

Alonzo Stagg 50/20 Hike – Staff Position Descriptions (2014 Update)

Overall Hike Administrator – Serves as the overall coordinator of the Hike, and the liaison to Chain Bridge District. Establishes the primary and rain dates for the Hike, and dates for organizational meetings. Reserves St. Agnes' Parish Center as necessary for meetings and assemblies. Drafts and submits solicitations to Chainemail, and develops an e-net for participating Units with a minimum of 3 POCs per Unit. Updates hiking routes and/or directions if necessary. Updates website informational postings. Keeps participating Units informed and updated via emails. Collects all Unit registrations; resolves issues. Works with participating Units to get all Support Stops and auxiliary Staff positions staffed; resolves issues. Runs the meeting(s). Checks the route for unexpected last-minute problems; resolves as needed. Runs the pre-Hike prep and set-up meeting. If Hiking, runs the first Hike morning assembly; if not hiking, runs all three morning assemblies. If not hiking, maintains contact with Support Stop Station Chiefs and other auxiliary Staff as necessary. If not hiking, confirms that all hikers and staffers are accounted for at the end of the Hike (keeps the shutdown log of stations and the "all-hands-accounted-for" log of Units). Collects receipts. Orders awards. Drafts the list of 50 Mile Finishers and arranges for posting on the website Honor Roll. Solicits for input for improvements for future years. Completes the event accounting; reimburses expenses. The Hike Administrator should not hike, nor fill any of the Day of Hike staff positions, unless the Deputies are willing to assume his duties on Hike Saturday.

Deputy Hike Administrator (Day) – Acting Hike Administrator from about 5:30 am to about 4:00 pm on Hike Saturday. Prior to the Hike, acquires permits and permissions as necessary from the National Park Service, Northern Virginia Regional Park Authority, and Arlington County. Arranges to get NPS and Arlington County (Bluemont) facilities opened for use by hikers and staff. Informs the Arlington County Police about the Hike. Monitors for day-of-hike issues on the hike routes. Monitors bathroom facility availability, and **if needed** gets permission for placements of Porta-Johns at critical Support Stop locations (for example, at Lock 10 on the C&O Canal Towpath). Help recruit and assign Troop 111 Staff. Helps set up and run the day-of-hike assemblies. Keeps all Unit Permission Slip files. Assists with any emergencies on the Hike. Coordinates the breakdown, cleanup, and closure of the St. Agnes Parish Center after all the 10 and 20 Milers have returned. Records all Support Stop and Waypoint shutdowns, and all finishing Units, up til about 4:00 pm, on the Closeout Master Sheets. Hands off the event (and the Unit permission slips and Closeout Master Sheets) to the Deputy Hike Administrator (Night) at Bluemont (usually the Hike Provisional Scoutmaster) around 4:00 pm, in person, and reviews any ongoing or developing issues with that person.

Deputy Hike Administrator (Night) – Acting Hike Administrator from about 4:00 pm to the Hike's conclusion (as late as 2:00 am on Sunday). **Prior to the Hike, acts as the Provisional Scoutmaster** for any District Staff members (i.e., those without participating Units) who are registered and hikers or staff for the hike (collects their permission slips, **photocopies of their medical forms**, and if required their payments, and relays everything to the Hike Administrator before Hike Saturday). Assists the staff at Bluemont as able, if needed. Accepts the Unit permission slips and Closeout Master Sheets from the Deputy Hike Administrator (Day) at Bluemont around 4:00 pm, and reviews the status of the Hike as of that time. Assists with any emergencies on the Hike. Records all remaining Support Stop and Waypoint shutdowns, and remaining all finishing Units, on the Closeout Master Sheets. Assists the Bluemont Staff in closing down the Support Stop when the last hiker(s) have finished. Returns all paperwork to the Hike Administrator during the week following the Hike, or at a later time by mutual agreement.

Unit Hike Leader/Coordinator – The Unit’s Scoutmaster or Acting Scoutmaster for the Hike. Acts as the primary liaison to the Hike Administrator. Responsible for reading all website materials and Hike emails, and for responding to queries as appropriate. Responsible for publicizing the Hike and distributing permission slip/release forms and other critical paperwork within their Unit. Checks all permission slip/release forms for completeness and legibility. **Responsible for reining in unrealistic hike goals among hikers, especially for Scouts, especially for distances over 20 miles.** Fills out the Unit registration form, attaches all required paperwork and a single payment check, and delivers to the Hike Administrator by the registration deadline. If the Unit is running a Support Stop, works with their Support Stop Station Chief to get their station properly equipped and properly staffed. If the Unit is not running a Support Stop, works with the Hike Administrator to recruit staff for the auxiliary staff positions as assigned. Acts as a member of the Steering Committee, and attends all required Hike meetings. **Ensures that unauthorized persons do not hike or staff as false members of their Unit.** Ensures that the Unit Registrar will be present (30 minutes early) at the appropriate Saturday morning assemblies, and understands their responsibilities (see below). Ensures that the Unit Medical Liaison has a medical record for all hikers and staffers from their Unit, and understands their responsibilities (see below). **Responsible for calling the Deputy Hike Administrator(s) to confirm that all their Unit’s hikers and staffers are accounted for (should be done as soon as the last hiker or staffer from their Unit has checked in).** Collects and submits all Unit receipts (if any) to the Hike Administrator in the week following the Hike. Receives and distributes Hike awards.

Steering Committee – The collective group of Unit Representatives dedicated to the running and improvement of the Hike (minimum one person per participating Unit; usually the Unit’s Hike Leader/Coordinator). Members of the Hike e-net. Attend the meeting(s), and relays critical, late-breaking information to their Units. Assist the Hike administration as needed. Provides critique and suggestions to the Hike Administrator after the Hike has been completed.

Unit Registrar(s) at St. Agnes - On the morning of the hike, each Unit must have at least one adult at St. Agnes to assist with the registration of their hikers **FOR EACH HIKE**. Units with hikers on 2 or all three hikes may have different Registrars for each hike, if they wish, or just one for all hikes. These Registrars will use the “St. Agnes Only” Sign-In and Sign-Out sheets (posted on the website; copies will be available at St. Agnes). This adult is expected to know, by sight, the members of his Troop, and the Scouts should know them. In the event that a substitute hiker or last minute staffer comes to registration, it the Registrar’s responsibility to ensure that the substitute’s permission slip/release form is turned in, and that the Troop has a medical form on file with the Troop’s Medical Liaison. If the substitute’s registration materials are incomplete, the Registrar must inform the substitute that they cannot participate in the Hike (and enforce it regardless of the substitute’s unhappiness). The Registrar needs to be at St. Agnes half an hour before the respective assembly time(s) for their Unit’s Hikers – meaning they could be there from 4:30 am til 9:00 am (for two or all three hikes), or for a much shorter time frame if all their Unit’s Hikers are all hiking the same hike or if they are responsible for only one hike (i.e., if the Unit has different Registrars for each hike). They may depart following their final registration session, or if they prefer they can stay and await the return of their 10 and 20 Milers hikers (the Parish Center will be continuously staffed by Troop 111 adults from opening at 4:30 am through closure around 4:00 pm). Their name(s) and contact information **MUST** be on the Troop’s Unit Registration Form.

Unit Medical Liaison – An adult who has immediate, on-hand access to the medical records for all Hike participants from their Unit, whether they are hiking or staffing. This person CANNOT be hiking, but can hold a static staff position at any location. They can also be at home all day, or working at the Office, or at any other local location – the only requirement is that they have immediate access to the medical records, and can quickly get them to a local hospital if so requested. Their name and contact information MUST be on the Troop’s Unit Registration Form, and **this person must be willing to answer the phone as late as 2:00 am on Sunday morning the night of the Hike if their Unit has any 50 Mile Hikers** (voicemail messaging in emergency situations is obviously unacceptable).

“Field Support” Personnel

All Must Carry a Fully Charged cell phone and the POC List!

Support Stop Station Chief (and Deputy Station Chief) - Works with their Unit’s Hike Leader to get their station properly equipped and properly staffed. The duties and operations of a Support Stop are fully detailed in the Handout entitled: *Support Station Setup and Operations*, plus its associated one page schematic (both are posted on the website). **The Station Chief and Deputy Station Chief are also the *de facto* Hike Administrators for all pertinent matters at the station and on the nearby trails, and are so authorized.** Their names and contact information MUST be on the Troop’s Unit Registration Form. Support Stops are located as follows:

- St. Agnes Major Support Stop (Start/End Point)
- Lock 10 Major Support Stop (just inside the Beltway on the C&O Canal Towpath)
- Great Falls Tavern Minor Support Stop (in the Main Parking Lot!)
- Fletchers Boat House Major Support Stop (~1 mile downstream of Chain Bridge on the C&O Canal Towpath)
- Gravelly Point Minor Support Stop (furthest upstream parking lot at National Airport)
- Shirlington "Waypoint" (Very Minor Support Stop at Shirlington Road)
- Bluemont Major Support Stop (at the Bluemont Park Pavillion)

These and other details for Each Support Stop are Provided on the Website.

Waypoint Personnel – The Hike has single or multiple adults at a few critical locations. In the simplest terms, except for the Shirlington Waypoint (which will have some minimal liquids and snacks), these staffers are *de facto* Traffic Cops. **They are positioned at busy road crossings or at locations where we have had past difficulties with “confused” hikers.** Waypoint staffers **may** also be tasked with placing surveyor flags, signs, or chalkmarks at specific points; however, this is unlikely unless the Hike is short-staffed. Waypoint personnel must also carry charged cell phones. Waypoints are located at:

- 1) St. Agnes to Military Rd (4, morning) and at Quincy St (2, afternoon)
- 2) Military Rd/Old Glebe Rd/Randolph St/N. 41st St (3)
- 3) Chain Bridge/both ends (2)
- 4) Key Bridge/both ends (3)
- 5) Shirlington Road (2)

These and other details for Each Waypoint are Provided on the Website.

Tail-End Charlies (TECs) - This is a pair of adults who are the last hikers on their respective route, and are the “safety sweeps” for their hikes. TECs are needed for:

- 10 Mile Hike (St. Agnes to St. Agnes) (2 Needed)
- 20 Mile Hike (St. Agnes to St. Agnes) (2 Needed)
- 25 Mile Hike (St. Agnes to Fletchers) (2 Needed)
- 50 Mile Hike (St. Agnes to Bluemont) (2 Needed – Note that this job can be split (by 4 people) into St. Agnes to Fletchers or Key Bridge (28 miles) and Fletchers or Key Bridge to Bluemont (15 miles)

These and other details for Each Tail-End Charlie Pairing are Provided on the Website.

Bikers – This is preferably a pair of adult cyclists who move quickly between Support Stops and monitor all hikers on the trail. Bikers must also carry some minimal First Aid gear, some water or Gatorade bottles – and should be dressed appropriately for the existing weather. Cyclists are needed for:

- C&O Canal Towpath (2 Needed) – Time Frame roughly 6:30 am til 4:00 pm.
- Key Bridge to Gravelly Point to Bluemont (4 Needed) – Time Frame roughly 1:00 pm til 8:00 pm – “should” have bikes equipped for nighttime riding.
- Optional – Bluemont (2 Needed) – Time Frame roughly 6:00 pm til 1:30 am; must have bikes equipped for nighttime riding, and must wear reflective clothing.

These and other details for Each Biker Pairing are Provided on the Website.

Bluemont Hiker Escorts – The Last 10.4 miles of the Hike are completed in four circuits around a 2.66 mile loop of trails, each ending at the Bluemont pavilion. A number of hikers terminate their hikes upon arrival at Bluemont, leaving their buddies without a partner to finish the remaining mileage to reach 50 miles. Others drop out after one or two loops. The “Escorts” are the temporary buddies for the hikers who are continuing, or for those who need encouragement to finish their last loops.

These and other details for the Bluemont Hiker Escorts are Provided on the Website.

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