The terms of the Co-Chairs shall be staggered so that one Co-Chair is selected for nomination each year. No person may be selected or elected for more than three consecutive terms in any one of these positions, but may return to the position after an absence of at least one year.

The position of Leadership Training Director shall not have term limits. Workshop instructors may nominate someone to serve as Leadership Training Director; the Leader Review Board will give final approval to this position.

SECTION 5 The Administrative Committee shall meet not less than 2 times a year. Meetings may occur electronically. A meeting of the Administrative Committee may be called by a Co-Chair or any two members of the Administrative Committee. Any person holding multiple positions shall only have one vote at any meeting.

SECTION 6 No expenditure shall be made or financial obligation incurred by any office or subcommittee without authorization by the Administrative Committee.

SECTION 7 Should any vacancy occur on the Administrative Committee, the Administrative Committee shall appoint, by majority vote, a Trip Leader to fill the vacancy until the next Annual Meeting of the Excursions Committee.

SECTION 8 Any member of the Administrative Committee may be suspended by a majority vote of the Leader Review Board. Any member of the Administrative Committee may be removed by a two-thirds vote of the Leader Review Board, provided that the motion to remove shall have been made known to all members of the Leader Review Board at least 20 days prior to the vote.

Article V Standing Subcommittees

SECTION 1 Leadership Review Board. The Leadership Review Board (LRB)

- shall oversee the process by which the Excursions Committee trains and approves its Trip Leaders.
- shall oversee the process by which the Excursions Committee censures its Trip Leaders.
- shall consist of nine members, including Excursions Co-Chairs, the most recent Co-Chair, the Leadership Training Director and five members elected from the active Excursions leaders. For the purpose of these bylaws, these five members shall be referred to as Institutional Members.
- elected Institutional Members shall serve a term of 5 years, the order of which shall insure that a new member is elected each year. An active leader may serve again provided one or more years have elapsed since his/her LRB membership.
- shall have the authority to fill vacancies on the Leadership Review Board. An active leader may self nominate him/herself to the LRB. The LRB shall select the incoming member from the nominees at a closed LRB meeting. If no active leader self-nominates for the opening, the retiring Institutional Member may, at their choosing, be re-elected without waiting for the one year lapse.
- shall appoint its own chair from the LRB members. Excursion Co-Chairs are not eligible to serve as Chair of the LRB. The chair shall serve for a period of two years and may serve up to three consecutive terms. The LRB shall select a

Secretary using the same method. The Secretary may serve the additional terms in the same manner as the Chair.

- shall meet at least twice a year.
- shall publish the minutes of its meetings.

SECTION 2 Workshop Committee The workshop committee shall consist of instructors and volunteer staff of the workshops and shall be chaired by the Leadership Training Director.

SECTION 3 The Administrative Committee shall have the authority to establish or dissolve additional Standing Subcommittees.

SECTION 4 The Administrative Committee shall make a list of Standing Subcommittees and their Chairs available to Trip Leaders.

Article VI General Meetings

SECTION 1 There shall be no fewer than two General Meetings per year spaced at least 3 months apart. One General Meeting shall be designated as the Annual Meeting of the Excursions Committee as described in Article VII.

SECTION 2 Notice of each meeting must be sent to all Members at least 10 days prior to the meeting.

SECTION 3 A quorum for a general meeting shall be 10 Trip Leaders.

ARTICLE VII Election of Officers and Standing Subcommittee Chairs

SECTION 1 The selection of Co-Chair nominees and election of other Administrative Committee Members shall take place at a General Meeting designated by the Administrative Committee as the Annual Meeting of the Excursions Committee. This meeting shall be scheduled to accommodate the Chapter's process for nomination and election of the Excursions Committee Co-Chairs.

SECTION 2 Each year a Nominating Committee shall be formed consisting of no fewer than three Trip Leaders, none of whom may be up for re-election to a position on the Administrative Committee. The Nominating Committee shall identify a slate of persons to be selected as Co-Chair nominee and elected to other open positions on the

Administrative Committee. The slate shall be presented to the Members at least three weeks prior to the Annual Meeting.

SECTION 3 One Co-Chair nominee shall be selected by majority vote of the Trip Leaders present and voting at the Annual Meeting. Other members of the Administrative Committee shall be elected by a plurality of the votes cast for them. The names of the selected Co-Chair nominee and the continuing Co-Chair shall be presented to the Chapter Nominating Committee for inclusion in the slate of Chapter Officers and Chairs.

SECTION 4 Members of the Administrative Committee shall take office at the conclusion of the Chapter Annual Meeting following their election.

SECTION 5 Additional nominations for Administrative Committee positions may be made by a written petition signed by 20 Trip Leaders, including a statement by the nominee of willingness to serve if elected, and presented to the Administrative Committee at least one week prior to the Annual Meeting.

SECTION 6 No person shall be elected to office unless nominated by one of the above methods except if no nominations have been made for a particular position. In such a case, the Co-chairs may accept nominations for the particular position from Trip Leaders at the meeting, or defer filling the position to a future meeting of the Administrative Committee.

ARTICLE VIII Changes to By-laws

These By-laws may be amended at any General Meeting of the Excursions Committee by a two-thirds vote of those Trip Leaders present and voting, provided notice of such meeting and the text of the proposed amendment shall have been sent to all Members at least three weeks previously.

18 “Meetup” Desk Guide, Advertising

Meetup is not used for hike posting at this time. All hikes must be posted to the AMC outdoors volunteer event system..

Meetup can be used for hike advertising, (as can the AMC NH Facebook pages). This helps to notify a wider group of your planned event and is helpful to fill the roster in some cases. If you plan to use Meetup for hike advertising, you should be sure to do the following.

- Provide a web link to the specific AMC hike posting which is live on-line. The AMC hike posting is where a hiker can request to register for a hike.
- The Meetup description of the hike should START with
 - “You must follow the link to the AMC below to request registration for this event”
 - This should be repeated at the bottom of the hike description by the link
- When advertising on Meetup, you should specify:
 - # Participants = 1 (that is you, the leader)
 - # Waitlist = 0 (Meetup is not used to register hikers)
- (You do not want to have hikers think they have registered on Meetup)

The following guide is provided for advertising on Meetup.

Our “Hike with AMC-NH” Meetup Organizer, John Bergman, sent the following message to some members on May 5, 2015:

Hello everyone,

It is great that there are quite a few hike leaders starting to use Meetup this year. Just want to share with you a few recent lessons learned.

1. Desk guide:

As much as inner bushwhacker in all of us loves to throw away instructions and just wing it, the Meetup desk guide was carefully crafted with you in mind. It is short and sweet and will lead you through the process of administering hikes from soup to nuts. There are lots of helpful hints that, if followed, will prevent you from making painful mistakes. The instructions for posting a hike are only about 1 page long. Please print it out and use it to guide you through the process. It is located here:

<http://files.meetup.com/12702662/%21Meetup%20Desk%20Guide.doc>

2. Templates:

The bad news is that there has recently been a rash of disappearances of the Meetup event template. The good news is I have become very proficient at rebuilding it.....

The template is there for everyone's use but if you overwrite it then it is no longer available for anyone's use until I have a chance to reconstruct it.

PLEASE PUSH THE COPY BUTTON FIRST to make your own copy of the template before editing and posting. You may find the copy button by going to the drafts tab and hovering over the title of the template and you will see the copy button appear just to the right of the title.

3. Attendee limit settings.

PLEASE DON'T CHANGE THE TEMPLATE ATTENDEE LIMIT SETTINGS.

*It is set to **limit the hike to 1 attendee** for a reason. It doesn't mean you have to limit the event to one attendee, it only prevents people from automatically appearing on the attendee list without screening. This allows you complete control to only move people from the waitlist to the attendee list after they have been screened. If you set it to a higher number, for example 10, then the first 10 people who sign up will automatically appear on the attendee list without completing the screening process.*

*Happy hiking,
John Bergman*

Getting Started

- Meetup may appear complicated to the uninitiated but after using it a few times you will find it to be an intuitive and user friendly toolset to manage your hikes with. Please print out this desk guide and carefully follow the instructions. This desk guide was created by a team of Hike Leaders with both Meetup and AMC-NH experience and will show you how to promote our club using the powerful communication and community building aspects of Meetup without compromising AMC-NH screening standards. If you have any questions or improvement suggestions please feel free to contact John Bergman at (603) 664-9329 evenings between 7 and 9 PM.
- Go to the AMC-NH Meetup group at <http://www.meetup.com/Hike-with-AMC-NH> and, if not already done, set up your Meetup account and join the *Hike with AMC-NH* Meetup group.
- Contact one of the excursions Co-Chairs and request that they to grant you “assistant organizer” rights which will allow you to post and manage events.

How to Post an Event on Meetup

- To post an event start at the *Hike with AMC-NH* home page. You will see four tabs: Upcoming, Past, Drafts and Calendar. Click on the “Drafts” tab.
- Click on the “Copy” button for the Meetup Draft titled “!AMC-NH Template PLEASE MAKE A COPY” to make a copy of the template. (Hover over the title and a copy button will appear on the right side.)
- Edit your Meetup as follows: (As you are editing remember to click “Save Draft” at bottom of page or you will lose your work if you exit the page.)

Tab Title	Tab Item	Instructions
The basics	What should we do?	Type in the title of your hike.
The basics	Suggest a date and time	Self explanatory.
The basics	Select a place	Leave blank or fill in as desired - recommend leaving blank if you are meeting at a hard to find location. <u>Participants have gotten lost</u> trying to find the trailhead by relying on information in the “Select a place” field so it’s better to avoid confusion by leaving it blank and provide detailed directions to the trailhead with separate correspondence.
The basics	How to find us	Leave blank or fill in as desired.
The basics	Details	Enter hike description, photos, registration instructions etc. Suggested topics shown in template. Recommend sending an e-mail containing hike specific information (what to bring, meeting place and time etc.) to participants a week before the hike in lieu of putting it in this space.
Who’s hosting this Meetup?	NA	Check blocks to select hike leaders.

Automatically repeat this Meetup	NA	Select "Don't repeat"
Charging for this Meetup?	NA	Leave blank
RSVP settings	Attendee limit	Select/enter "Limited to 1 attendees". This gives the leaders complete control of the attendee list and prevents participants from automatically being signed up.
RSVP settings	Waitlist	Select "Waitlist" = 0
RSVP settings	Members can RSVP Starting	As desired
RSVP settings	Members can RSVP until	As desired
Email Settings	All	Automatic reminders to members not recommended, notifications to host is set per leaders' preference.
Ask question when members RSVP	NA	Recommended RSVP question: "Please list full name, email address and cell phone. Remember to contact the hike leader."

- When you are done editing either click on "Schedule this Meetup now" if you are ready to go live or "Save draft" to post at some later time. You will also see prompts for announcing the hike, it is your choice whether to announce or not. If the hike is a long ways away it may be better to let the attendees find it. See the discussion below regarding attrition.
- **IMPORTANT REMINDER:** Remember to also post and obtain approval for the hike on the AMC web site as this is a club requirement. Include a statement similar to the following in the posting on the AMC web site: Please register for this hike at the following location: <http://www.meetup.com/Hike-with-AMC-NH/>
Note: The AMC web site will automatically turn this URL into a link. This link will take the person to our Meetup group. As an option you may also include the

actual URL for your Meetup event and then the link will take the person directly to the Meetup page for your hike. Example: <http://www.meetup.com/Hike-with-AMC-NH/events/164703882/>

Tools for Managing the Event After Posting

- Open up the applicable Meetup event.
- To change the event details, click on “Edit” (located just below event title). Remember to click “Change details” at bottom of page or you will lose your work if you exit the page.
- To cancel the event, click on “Cancel” (located just to the right of “edit”).
- Click on the “Tools” pulldown menu (located to the right of the event title just above the list of attendees) to access important event management tools. Actions you can perform in the Tools section are as follows:

Pulldown Menu	Pulldown Menu Item	Description
Tools	Edit RSVPs	This is where the leaders can control who is on the attendee list. Example: To move someone from the waitlist to the attendee list click the Waitlist tab and click “RSVP Yes” for the person you want to add.
Tools	See Answers	Allows leaders to view answers to the RSVP questions.
Tools	Close to RSVPs	Prevents further members from RSVPing.
Tools	Print attendee list	Displays roster in a printable format. Recommend use of “Download attendee list” instead as it allows better control of format.
Tools	Download attendee list	Allows downloading roster information; user can then modify and print out in desired format.
Tools	Print name tags	Self explanatory

Tools	Email Attendees	Allows sending e-mail to persons on attendee and/or waitlist.
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Cleaning up the Waitlist

- It is beneficial to keep the waitlist cleaned up; some participants may not sign up if they see a long waitlist even though the people currently on the waitlist haven't followed through to complete registration. Recommend that if people are on the waitlist and haven't completed the registration process that you send them a message such as: "This is a friendly reminder to please complete the registration process as indicated on the page for the hike. If I don't hear from you by Friday I will assume you are no longer interested and move your name off the waitlist."

The Screening Process

- Participants who belong to other Meetup Groups and haven't hiked with the AMC may not understand how our hikes are run. There isn't a lot of consistency in some of the other Meetup hiking clubs; the style of individual leaders run the gamut from AMC-like to a free-for-all.
- When you are conducting your phone screening please take the time to explain how we conduct our hikes to make sure the person has a clear understanding of what to expect.
- In addition to reviewing RSVP questions you can also click on the person's name, this will bring you to their profile where you can review the person's attendance history. (The link to the person's attendance history is located at the bottom of their profile.)

What to do if Someone Doesn't Want to Register via Meetup

- Provide some healthy encouragement including helping them to see the benefits (better communication, photo album etc.). Point out to them they can even set up a separate email account to interface with Meetup if they have any big brother type concerns.
- If someone downright refuses let them participate anyway and just communicate with them via email. If you use the "download attendee list" feature to you can manually add their registration info to the roster.

When the Hike is Full

- Delete this from hike details: "This hike still has openings. You are welcome to register by joining the waitlist and calling XXXXX XXXXX as indicated below."
- Add the following in its place: "There is a waitlist for this hike, feel free to join the waitlist and I will contact you if a spot opens up."

Apres Hike

- The community building aspect of Meetup is one of its greatest strengths. When the event is complete you should send a thank you message and ask/remind participants to post some pictures on the event's Meetup page.
- It is a great way for the group to share pictures as both the photo upload and download processes are very user friendly. Note that the photo album upload/download options automatically appear when the event completes.
- Update the attendance in the "Edit Attendance" section under the "Tools" tab. If someone is a no-show please indicate as such.

The Downside of Meetup: Attrition

- If it is easy for a participant to sign up for an event it is also easy for them to be a no show. Attrition is a significant issue that exists with the Meetup groups. Once we build a decent membership size you will likely find that as soon as a hike is announced you will be inundated with people pushing buttons on smartphones to sign up for the hike. Those are the same folks that will sign up for every other event that gets announced and then decide on Friday night which one of the events that they signed up for they will actually attend.
- The best mitigation strategy is to require participants to make an investment up front. Properly answering the RSVP questions is the first step.
- Calling you and making it through phone screening is the second step. This usually thins out the herd fairly well, folks that make it this far are usually interested in attending.
- A third step that you can help with is please take the time after the hike to update the attendance ("Edit Attendance" section under the "Tools" tab) and charge the no-shows with a no-show.
- We don't need to blacklist anyone but another screening tool is to check the participant's attendance and general hiking history and ask some pointed questions during screening about previous no-shows.

19 Qualifying Peaks, Class 1 & 2

Destination	Elevation	Town	County	Guide	Date
Mt. Washington	6288	Sargent's Purchase	Coos	WMG	
Mt. Adams	5799	Thompson & Meserve's Purchase	Coos	WMG	
Mt. Jefferson	5716	Thompson & Meserve's Purchase	Coos	WMG	
Mt. Monroe	5372	Sargent's Purchase	Coos	WMG	
Mt. Madison	5366	Low and Burbank's Grant	Coos	WMG	
Mt. Lafayette	5260	Franconia	Grafton	WMG	
Mt. Lincoln	5089	Franconia	Grafton	WMG	
South Twin Mtn.	4902	Franconia	Grafton	WMG	
Carter Dome	4832	Bean's Purchase	Coos	WMG	
Mt. Moosilauke	4802	Benton	Grafton	WMG	
North Twin Mtn.	4761	Franconia	Grafton	WMG	
Mt. Eisenhower	4760	Chandler's Purchase	Coos	WMG	
Mt. Carrigain	4700	Lincoln/Livermore	Grafton	WMG	
Mt. Bond	4698	Lincoln	Grafton	WMG	
Middle Carter Mtn.	4610	Bean's Purchase	Coos	WMG	
Mt. Bond, West	4540	Lincoln	Grafton	WMG	
Mt. Garfield	4500	Franconia	Grafton	WMG	
Mt. Liberty	4459	Lincoln	Grafton	WMG	
South Carter Mtn.	4430	Bean's Purchase	Coos	WMG	
Wildcat Mtn.	4422	Bean's Purchase	Coos	WMG	
Mt. Hancock	4420	Lincoln	Grafton	WMG	
Kinsman Mtn., South Peak	4358	Lincoln	Grafton	WMG	
Mt. Field	4340	Bethlehem	Grafton	WMG	
Mt. Osceola	4340	Lincoln/Livermore	Grafton	WMG	
Mt. Flume	4328	Lincoln	Grafton	WMG	
Mt. Hancock, South Peak	4319	Lincoln/Livermore	Grafton	WMG	
Mt. Pierce	4310	Bean's Grant	Coos	WMG	
Kinsman Mtn., North Peak	4293	Lincoln	Grafton	WMG	
Mt. Willey	4285	Bethlehem	Grafton	WMG	
Bondcliff	4265	Lincoln	Grafton	WMG	
Zealand Ridge	4260	Lincoln/Livermore	Grafton	WMG	
Mt. Tripyramid, North Peak	4180	Waterville Valley	Grafton	WMG	
Mt. Cabot	4170	Kilkenny	Coos	WMG	
Mt. Osceola, East Peak	4156	Lincoln/Livermore	Grafton	WMG	
Mt. Tripyramid, Middle Peak	4140	Waterville Valley	Grafton	WMG	
Cannon Mtn.	4100	Franconia	Grafton	WMG	
Wildcat Mtn., D Peak	4062	Bean's Purchase	Coos	WMG	
Hale Mtn.	4054	Bethlehem	Grafton	WMG	
Mt. Jackson	4052	Bean's Grant	Coos	WMG	
Mt. Tom	4051	Bethlehem	Grafton	WMG	
Mt. Moriah	4049	Bean's Purchase	Coos	WMG	
Mt. Passaconaway	4043	Waterville Valley	Grafton	WMG	
Owl's Head Mtn.	4025	Franconia	Grafton	WMG	
Galehead Mtn.	4024	Franconia	Grafton	WMG	
Mt. Whiteface	4020	Waterville Valley	Grafton	WMG	
Mt. Waumbek	4006	Kilkenny	Coos	WMG	
Mt. Isolation	4004	Thompson & Meserve's Purchase	Coos	WMG	
Mt. Tecumseh	4003	Waterville Valley	Grafton	WMG	

WMG = AMC White Mountain Guide (27th & 28th editions)
 SNH = AMC Southern New Hampshire Trail Guide (2nd edition)

19.1 Qualifying Peaks for Class 3 Leadership

Destination	Elevation	Town	County	Guide	Date Climbed
Mt. Washington	6288	Sargent's Purchase	Coos	WMG	
Mt. Adams	5799	Thompson & Meserve's Purchase	Coos	WMG	
Mt. Jefferson	5716	Thompson & Meserve's Purchase	Coos	WMG	
Mt. Monroe	5372	Sargent's Purchase	Coos	WMG	
Mt. Madison	5366	Low and Burbank's Grant	Coos	WMG	
Mt. Lafayette	5260	Franconia	Grafton	WMG	
Mt. Lincoln	5089	Franconia	Grafton	WMG	
South Twin Mtn.	4902	Franconia	Grafton	WMG	
Carter Dome	4832	Bean's Purchase	Coos	WMG	
Mt. Moosilauke	4802	Benton	Grafton	WMG	
North Twin Mtn.	4761	Franconia	Grafton	WMG	
Mt. Eisenhower	4760	Chandler's Purchase	Coos	WMG	
Mt. Carrigain	4700	Lincoln/Livermore	Grafton	WMG	
Mt. Bond	4698	Lincoln	Grafton	WMG	
Middle Carter Mtn.	4610	Bean's Purchase	Coos	WMG	
Mt. Bond, West	4540	Lincoln	Grafton	WMG	
Mt. Garfield	4500	Franconia	Grafton	WMG	
Mt. Liberty	4459	Lincoln	Grafton	WMG	
South Carter Mtn.	4430	Bean's Purchase	Coos	WMG	
Wildcat Mtn.	4422	Bean's Purchase	Coos	WMG	
Mt. Hancock	4420	Lincoln	Grafton	WMG	
Kinsman Mtn., South Peak	4358	Lincoln	Grafton	WMG	
Mt. Field	4340	Bethlehem	Grafton	WMG	
Mt. Osceola	4340	Lincoln/Livermore	Grafton	WMG	
Mt. Flume	4328	Lincoln	Grafton	WMG	
Mt. Hancock, South Peak	4319	Lincoln/Livermore	Grafton	WMG	
Mt. Pierce	4310	Bean's Grant	Coos	WMG	
Kinsman Mtn., North Peak	4293	Lincoln	Grafton	WMG	
Mt. Willey	4285	Bethlehem	Grafton	WMG	
Bondcliff	4265	Lincoln	Grafton	WMG	
Zealand Ridge	4260	Lincoln/Livermore	Grafton	WMG	
Mt. Tripyramid, North Peak	4180	Waterville Valley	Grafton	WMG	
Mt. Cabot	4170	Kilkenny	Coos	WMG	
Mt. Osceola, East Peak	4156	Lincoln/Livermore	Grafton	WMG	
Mt. Tripyramid, Middle Peak	4140	Waterville Valley	Grafton	WMG	
Cannon Mtn.	4100	Franconia	Grafton	WMG	
Wildcat Mtn., D Peak	4062	Bean's Purchase	Coos	WMG	
Hale Mtn.	4054	Bethlehem	Grafton	WMG	
Mt. Jackson	4052	Bean's Grant	Coos	WMG	
Mt. Tom	4051	Bethlehem	Grafton	WMG	
Mt. Moriah	4049	Bean's Purchase	Coos	WMG	
Mt. Passaconaway	4043	Waterville Valley	Grafton	WMG	
Owl's Head Mtn.	4025	Franconia	Grafton	WMG	
Galehead Mtn.	4024	Franconia	Grafton	WMG	
Mt. Whiteface	4020	Waterville Valley	Grafton	WMG	
Mt. Waumbek	4006	Kilkenny	Coos	WMG	
Mt. Isolation	4004	Thompson & Meserve's Purchase	Coos	WMG	
Mt. Tecumseh	4003	Waterville Valley	Grafton	WMG	
Sandwich Mtn.	3980	Waterville Valley	Grafton	WMG	
Mt. Weeks	3901	Berlin	Coos	WMG	
Terrace Mtn.	3655	Kilkenny	Coos	WMG	
North Baldface	3610	Bean's Purchase	Coos	WMG	

Mt. Martha	3573	Carroll	Coos	WMG	
Mt. Success	3565	Success	Coos	WMG	
Mt. Chocorua	3500	Albany	Carroll	WMG	
Mt. Wolf	3500	Lincoln	Grafton	WMG	
Carr Mtn.	3453	Wentworth	Grafton	WMG	
Mt. Avalon	3442	Bethlehem	Grafton	WMG	
Percy Peaks	3430	Stratford	Coos	WMG	
Mt. Tremont	3371	Bartlett	Carroll	WMG	
Mt. Kearsarge North	3268	Chatham	Carroll	WMG	
Mts. Randolph & Crescent	3251	Randolph	Coos	WMG	
Smarts Mtn.	3238	Lyme	Grafton	WMG	
West Royce Mtn.	3210	Bean's Purchase	Coos	WMG	
North Moat Mtn.	3196	Bartlett	Carroll	WMG	
Imp Face	3165	Bean's Purchase	Coos	WMG	
Monadnock Mtn.	3159	Jaffrey	Cheshire	SNH	
Mt. Cardigan	3155	Orange	Grafton	SNH	
Mt. Crawford	3119	Hadley's Purchase	Coos	WMG	
Mt. Paugus, south knob	3100	Albany	Carroll	WMG	
North Doublehead	3053	Jackson	Carroll	WMG	
Parker Mtn.	3004	Bartlett	Carroll	WMG	
Mt. Shaw	2990	Moultonborough	Carroll	SNH	
Roger's Ledge	2965	Kilkenny	Coos	WMG	
Eastman Mtn.	2939	Chatham	Carroll	WMG	
Mt. Cube	2909	Orford	Grafton	WMG	
Stinson Mtn.	2900	Rumney	Grafton	WMG	
Black Mtn. (Benton Range)	2830	Benton	Grafton	WMG	
Mt. Willard	2800	Hart's Location	Carroll	WMG	
Mt. Wonalancet	2780	Waterville Valley	Grafton	WMG	
Weich & Dickey Mtns.	2734	Waterville Valley	Grafton	WMG	
Mt. Sunapee	2726	Newbury	Merrimack	SNH	
Potash Mtn.	2700	Lincoln	Grafton	WMG	
Blueberry Mtn. (Benton)	2662	Benton	Grafton	WMG	
Mt. Israel	2630	Sandwich	Carroll	WMG	
Little East Pond	2596	Livermore	Grafton	WMG	
Mt. Roberts	2582	Moultonborough	Carroll	SNH	
Mt. Pemigewasset	2557	Lincoln	Grafton	WMG	
Mt. Hayes	2555	Shelburne	Coos	WMG	
Hedgehog Mtn.	2532	Albany	Carroll	WMG	
Lucia's Lookout	2490	Goshen	Sullivan	SNH	
Lovewell Mtn.	2470	Washington	Sullivan	SNH	
Bald Peak (Kinsmans)	2470	Easton	Grafton	WMG	
Arethusa & Ripley Falls	2420	Livermore/Hart's Location	Grafton	WMG	
Belknap Mtn.	2382	Gilford	Belknap	SNH	
Flat Mountain Pond	2300	Waterville Valley	Grafton	WMG	
Moose Mtn., South Peak	2293	Hanover	Grafton	WMG	
Ragged Mtn.	2286	Andover	Merrimack	SNH	
North Pack Monadnock Mtn.	2276	Greenfield	Hillsborough	SNH	
Mts. Morgan & Percival	2220	Campton	Grafton	WMG	
Plymouth Mtn.	2193	Plymouth	Grafton	SNH	
Webster Slide Mtn.	2184	Warren	Grafton	WMG	
Mt. Doublehead (Squam)	2158	Sandwich	Carroll	WMG	
Holt's Ledge	2110	Lyme	Grafton	WMG	
Crotched Mtn.	2066	Francestown	Hillsborough	SNH	
Jackson Hill	2057	Stoddard	Cheshire	SNH	
Bald Knob	2050	Groton	Grafton	SNH	
Temple Mtn., Holt Peak	2045	Temple/Sharon	Hillsborough	SNH	
Red Hill	2030	Moultonborough	Carroll	WMG	

White Ledge	2010	Albany	Carroll	WMG	
Skatutakee & Thumb Mtns.	1998	Hancock	Hillsborough	SNH	
Little Monadnock Mtn.	1900	Fitzwilliam	Cheshire	SNH	
New Ipswich Mtn.(Barrett Mtn.)	1885	New Ipswich	Hillsborough	SNH	
Green Mtn.	1884	Effingham	Carroll	SNH	
Copple Crown Mtn.	1868	Brookfield	Carroll	SNH	
Middle Mtn. (Green Hills)	1857	Conway	Carroll	WMG	
Mt. Major	1786	Alton	Belknap	SNH	
Three Ponds	1750	Warren	Grafton	WMG	
Wantastiquet Mtn.	1388	Chesterfield/Hinsdale	Cheshire	SNH	
Mt. Pisgah	1329	Winchester	Cheshire	SNH	
Devil's Den Mtn.	1110	New Durham	Strafford	SNH	
Mt. Pawtuckaway (North Peak)	995	Nottingham	Rockingham	SNH	

WMG = AMC White Mountain Guide (27th edition)

SNH = AMC Southern New Hampshire Trail Guide (2nd edition)

20 Appendix: Forms

Below are copies of

- AMC Accident / Incident Form
- Volunteer Led Release Form

These forms are best downloaded as a printable .PDF file from the leader folder.

APPALACHIAN MOUNTAIN CLUB

Facility
Chapter Activity
Chapter & Committee

VOLUNTEER ACCIDENT/INCIDENT REPORT FORM

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

WEATHER

Temp:(F) Precip: Wind:(mph) Visiblity:

TYPE OF INCIDENT

(Check One)
Injury
Illness
Other
Outcomes of Incident:
1. Did subject leave activity, facility or event? Yes/no Date:
2. Was outside assistance used? Yes/No Date:
3. Did subject go to a medical facility? Yes/No Date:
4. Did subject return to activity or facility? Yes/ No Date:

LOCATION OF INJURY

Head Eyes Face Mouth Neck Shoulder
Chest Upper Back Lower Back Abdomen
Pelvic Area/Hips Genitalia Upper Arm Elbow
Lower Arm Wrist Hand Finger Buttock
Upper Leg Lower Leg Knee Ankle Foot Toe
Circle One, Patient's : Right / Left / Midline of Body

RESPONSE

Were bodily fluids spilled? YES / NO
If yes, were universal precautions followed? YES / NO
(See below)

ACTIVITY AT TIME OF INCIDENT

Sailing Road Biking Downhill Skiing Whitewater Kayaking
Cooking Ice Climbing Group Initiative Whitewater Canoeing
Camping Backpacking Winter Camping Winter Mountaineering
Day Hike Snowshoeing Mountain Biking Technical Rock Climbing
Trail Work Sea Kayaking Backcountry Skiing Social Event (dinner, movie etc)
X/C Skiing Vehicle Travel Flatwater Canoeing
Other:

Universal Precautions -re Blood and Bodily Fluids

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

~ CONTINUED ON REVERSE ~

**AMC VOLUNTEER LED ACTIVITIES
ACKNOWLEDGMENT AND ASSUMPTION OF RISKS & RELEASE AGREEMENT**

Date: _____ Leader: _____ Chapter: _____ Activity: _____

PLEASE READ THIS ENTIRE DOCUMENT (hereafter 'Document') **CAREFULLY BEFORE SIGNING. All participants must sign this Document. For participants under 18 yrs. of age (hereafter sometimes 'minor' or 'child'), parent/s or legal guardian/s (hereafter collectively 'parent/s') must also sign.** In consideration of the services of the Appalachian Mountain Club, Inc., a charitable, not-for-profit corporation, organized and existing under the laws of Massachusetts, and its chapters, including all officers, directors, employees, representatives, agents, independent contractors, volunteers (including leaders and co-leaders), members and all other persons or entities associated with it (collectively referred to in this Document as 'AMC'), I (participant and parent/s of a minor participant) **acknowledge and agree as follows:**

AMC volunteer-led educational and/or adventure activities may include, but are not limited to hiking, backpacking, camping, biking, skiing, maintenance of trails and facilities, mountaineering, rock and ice climbing, canoeing, kayaking, sailing, use of AMC huts or other facilities and transportation or travel to and from activities (referred to in this Document as 'activities' or 'these activities'). **The leaders of these activities are volunteers. They are not paid professional guides or leaders. In all activities, all participants share in the responsibility for their own safety and the safety of the group.** Participants (and parents of minors) take responsibility for having appropriate skills, physical conditioning, equipment and supplies for these activities.

These activities include inherent and other risks, hazards and dangers (referred to in this Document as 'risks') **that can cause or lead to injury, property damage, illness, mental or emotional trauma, paralysis, disability or death to participant or others.** Some, but not all of these risks include: hazardous and unpredictable ground, water or weather conditions; misjudgments made by leaders, co-leaders, participants or others; travel in remote areas that can cause potential delays or difficulties with transportation, evacuation and medical care; equipment that can fail or malfunction; infectious disease, including but not limited to COVID-19; the potential that the participant or others (e.g. co-participant, driver, medical and rescue personnel) may act carelessly or recklessly. I understand that AMC cannot assure participant's safety or eliminate any of these risks. **Participant is voluntarily participating with knowledge of the risks. Therefore, participant (and parent/s of minors) assume and accept full responsibility for the inherent and other risks (both known and unknown) of these activities, and for any injury, damage, death or other loss suffered by participant, resulting from those risks, and/or resulting from participant's negligence or other misconduct.**

I (adult participant, and/or Parent/s for themselves and for and on behalf of their participating minor child) agree to release and not to sue AMC (as AMC is defined above) in regard to any and all claims, liabilities, suits, or expenses (including reasonable costs and attorneys' fees) (hereafter collectively 'claim' or 'claim/s'), including claim/s resulting from AMC's negligence (but not its gross negligence or intentional or reckless misconduct), for any injury, damage, death or other loss to me or my child, in any way connected with my or my child's enrollment or participation in these activities, or my use of AMC equipment, facilities or premises. I understand I agree here to waive all claim/s I or my child may have against AMC, and agree that neither I, my child, or anyone acting on my or my child's behalf, will make a claim against AMC.

I (participant and parent/s of a minor participant) agree that the substantive laws of Massachusetts govern this Document and all other aspects of my relationship with AMC, and that any mediation, suit, or other proceeding must be filed or entered into only in Massachusetts. **This Document is intended to be interpreted and enforced to the fullest extent allowed by law. Any portion of this Document deemed unlawful or unenforceable shall not affect the remaining provisions, and those remaining provisions shall continue in full force and effect.**

PARTICIPANT AND PARENT/S OF A MINOR PARTICIPANT AGREE: I HAVE CAREFULLY READ, UNDERSTAND AND VOLUNTARILY SIGN THIS DOCUMENT AND ACKNOWLEDGE THAT IT SHALL BE EFFECTIVE AND BINDING UPON ME, MY MINOR CHILDREN AND OTHER FAMILY MEMBERS, AND MY HEIRS, EXECUTORS, REPRESENTATIVES AND ESTATE. Parent/s must sign below, both in their capacity as a participant, and as Parent/s of any minor child identified below.

Check If <u>Under 18</u>	Participant Name	Signature/Date (Guardians/Parents if Minor)	Emergency Contact (Name and Phone Number)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please return this within 7 days of the completion of your activity: Email: amcwaiver@outdoors.org **Subject Line Must include:** Leader Last Name, Chapter Name, Month, and Year of activity. OR mail to: AMC Volunteer Release Agreement, 10 City Square, Boston, MA 02129 Version 2021.2

21 Revision Notes:

December 2022 - J. Williams

- Revise Leader Requirements per Excursion Meeting minutes 11/19/2022
 - revise LRB members and officer election note, revise WFA with recommendation
- Add section to Leader Crosswalk for leaders from other chapters, recreate as an editable table
- Insert revised section on use of the ActDB for trip posting, revise section on Meetup, add “placeholder” for posting of Facebook
- Update section on directions to excursion meetings
- Move document sections to provide better flow and readability
- Format changes, and minor edits for ease of use
- Add revision notes section
- Update table of contents with automated page references

February 2023 - J. Williams

- Revise 8.1 LRB members

January 2024 - J. Williams

- Revise 1.1 Co-Chair update, Revise 8.1 LRB member update
- Revise Leader levels to conform to AMC levels, various sections
- Revise Social Media sections
- Revise AMC L2 (NH 3) to expand the season south of white mountains with exceptions for winter conditions and above tree line.. ● Revise Part 08, meeting schedule