

# Leading Local TATC Activities

The majority of this presentation was taken from the authoritative guide developed by Bill Rogers and available on our web site

<https://tidewateratc.com/Activity-Leadership-Guide>

# Introduction

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- The club is in need of leaders to step up and lead both local (typically one day) and multi-day activities as our post-pandemic activity listings have been fairly sparse for the majority of '22
- If you have not lead TATC activities previously, you may want to get a few local events under your belt prior to taking on the somewhat more daunting responsibilities of leading multi-day one out of town event.
- With that in mind, this training is tailored to focus on these one day activities, recognizing that much of what is covered will be applicable to all other events.

# High Level Activity Leader Skill Set -

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- Appropriate knowledge, skill, and ability to properly plan and lead the activity.
- Effective and creative communication skills to ensure all participants are prepared for the activity.
- Ability to solve unexpected problems and emergencies.
- Good time management skills.
- Technical competence for the planned activity.
- Ability to recognize strengths and weaknesses of participants, and use or compensate for them accordingly

# The Basics

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- A. Pre-activity Planning and Organization
- B. How to get the word out
- C. If special skills or equipment are needed
- D. Running the event
  - a) At the Meeting Place
  - b) At the Starting Point
  - c) While Underway
- E. Activity Conclusion

# A. Pre-activity Planning and Organization

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1. Choose and scout the activity.
  - a) Determine how best to access the starting point. The starting point is the place where the activity actually begins, such as a trailhead or canoe/kayak landing.
  - b) Note location and capacity of the nearest parking — have a plan if it appears there will not be enough parking available. Study the route and location (by personal inspection, if possible)
2. Hazards and obstructions.
3. Does group size need to be limited?

## A. Pre-activity Planning and Organization (cont.)

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4. Rules and regulations that apply to the location and activity you will lead (e.g. forms and fees, fire restrictions, off-trail travel, etc.)
5. Availability of drinking water.
6. Availability of toilet facilities.
7. Significant landmarks and route markers.
8. The amount of time required to accomplish the activity, as well as travel time to and from the starting and ending points.

## A. Pre-activity Planning and Organization (cont.)

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9. Emergency access to the starting point and points along the route. Obtain phone numbers and location of nearest emergency services.
10. Know the jurisdiction in which your activity will take place. Points of interest. Select a lunch spot, if appropriate.
11. Overall difficulty in terms of physical condition and skill level required.
12. Place to eat at the conclusion of the activity, or on the way to and from an overnight activity.

## B. How to get the word out

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- Provide a description of the activity to the Hikemaster and Newsletter Editor
  - The Hikemaster will list all activities on club calendar and in the “Events” on our web page and will add it to our MeetUp group if desired
- Description and location of the activity
  - Skills required, potential hazards, and level of difficulty
  - Names and telephone numbers of the leader and assistant leader
  - Equipment required. Include water recommendation, suggested daypack contents, and clothing, as well as any special items the individual must bring (e. g. canoe, climbing shoes, skis)



## B. How to get the word out (cont.)

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- Meeting/carpooling place and time. If you plan to pre-screen participants, provide this information to participants only after pre-screening is complete. Otherwise, unanticipated persons may arrive at the meeting place wishing to join the activity.
- Expected activity expenses, including entrance fees, lodging, permit costs, meals, tolls, transportation (including driver reimbursement recommendation).
- Explain TATC's policy on participation by minors. If minors are to be permitted on the activity, explain guidelines to the parents, or sponsor, and send them a copy of the TATC Education Handout "TATC Guidelines for Activity Participation by Minors" attached at the end of this Guide.
- Inclement weather plan.

## B. How to get the word out (cont.)

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- Once you have signed up to lead an event. Send the TATC Hike Master and TATC Webmaster ([hikemaster@tidewateratc.com](mailto:hikemaster@tidewateratc.com) & [webmaster@tidewateratc.com](mailto:webmaster@tidewateratc.com)) an email with the following information:
  - Event Title
  - Date of the event
  - Time(s) of the event
  - The maximum number of participants that you want for the event
  - Location to meet at the start of the event
  - Description of the event (including distance, difficulty and equipment)
  - Where you will be eating out after the event (If applicable)
  - Any other information that you want to be published for the event
- The Hikemaster will use this information to make sure your event is listed in the club schedules, and the webmaster will set up a Sign-up Genius sign-up for your event and keep you notified of the status of the sign-ups.

## C. If special skills or equipment are needed

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- For bike rides check you may want to discuss the type of bike (i.e. road vs hybrid vs mountain bikes) the person is planning on bringing and their comfort with the type of ride you are leading. Do they have a helmet (and are you requiring all rides to wear them).
- For canoe/kayak trips, what type of craft do they have and is it appropriate for your trip? Do they have the appropriate safety equipment? Can they swim?

# D. Running the event

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## a) At the Meeting Place (which might not be the activity location)

- Check who has shown up against who signed up
- Get folks to sign-in and provide emergency contacts
- Be doing a visual check on peoples preparedness
- Discuss safety and expected weather
- Give a high level outline of the days events/timeline
- Match drivers with those needing rides
  - Make sure drivers know where they are going
  - Get cell phone numbers of drivers or POC in each vehicle

# D. Running the event (cont.)

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## b) At the Starting Point

- Re-check and account for all participants
- If not done before, have them introduce themselves
- Discuss how often the group will stop and re-assemble
- Discuss Leave No Trace as it would apply to the activity
- Establish a “sweep”
  - If in cell range, exchange phone numbers with the sweep
  - If not in cell range, consider having made in-advance arrangements to have TATC Garmin Mini’s

# D. Running the event (cont.)

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## c) While Underway

- Set and maintain a realistic pace for all participants.
  - Adjust as needed based on group's needs
- Stop and take a break after 10 or 15 minutes
  - Let folks adjust clothing
  - Ask if everyone is doing ok and ask for pacing feedback.
- Talk about points of interest.
  - Solicit others to share their knowledge and skills
- Ensure breaks are realistic and evenly dispersed.
  - Avoid ending the break when the last person catches up.

## E. Activity Conclusion

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- Account for all participants
- Briefly thank participants
  - Consider reminding non-members to consider joining the club!
- If part of the plan was to eat after the event, make sure everyone knows the location and make sure everyone feels welcomed to attend
- Make sure everyone has a ride home

# Types of Activities

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- Local day hikes
- Local maintenance trips
- Backpacking trips
- Cabin trips
- Canoe and kayak trips
- Car camping trips



# Local Activity Suggestions

Hikes:	Possible distance	Nearby Places to Eat or Drink:	Websites:
Fort Monroe Hike	1 mile	Oozlefinch Beers & Blending	<a href="https://www.nps.gov/fomr/index.htm">https://www.nps.gov/fomr/index.htm</a>
Norfolk Botanical Gardens Hike (passes are needed)	7-14 miles	Azalea Inn & Time Out Sports Bar	<a href="https://norfolkbotanicalgarden.org/">https://norfolkbotanicalgarden.org/</a>
Windsor Castle Hike	3.8 miles	Smithfield Station	<a href="https://www.windsorcastlepark.com/">https://www.windsorcastlepark.com/</a>
Beaver Dam Hike	1.5-6.5 miles	Olivia's in the Village	<a href="https://www.gloucesterva.info/497/Beaverdam-Park">https://www.gloucesterva.info/497/Beaverdam-Park</a>
Sandy Bottom Nature Park Hike	6-7 miles	Plaza Azteca Mexican Restaurant	<a href="https://www.hampton.gov/142/Sandy-Bottom-Nature-Park">https://www.hampton.gov/142/Sandy-Bottom-Nature-Park</a>
First Landing State Park Hike	2.5-12 miles	CP Shuckers	<a href="https://www.dcr.virginia.gov/state-parks/first-landing">https://www.dcr.virginia.gov/state-parks/first-landing</a>
New Quarter Park Hike	3.0 miles	Second Street American Bistro	<a href="https://www.yorkcounty.gov/1816/New-Quarter-Park">https://www.yorkcounty.gov/1816/New-Quarter-Park</a>
York River State Park Hike	2.5-12.5 miles	Pierce's Pitt Bar-B-Que	<a href="https://www.dcr.virginia.gov/state-parks/york-river">https://www.dcr.virginia.gov/state-parks/york-river</a>
The Noland Trail Hike	5.0 miles	Kelly's Tavern	<a href="https://www.marinersmuseum.org/park-and-trail/">https://www.marinersmuseum.org/park-and-trail/</a>
Great Dismal Swamp Wildlife Refuge Hike	0.5-4.5 miles	The General Public	<a href="https://www.fws.gov/refuge/great-dismal-swamp">https://www.fws.gov/refuge/great-dismal-swamp</a>
Northwest River Park Hike	2.5-7.5 miles	3 Amigos Mexican Restaurant	<a href="https://www.cityofchesapeake.net/Page2123.aspx">https://www.cityofchesapeake.net/Page2123.aspx</a>
Back Bay National Wildlife Refuge Hike	3.2-6.5 miles	Sandbridge Island Restaurant	<a href="https://www.fws.gov/refuge/back-bay">https://www.fws.gov/refuge/back-bay</a>

Sign up as a TATC Hike Leader by using this link <https://www.signupgenius.com/go/10C0F45A5AE29A1F5C61-tatc1> for one of the events listed above and indicate a date for the event to be held on a Saturday or Sunday, from now until November. Try not to select the same date that someone has already signed up to lead one of these events.

# References -

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- [Activity Leadership Guide](#)
- [TATC – Activity Sign Up Form](#)
- [TATC Activity Sign Up Info – Why It Is Needed](#)
- [Leave No Trace Booklet](#)