

# Process for Managing SEM Gear Loan Program

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## Overview

To help familiarize newer hikers with typical hiking gear for SEM hikes, particularly winter hikes, the SEM Chapter has acquired a limited set of hiking poles and traction devices. While poles could be loaned year round, we anticipate a stronger demand in the winter.

This process is for a pilot project. If there's high demand and we have success managing the logistics, we could consider expanding the project at a future date to increase both the volume and variety of available gear to lend. If we find that this is popular with participants, but overly cumbersome for the designated people, collectively known as Gear Managers, we could consider expanding the program with additional Gear Managers. We want to avoid making this onerous for those that are storing gear and we want to help ensure that SEM keeps track of its assets.

At this time, we are limiting the pilot to traction devices and poles so we can refine the process and assess demand.

This process will be updated as needed after we have gained some experience. The current plan is to have three designated gear managers: the Hiking Chair, Hiking Vice Chair, and Cape Hiking Chair. The Gear Managers are active hikers in their region. The Hiking Committee will have 6 pair of spikes, 3 medium and 3 large, and 6 sets of poles. The Cape Hiking Committee will have 2 pair of spikes, medium and large, and 2 sets of poles. Leaders will be the intermediaries between the appropriate Gear Manager and participants. The Leaders are responsible for making arrangements to meet the Gear Managers to pick up gear, preferably at a hike or some other event, such as Winter Workshop or in-person Leader meeting. Leaders should contact Gear Manager at least two weeks prior to the activity to allow time to pick up and ensure gear is available. Leaders should indicate in their trip listing that gear may be reserved in advance by participants and that availability is limited.

The Leader needs to have participant sign a [Rental Agreement form](#) which has been provided to SEM by AMC Risk Management. (That's the name of the form. SEM does not charge for use of the equipment.) This form is available for leaders to print at <http://amcsem.org/documents.html>.

## Tracking Gear

Gear Managers will keep track of the gear using a [collaborative Google Doc spreadsheet](#) stored on SEM's website which they can update and Leaders can view. The spreadsheet is located at the Cape Hiking and Hiking pages. Gear Managers will update when gear is loaned, tracking the loan date, leader, expected return timeframe, and date the rental agreement form was emailed to

AMC. (Gear Managers may discard forms after they are emailed to AMC.) In the case of a series or multiple planned uses, a leader may request that they have the gear for several weeks or longer. Gear Managers will follow up with the leader if the gear is not returned in a reasonable timeframe.

When Leaders return the gear and AMC forms, Gear Manager will note on the [spreadsheet](#) that they have the gear and who used the gear as determined by the AMC Rental Agreement forms. The Gear Manager will scan the form and email to [amcwaiver@outdoors.org](mailto:amcwaiver@outdoors.org), the same location used to submit Waiver forms. Subject Line must include: Leader Last Name, Chapter Name, Month, and Year of activity.

## **Leaders Loaning Gear to Participants**

Preferably, participants reserve gear in advance, but Leader could loan gear at the trailhead if they have it. Leader must have all participants sign the [AMC Rental Agreement form](#), which is available on the [amcsem.org](http://amcsem.org) website Documents folder. Leaders must get the gear back from participants at the end of the activity. Under no circumstances should participants be allowed to take the gear home after an event. Leaders must retain the forms and return them with the gear to the Gear Manager.

Leaders and Participants should assess loaned gear prior to the activity to agree it's in good shape and again at the end of the activity to assess if it's still in good shape or is damaged. Leaders should inquire if users had any issues with the equipment. For poles, make sure they are clean and lock effectively. With traction devices, make sure all spikes are there and not too dull and the rubber is intact. Address any damage or malfunction with the participant to help determine the cause. If gear is not in good shape, the Leader should refrain from loaning that again and notify the Gear Manager. The Leader should note on the Participant's waiver form that the gear is no longer in condition to be loaned. The Participant will not be penalized or charged.

Note that the loaner gear is only available to participants in SEM-listed hikes, and not to be loaned for independent hikes. Leader should show participant how to put on and use the traction devices safely. For poles, they should demonstrate efficient use and explain the pros and cons of using the pole straps.

The intent is not to keep loaning gear to the same participant. We expect that after one or two uses of the loaner gear, participants will buy their own if at all possible. If a participant borrows more than once, they need to complete the form each time.

## **Gear Managers Providing Gear to Leaders**

Leaders are responsible for noting in their listing that participants may be able to reserve gear in advance, giving a date for doing so. Leader will contact the Gear Manager and arrange a mutually convenient time and location for pickup. Gear Managers will remind Leaders that they

must obtain Rental Agreement forms from all participants and return those forms to Gear Manager when returning the equipment.

Gear Managers may choose to provide gear for an extended period to a leader that leads in areas they do not frequent.

As previously noted, Leaders should notify Gear Managers if there were issues with gear. Gear Managers should look at equipment when it is returned to assess if it's in good shape. For poles, make sure they are clean and will lock effectively. With traction devices, make sure all spikes are there and not too dull and the rubber is intact. If there is damage, the Gear Manager will ask the Leader for an explanation and remind them to be proactive in identifying gear that is not in condition to be loaned.

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