

## **AMC Worcester Chapter Leadership Requirements & Guidelines**

REV 9.0 January 2012

### **Introduction:**

The purpose of this document is to define the requirements and guidelines for all leaders and co-leaders for the Worcester Chapter. Anyone who wants to lead or co-lead trips for the Worcester Chapter is required meet the requirements and guidelines defined in this document. All leaders must recertify in Wilderness First Aid (or higher AWFA, WFR) at least every 3 years; for activities that require WFA Certification

A qualified leader is required on all activities, outings or events sponsored by the chapter with the exception of those activities which are strictly social in nature (e.g. potluck dinners, picnics, barbecues, cocktail hours, slide shows, speaker presentations.)

In the situation where this document is in conflict with the club wide Leadership Requirements and Guidelines, the club-wide document takes precedent. The Leadership Chair should be consulted for interpretation of the Worcester Chapter Leadership Requirements & Guidelines.

### **Reference Document:**

AMC Leadership Requirements & Guidelines (OLDC)

Worcester Chapter Leadership Guidelines for multi-day trips

### **Definitions:**

**Active Leader:** A leader who has led at least one activity for the Chapter in the last 12 months. A waiver of this requirement can be made at the joint discretion of the Activity Chair and the Leadership Chair.

**Local Walk:** A hike of 6 miles or less with total elevation gain of less than 1000', is within one hour of Worcester County and is completed in a single day or less.

**3-Season or Winter Day Hike:** A hike that does not meet the criteria for a Local Walk and is completed in one day or less. A day hike could be run in the local area or "up-country". There are 2 classifications 3-Season Hike and Winter Hike.

**Multi-day Trip:** Multi-day trips must be less than 4 days in duration and within 500 miles of Worcester. Trips of longer duration/distance must be approved by Major Excursions Committees. Multi-day trips which consist of more than one type of activity must have a qualified leader for each activity which is being offered as part of the trip.

**Backpack:** A multi-day hike that consists of one or more nights at a backcountry tent site, cabin or hut.

**Outdoor Leadership Training:** Chapter or Club sponsored one or two- day class based on the AMC Outdoor Leadership training handbook which covers basic leadership training at a more detailed level.

**General Requirements (All Activity Leaders)**

- All Leaders and Co-leaders must be current members of the AMC.
- All Leaders and Co-leaders must be at least 18 yrs of age.
- Co-Leader requirements:
  - Experience in the activity they would like to lead.
  - All prospective co-leaders must participate in at least 2 AMC activities with the Worcester Chapter prior to becoming a co-leader for the activity for which they want to become a leader or co-leader.
  - Complete and return the Leader Questionnaire to the Committee Chair prior to becoming a co-leader.
- Leader Requirements:
  - Demonstrated proficiency in the activity they would like to lead
  - Outdoor Leadership Training (Chapter or Club Level)
  - Demonstrate leadership competency for at least 2 co-leads in the type of activity which they would like to lead
  - Completion of requirements and approval of Committee Chair and Leadership Chair.
  - Qualifying to lead one activity does not automatically qualify a leader to lead other activities. The leader must qualify for each activity that they want to lead (i.e. cycling, padding, hiking).
- Activity Chair Requirements
  - Communicate requirements to prospective leaders
  - Insure leaders are familiar with the requirements of this document and the AMC Leadership Requirements and Guidelines prior to approving as a Leader.
  - Provide Leader Questionnaire to prospective leaders
  - Review returned questionnaires and verify experience
  - Confirm completion of leadership requirements review feedback from Leaders and determine if status should be changed from co-leader to leader.
  - Maintain list of leaders and status, provide updated status and completed questionnaires to leadership chair.
- Leadership Chair Requirements
  - Maintain Leadership Requirements, review and revise as required.
  - Maintain master list of all leaders and central file of leadership questionnaires.
  - Develop and Coordinate Leadership Training (Chapter level)
  - Review monthly activities listing and verify status of all leaders listed.

## **Activity Specific Requirements:**

### *Bicycling:*

- Demonstrate knowledge of basic cycling safety and road rules.
- Knowledge of basic bike maintenance (i.e. changing a flat tire, putting a chain back on)

### *Bicycle touring (multi-day supported or non-supported rides):*

- Demonstrate knowledge of basic cycling safety and road rules
- Knowledge of basic bike maintenance (i.e. changing a flat tire, putting a chain back on)
- Recent bicycle touring experience
- Demonstrated knowledge of trip-planning and navigating skills (proper group and individual gear, route selection, map-reading, etc.)
- Wilderness First Aid Certification

### *Hiking:*

(Hiking includes: local walks, day hikes, backpacks, hut-trips, snowshoeing and multi-day trips which include hiking as an activity.)

- Local Hike leaders may only lead local hikes:
  - Day Hike leaders are qualified to lead local hikes and day hikes (3 Season)
  - Backpack leaders are qualified to lead local, day and backpacks (3 Season)
- Local Hikes/Walks (includes local snowshoe walks):
  - No additional requirements outside of those defined in General Requirements.
- Day Hikes (3 Season):
  - Recent hiking experience, demonstrated knowledge of hiking skills (i.e., map-reading)
  - Wilderness First Aid Certification
- Backpacks/Hut-to-Hut Trips (3 Season)
  - Recent backpacking experience
  - Wilderness First Aid Certification

### *Winter Hiking:*

Winter is defined as the time period between Dec 1 – Mar 31.

The requirements below are for day hikes, backpacks and hut trips.

- Recent Winter Hiking experience.
- Basic Winter Mountaineering Skills (crampon/ice axe use, self-arrest, etc)
- Recommend participation in a Chapter or Club sponsored winter skills class.
- Wilderness First Aid Certification

### *Paddling:*

- Demonstrated paddling skills, basic water safety and rescue knowledge appropriate to the water class.
- Must be able to swim at an ability level appropriate to the water class.

*Rock Climbing:*

- Indoor Rock climbing:
  - Demonstrate basic climbing skills of belaying and safety

*Outdoor Rock Climbing:*

- Demonstrate basic climbing skills of belaying, anchor building and safety
- In addition to the above requirements, multi-pitch climbing trip leaders must also demonstrate appropriate lead climbing skills
- Wilderness First Aid Certification

*Skiing:*

Applies to ski trips at touring or downhill centers or x-country trips that are not at a center but meet the following requirements: less than 6 miles and/or less than <1000 ft elevation gain. Non-center based trips that are outside of this requirement are considered back-country ski trips.

- No additional requirements beyond requirements defined in General Requirements section

*Backcountry skiing:*

- Wilderness First Aid Certification

*Multi-day Trips (all activities):*

- Must be a qualified leader for the type of trip that is being led (i.e. biking, hiking, skiing)
- Must co-lead at least 2 multi-day trips.

*Exceptions:*

- At the discretion of the Activity Chair and the Leadership Chair a leader who loses active status may be returned to active status upon verification that they are still qualified (i.e., if the leader did not lead due to pregnancy, injury or travel)
- At the discretion of the Activity Chair and the Leadership Chair leaders who are qualified to lead trips for other Club Chapters do not have to re-qualify to lead trips for the Chapter.

**Leader Questionnaire  
AMC Worcester Chapter Leadership Committee**

**General:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**AMC Membership #** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Do you have any medical conditions or allergies we should be aware of?**

**Skills & Experience:**

**What type of outdoor activities do you currently participate in?**

**Please describe some of the outdoor activities you had participated in over the last 12 months?**

**Please describe your current exercise schedule?**

**What types of trips are you interested in leading?**

**Why would you like to lead trips for the Chapter?**

**Have you ever led organized group trips for another organization? If yes, Please describe.**

**Have you participated in any leadership training? If yes, Please describe.**

**Do you have any first aid certifications? If yes, Please describe.**

**Please list at least 2 Chapter Activities you have participated in, including leaders and dates.**