

TRIP PLANNING AND MANAGEMENT

Pre-Trip Planning

The following are things to consider when planning a trip:

1. Know your own capabilities
2. Determine the trip
 - a. Destination
 - b. Route & Class rating
 - c. Date
 - d. Alternate routes and bail out points
 - e. Estimate the length of trip (time) & Energy requirements (Pace)
3. Select a co-leader if desired
4. Establish trip times (starting time, turn around time, finish time, etc. allow time for actual trip)
5. Set up meeting time and place
6. Decide on your party size (safety, minimum & maximum)
7. Seasonal considerations (temperatures, daylight hours, driving conditions.
8. Establish equipment, food & water requirements
9. Check on fees for parks, tolls & transportation
10. Establish a home base checkpoint (could be meeting point)
11. Determine what to do if trip is canceled (time of decision, contacting participants, etc.)
12. Evaluate parking lots (Is car pooling needed?)

Once you've determined the trip, you must prepare and publish a trip notice with the following:

1. Destination
2. Distance
3. Elevation change
4. Class of hike (degree of difficulty & pace)
5. Leader &/or Co-leader phone number(s)
6. Special activities or interests

Deadlines are established because of publication of AMC Outdoors, please get you hikes and descriptions in on time. Deadlines listed are the Hiking Chair's cut-off date. The Hiking Chair needs at least a week to pull together the schedule.

Editor's Deadline		Hiking Chair's Deadline
January 1	Spring (March-May)	December 20, 2000
April 1	Summer (June-August)	March 24, 2000
July 1	Fall (Sept.-Nov.)	June 23, 2000
October 1	Winter (Dec.-Feb.)	September 22, 2000

Trip Ratings are listed in each issue of Footnotes. Hike ratings apply to the trail only, not the pace. Ratings are as follows:

1. Easy and flat
2. Moderate grade
3. Steep grade
4. Very steep, some handhold climbing

Example of a trip description:

Sat., Oct. 1. French Creek State Park. 10 miles, class 2, moderate pace. Hike the Mill Creek Trail which is rocky in sections and contains one short but steep climb. Meet at Hopewell Lake Parking Lot. Leader's name, phone number with area code before 9:30 PM, email address.

Registration

1. Give information about the trip
 - a. Meeting place(s)
 - b. Times
 - c. Car pool information
 - d. Equipment/clothing required
 - e. Food & Water needed
 - f. Physical condition required
 - g. Length, difficulty, and pace
2. Screening callers
 - a. Name and phone number(s)
 - b. Related experience
 - c. Question the equipment they have
 - d. Obtain information on physical condition

The Trip

Getting to the meeting place:

1. Determine the weather early enough to cancel, if necessary
2. Have a list of the participants that registered

At the meeting place:

1. Sign in
2. Review equipment (Especially food, water [1 quart for 5 miles], rain gear)
3. Introductions
4. Outline trip plan: Review goals, pace, destination, rules, time, stopping at trail junctions, breaks whenever needed, staying together, environmental considerations
5. Assign responsibilities (ask for volunteer to act as sweep)

On the trail:

1. Maintain the pace
2. Keep group together
3. Watch the weather
4. Watch actions of group for problems
5. Maintain communication
6. Be aware of your surroundings (alternative routes)
7. Take action in an emergency

At the end of the trip:

1. Account for all members of the group
2. Make sure everyone has transportation
3. Return, sort or collect equipment (Any items left in the cars?)
4. Trip closure (Thanks, Good Bye, Congratulations)
5. Determine if group is getting together down the road
6. Review trip with Co-leader
7. Submit trip report

Planning a Trip Itinerary

1. Defining your trip
 - a. Your interests
 - b. Pace
 - c. How far and how long
 - d. How early to start
 - e. Weather factors
 - f. Accommodations needed or desired
2. Selecting Routes
 - a. Distance, travel time, degree of difficulty
 - b. Availability of water
 - c. Terrain conditions
 - d. Route flexibility
 - e. Bugs
3. Making a Trip Plan
4. Re-evaluate Itinerary during trip
5. Conclusion