

Assistant Leader's Evaluation for O or I Level Provisional Leaders

The evaluating leader should be familiar with the Leadership Training Program requirements and guidelines for provisional outings as contained in the Leader's Reference Book (LRB), latest edition. Information that you provide will help the Leadership Training and Safety Committees evaluate the leadership skills demonstrated by the new candidate and can offer teaching moments and skill improvement suggestions to further the leadership growth of the provisional leader. Please avoid responses such as "fine" or "good," which do not give an adequate picture of the candidate's skills; please add specifics. *If you are hand-writing responses on a printed copy of this form, please write clearly and legibly and be sure your scan or photo is clear.* Send this completed form to the provisional leader, who will send this along with their self-evaluation to the LTC Administrative Chair.

Provisional Leader's Name: _____

Your Name (Asst Leader/Evaluator): _____ Email: _____

Outing Name (as published): _____

Outing Date(s): _____ Outing rating (pick one): O-1 O-2 I-Level

Section 1: Planning, Preparation and at the Start

Did the leader review their plan with you before the trip? *If applicable:* Did the leader share their Trip Plan/Safety Management Plan (SMP) with you and did you find it adequate for the intended trip?

At the start / trailhead: Describe your impressions of how the leader covered the pre-trip briefing (trailhead Talk) topics (pertinent trip data, special regulations, equipment required, rules and sign-ins and setting a welcoming tone).

Did the leader successfully communicate their conservation / educational theme and Leave No Trace (LNT) principles at the start of the trip?

Evaluating Participants: How did the leader handle evaluating participants before and/or at the start of the outing?

Were Medical Forms required and if so, did you both review the forms? YES / NO. Describe any issues with reviewing the forms.

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Section 2: ON THE OUTING

Group Management: Describe your impression of how the leader handled the group (pace, rest stops, breaks). Was the leader able to keep the group together?

Group and Risk Management Was the leader sufficiently aware of any risks ahead of or during the trip (e.g., rockfall hazard, stream crossings, brush, trail conditions, weather, etc.) ? What safety precautions were taken? How was this communicated to participants?

Did the leader need to alter the route? YES / NO. If YES, please tell us your impression of how the leader handled any changes, including communicating with participants.

Was the leader sufficiently aware of participants' emotional and physical wellbeing? Are there any instances that stand out from the trip?

Did any unexpected problems or concerns arise during the outing? Were there any incidents, illnesses, or injuries, including things that might be considered "near-misses"? YES / NO
If YES, please explain how the leader handled the situation and if any questionable decisions, actions were made by the leader.

Leave No Trace principles: Describe how the leader demonstrated LNT principles during the trip as well as while camping (*if applicable*). Was the overnight campsite selection appropriate (*if applicable*)?

Summaries

How well did the leader match the actual trip to their trip plan? Were the trip's objectives met?

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What are your final impressions of this leader? Is this leader ready to lead at this level?

For I-Level Candidates

Describe how the leader demonstrated to you the navigational skills required for I/M/E-Level navigation. Were they able to answer questions and demonstrate their understanding of navigational difficulties of the trip?

Paperwork Reminders:

- The Self-Evaluation and assistant’s evaluation go to LTC admin: ltcangeleschapter@gmail.com. (Assistants can first send to the leader.)
- Sign-in Sheet/Waiver (*complete form including the participant agreement*) goes to Outings Chair.
- Incident Reports: Reminder that this is done online and the “Thank-You” email must be sent to Safety Investigator. Sponsoring entities may have their own requirements. See this page: <https://www.sierraclub.org/angeles/leadership-outings/incident-reporting>

M/E Provisional Leaders: ask the Provisional Lead Committee about evaluation forms to use.

Your signature

Date