

Activity Leader Guidelines

For



Welcome

Thank you

for volunteering to be a leader, driver or bus
captain.

Leader Info Packet

- Should have received an email with copy of your leader packets. If not, the link is available from the event website through the “attending info” page under “leader documents”. Please use the word documents under “printed” as the most current formats.
- <http://2018event.mosaicoutdoor.org/AttendeeInfo.aspx#Leader>
- If you have not done so already read through the info packet. There is a lot of information in them.
- Some website links are included. We suggest visiting those sites before the event.
- The leader packets online are to be considered rough drafts. Final copy will be supplied to you in camp. Although most Leader Packets have been printed using the word document that is posted as described above.
- Changes will be focused on:
 - Transportation plans
 - Financial Arrangements
 - Who is volunteering to be a leader, co-leader, driver or bus captain.
- The general plan of the activity should stay the same. It is the details as describe above that might change.

Take pride in being the leader.

- You are the face of Mosaic.
- Your fellow participants are depending on your knowledge of the activity to have a safe and enjoyable activity.
- Your understanding of the activity will be apparent when you lead.
- You will know you did a good job when everyone comes back safe and happy.

Own Your Activity

- BEFORE THE EVENT
 - Safety is number one. A good understanding of your activity increases the chances you be able to deal with what ever happens.
 - Spend time reading the info packet
 - Study the maps.
 - Understand the planned activity
 - Review alternate routes for the unforeseen
 - There are many links to other websites. Look them over as they might add info not listed in the info packet.
 - Spend time understanding the emergency plan
 - Hospital information is provided in all packets.
 - Most hikes are on park land. In an emergency a park ranger might be a better choice to contact first.
 - Then call 911.
 - **Once help is on the way, call Mosaic to let us know what is going on at 888-MOSAICS**
 - Contact Brian Horowitz at Event@MosaicOutdoor.org for any questions.

Arrival in Camp on Thursday

Your leader packet will be attached to your participant packet.

Review and be sure the packet is complete.

Double check the transportation plan and timings.

They might have changed due to logistics recently worked out.

Talk to Brian if you are missing your packet.

MEET YOUR LEADER

- Immediately after dinner on Thursday, Friday and Saturday nights we will hold a Meet Your Leader session.
 - Get a face to a name of their leader .
 - Give everyone pertinent info
 - What to bring and not to bring
 - Understand the transportation plan.
 - Assess the group and make adjustments if needed.
 - Give a last chance to back out.

Assess the group and make adjustments

- Observe the participants
 - Is anyone obviously not fit to attend your activity
 - Anyone have medical issues to address that might be a safety issue.
 - Is everyone on your list at the meeting?
 - A check off list is provided of the participants that have signed up for your activity.
 - If a participant misses the Meet Your Leader meeting, you have the right to not let them attend the activity the next day.
 - Establish teams/buddies/raft captains
 - Is anyone not on your list asking to join you?
 - Work this out with Mindy Tumarkin after the meeting.

Make Sure the Participant Understands the Activity

- Read the description on the front page of your info packet.
- Make sure everyone in your group understands the details (this is where your research pays off)
 - Distance from camp
 - Length of activity
 - Elevation changes
 - How strenuous the activity will be
 - Anything else you learned in your research
 - Weather conditions/changes to plan
- This is the time to have person back out if they are not comfortable. Not the day of the activity.

Go over what to bring and not to bring

- Things to bring
 - A good attitude
 - Water
 - Lunch or snacks (is pre-pack in camp required)
 - Raingear – Most activities will go out in light rain.
 - Bug Repellant, sunscreen
 - Appropriate shoes
 - Activity specific requirements
- Things not to bring
 - Open toed shoes or flip flops are not allowed on any hikes, bike rides or paddles

Transportation Plan

- All drivers are instructed to **LEAVE ON TIME. DO NOT WAIT FOR ANYONE FOR ANY REASON**
 - Make sure everyone knows:
 - Which vehicle they are going on.
 - Know where to find said vehicle.
 - Timing. Meet at the vehicle at least 15 minutes before planned departure time.
- IF A PARTICIPANT IS LATE THEY WILL BE LEFT BEHIND**
- Most activities will leave shortly after breakfast. Come to breakfast prepared to leave for their activity.

Morning of Activity

- Bring YOUR GEAR to breakfast. As leader you most likely WILL NOT HAVE TIME to return to your cabin.
- Make sure you bring:
 - Your leader packet
 - Any maps
 - Sign in sheet
 - Any paperwork required by the vendor
 - Release forms for each person.
 - Whistle (activity dependent)
 - Flashlight (activity dependent)
- You may receive from our Quartermaster (Barry Segal, Quartermaster, [301-706-3063](tel:301-706-3063))
 - Radios
 - First Aid Kit
 - Clipboard
- If you are driving a Mosaic Passenger Van or Minivan then your package will be in the van
- If you are in a bus or private car then you will find the package in the office. Make sure to take the one labeled for your activity.

Before you leave camp

- Check-in everyone by name. Put a face to a name.
- Make sure drivers understand the route and have a navigator.
- Collect cell phone numbers for leaders and drivers

On site at your activity

- Recount to make sure you have everyone
- Regroup in a circle and do a icebreaker:
 - Introductions
 - What to expect
- Hand out any maps or pamphlets
- Designate a leader (you) and a sweep. Make sure they both have radios and understand how to use them. Test radios prior to heading out. (activity dependent)
- Make sure everyone understands the rules of the activity

On the hike, paddle or peddle

- Set a comfortable pace - set by the slowest member of your group.
- **Count & recount-** You are responsible for the safety of your group.
- **Stop at all junctions** – regroup so no lost people.
- **What to do if someone is missing.**
- **Take breaks**
- **Use your radios**– Check in occasionally with your co-leader
- Please encourage your group to act in an **environmentally responsible** way, such as picking up trash along the way & staying on the trail.
- **Don't forget to have fun yourself!**

When you get to the end of your activity

- Count em' to make sure everyone is back.
- Circle up and get participant feedback (i.e. What was your High Point / Low Point?). Record comments for future events.
- Make sure everyone hydrates. The body tends to suck up liquids when at rest just after a work out.
- Make sure any bio breaks are attended to before getting into the vehicles for ride back to camp.

Medical Info Envelopes

- In your packet will be a sealed envelope. It will contain:
 - Everyone's contact information
 - Emergency contact information
 - Listing of medical issues.
- Open only in an emergency situation.
- If opened, you must file an incident report form listing the reasons why it was opened.
- Return the envelope to the Quartermaster or Chairperson
- Each envelope will be coded with the each activity for tracking purposes.

On the way back to camp

- Mosaic vehicles – do not allow tank below ½ full. The gas stations are far and few apart in the area of the camp.
 - Keep the receipt.
 - Please fill out the reimbursement form in your packet.
 - You can find copies online at:
<http://2018event.mosaicoutdoor.org/AttendeeInfo.aspx>
 - Make a copy of the receipt and form for your records (in camp)
 - Staple the receipt to the form (in camp)
 - Submit the form and receipt to Brian Horowitz or Mindy Tumarkin. (in camp)

Leader Debrief Form

On the way back to camp or as soon as you arrive please spend time filling out your leader debrief form.

- Return time
- Include thoughts as a leader how the day went.
- Include comments from participants
- Rate the day on scale from 1 to 10. 10 is highest.
- Indicate any issues that need to be addressed - fill out an incident report form if any further action needs to happen.
 - Please personally deliver incident report forms ASAP to a chairperson to discuss what happened and what is your recommendations.
- List any materials you used in the first aid kit.
- Let us know if we need to resupply missing items in first aid kit
- Please note we may not be able to read these forms until later that night. Personally make sure we are aware of an issue that needs our attention.
- You can find a copy of this form at:

<http://2018event.mosaicoutdoor.org/AttendeeInfo.aspx>

When you arrive back in camp

- If you are driving a MOSAIC vehicle you please return the vehicle in its designated spot so other people can find it.
 - **LEAVE THE KEYS IN THE VAN**
 - **DO NOT LOCK THE MOSAIC VAN**
- Bring all other gear to the office.

Sign in Board

- Master sign in board in the office.
 - Sign in once you have arrived under your activity
 - Provide overall rating of the activity on scale 1-10. Ten is highest.
 - Sign in the vehicle.
 - Confirm other vehicles from your activity returned
 - Do not assume. Please confirm before signing a vehicle in.
 - Indicate if there is an issue or incident we should checkup with.
- We will use this board as quick way to check if everyone is back and if there is immediate follow-up to attend to.

Activities that still need people

– TBD

Questions?

Thank you for
attending!!!