

# Summary of Roles and Responsibilities for PCT Projects

The partnership between the Backcountry Horseman of California, Pacific Crest Trail Association, Bureau of Land Management, and the US Forest Service is committed to our shared interests in preserving, protecting, and promoting the Pacific Crest Trail to provide outstanding recreation opportunities for hikers and equestrians.

While the roles and responsibilities of each party may vary from project to project, below are the general expectations as agreed on by the partners. For each project, a “Project Planning Checklist” should be completed at least three month prior and shared with all partners to clearly define each party’s responsibilities.

## **All parties are responsible for:**

- Creating a safe work environment that is responsive to changing environmental conditions and volunteer needs.
- Complying with “Partnership Policies.”

## **Agency Liaisons:**

- Proposing and identifying projects in conjunction with PCTA Regional Representatives, partners, and volunteers.
- Ensuring that the project has the appropriate agreements in place. Typically this includes a sponsored volunteer agreement with PCTA and/or BCHC and a participating agreement with the youth corps program. Ensure these agreements address worker’s compensation coverage and tort claim liability.
- Providing oversight and training when needed to ensure that the trail project meets natural resource concerns, trail construction and maintenance requirements, or safety concerns.
- Providing local communication information and resources, such as radios, for the crews to utilize while on project.
- If an accident/injury occurs on the project, coordinate with the crew leader or PCTA staff to ensure that the appropriate response is taken, paperwork is completed and that an after action review is conducted (if warranted).
- Review project with PCTA and outline any follow-up that is needed.
- Upwardly report volunteers trail maintenance accomplishments in Iweb (USFS) and volunteer hours to the Forest/Region.

## **BCHC Packer (Recommend a minimum two packers per project):**

- Having proven, quality skills to conduct project packing to the safest extent possible.
- Providing packing expectations to all partners for project planning.
- Working with partners to ensure project, transportation, and safety logistics are communicated and confirmed.
- Designated lead packer will clarify safety protocols, roles, experience, and expectations with crew leaders and volunteers at the trail head.

**Crew Leaders:**

- Overseeing all work party participants including volunteers, packers, and crew members, at the worksite and in base camp.
- Assessing the members and volunteers physical abilities and assigning work based on that assessment including review of volunteer profiles they receive before the project and their own interview and assessment skills to determine how much training and oversight a member or volunteer may require.
- Ensuring that all agency safety and communication protocols are followed while on the project.
- Clarifying safety protocols, roles, and expectations with volunteers and volunteer lead packers at the trail head.
- Completing all project paperwork as required including JHAs, volunteer sign sheet, project report.
- Evaluating, taking action to handle, discussing and documenting any issues with volunteers, agency or PCTA staff, packers, or youth corps that requires action or follow-up.

**PCTA Regional Representatives:**

- Serving as a catalyst and central coordinator for agency, nonprofit, and corps crew partners.
- Coordinating the program of work for each field season with packers, corps crews, volunteer groups and agency partners. The program of work consists of many trail projects, which are proposed by agency land management partners, local volunteer groups or regional office staff.
- Ensuring that the project has the appropriate volunteer agreements, including packers, in place.
- Providing oversight and training when needed to ensure that the trail project meets natural resource concerns, trail construction and maintenance requirements, or safety concerns.
- Working with partners and packers to ensure project, transportation, and safety logistics are communicated and confirmed.
- Ensuring that communication and safety plans are intact.
- Reviewing the work being accomplished, as well as the work and living procedures of PCTA-sponsored volunteer and corps crews. Through their project planning, they have a clear and shared vision of the key factors for excellent work results. They give high praise where it is deserved, and work with crew leaders to make adjustments to deficient situations in a positive way.

**PCTA Volunteer Program Staff:**

- Recruiting, screening and enrolling PCTA-sponsored volunteers to join each project in accordance with PCTA's sponsored volunteer agreements.
- Communicating with crew leaders conveying number of participants and the participating volunteer's information including relevant medical and dietary conditions, medications, emergency contact, skill level and trail work history.
- Ensuring that all crew leaders complete safety paperwork (sign in sheet and JHA) and project reports, compiling data, and distributing these to appropriate agency staff.

**Volunteers:**

- Contributing safely and productively to the trail project, as well as, assisting in base camp chores (cooking and cleaning).