

## Weekend Leader Responsibilities

The Weekend Leaders have a very important role in the overall smooth and safe operation of our Rock Program. Below are the listed activities that make up the responsibility of the Weekend Leader. More important is knowing that the Weekend Leader is the On-Site, officially designated person responsible for the overall safety, comfort, and learning reward of our students. Insuring that only qualified Instructors and Assistants take out students and only qualified students go with Instructor / Assistants is the first step in insuring the safety of all parties.

The steps below describe how that is done. Next, the Weekend Leader has a high range of latitude in insuring proper response to an emergency situation. If an accident does occur, we must have a central "command post" and commander that Instructors or Assistants know to go to and that is manned 100% of the time during the course. This is not the most exciting of tasks, but without a person at the "command post" during an unforeseen accident, we could be wasting valuable minutes and time to effect a proper emergency response. Finally, creating a rewarding learning environment means attention to the details – creating cohesive Instructor-Assistant-Student teams, managing the considerable quantity of gear so that each learning team can move through the day's skills teaching in an efficient manner, and keeping good records of attendance.

If you decide to be a Weekend Leader, our hats are off to you. It is not a glamorous job, but it is a vital responsibility for our Rock Program. Thanks!

1. Coordinate with previous Weekend Leader to pickup gear. For Belay Weekend Leaders this is usually Knots Night. Gear consists of 15 leader bags, miscellaneous loose gear, emergency first aid equipment and "Grey Box". The "Grey Box" contains: handouts for Instructors, (BLUE - Students & RED - Instructors) sign-in books, name tags, emergency contact information for students, permit from MDC and gate keys, keys for the porta potty (QQ only) and pens/markers.
2. Arrive at designated class meeting place on Sat & Sun no later than 8 AM sharp (30 minutes prior to students) with all gear and associated materials / equipment. Get gear ready for Instructors / Assistants and Students. Get sign-in logs and name tags ready for Instructors / Assistants and Students.
3. When Instructors / Assistants arrive, have them sign in the RED book, take RED name tag (make sure they write whether they are an Instructor or Assistant on the name tag) and pick up Instructor handout.

**NOTE:** *Only Instructors listed in the sign-in sheet can act as an Instructor. If they are not listed, they must act as an Assistant. If someone asks why they are not an Instructor let them know that they should contact a program coordinator with that question, maybe they should be, but coordinators have the say on who is and isn't an instructor. Have them email [rock@bostonclimbers.org](mailto:rock@bostonclimbers.org). If a new Assistant arrives and is not listed on the sign-in sheet, you may allow them to add their name if you feel they are capable of acting as an Assistant (this is at YOUR discretion). You should check to see if they have already taken the course. You should also check to see how much experience they have and how they found out about the course. Program coordinators will review assistants who have added their names to the list later.*

4. Have each Instructor group take 1 gear bag (each bag will generally contain all the required equipment for instruction). The gear bag # MUST be signed out by every Instructor. It is that instructor's responsibility to check the contents of the bag before they leave the parking lot and at the end of the day to make sure they have returned all the gear. The gear bag MUST then be signed back in. A complete list of what goes in each bag is noted on a laminated card attached to the outside of each bag. In some cases, additional gear will be required for Trad / Bucket, rappel

and special stations. An Instructor will need to be assigned to coordinate each station which is generally noted in the handouts. Make sure someone is assigned to cover each setup.

**NOTE:** *Weekend Leaders has a responsibility of drying out wet gear so that it does not remain wet in the bags between weekends.*

5. ALL INSTRUCTORS & ASSISTANTS ARE REQUIRED TO USE HELMETS DURING COURSE INSTRUCTION.

A LIMITED BACKUP SUPPLY WILL BE AVAILABLE IF THEY DO NOT HAVE ONE. MAKE SURE THIS IS KNOWN & FOLLOWED.

6. Help form COHESIVE teams consisting of one Instructor (minimum), one or two Assistants (may vary depending on attendance) and 4-6 Students (may vary depending on attendance). This is typical but may vary depending on weekend and attendance.
7. When Students arrive, have Students sign in the BLUE book and take BLUE name tag. Inform students that they may (if desired) pick out shoes from existing equipment. Make sure each student has their previously assigned harness and helmet with them. Note: If students forget their harness or helmet, a limited supply will be available for daily loan. These students must also sign-out and return loaned gear at the end of the day.
8. During the day, one Weekend Leader should always be at their vehicle (this is in case of emergencies) and to receive gear at the end of the day. Periodically during the day, one Leader should walk the stations to see if anything is required from Instructors / Assistants. Leaders may want to rotate their watch. If you are the only one for Weekend Leader find someone to partner with you or assign an Instructor in the morning to assist you in walking around to check on groups out for instruction. If your weekend is at Rattlesnake, the Weekend Leaders should move their vehicles to the emergency access roadway close to climbing area after 9:00/9:30 AM or when it seems like most students for the day have shown up. Please park inside gate and remember to close the gate after entering. If gate is locked, the key should be in the "Grey Box". Remember to lock the gate at the end of the day.
9. Remind Instructors that club gear needs to be returned by 4:30PM (typical). This is a suggested time that may be changed / modified by the Weekend Leader based on weather conditions. This is at YOUR discretion.
10. At the end of the day make a final sweep of the entire area (or delegate) at the very end of the day to ensure no gear is left behind.
11. In the event a student has missed a class and asks you how they can make up the session, suggest the following: they make it up on optional weekend, locate an Instructor who is without a group to take the student for special instruction (only if there are extra Instructors available), suggest they wait until after the required instruction is complete and then seek out an Instructor that might be able to provide instruction. In any case, use common sense when suggesting alternatives.