



WONALANCET OUT DOOR CLUB

Trail Crew Handbook

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2000 WODC Trail Crew: Ron, Beth, Mao and Chris (the old fart in the back).

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WELCOME TO WONALANCET OUT DOOR CLUB

Wonalancet Out Door Club (WODC) had its beginnings in the 1890's with the clearing of trails to some of the primary peaks in the Sandwich Range, including Mt. Whiteface and Mt. Passaconaway. In the early 1900's WODC helped pass the federal Weeks Act, which allowed creation of the White Mountain National Forest, and then labored to have the Sandwich Range included within the forest boundaries. More recently, the Club worked for the creation of the Sandwich Range Wilderness. WODC continues to work as an advocacy group in a wide range of issues throughout the WMNF.

WODC presently has about 400 family, individual and organizational memberships representing close to 700 people. While the membership has traditionally consisted of Wonalancet-area residents, it has grown more diverse in recent years, with over 70% of the membership now residing more than 20 miles from Wonalancet.

Members of WODC have the opportunity to participate in the Club in many ways. The Club encourages camaraderie through working together on numerous trail projects, potluck suppers, meetings and special activities; including ski trips, interpretive outings, and lectures.

But indeed the primary focus of WODC is maintenance of 52 miles of trails in the Wonalancet area. Most of this mileage lies within the White Mountain National Forest, and over 30 miles are within the Sandwich Range Wilderness.

Basic maintenance includes brushing, blowdown removal, blazing, sign making, and clearing drainage such as water bars. The Club also performs a great deal of heavy trail work such as building water bars and restoring damaged

trails. Most of this work is done by club volunteers and through joint ventures with other organizations such as Chocorua Mountain Club and Trailwrights.

In addition to over 1000 hours of volunteer work per year, WODC uses a full time trail crew to perform more remote, longer duration projects. Trail crew costs are covered by WODC dues and contributions, NRTF Grant funds, and Forest Service funding.

WODC is officially recognized as a "cooperator" by the WMNF-USFS and is specifically authorized to maintain the trails that comprise the 52-mile network.

WODC is a diverse organization committed to equal opportunity in employment and program delivery. USDA prohibits discrimination on the basis of race, color, national origin, sex, religion, age, disability, political affiliation and familial status. Persons believing they have been discriminated against should contact the Secretary, U. S. Department of Agriculture, Washington, D.C. or call (202)720-7327.

WORKING WITH THE WODC

WODC will make every effort to deal with Trail Crew members in a fair, evenhanded manner. We appreciate the rigors of the work we have hired you to do (we all have first hand knowledge) and we want our trail crews to be aware of our appreciation and the available benefits.

As an organization, we will do our best to uphold our commitment to you in these areas, which are as follows:

COMPENSATION

WODC employees will be paid an hourly rate based on experience and any additional responsibilities. The rate shall be set and agreed on prior to starting work.

SCA crew members are entitled to any compensation so stated in their contract with the SCA. WODC will honor our commitment to this program and will assist SCA volunteers in obtaining any entitlements due them.

TRAINING

Crew members will be trained by WODC Trails Committee and/or the Crew Leader. Training will include the safe and proper use of all tools likely to be used while performing the required tasks.

ACCOMMODATIONS

The WODC will provide free living quarters to the crew, including appropriate areas for sleeping, dining, meal preparation, washing, and relaxation. Since secure storage space may be limited, the crew is encouraged to leave non-essential valuable items at home.

FIRST AID TRAINING

WODC will reimburse you up to \$60 for the expense of first aid training. Be sure to save your receipt for proof of cost.

WORKMAN'S COMPENSATION

In the event of injury while on the job, WODC will provide medical coverage to paid employees in the form of State of New Hampshire Workman's Compensation. SCA Resource Assistants are covered by the SCA. Employees must strictly follow the New Hampshire Department of Labor Workman's Compensation guidelines to assure coverage. These regulations include:

1. Filing an accident report within 24 hours of the accident. See the Trails Chairman for the appropriate forms.
2. The report form requires a description of the accident, safety measures that were taken, safety equipment used, and may also require the involvement of any witnesses to the accident.
3. The form must be signed by a WODC official and the accident victim.

Please note that WODC does not provide medical coverage while you are off the job.

MORAL SUPPORT & PROBLEM SOLVING

The WODC Trails Committee will be available to discuss any problems that might arise during the summer. We know that good work is produced by a content crew and we want all our crew members to be able to recall their experience with

GETTING READY

Before you arrive at Wonalancet, we suggest that you make all preparations necessary to insure you are ready to begin a summer of arduous work in a remote location. In addition to leaving an extra large bowl of food for the cat, it would be wise to consider the following:

PHYSICAL CONDITIONING

Trail work is strenuous and exhausting. Unless you are in good shape you will find the first week or two to be particularly hard. We realize that most of you will be tied up with final exams prior to coming to Wonalancet but it would behoove you to do some sort of physical training program. As you probably know, exercise is also a good way to deal with the stress of academia.

PERSONAL BUSINESS

Try to tie up loose ends and take care of all scheduled personal business before reporting for work. Trail crew season is short and we believe that non-emergency concerns should not interfere with the work schedule. You will rest easier knowing you haven't left some pressing chore back home.

EQUIPMENT

Have ready everything that you would normally bring on an extended backpacking trip. WODC will not dictate exactly what you should bring but the following list is given for planning purposes. Remember, much of the WODC trail system is above 3000 feet where the weather is often wet, windy and cold.

REQUIRED GEAR

WODC will provide crew members the following gear:

- Tools
- Work gloves
- First Aid Kit
- Two-way Radio (when deemed necessary)
- Maps

and for overnight trips:

- Tent
- Cooking utensils
- Cook Stove

All other gear is the responsibility of the crew member. For overnight trips, the following list is offered as a suggestion of what one might want to bring. In any event, be sure to have all necessary items when you report for your first day of work.

- Shorts
- Long pants
- Lightweight poly pro long underwear (tops & bottoms)
- Tee shirts
- Wool hat and gloves
- Liner socks
- Wool Socks
- Gaiters
- Raingear
- Wool or pile sweater/shirt/jacket
- Sleeping bag
- Ensolite pad

For day and overnight trips it is recommended that you have a large day pack that can accommodate:

- A big lunch
- Water bottles ($\frac{1}{2}$ gal. total)
- Extra clothes & raingear
- Bug dope
- First aid kit
- Two way radio
- Miscellaneous items (sunscreen, knife, map, compass, etc.)

You will be required to have a well broken in pair of heavy-duty leather hiking boots. Goretex, canvas and cordura do not stand up to trail work nor do they offer enough protection.

A last word of advice: If possible, leave your best gear at home, but be sure to bring reliable, sturdy gear. A summer of hard use will take its toll.

TRAIL CREW CONDUCT

You are about to participate in a rare job opportunity. It requires strenuous labor, respect for the natural environment, and a high level of self motivation. In return, you will have considerable independence and a beautiful work location.

The WODC is an all volunteer organization. You and your crew mates will be the sole full time workers of a club managed by people who devote their own personal time and commitment out of love and respect for the mountains in which you will be working. We take our stewardship role seriously and we expect the same of you.

As volunteers, the members of the Trails Committee must fit in our own personal lives around the daily operations of the WODC. While we will provide all the direction and support needed to create an efficient trail crew, we expect crew members to have a self discipline and motivation that will enable them to work for extended periods without supervision.

WORK ETHICS

As a crew member, you have a responsibility not only to the WODC but also to your fellow crew members. This means showing up at the trail head at the appointed time and not holding up the rest of your crew. It means cooperation between crew members and following the directions of the crew leader. And it means keeping a clear head at all times. Drug and alcohol use while working or camping will not be condoned.

You have been provided with a copy of the WODC Adopters Guide and other material delineating trail maintenance standards. Read and understand this material before the start of the work season. And most important, follow these standards in your daily operations. The Trails Committee is here before and during the work season to answer any questions on trail maintenance standards.

The amount of work needed on the trails is immense, and while the WODC expects you to work in an expeditious and productive manner, quality cannot be overlooked. Sloppy trail work leads to future corrective maintenance.

Safety must be a prime consideration at all times. A certain amount of risk is inherent in any back country journey. Add to this the hazards of working with sharp and heavy hand tools, consider the remote area you will be working in, and you can see the importance of good safety habits. Any crew member found to be jeopardizing the safety of themselves or their coworkers will be subject to immediate dismissal.

PUBLIC RELATIONS

On many WODC trails, you will encounter hikers on a daily, sometimes hourly, basis. Most of them will stop for a chat and thank you for your work. You must consider yourself to be a goodwill ambassador for WODC and greet the public cheerfully and respectfully. You are likely to be the only representative of the club that these people ever meet. The WODC has spent a century developing respect among hikers, landowners and the Forest Service. We value our good name second only to the mountains for which we care.

No matter how bad a day you're having; your sleeping bag is soaked, the black flies just drained your last drop of blood, and your bow saw is hopelessly pinched in a blow down; smile and welcome the hiker to your mountains.

On the other hand, you might encounter an individual or group that is practicing what is obviously improper hiking or camping technique. Although WODC does not expect you to act as an agent of enforcement, we do suggest that you consider yourself to be an educator. Try to strike up a friendly conversation. If there is an identifiable group leader, get them aside and explain your concern, the reasons why you're concerned, and suggest an alternative. Most people will react at least with civility as long as they are treated with respect.

THE ENVIRONMENT, WILDERNESS, AND LOW IMPACT PRACTICES

The WODC bases its crew recruitment decisions as much on the love of the outdoors as on work experience. You were selected because we believe you have a stewardship ethic and environmental conscience.

We expect you to practice this ethic not only while working, but also when hiking to and from the work site and during any overnight camping. Two excellent references; Backwoods Ethics: Environmental Issues for Hikers and Campers, and Soft Paths; are listed in the Bibliography of the WODC Adopters Guide.

The majority of WODC trails are within federally designated Wilderness. Wilderness trails are maintained primarily for protection of the environment rather than for hiker convenience. By providing a well marked, open route that is designed to prevent (OK, minimize) erosion, we are helping to mitigate the effects of heavy use. Keep this in mind as you do your work. While you want to maintain a trail that is attractive enough to keep the hiker on it, you must do this in a manner that protects the soil and vegetation and at the same time is unobtrusive to the hikers sense of aesthetics.

The Wilderness designation also demands a spiritual sense. After providing the hiker with access, we must then ensure that the pristine solitude desired by so many who visit our mountains is not compromised by our presence. Do not bring radios or cell phones on your work trips. Do not use campfires. Do not test Square Ledge for echo quality. You want the hiker's first awareness of you to be visual.

WHEN PROBLEMS ARISE

Life would be a dull affair without a crises cropping up now and then. This could be a personal problem, a health problem, or a problem between you and a coworker. We expect all our crew members to be mature, sensible adults who can work through tough times and responsibly deal with whatever situation arises.

However, we are aware that sometimes a resolution may be beyond an individual's ability. If this occurs, we expect you to have the good sense to bring it to our attention. If you are unable to discuss the matter with your crew leader, bring it to the attention of the Trails Chairman as soon as possible. Barring any legal responsibilities we may have, all issues will be dealt with in a confidential manner.

TRAIL CREW JOB DESCRIPTION

The Trail Crew will operate late-May through mid-August. Work will be varied, and will start with trail patrol, brushing, blowdown removal and maintenance of existing erosion control devices. As the season progresses, the Crew will move on to trail repair (waterbar construction, treadway hardening, etc) and, depending on the ability and interest of crew members, major reconstruction projects.

The Crew will be expected to work with Club trail adopters, with other WODC volunteers, and as an independent unit under the direction of the Crew Leader. The Crew Leader will answer directly to the Trails Committee Chairman. If the Chairman so chooses, he may designate a specific liaison to act as Trail Crew Director.

The work week will be Saturday through Wednesday. The Crew Leader will keep a weekly time sheet and record the time worked each day, the work performed, and the trail(s) worked on. The cumulative work time will average out to 45 hours per week. On those weeks when the crew is not camping in the back-country, all crew members will be expected to attend a weekly meeting with Trails Committee members. Every effort will be made to hold this meeting in the middle of the work week and time spent attending the meeting will be credited toward the weekly work commitment.

**Wonalancet Out Door Club
Trail Crew Safety Policy**

2002

It is a policy of the Wonalancet Out Door Club to conduct all of its activities in a safe manner that prevents injuries to people and damage to property and equipment. Safe working habits are a condition of participation. Unsafe conduct will not be tolerated and will result in termination of the crew member.

We will work together to eliminate dangerous situations and mitigate risks. If a job cannot be done safely, it will not be done. Safety takes precedence over all other considerations.

As a condition of participation, all WODC Trail Crew Members will:

1. Attend all scheduled training sessions and safety meetings.
2. Have standard first aid skills. Certification is strongly recommended.
3. Wear heavy-duty leather hiking boots with a high traction outer sole. It is preferable that these boots have a full grain upper and at least one mid-sole.
4. Have on their person a pair of work gloves. WODC recognizes that gloves may interfere with some tasks and cause a safety problem, but it is imperative that all crew members have immediate access to gloves and wear them when appropriate.

5. Inspect all tools for safe working order prior to use, never use a tool before receiving proper training.
6. Have immediate access to a first aid kit, know what's in it and the proper use.
7. Carry a map, compass and whistle. Know where you are and the best route out to a road.

Standard Safety Procedures

Safety is a full time job. Let your guard down for a moment, and all your prior training and precautions will be for naught. In order for safety standards to work, they must become a constant part of your routine. They must become as familiar to you as your trail tools, for they are indeed the most important tools you will use this summer.

When performing any task the following procedures must be followed:

1. Evaluate the work about to be performed. Determine the methods to be used and the tools best suited to the task.
2. Identify all potential hazards. Check for soil conditions, including slope, stability, and hidden crevices. Inspect trees and limbs for soundness. Look for objects that could trip or impale, such as half buried rocks or broken branches protruding into the work area. Be aware of wet slippery spots, particularly on steep slopes. Be sure all crew members are aware of all hazards.

3. Take whatever actions necessary to avoid injury by those identified hazards. Use all safety devices required for the methods and tools employed. Remove those natural hazards that are removable. Use any measures available to avoid un-movable hazards. Stay alert.

Safe Tool Use

No matter how small the job is, no matter how anxious you are to get back to camp, when it comes to safety there is no good reason to cut corners.

In addition to all fore-mentioned safety procedures, these tools must be given special consideration.

CHAIN SAWS

All persons operating chain saws will receive intensive training prior to use. Chain saw operators will follow the Safe Operation Checklist as written in Chapter 12 of Trail Building and Maintenance, 2nd Edition by Proudman and Rajala (AMC). Operators will wear the following safety devices:

- Hard hat
- Hearing protection
- Eye protection
- Chaps

And of course, chain saws will not be used in federally designated Wilderness.

GRIP HOISTS

All persons operating grip hoists will receive training in hoist operation and rigging, including sky lines and drag lines, and will be familiar with the contents of Chapter 17 in Lightly on the Land by Birkby (SCA - The

Mountaineers). All persons working near the bight cable, or load will wear:

Hard hat

Gloves

AXES and SWIZZLE STICKS

All persons using axes and swizzle sticks will wear heavy long pants and/or chaps and maintain a safe distance from others. No one shall use an axe alone. Axes should be sheathed when not in use.

DIGGING TOOLS

Maintain a safe distance from others when swinging any tool. Eye protection must be worn when using a pick mattock in tight hardpan soils or when chipping rocks to shape. Use the right tool for the job. Shovels and hazel hoes are not meant for prying and rock bars are not meant for shaping.

TOOL TRANSPORT

Carrying tools safely is just as important as using them safely. All safety guards should be properly affixed. Tools lashed to the pack should be securely fastened and not protrude where they could trip you or hang up on rocks or vegetation. They should not be fastened so that they could cause injury in a fall. Keep plenty of distance between you and others. A dropped tool on a steep slope can become a dangerous missile.

TOOL MAINTENANCE

Inspect for and keep tools in proper working order. When sharpening tools, all persons shall wear:

Gloves

Eye protection

Accident Response

Regardless of how well trained we are, some mishap may occur over the course of a trail crew season. In the event an injury does occur, the following procedures are to be followed:

All incidents:

- Administer first aid as needed.
- Notify the Trail Crew Leader.
- Complete an accident report form.
- Notify the Trails Committee Chairman

Incidents requiring medical attention:

- Administer first aid as needed.
- Contact Trails Committee Chairman
or first available committee
member and advise of assistance
needed. (radio or cell phone)
- Assist victim to nearest trailhead
if possible or
- Wait on site for evacuation/rescue
- Complete an accident report form.

Personal Health

Job productivity and personal enjoyment are both dependent on how well you take care of yourself. The rigors of hard work in a backcountry setting will wear you down unless you get adequate food, water and sleep.

Eat a well balanced diet with plenty of protein

carbohydrates and vegetables, especially green veggies
Rest assured you won't have to worry about your weight

Carry plenty of water, particularly if you are at a permanent work site or on a waterless trail. One half gallon per person per day should be considered a bare minimum. You will need more on hot, sunny days. And don't hesitate to send a crew member on a water run if supplies run low.

Use a good water purification system. Portable filter pumps are the most popular devices in the White Mountains. There is a good chance you could drink untreated water for an entire season without any ill effects but it is akin to playing russian roulette. Talk to anyone who has had an intestinal parasite and you will understand that although the risk is low, the cost is high.

Adequate rest is essential. WODC expects you to take breaks during the work day, so don't feel guilty. You will do better work and enjoy the experience when you are well rested. Recent studies indicate that all people need an average of eight hours sleep per day. WODC will not dictate how you spend your off days but we urge you to devote a significant time to rest and replenishment.

Insects can be a nuisance in the White Mountains. Black flies will persist well into July at higher elevations and mosquitoes are a summer long pest in the valleys. DEET is the most effective repellent but citronella and herbal blends are considered to be safer. Most people consider a head net to be essential equipment for backcountry camping.

Hygiene becomes a critical consideration in long term backcountry camps. The lack of facilities may invite a lax attitude toward cleanliness. Don't fall into this rut. The most common cause of ailments in this setting is contamination due to poor hygiene. This goes for cooking and eating utensils as well as your body. Be extra mindful to wash your hands before handling any food. Keep plenty of water on hand at camp for washing and use it. The extra effort of hauling water is a wise investment.

Drug use (excluding prescriptions) will not be tolerated on or off the job. Alcohol consumption, including any residual effects, will not be tolerated on the job, nor will underage drinking (21 in N.H.) be tolerated at any time. This goes beyond legal considerations. It is a health and safety concern.

If you have any medical conditions that might affect your ability to perform this job, you have an obligation to notify the trails chairman prior to starting with WODC.

If you have any medical conditions that might require special consideration or training of your workmates, yet would not specifically exclude you from assuming a position with WODC, you have a duty to inform the trails chairman prior to starting with WODC.

In short; stay healthy, work safe, be alert, and enjoy a summer of physical and spiritual rewards in a beautiful mountain forest.