

Outback Hiking Club of Southern Utah

Final as of: May 15, 2023

1. Leader certification:
 - a. A provisional leader may publish a hike upon approval by the Director of Hike Planning. If the Director of Hike Planning is not available, a provisional leader may contact any member of the Board for approval.
 - b. A certified leader may publish hikes at his/her discretion.
2. Write the hike description. A leader's hike description, like the quality of the hike itself, might vary from one leader to the next. It is a reflection of the hike leader's individual approach. The description should, however, include the following minimum information:
 - a. The title of the hike is already required by the Meetup software and need not be repeated in the description but it is suggested the date, day, and time be included. Although the Meetup Event Scheduler Form for posting the hike will require this information, it would be helpful to members to see it in the description as well.
 - b. Including the name of the hike leader and the meeting time/place information might also be redundant but saves prospective attendees from having to search the post for this information.
 - c. Listing the leader's email address and phone number is not necessary, as many leaders do not want this information to be floating in the public domain, and it is available if needed to members, by visiting the Leader's Club profile on Meetup.
 - d. If the hike is a limited hike, an exploratory hike or might be restricted by weather, it's a good idea to mention it in the description.
 - e. Rate the pace of the hike along with its level of difficulty (easy, moderate, strenuous)
 - f. List the technical difficulty of the hike using the "Yosemite Decimal System" as follows:
 - Class 1-simple hiking on or off trail.
 - Class 2-simple scrambling with occasional use of the hands, uneven terrain.
 - Class 3-significant scrambling with occasional use of the hands, uneven terrain.
 - Class 4-simple climbing involved, some exposure, relatively plentiful handholds. Falls are generally very serious or fatal. A handline may be used for safety.
 - Class 5-technical free climbing with rope, belaying or other protection hardware. Not done in the Outback Club.
 - g. Specify approximate distance and elevation gain/loss as well as any other difficulties that might be encountered on the hike, e.g. exposure, scrambling, bushwhacking.
 - h. In the final paragraph include the required disclaimer:

HIKE WRITEUP AND PUBLISHING

"Outback Club hikes and trips are not led by professional guides. Each member or guest participates at his/her own risk. All hikers are required to be familiar with and adhere to the Member Guidelines. http://ohcosu.com/public_files/member_guidelines.pdf"

3. Publish the hike and announce the hike (certified leaders only). A provisional leader should save the soon to be published hike as a draft. Alert the Director of Hike Planning there is a draft needing his/her approval and once the draft is approved, the provisional leader may publish and announce. Without the second step of "announce" the hike will be posted but members of the Club will not be notified that it has been published.

Tips and Tricks

The following information is intended to help new hike leaders or even seasoned leaders navigate the Meetup process for posting hikes. It has been offered by Board members solely as a way to make the process easier and, in most cases, comes from "lessons learned the hard way" aka "the school of hard knocks":

1. When editing a previously published hike, Meetup does not provide the option to Announce an edit.
2. When rescheduling a hike, the data will be moved to the new date, except that Meetup defaults back to a 2-hour duration and may default to "pm". Make sure to reenter the intended duration and reset "am/pm".
3. When canceling a published hike, select "Cancel event" which, will leave your event on the calendar but lined out. Meetup will automatically notify Attendees that the hike is canceled. Please do not select "Cancel and delete event" as this makes your event completely disappear.
4. Add a photo from when you scouted the hike or a similar photo that shows the area.
5. Enter the location where hikers should meet and set the map pin. Don't post until the map pin is accurate because hikers will use the pin to navigate to the TH.
6. Set the number of hikers, if it is a limited hike, and specify if guests are allowed
7. Add an "RSVP" time, if you want there to be a delay in sign up after posting, (such as a popular hike that allows everyone to have an equal chance to sign up).
8. When you are done, press "PUBLISH" then be sure to "ANNOUNCE" as well, so that the membership gets an email about your hike.
9. After you have posted the hike, use the Comments section of the hike write-up to describe conditions that may arise after you posted the hike (like weather) so those who signed up get a message about that.
10. If this is your first, second, or third time leading an Outback hike, have the Director of Hike Planning preview your write up (save as a draft) before posting. Send an email to the Director of Hike Planning asking him/her to review your draft before you Publish and Announce. You are a provisional hike leader until you have had 3 draft hikes pre-approved by the Director of Hike Planning. If the Director of Hike Planning is not available, a provisional leader may contact any member of the Board for approval.