

## ***Weekend Leader Guide***

Thank you for volunteering a weekend to make the Rock Program happen! The weekend leaders play a central role in the Rock Program. This document describes the duties of the weekend leaders along with many suggestions from how we have been organizing program weekends over the past several years.

### ***Overall duties:***

- The weekend leaders are responsible for running the program weekend. This entails various preparations (to be described), coordinating instructional groups and other activities during the weekend, and some wrap up (and a little reporting).
- The weekend leaders should maintain a central “command post” where a weekend leader can always be quickly located. This is vital in the case of an emergency but also necessary as various issues and questions arise. As instructional groups finish and people leave, they will need to return gear to this central location.
  - At the Quincy Quarries, this “command post” generally starts in the small parking lot in the morning and moves to the big tree at the entrance to the Quarries after the instructional groups have all started. (Gear is usually returned to a weekend leader’s vehicle at the end of the day.)
- The weekend leaders have an important role in our emergency procedures should there be an accident during a program weekend.

### ***Before the weekend:***

- Coordinate with the previous weekend leaders to get all the program weekend equipment (detailed in the next section).
  - Ask the previous weekend leaders if there are any known issues with the gear. The most common issue is that some gear bags will be missing some items.
  - In the worst case the gear (i.e., the ropes, slings, etc. in the gear bags) will be wet and you will need to dry it out before the weekend.
  - Hopefully, the previous weekend leaders straightened out the gear bags so they all contain what they’re supposed to. If not, please straighten them out before the weekend.
  - Let the Program Director know if we are short on any supplies (such as nametags, pens, etc.)
- The Program Director (or someone else) should let you know the combination to the lock for the port-o-potty. (The Boston Chapter Mountaineering Committee pays to have a port-o-potty at the Quincy Quarries during the rock program.)
- The Program Director (or designate) should let you know beforehand if there will be any special considerations for your weekend – optional skills stations that need instructors, students making up skills – which need instructors. Try to get any needed resources (instructors) lined up for these type of things.
- Check the Attendance Planning Spreadsheet (and perhaps the weather forecast) to get an idea of how many student groups we are expecting for each day.

### ***Equipment for Program Weekends:***

You will have the following things

- Gear bags – numbered 1 through 13
- Auxiliary bag – contains a few extra harnesses and helmets (in case anyone forgets theirs), jumars (for ascend weekend), and extra gear (slings, carabiners, etc.)
- First Aid kit and a litter/stretcher
- Grey Box – this contains:

- instructor handouts
- sign-in binders
- nametags (blue for students, red for instructors and assistants)
- a copy of Boston Rocks
- a copy of the Program Handbook
- our DCR permit for using the Quincy Quarries
- a list of medical conditions and emergency contacts for students (in a sealed envelope, not to be opened except in an emergency)
- gear bag sign-out sheets
- pens and markers
- Bin of old climbing shoes (that students may borrow for the day)

### ***The Morning Rush:***

- Arrive early, by 7:45am, and park in the small parking lot at Quincy Quarries. This should give you time to organize the gear and get set up. We've told students to arrive 8:15-8:30am. Instructors and assistants may arrive by 8:00am (or earlier).
- Set up a sign-in station for students which should have:
  - a binder with sign-in sheets
  - blue nametags
- Set up a sign-in station for instructors and assistants which should have:
  - a binder with sign-in sheets
  - blue nametags
  - AMC waivers for instructors and assistants to sign (if they haven't already this year)
  - the instructor handout for the day
- The objective of the morning is to *efficiently* get students and instructors/assistants to be signed-in, formed into instructional groups, and sent off with a gear bag.
- We suggest having one weekend leader coordinate students and the other weekend leader coordinate instructors and assistants.

### ***Student coordinator:***

- After students sign-in and get a name tag, the coordinator should direct students to (one of) the next instructors that is going out with a group.
- We encourage students to go with a different instructor for each day so they get exposed to different styles, techniques, and presentations.
- Ideally, the coordinator should form groups of students with similar experience/ability and match them with an instructor who is interested in teaching to that level.
- There may be students with issues. If a student has forgotten their green book, give them a copy of the appropriate page (from the Grey Box). If a student has forgotten their helmet or harness, loan them one from the auxiliary bag (with strict instructions to return it at the end of the day – also write this down somewhere so you don't forget who it is!)
- Remind students that there will be afternoon top roping (if the weather is good). We will have an "afternoon climbing coordinator" to make sure there are top ropes setup and to cajole people into staying to climb!

### ***Instructor/assistant coordinator:***

- Maintain control of the gear bags! We have had pretty orderly mornings for the past few years, instead of the previous free-for-all where instructors just grabbed a gear bag and students and headed out. Some instructors who haven't helped out in a while may still think this is how things work.

- As instructors arrive and sign-in, take down their names. We have been just sending instructors out with a group in the order that they arrive.
  - You can do the same with assistants, match them in a more informal manner with instructors, or let them find an instructor themselves.
  - Ask if instructors/assistants have signed the AMC waiver this year (and if not have them sign it!)
  - Ideally, find out which instructors and assistants have first aid training and current certification.
- We suggest doling out the gear bags one at a time – one to the next instructor who will take a group, and one to the instructor on-deck.
- When you give an instructor a gear bag:
  - Sign it out to him/her on the gear bag sign-out sheet.
  - Record the gear bag number and the assistants on the sign-out sheet too.
  - Make it clear that the instructor is responsible for returning the gear bag to the weekend leaders with all the gear. They should put the gear in the standard configuration (illustrated on the gear bag tags) so it's easy for the weekend leaders to verify that everything is there.
  - Suggest/tell the instructor how many students to take.
  - Have the instructor check to make sure everything is in the gear bag.
  - Tell the instructor to check back with you before leaving to confirm how many students he or she is taking and if there is anything missing from the gear bag.
- We should strive to have no more than 6 students per instructor (and ideally with at least one assistant). This is difficult because you don't know how many students and instructors are coming before you have to start sending out groups.
  - Use the estimates from the Attendance Planning spreadsheet to help you figure this out. (However, remember that not all of our instructors fill out the spreadsheet.)
  - It's probably easier to add a student to a group than it is to remove a student from a group.
- Ideally, the instructor/assistant coordinator would brief the instructors on the day's curriculum and any particular points of emphasis.
- Ideally, find out which instructors have what level of first aid experience and training.
- Perhaps we should have instructors and assistants annotate their name tags with "Instructor" and "Assistant" respectively?

### ***A word on instructors, assistants, and "field promotions"***

- Please note that a person only becomes an instructor by approval of the Rock Program Organizing Committee.
- Our instructors are people that we are comfortable being responsible for a group and teaching the skills in our program. Our assistants have a wide variety of skill levels: from very experienced people who are just not familiar with our program to people who are still early in their (trad) climbing career. Most of our assistants are Rock Program graduates.
- If someone comes to "help out" and they are not on the instructors list, do NOT make them an instructor – refer them to the Program Director ([rock@amcbostonclimbers.com](mailto:rock@amcbostonclimbers.com)) if they have any questions.
- If that unknown person is not on the assistants list either, use your discretion. If they seem competent, you can have them assist an experienced instructor.
- If you are short on instructors, the weekend leaders may appoint a suitable assistant (who is on the assistants list) to instruct a group. We have often referred to this as a "field promotion", but please make it clear that this is not a permanent promotion. To be added to the instructors list, they must be approved by the Rock Program Organizing Committee.

- It would generally be preferable to have a suitable instructor oversee a larger group with several assistants.
- You may use your discretion in this matter; please let the Program Director know if this situation occurs and how you resolved it.

### ***During the day:***

- Make the rounds. Periodically walk around to all the locations in use. If there is a large discrepancy in group sizes or speed then try to rebalance things so that the groups are closer to equal. If there is a mandatory station happening elsewhere (bucket catch or free rappel) remind folks to go. Ditto for any optional stations. Encourage folks to stay for recreational climbing in the afternoon. Remind students of the program wide requirements that they need to complete.
- While you're hanging out, why not familiarize yourself with the contents of the First Aid kit?
- Organize the afternoon activities. As instructors free up or arrive late try and get some climbs set up. Be aware of being good citizens and the need to share the rock with others who aren't part of our program.
- Collect the gear. Be someplace findable so that people can easily turn in gear borrowed for the day and gear bags. Encourage the instructor(s) responsible for each bag to inventory/match the contents against the bag's tag. Make note of missing items.

### ***After the weekend:***

- Handoff the gear. Coordinate with the next weekend leaders regarding passing along the gear – usually this happens late Sunday afternoon but other arrangements are possible. Pass along information about gear issues – missing or damaged gear.
- Information to report back to the Program Director:
  - How many students, instructors, assistants came each day.
  - How many instructional groups each day.
  - Any incidents (good or bad)
  - Any concerns (good/bad students, instructors, etc.)

### ***Emergency procedures:***

- Our instructors are given the following emergency procedure:
  - If there is a serious accident, call 911 first.
  - For any accident, send someone to get a weekend leader.
- If you (a weekend leader) are summoned for an accident:
  - Find out if it's a serious accident. If so, make sure someone has called 911.
  - If 911 has been called, make sure there is someone by the road to meet the emergency response team and lead them to the accident.
  - Grab the first aid kit. Maybe the stretcher if warranted. Also your phone, the envelope with student medical and emergency contact information, a notepad, and a pen.
  - If you were able to identify any instructors or assistants with a higher level of first aid training and certification than you, fetch them!
  - In the rare circumstance that vertical self-rescue techniques are required, many of our instructors and some assistants have such training.
- Most commonly, however, people will just come with minor scrapes and need a band-aid which you can give them from the first aid kit.
- For any accident beyond minor scrapes and bruises, you must document what happened, who was involved, etc. There is an AMC form for this purpose in the Grey Box. Let the Program Director know as soon as possible about any such accident.

- The closest hospitals / emergency rooms are: (I am still verifying these details)
  - Steward Satellite Emergency Facility – Quincy, 114 Whitwell Street, Quincy
  - Carney Hospital, 2100 Dorchester Avenue, Dorchester, MA 0212
  - Beth Israel Deaconess Hospital-Milton, 199 Reedsdale Road, Milton, MA 02186, 617-696-4600