



## SCA Crew Leader Training SCA – Charlestown, NH June 14 to June 26, 2010

Welcome to the 2010 Conservation Crew Leader season! This letter serves as your official invitation to 2010 Crew Leader Training. In this packet, you will find specific information about the training, what to expect and what to bring.

New crew leaders will attend Orientation and Conservation Skills and returning leaders will attend Orientation. In addition to Orientation and Conservation Skills, we are offering Pre-Orientation workshops with a variety of professional development opportunities and certifications this year. Some courses have limited enrollment and you are encouraged to register early.

The National Crew staff has been working hard to evaluate last year's training and develop new training opportunities, content and practices for 2010. In addition to the workshops, Saturday electives have returned to the agenda and we are continuing to promote experiential learning. We are very excited for the 2009 training season and we look forward to your involvement, ideas and feedback!

***Please read this letter carefully.*** The staff spend a great deal of time and money to provide you with one of the most professional and in-depth trainings in the outdoor industry. In return, we expect a high level of professionalism and preparedness from you. All crew leaders are evaluated during training. Your hire for the summer is based on the successful completion of Orientation and Conservation Skills. Prior to arriving at training, we expect all crew leaders to:

- 1. Read the Crew Leader Handbook- Go to: <http://www.scacrewleaders.org/hiring-process/sca-handbooks/crew-leader-handbook/>**
- 2. Review the SCA Field Operations Standards and take the online risk management test. Go to: <http://www.scacrewleaders.org/your-crew/risk-management/risk-management-online-course/>**
- 3. Turn in your hiring paperwork.** You may not attend pre-orientation skills workshops, be put on payroll, receive agency or member information until we receive your hiring paperwork. Please do not wait until training to hand in your hiring paperwork! For a complete list of required paperwork, refer to the Crew Leader website at [www.thescacrewleaders.org](http://www.thescacrewleaders.org).

### Training Staff Contact Information:

If you have questions regarding training, such as booking travel or have a flight delay on the day of travel to training, refer to the chart below for the appropriate staff to contact.

<b>What</b>	<b>Staff</b>	<b>Email</b>	<b>Phone</b>
Booking Travel	Debi Monroe	<a href="mailto:dmonroe@thesca.org">dmonroe@thesca.org</a>	603-504-3210
Pre-Orientation Workshops	Lew Shelley	<a href="mailto:lshelley@thesca.org">lshelley@thesca.org</a>	603-504-3264
Questions prior to training	Liz Vogel	<a href="mailto:evogel@thesca.org">evogel@thesca.org</a>	603-543-1700 x147
Questions about assisting at training	Lew Shelley	<a href="mailto:lshelley@thesca.org">lshelley@thesca.org</a>	603-504-3264
Travel concerns <b>on the day of travel</b>	Roger Dunn	<a href="mailto:rdunn@thesca.org">rdunn@thesca.org</a>	574-849-1092

## **NH Orientation** *(for new and veteran crew leaders)*

**6:00pm Thursday, June 17—3:00pm Sunday, June 20**

Crew Leader Orientation covers the logistics, administration, protocol and guidelines, and human dynamics side of leading an SCA crew. Much of the material will be presented primarily in small groups with hands-on activities, scenarios and a discussion-based format. Orientation will be a conference-like format and will provide crew leaders with some choice of elective workshops. Watch the crew leader website for more details ([www.scacrewleaders.org](http://www.scacrewleaders.org)).

The 2010 NH Orientation will be held at **SCA Headquarters in Charlestown, NH**. SCA is located in the western part of NH on the Connecticut River. Our accommodations will be a tent camp. Please bring a personal tent if possible. A limited number of tents may be available upon request. Showers and toilets are centrally located. SCA cooks will provide all meals.

**What to Bring:** Workshops may require being outdoors for extended periods of time. The area has some fine weather in late spring, but it can range from cool evenings to warm days, so come prepared with clothes to be comfortable in all weather. Rain is always a possibility and bugs can never be ruled out at this time of year either. We will also be running some work skills electives at training, so bring work clothes and all-leather boots if you want to participate. If you need canoe training, be sure to bring swimwear and closed-toed shoes that can get wet. You should come with:

- Sleeping bag (pad if tenting)
- Raingear (sturdy jacket and pants)
- Warm clothes (think layers)
- Toothbrush and toiletries
- Towel
- Flashlight/headlamp
- Crew Leader Handbook, Paper and Pen
- Tupperware container for lunch and leftovers
- Leather gloves and all leather work boots (mandatory for anyone doing Conservation Skills training and similar electives)
- Daypack (a must for Conservation Skills)
- Swimwear and closed-toe shoes for canoeing workshop (optional session)
- Pillow or Crazy Creek Chair (optional)
- Tent (if tenting is your preference)

## **NH Conservation Skills** *(for new crew leaders only)*

**6:00 pm Sunday, June 20 — 5:00 pm Friday, June 25**

Conservation Skills is an intensive 5-day experiential learning opportunity that provides an overview of the principles of trail work and other conservation work. The goal of Conservation Skills is to teach crew leaders how to evaluate, plan, and execute various work projects. This will include an introduction to basic tools and skills which will enable crew leaders to expand upon their knowledge in order to lead a crew in any trail environment.

New Hampshire Conservation Skills will be held at **SCA Headquarters in Charlestown, NH** and the surrounding area. We will be living in a tent camp with a central meeting hall for meals. SCA cooks will provide all meals.

**What to Bring:** Conservation Skills occurs outside everyday, rain or shine--please come prepared. For a complete list, please refer to the list on the Crew Leader website ([www.thescacrewleaders.org](http://www.thescacrewleaders.org)). Laundry options are not available on site.

## **Travel Arrangements:**

### *SCA Travel Guidelines*

**SCA Travel Reimbursement** SCA will cover or reimburse up to \$500 towards the cost of travel and travel related expenses for each of these trips. A complete list of allowable expenses follows. Additional related expenses may be submitted and reimbursed with Program Staff approval.

- Air / Bus /Train ticket fare
- Mileage (if you drive your own vehicle) at .40/mile up to 1,250 miles
- Travel related lodging (i.e. early flight requires overnight stay nearby the airport)
- Travel related meals (meal expenses incurred on the day of travel to/from)
- Parking
- Tolls
- Airline baggage charges
- [Terrapass.com](http://Terrapass.com) - offset your carbon footprint for travel

**Booking Your Travel** There are two methods for you to arrange travel for SCA:

- **Fares below \$500:** Book travel through the Egencia (SCA's current partner travel agent). Check out [Online Travel with Egencia](#) to start to book your travel to/from Training and your Program Site.
- **Fares above \$500:** If the fare is over \$500 (or if you just prefer to) you need to book travel on your own. In this situation, we support and welcome you to use any travel provider (website, agency, etc.) to book your travel. You will pay for travel arrangements directly and submit for reimbursement up to \$500 from SCA. To receive reimbursement, you must book travel then send itinerary and fare information no less than 2 weeks prior to day of travel, to contact Debi Monroe, [dmonroe@thesca.org](mailto:dmonroe@thesca.org)

### **Travel Related Expenses**

At the end of your crew(s), you may submit additional travel expenses for reimbursement. Again, the limit for all travel and travel-related expenses is \$500 total per trip (\$500 for training and \$500 for travel to each program site). Please submit a [Travel Expense Reimbursement form](#) detailing all relevant expenses as listed above. You must submit itemized expenses (i.e. airport meal during travel to training, baggage charge to Grand Teton crew, etc.) and provide receipts. NO RECEIPT = NO REIMBURSEMENT. Also, you must submit final expenses by to Debi Monroe ([dmonroe@thesca.org](mailto:dmonroe@thesca.org)) 15 days after the end of your program to receive reimbursement.

### **Travel Outside Continental US**

If you are traveling between the continental U.S. and Alaska, Hawaii, Virgin Islands, or other site, the re-imbursement limit is \$750.

## Small Airport Provision

If you are experiencing difficulty booking a flight for less than \$500 because your Crew site is a minor U.S. airport and your scheduled parameters are reasonable (i.e. you're not swinging through Zion NP on your way to Denali from your home in Vermont) – please contact Debi Monroe, [dmonroe@thesca.org](mailto:dmonroe@thesca.org).

## Carpooling

First, pat yourself on the back – well done! Next, if you are the owner of the vehicle, check out the list above and fill out the [Travel Expense Reimbursement form](#). If you are a happily carpooling passenger, please contact Debi Monroe, [dmonroe@thesca.org](mailto:dmonroe@thesca.org) for reimbursement details.

## Traveling by Air

Listed below are the times you should plan to arrive and depart from the **Manchester, NH**.

### Flying to:

**NH Optional Workshops:** Arrive in **Manchester, NH** by **2:30 pm, Tuesday, June 15**. Meet the SCA representative near baggage claim Carousel 1 at **3:00 pm**. The shuttle leaves for Charlestown at **3:30 pm**.

**NH Orientation:** Arrive in **Manchester, NH** by **2:30 pm, Thursday, June 17**. Meet the SCA representative near baggage claim Carousel 1 at **3:00 pm**. The shuttle leaves for Charlestown at **3:30 pm**.

### Flying from:

**NH Orientation:** The shuttle will depart from **SCA, Charlestown, NH** at 3:00pm on **Sunday, June 20**. Schedule your return flight for **6:00 pm or after**.

**NH Conservation Skills:** The shuttle will depart from **SCA, Charlestown, NH** at 8:00am on **Saturday, June 26**. Schedule your return flight for **11:00 am or after**.

If you find that your travel plans are not covered here, please contact Debi Monroe, [dmonroe@thesca.org](mailto:dmonroe@thesca.org).

## Traveling by Ground

If you choose to drive, SCA will reimburse for mileage at 0.40/mile, up to \$500, the cap for all travel and expenses. If driving to the NH Orientation, please **arrive at SCA by 5:30 pm on Thursday, June 17** to check in. The training will begin with a welcome dinner promptly at 6:00pm.

**Driving Directions:**

For Google Maps or Mapquest, the address is 689 River Rd., Charlestown, NH.

**From the South:**

**From Boston:** I-93 to I-89 to Rte 11 through Newport and Claremont, NH, south to Rte 12 and eventually to N. Charlestown by following Rte 12A north. The SCA Center for Conservation Service is on the left, just beyond a small school on Rte 12A.

**OR**

Rt. 2 to the Leominster area and then Rt. 12 N to Keene, NH and on to Charlestown. Follow NH Rte. 12 to junction of NH Rte. 12A on left shortly after the Indian Shutters restaurant. Follow NH Rte. 12A North. The SCA Center for Conservation Service is on the left. Check in with the SCA receptionist, they will notify us of your arrival.

**OR**

Rte. 2 West to Interstate 91 North

I-91 North to Exit 7 (Springfield, VT). Take a left off the exit ramp (turn east) onto VT Rte. 11, drive towards Charlestown, NH. Cross the Connecticut River (0.5 miles). Turn Left onto Lovers' Lane Rd. Continue (East) to junction of NH Rte. 12.

Follow NH Rte. 12 to junction of NH Rte. 12A on left shortly after the Indian Shutters restaurant. Follow NH Rte. 12A North. The SCA Center for Conservation Service is on the left. Check in with the SCA receptionist, they will notify us of your arrival.

**From Hartford:** I-91 North to Exit 7 (Springfield, VT). Take a Left off the exit ramp (turn East) onto VT Rte. 11, drive towards Charlestown, NH. Cross the Connecticut River (0.5 miles). Turn left onto Lovers' Lane Rd. Continue (East) to junction of NH Rte. 12.

Follow NH Rte. 12 to junction of NH Rte. 12A on left shortly after the Indian Shutters restaurant. Follow NH Rte. 12A North. The SCA Center for Conservation Service is on the left. Check in with the SCA receptionist, they will notify us of your arrival.

**From the North:**

I-91 South to Exit 8 (Ascutney, VT). Take a left off the exit ramp (turn east) onto VT Rte. 131 towards Claremont, NH. Drive forward through the traffic lights and cross the Connecticut River. Come to the 2<sup>nd</sup> set of traffic lights (1.4 miles) and turn right (east) onto NH Rte. 12A. Follow NH Rte. 12A for 6 miles. The SCA Center for Conservation Service is on the right. Check in with the SCA receptionist, they will notify us of your arrival.

**We look forward to seeing you soon!**

**Read further for information on the pre-orientation skills workshops.**

## 2010 Workshops

SCA is pleased to offer optional workshops as part of Crew Leader training. We are offering workshops in order to provide additional professional development opportunities and certifications to our staff. Workshops are two days or three days in length. Please check for the correct dates for each course and the related travel.

All courses are offered at a reduced cost and these fees will cover instructor costs, course materials, housing and food.

**Note: All hiring paperwork must be submitted prior to arrival at training.**

To register for a workshop, go to:

<http://members.thesca.org/site/Calendar/?view=Detail&id=105041>

For questions, please contact Lew Shelley by email: [lshelley@thesca.org](mailto:lshelley@thesca.org) or phone (603) 504-3264. Registration will be confirmed on receipt of course fees. Please do not book your travel until you have received confirmation! Confirmations will be sent in time to book travel 21 days in advance.

**Registration deadline: May 26, but you may check for space availability after this.**

***Courses are first come, first serve, and please confirm your interest early.***

## Course Descriptions

### **Wilderness First Aid / Wilderness First Responder Re-Cert:**

SCA is pleased to continue their relationship with Aerie Backcountry Medicine and once again they will be offering a Wilderness First Aid (WFA) and a Wilderness First Responder Re-certification (WFR-R) course. These 16-hour courses provide great to wilderness medicine education for anyone spending time in the outdoors. The courses focus on injury and illness prevention, patient assessment, long-term injury management, improvised splint and litter construction and environmental emergencies.

Approximately half of the course is classroom lecture and half practical scenarios. The WFR-R course is for folks with current WFR certification, but need to recertify. Currently, Aerie will recertify Wilderness First Responder's from Aerie, SOLO, WMI, or WMA. They will also recertify other organizations after approving their curriculum. CPR classes will be offered the evening before WFA classes begin.

This course will be taught on site at the facilities being used for Orientation. Prices include lodging and all meals.

Cost: The WFA course fee will be \$215 per person; \$250 with CPR  
The WFR-R course fee will be \$230 per person; \$265 with CPR

## **US Forest Service Chainsaw Training**

The first step in the use of a chainsaw is proper training. All crew leaders working with chainsaws on projects with our federal agency partners must have completed the nationally approved classroom and field training for general saw work or specialized uses as developed at the USFS Missoula Technology and Development Center. There are several proficiency levels that have been set down by the USFS. SCA Crew leaders working on chainsaw projects must be certified at the USFS "A" (apprentice) or "B" (intermediate) level. Material covered includes chainsaw safety and maintenance, and general saw work (such as bucking, limbing, and the first basic steps in felling) or specialized uses (such as construction, maintenance, and fencing).

These certifications expire 3 years after the date of issue. The certifier has full authority to impose restrictions on apprentice and intermediate sawyers as deemed necessary.

This is a three day course that will be held at sites near the Orientation facility (to be determined). Instruction will be done by Northeast Woodlands Training. Preference will be given to those that need the certification for their 2010 projects.

Cost: \$100 (additional cost is subsidized by SCA!)  
Limited to 10 participants (minimum 5)

## **Leave No Trace Trainer Course:**

The Leave No Trace Trainer Course is a vital component of the nationwide Leave No Trace program. It is a shortened version of the Master course. Participants receive introductory training in Leave No Trace skills and ethics in a condensed two-day format. The Trainer Course assists the student participants in learning more about the seven principles of Leave No Trace and techniques for disseminating these low impact skills.

These courses are designed for educators, guides, agency employees, and other outdoor professionals. Successful graduates of the Trainer Course gain the skills to teach Leave No Trace techniques to their crew and any non-SCA group. Participants learn the concepts of Leave No Trace and prepare to teach Leave No Trace curriculum in a variety of settings. Workshop topics include the ethics and seven principles of Leave No Trace. Those attending will be expected to teach the material to their crew(s) as a part of their educational experience.

The majority of this course will take place in a field setting and will include camping out for one night (sites to be determined). Further information will be sent to applicants along with other registration materials.

Cost: \$75 (This course will be taught by the Subaru Leave No Trace Traveling Trainers.)

Limited to 12 participants (minimum 5)

## **Advanced Work Skills: Basic Trails Rigging**

This workshop seeks to instill concepts of mechanical advantage and safe trail based rigging techniques so that participants can appropriately utilize basic rigging set-ups in the field while increasing site safety and productivity and minimizing environmental impacts.

This is a two-day course that will be held at sites near the Orientation facility (to be determined). The instructor is a SCA Conservation Skills Instructor and is a professional trail contractor that has worked on several major projects. Preference will be given to those that need the certification for their 2009 projects.

Cost: \$85

Limited to 5 participants (spaces are reserved for crew leaders who need this certification for their project)

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Note: Training grants are available to returning leaders for professional development workshops and courses. To apply, fill out the Training Grant Request Form, available from the crew leader website.

Go to: <http://www.scacrewleaders.org/wp-content/uploads/2009/04/2009-training-grant-app.doc>

***Space is limited, register early!***