

Vetting Hikers

A core objective for our club is for our members to enjoy the hikes they join. To reach this objective, it is imperative that Hike Leaders (HL) compare the capabilities of each hiker to the requirements created by the planned hiking event (e.g.: trail/route, pace, altitude, slope, etc.). Use this checklist to support your process for vetting hikers and communicating your decision concerning whether a particular hiker should or should not participate on your planned hike.

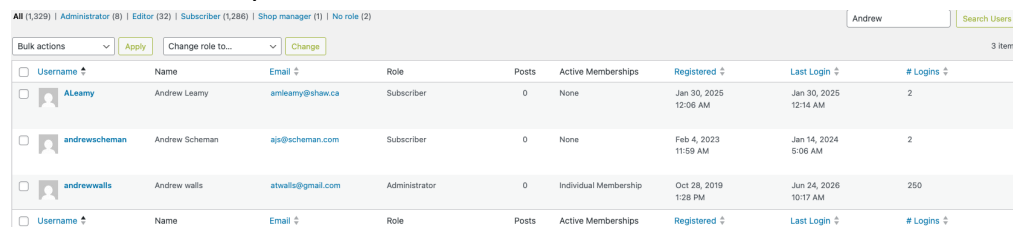
An unfortunate reality is that many hikers are unaware of their actual capabilities and, at times, will exaggerate their hiking fitness levels. As you will note below, it is important to ask for recent (in the last 12-18 months) and actual hiking ('I hiked to the third oasis on Art Smith') experience to form a picture of the kind of hike the club member is capable of completing.

Vetting Checklist

1. Verify that the hiker is an active member of the club:

There are two ways to check the membership status of a hiker. You can download and open the PDF list of members provided on the Resources page under Hike Leader Documents and Membership Roster. Note that this PDF is generated manually and might be slightly out of date (the date of creation is at the top of the first page in the file). If the hiker has joined since the PDF was generated, they will not be listed. The other way to check if a person is a member involves multiple steps:

- Log in to the CVHC website and open the CVHC Dashboard (click on 'CVHC' in top left corner)
- Scroll down the left column and click on the item labelled 'Users.' The screen that pops up displays all people (users) registered on the system, including users who no longer have an active membership.
- For each hiker that you need to verify as a member, click in the white box on the far right next to the button labelled 'Search Users.'
- Enter a portion of the hiker's name or email address and click on 'Search Users.' The display will change to a short list of users who have a similar name or email address. For example, here is the screen when the search is for 'Andrew':



The screenshot shows the CVHC website's user management interface. At the top, there's a navigation bar with links like 'All (1,329)', 'Administrator (8)', 'Editor (32)', 'Subscriber (1,286)', and 'Shop manager (1)'. Below this is a search bar with 'Andrew' entered and a 'Search Users' button. The main area displays a table of search results for 'Andrew'. The table has columns for Username, Name, Email, Role, Posts, Active Memberships, Registered, Last Login, and # Logins. Three users are listed: Andrew Leamy (Subscriber), Andrew Scheman (Subscriber), and Andrew walls (Administrator). Each user has a checkbox in the first column.

☐	Username	Name	Email	Role	Posts	Active Memberships	Registered	Last Login	# Logins
☐	ALeamy	Andrew Leamy	amleamy@shaw.ca	Subscriber	0	None	Jan 30, 2025 12:06 AM	Jan 30, 2025 12:14 AM	2
☐	andrewscheman	Andrew Scheman	ajs@scheman.com	Subscriber	0	None	Feb 4, 2023 11:59 AM	Jan 14, 2024 5:06 AM	2
☐	andrewwalls	Andrew walls	awalls@gmail.com	Administrator	0	Individual Membership	Oct 28, 2019 1:28 PM	Jun 24, 2026 10:17 AM	250

- Find the hiker in this list and look at the entry in the column marked 'Active Memberships.' If the hiker has either an 'Individual Membership' or a Dual Membership, they are an active member.

- f. If the hiker has 'None' indicated under Active Memberships, they are not a member of the club any longer and need to refresh their membership.
 - g. If the hiker does not appear in the short list produced by your search:
 - i. double-check their name and email address and search again.
 - ii. If their name does not appear in any search, contact them and ask whether they have joined the club. If they have, ask them for the name and email address they used and repeat your searches using that information.
 - iii. If they still do not appear in the list of active members, ask them to login to the CVHC website and confirm that they are a member. If they do not have an active membership, the software will prompt them to re-join the club.
 - iv. If they are able to login, but you cannot find them in the list of users, contact Andrew Walls or Margaret Sullivan for help.
 2. Ask the hiker to list the hikes they completed in the last 6 months.
 - a. Are any of the hikes they mention similar to the hike you plan to lead?
 3. Ask the hiker about the distance (miles/kilometers) they typically enjoy when hiking.
 - a. Does the distance they indicate match or exceed the distance of your planned hike?
 4. Ask the hiker how fast they like to hike in terms of MPH/KPH.
 - a. Does their favorite pace match or exceed the pace you intend to use on the hike?
 5. If your hike involves altitude above 7000 feet, ask the hiker if they have hiked above that altitude comfortably in the past 12 months.
 6. Ask the hiker if they have participated in a club hike in the last 12 months.
 - a. Who was the Hike Leader?
 - i. Contact previous hike leaders to gain their insights about the hiker's ability to do well on your planned hike.
 7. Ask the hiker if they have a pack, the ten essentials and any special items required for the planned hike.

Selecting and Filtering Hikers

Based on the information gathered through the questions in the checklist above, you must make a decision about which hikers should or should not join your hike. If you need to tell a hiker that they should not join your hike, here are a few suggestions for handling that conversation:

1. Be specific- describe specific aspects of the hike that you think are beyond the hiker's ability. Do not be vague.
2. Identify alternatives- suggest other hikes that are better suited to the hiker's capabilities. Always offer an alternative to your hike.
3. Encourage more interaction- encourage the hiker to attend the next club social to meet and chat with hikers and hike leaders to gain a better appreciation for the range of hike difficulties the club supports and to develop a support network within the club