



HOW TO LEAD AN OUTING

The following are Standard Practices to be followed as a guideline on an Outing.

Adult Advisor – serves as a teacher and a resource for the crew and helps to coach the Crew Leader. The Advisor is responsible for ensuring the safety and well being of each crewmember. Other adults should discuss their observations with the Advisor, reach a decision and allow the Advisor to review the matter with the Crew Leader. This chain of communications should be followed unless, of course, a safety issue is present and needs immediate action taken. The more capable the crew leader, the more the adviser should remain in the background, giving support only when needed. **The Advisor lets the Crew Leader lead the crew.**

Crew Leader – is responsible for organizing, decision-making and assigning crew duties for navigator, chaplain's aide and weatherman. Ideally, the crew leader discusses ideas and alternatives with the entire crew to hear everyone and to arrive at a consensus before action is taken.

Patrol Leader – is responsible for his individual patrol, their food planning/preparation, tent partners, and patrol gear. He should create a daily duty roster to help organize the patrol. Each patrol is assigned a responsibility for each day. Jobs should be rotated so that at least one experienced and one new patrol work together.

Departure

- Crew Leader to gather all participants in a circle. Non-participants should stand aside
- Crew Leader to ask a scout stand in the middle and name everyone around the circle
- Advisor to give review of weather conditions and required gear, water, food, etc
- Advisor to ask if all have food, gear, tents, water, etc. Perform pack checks if necessary.
- Advisor to confirm special medical conditions and verify carry location and instructions for Epi-pen and/or other medication. Give group instruction for emergency treatment. If parental consent has been given, Advisor may carry crew member medication.
- Crew Leader collect all permission slips and missing BSA Medical Forms

- Crew Leader takes roll-call and final count-off going around the circle
- Crew Leader to ask all drivers to lineup and have scouts fill in behind each driver based on the number of seatbelts.
- Advisor to assess if vehicles can be consolidated
- Advisor to remind drivers they are responsible for keeping tabs on their passengers at break stops.
- Advisor to hand out driving instructions to drivers, review route, determine break stops, advise that caravanning is not a safe practice and exchange cell numbers.
- Crew Leader to give T680 permission slips to drivers for their passengers.
- Follow the requirements of BSA's "Guide to Safe Scouting" and "Youth Protection Training" at all times.**
- Depart for the Trail head.

At Trail head

- Crew Leader to gather all in a circle and take Roll Call by counting off. When calling your number, turn to the next person in line and say your number.
- Hand out maps, review hiking route, break stops, and trail etiquette.
- Review personal safety, animal threats and hazardous weather.
- Review Wilderness Pledge and "leave no trace" practices.
- Review water purification process.
- Review personal sanitation practices.
- Establish Tail hiker.
- Give two-way radio (if applicable) to navigator and tail hiker and provide operating review.
- Advisor to carry T680 First Aid kit, GPS locator, T680 permission slips, and wilderness permits.

On The Trail

- Remember, **your hike is a team effort**. Stronger hikers are expected to help weaker ones. Faster hikers may hike near the end of the line and encourage the slower ones in the front. **The Crew should always hike together, within hearing of one another.** Stop at all trail junctions or unclear trail areas. This avoids someone being lost.
- After a stop, and when preparing to start, the Crew Leader is to ask "anyone not ready?", if no objection, proceed when Tail hiker responds "hike on".

- Stop at all water crossings and bridges. Unbuckle waist and sternum straps when crossing. Proceed one-by-one. Use "all aboard" to signify a safe crossing of all.
- The Crew Leader is to monitor the Crew's progress during the hike and determine when assistance is needed.**
- Periodically take Roll Call in a line.
- If a member needs to go "off trail," they are to tell another crewmember and leave their pack at the trail. You should always carry your whistle to signal help. If conditions warrant, a buddy system may be required.
- Rest stops should be short and any crewmember can call one. A sixty-second rest will let you catch your breath. Avoid removing packs and taking long extended breaks. Remember to snack and hydrate while hiking.
- Lunch trail breaks should be short and scheduled to allow nutrition for crewmembers. Avoid delaying lunch stops beyond the crews' needs.

At Camp

- Follow the requirements of BSA's "Guide to Safe Scouting" and "Youth Protection Training" at all times.**
- Camp Set Up** – Crew Leader to select a camp location after discussing alternatives with the Crew and Advisor. Some areas may have minimum distances that must be followed. Set up camp using the "Bearmuda Triangle". This method concentrates all activities that might have a smell within a triangle formed by the fire ring/cooking area, sump (if applicable)/cleaning area, and food storage/bear cable. Tents are set up at least 50' outside the triangle, and backpack storage, cooking and dishwashing take place inside the triangle. Tents should be clustered and not spread out.
- Dishwashing Procedure** - After each meal, scrape and wipe dishes, utensils and pots clean as possible. Wash using a small amount of biodegradable soap in warm water. Rinse in boiling water. Before each meal, sterilize dishes, utensils and pots for at least 30 seconds in boiling water. This disinfects any contamination from being in a pack. Dispose of waste water at least 200' from any campsite or water source. Solid matter should be carried out.
- Personal Sanitation** – Use latrines where available, otherwise dig a cathole latrine about 6" deep at least 200' feet from any trail, campsite,

or water source. Know the rules for your area, some areas require all human waste to be packed out.

- The Crew is to respect the wilderness and others by not being overly noisy. Quiet hour is typically 9pm to 6am.
- If parental consent has been given, Advisor may hand out any medication he may be carrying for a Crew member.
- Advisor to make final bed check and verify all Crew members are tented and safe.
- Wake Up** – typical wake is the later of sunrise or 6am unless conditions or a full day ahead requires an earlier departure. All sleeping gear and tents should be packed prior to starting breakfast. Sometimes we break camp and have breakfast on the trail.
- The Crew Leader to designate a “pack line” location.
- Prior to departing, the Crew Leader should organize the entire crew to police the campsite for litter and misplaced gear.
- Crew Leader to have all line up on the trail and take a Roll Call before departing camp.

End of Hike

- The Crew Leader is to gather all in a circle and take a final Roll Call.
- Crew Leader to lead Thorns & Roses. Each is to offer a single Thorn, a Rose and Bud (optional).
- Advisor to collect GPS locator, crew first aid kit and radios and return them to Outings Chair.

Crew Duties

Crew Leader – The crew leader is responsible for organizing the crew, assigning duties, and making decisions. The crew leader provides leadership for the following:

- In counsel with the Advisor, assess route options during the trek based on the capability of the crew
- Setting up and breaking camp
- Establishing a crew duty roster
- Seeing that "smellables" are properly stored and that other precautions are followed to avoid encounters with bears and other wildlife
- Ensuring that the Wilderness Pledge is upheld
- Keep order amongst the crew with the Advisors assistance.

Crew members may have none, one or multiple of the following duties depending on the number of crew members and outing type. Duties should rotate each day.

Chaplain's Aide – It is strongly recommended that one crew member be asked to serve as chaplain's aide. Someone who has earned, or is working on, a religious award should be considered. The chaplain's aide will be asked to lead daily devotionals and other appropriate religious services.

Navigator – Check maps the evening before your assignment. With the Crew Leader and Advisor, determine the next day's route. Report the next day's hike details to the group. Lead crew decision-making at trail crossings.

Weatherman – Give your forecast for the day's weather before beginning the hike. Be available for up to the minute weather updates all day.

Dweebe – Step up and take the blame for anything and everything that goes wrong on your assigned day. Expect NO recognition for any good things.

Trash Man – Educate the crew on generating "clean" trash. Compact and carry the day's "clean" trash and the evening "Yum-Yum bag". TRASH MAN IS NOT RESPONSIBLE FOR CARRYING TRASH. This is a responsibility of each patrol.

Patrol Duties

Fireman – Check fuel level in stove or stove fuel bottle and fill if necessary. Set up & light stoves at the appropriate time for cooking under orders of the cooks. Break down stoves after KP is done.

Waterman – IMMEDIATELY after camp is set up, fill crew water containers and treat or filter as necessary. Be available if needed during cooking and KP.

Cook– Lead the fireman and waterman in getting dinner done. Get water boiling in a timely manner. Cook according to package instructions. Serve food to first to adult advisors and then patrol. Control the cooking area. Keep others out of the way unless they are assisting.

KP –Prepare large pot of water for heating as soon as cooking is completed. Clean out all cooking pots as completely as possible before dish washing begins. Use largest cooking pot as soapy wash pot & hot KP water pot as rinse pot. Patrol members should “lick” clean their personal gear. Wash all personal gear before crew gear. Sump the wash water appropriately and prepare "Yum-Yum bag". Lay out all cookware by sump to dry overnight.

Trash Man – Carry the patrol's group meal trash (not personal trash)