

## AMC MOHAWK HUDSON CHAPTER

### TRIP LEADER QUALIFICATION GUIDELINES (approved 9/9/13; revised 3/10/14)

These guidelines apply to outdoor activities sponsored by the chapter. A qualified trip 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.

New Mohawk Hudson Chapter trip leaders must satisfy the following requirements. Current trip leaders are encouraged to meet these guidelines.

1. All trip leaders must be current members of the AMC.
2. All trip leaders must be at least 18 years of age.
3. Trip leader candidates must have demonstrated experience and skill in the activity they would like to lead.
4. Trip leader candidates must participate as a member in at least three chapter outdoor activities before embarking on the leadership candidacy.
5. Trip leader candidates must complete the AMC Berkshire/Worcester Leader Training Course, or another chapter's leadership requirements.
6. Candidates who intend to lead four-season activities in elevations of 3000' plus (e.g., Adirondack High Peaks, Catskills, White Mountains, Green Mountains, Maine) *must complete* a Wilderness First Aid Course\*. All other candidates are encouraged to complete the course.
7. Candidates who intend to lead winter activities at 3000' plus elevation are strongly urged to participate in an AMC or Adirondack Mountain Club-sponsored winter skills class, or equivalent.
8. Trip leader candidates must successfully co-lead two scheduled chapter trips with two different leaders. The leaders and candidates must plan the activities jointly, and the leaders must certify using the Leader in Training Checklist that the candidate has met the requirements for all aspects of the activity, from pre-trip planning through post-trip reporting.
9. Trip leader candidates must complete the training and co-leading process within 12 months.
10. Trip leader candidates desiring to lead multiple types of activities, e.g., hiking, paddling and cycling must complete the chapter leadership training once and then, for each type of activity, successfully co-lead two scheduled chapter trips with two different leaders. Note: Current hiking trip leaders who wish to lead cycle and paddle outings must first formally review "AMC's activity committees' best practices/guidelines" with MH chapter designated leaders. After the review, their names will be given to the Outings Chair to include in the MH chapter's certified leaders list.
11. All leaders must recertify in Wilderness First Aid\* (or higher) every three years for activities that require WFA.
12. A person who has been a leader for another AMC chapter, the Adirondack Mountain Club, or a similar organization may apply to become an approved Mohawk Hudson leader by contacting the Outings Chair.

\*During 2014, the Mohawk Hudson Chapter will pay full cost of the Wilderness First Aid course tuition for certification or recertification of active trip leaders. The chapter will also consider subsidizing overnight lodgings when taking WFA at AMC facilities.

## PROCESS

### Prospective Trip Leaders:

People who wish to become trip leaders after participating in at least three chapter-sponsored activities in that skill area should contact the chapter Outings Chair, Chapter Chair, or Chapter Vice-Chair to make their interest known. The trip leader candidate will be directed to review the Chapter guidelines, the AMC Leadership Requirements and Guidelines ([link](#)), and the Berkshire/Worcester Leader Training Course information for purposes of planning and scheduling.

### Outings Chair Committee:

The Outings Chair will explain the chapter policy on attendance and reimbursement for the Berkshire/Worcester Leader Training Course.

The Outings Chair will appoint two leader/mentors to work with the candidate in preparing and carrying out the required two co-led activities after completing the training course. The Outings Chair will discuss the evaluation process and Leader in Training Checklist with the leader/mentors.

The Outings Chair will review the Chapter requirements and the AMC Leadership Requirements and Guidelines with the trip leader candidate.

The Outings Chair and mentors/leaders will review Leader In Training Checklist (completed by the mentors/leaders) and assess candidate performance in a timely manner before contacting the trip leader candidate.

The Outings Chair will confirm completion of leadership requirements including knowledge of AMC Leadership Requirements and Guidelines ([link](#)) with the candidate and enter his/her name in the Chapter's list of approved leaders, or will recommend additional training before certification is approved. In the latter case, the Outings Chair will appoint another mentor/leader.

The new Trip Leader's name will be announced in the subsequent issue of *On the Western Slope* and added to the AMC approved trip/activity leaders database.

The Outings Chair will track leader activity and contact leaders who have been inactive in the last 12 months to encourage their participation.