

NATIONAL LEAVE NO TRACE PROGRAM TRAINING GUIDELINES

December 2004

A. INTRODUCTION

The national Leave No Trace training program has grown to include over 1600 Leave No Trace Master Educators and hundreds of Leave No Trace Trainers. As the number of institutions, organizations and agencies interested in offering Leave No Trace training programs increases, the more important standardized guidelines for those conducting Master Educator and Trainer courses are.

The goals for these Training Guidelines are five-fold:

- To strive for consistent, quality training for all Leave No Trace course participants;
- To provide an easily implemented training structure that encourages training efforts;
- To establish a structure that allows the Leave No Trace Center for Outdoor Ethics (the Center) to track and quantify training efforts;
- To clarify the role of the Center in regard to training institutions and individual Master Educators and Trainers;
- To identify that there are inherent risks in outdoor activities and to discuss warnings and other information pertaining to Leave No Trace courses.

The Training Guidelines describe two levels of Leave No Trace training in detail: Master Educator and Trainer. Fees may be charged for these two courses, details of which are described under each heading. Other training options- Awareness Workshops, seminars, clinics, presentations- exist and are being implemented on an ad hoc basis. Although such departures from Trainer courses are valuable and encouraged, the Center provides set curriculum for only Awareness Workshops, and therefore encourages course leaders an/or organizations to make the cost of such efforts as low as possible to encourage enrollment and training efforts. It is encouraged that Leave No Trace materials be used in all training activities regardless of the length or type of training.

The Center's Educational Review Committee (ERC: see Appendix A for members) oversees Leave No Trace training efforts, curriculum development, and material production. The ERC also serves as the institution that approves organizations interested in conducting Leave No Trace Master courses. The ERC will review and select interested organizations offering Master courses by majority vote, pursuant to the guidelines outlined below. The National Outdoor Leadership School and the Appalachian Mountain Club have been selected as the sole providers of Master Educator courses through December of 2004.

Organizations (including approved Master Educator providers) and individual Master Educators teaching courses must enter into a Training Agreement with the Center (samples attached) and follow the guidelines identified here, before conducting courses.

The Leave No Trace curriculum focuses on techniques for learning and teaching minimum impact outdoor ethics. Leave No Trace courses do not teach specific outdoor skills such as mountain climbing, river crossings, camping, etc. However, due to the nature of the Leave No Trace program, many courses are taught in an outdoor setting. Engaging in outdoor activities involves inherent or other risks and dangers that can lead to injury, property damage or even death. In addition, Leave No Trace outdoor ethics and principles are only effective if they are accurately relayed and taught to course participants. For these reasons, the Center requires organizations and individuals interested in conducting Leave No Trace courses to enter into a Training Agreement with the Center (samples attached) and follow the guidelines listed here before conducting courses. These Guidelines and the Agreement are not intended to control the details of how the organization/ individual conducts the Leave No Trace course. The Center does not control, teach or conduct the course, but rather, provides organizations and individuals with nationally approved materials to assist in the teaching of Leave No Trace courses. All organizations and individuals conducting Leave No Trace courses act as independent contractors and are solely responsible for the conduct of the courses.

Individuals interested in participating in a Leave No Trace course should have basic outdoor travel and camping skills and be in reasonably good physical condition before attending a course. Participants should understand that they are responsible for their own safety, and assume responsibility for injuries resulting from the inherent risks of recreational activities.

The Center does not warrant or guarantee the quality or expertise of any individual or organization providing a Leave No Trace course. Those individuals interested in a Leave No Trace course are advised to independently review and examine the qualifications of individuals or organizations planning to conduct Leave No Trace courses.

B. TRAINING ORGANIZATIONS AND MASTER EDUCATORS-- PROGRAM COMPONENTS

1. Organizations Offering Master Educator Courses

The ERC is interested in selecting professional and responsible organizations to offer and conduct Master Educator courses. Interested organizations will be asked to provide some or all of the following information and documentation. The ERC will select organizations based upon its review of this material:

- a. Application, including a brief statement made by the organization outlining the reasons why it is committed to teaching Leave No Trace and spreading the Leave No Trace message;
- b. Evidence that the organization possesses appropriate risk management plans and procedures for e.g.: evacuation, serious incidents;
- c. Evidence of an annual report, board of directors and history of operations;
- d. A list of references for the ERC to contact for additional information about the organization;
- e. Organized policies and procedures for running the organization;

- f. Evidence that staff are trained in outdoor leadership/instruction and possess any necessary licenses to provide services;
- g. Examination of serious incident reports on any serious injuries or fatalities occurring in the last 2 years;
- h. Copies of any safety or peer reviews (internal or external) conducted in the last 2 years;
- i. Copies of all required permits or licenses to operate or to run operations on state or federal lands; and the evidence of compliance with any applicable laws or regulations;
- j. Proof of appropriate levels of insurance;
- k. Proof of the ability to efficiently manage student screening and enrollment functions;
- l. Evidence of appropriate outdoor/recreational activity and risk disclosure to participants- e.g. in brochures, assumption of risk/release documents, registration materials, pre-trip talks;
- m. Evidence of any professional affiliations, accreditation and certification.

Those organizations selected to offer and conduct Leave No Trace Master Educator courses must comply with the Leave No Trace/Organization Training Agreement- Master and Trainer Courses (sample attached) and follow the Guidelines included here. This includes:

- a. Possessing appropriate levels of insurance;
- b. Assuring that staff of that organization, including any proposed Leave No Trace instructors or co-instructors, are appropriately trained in outdoor leadership/instruction skills, and maintain appropriate levels of emergency medical certification;
- c. Distributing the Leave No Trace introduction and discussion of course risks form;
- d. Following the “Core Components for Master Educator or Training Course Curriculum,” and following additional Guidelines for courses outlined below, in any course;
- e. Using the ERC-approved Master Educator curriculum with consideration to existing copyrights.

2. Organizations Offering Trainer Courses

Organizations offering Leave No Trace Trainer courses must comply with the Leave No Trace/Organization Training Agreement- Trainer Courses (sample attached) and follow the Guidelines included here. This includes:

- a. Possessing appropriate levels of insurance;
- b. Assuring that staff, including any proposed Leave No Trace instructors or co-instructors, are appropriately trained in outdoor leadership/instruction skills, and maintain appropriate levels of emergency medical certification;
- c. Distributing the Leave No Trace introduction and discussion of course risks form;
- d. Following the “Core Components for Training Course Curriculum,” and additional Guidelines for courses outlined below, in any Trainer course;

3. Individual Master Educators Offering Trainer Courses

Those successfully completing the Master Educator course are able to conduct Trainer courses. Although Master Educators do not need to be affiliated with an organization to offer Trainer

courses, Masters must comply with the Leave No Trace Training Agreement-Trainer Courses (sample attached) and follow the Guidelines included here. This includes:

- a. Possessing appropriate levels of insurance (federal tort claim coverage is acceptable);
- b. Maintaining appropriate levels of emergency medical certification;
- c. Distributing the Leave No Trace introduction and discussion of course risks form;
- d. Following the “Core Components for Trainer Course Curriculum,” and additional Guidelines for courses outlined below, in any Trainer course.

Liability insurance for individual Master Educators may be obtained via the Center (call for details) or via the Master’s personal insurance agent. See the Leave No Trace/Master Educator Agreement for specifics regarding liability coverage levels.

C. LEAVE NO TRACE: MASTER EDUCATOR COURSE

1. Curriculum Content

A Leave No Trace Master Educator course emphasizes skills and techniques essential to Leave No Trace minimum impact outdoor ethics and education. **As stated in the Introduction above, Leave No Trace courses do not teach basic travel, camping or other outdoor skills, nor do they provide outdoor instructor certification.** A Leave No Trace Master course includes a minimum of four eight-hour days and at least three nights camping in the field.

Core Components for Master Course Curriculum

1. Review of the role of Leave No Trace Master Educator.
2. Discussion and practice of the principles and ethics of Leave No Trace.
3. Discussion of the Leave No Trace trainer concept and Training Guidelines.
4. Overview of recreation ecology and types of resource and social impacts.
5. Discussion of Leave No Trace teaching skills and techniques, student learning styles and development of lesson plans.
6. Development of a Leave No Trace action plan.
7. At least one student led teaching exercise by each participant.
8. Focus on interactive and hands-on field experiences.
9. Review of the mission and need for the Leave No Trace program.
10. A historical overview of the Leave No Trace program.
11. Discussion of the role, function and administrative structure of the federal land management agencies' Leave No Trace programs.
12. Overview of the role, function and administrative structure of the Center for Outdoor Ethics.

2. Master Course: Course Leaders

The course leader for a Leave No Trace Master course must be a Master of Leave No Trace and either be employed by an organization approved to conduct Leave No Trace Master courses or retained by such an organization for the purposes of conducting a Leave No Trace Master course.

A course leader should co-instruct one or more approved Master courses prior to serving as a course leader or, at a minimum, must successfully instruct at least two Leave No Trace Trainer courses prior to serving as a course leader. (Note: The substitution of teaching two Trainer courses is a less-preferred option intended to assist new Master Course providers in developing a qualified cadre of Master Course instructors.) The qualifying Master or Trainer courses must be co-instructed with a different Master than the one who instructed your Master Educator course. Leave No Trace Master courses should include a course leader assisted by at least one co-instructor. A course leader should have training and experience in outdoor leadership/instruction skills and maintain appropriate levels of emergency medical certification. At a minimum, the course leader should maintain a current certification in CPR and as a First Responder. If a course Leader or co-instructor must be replaced in the event of a last-minute emergency, and the Provider cannot locate a replacement that fulfills these criteria, the Center should be contacted immediately. The Center will offer assistance in locating a qualified leader from other Master course providers or land management agencies. In the event that this is not possible, the Center can grant an exception on a case-by-case basis.

3. Master Course: Course Co-instructors

The co-instructor for a Leave No Trace Master course must be a Master of Leave No Trace and be affiliated with an institutional or organizational member of the Center, agency partner or be an individual member. Co-instructors should have experience as teacher/trainers within their respective organizations, including instruction of at least one overnight Leave No Trace course. Co-instructors should have training and experience in outdoor leadership/instruction skills and maintain appropriate levels of emergency medical certification. At a minimum, co-instructors should maintain current certification in Standard First Aid and CPR. The ERC encourages, when possible, the presence of qualified agency-affiliated co-instructors on Master courses to provide participants with a perspective on the management and use of federally administered lands.

4. Master Course: Enrollment

Master courses will be limited to a maximum of 12 participants and at least one course leader and one co-instructor. When the managing agency where the course is conducted has group size limitations requiring smaller groups, courses may be further limited. Requests for group size waivers may be submitted. In order to maximize educational perspectives, a diverse group of participants from different agencies and organizations is highly encouraged.

All enrollment in a Master course should occur with full understanding that in the event an enrolled participant cannot attend the course, either a replacement person from that organization must be sent, or the agency/individual will forfeit all or part of the tuition, per the policy of the offering organization.

5. Master Course: Cost

The ERC will review Leave No Trace Master course tuition costs prior to the establishment of the annual Master of Leave No Trace training calendar. Only those costs directly associated with the implementation and instruction of the course shall be reflected in the tuition. Every effort will be made to agree upon a fair and equitable cost for both the training organization and the student/participant. Course costs will not cover travel to and from the course for students.

Course tuition discounts may be extended to applicable partners if they provide cost saving logistical and host facilities and services to the training institution. Prior to granting a tuition discount, the Center should be consulted.

6. Master Course: Completion

Upon successful completion of a Leave No Trace Master course, each participant will become a Master of Leave No Trace and receive a completion certificate from the Center/course provider. Successful completion of the course requires participation in all course activities and teaching exercises. Those who complete the Master course are equipped to:

- Understand, demonstrate and teach state of the art minimum impact outdoor techniques, with the ability to train others as Trainers;
- Lead a discussion on outdoor ethics and help others explore and define their own personal outdoor ethic;
- Develop and share an action plan for teaching the public about Leave No Trace.

All participants of a Leave No Trace Master course shall be asked to complete a course evaluation form, copies of which will be submitted to the Center.

The Center reserves the right to deny a Master completion certificate if in the eyes of both instructors, the participant has not 1) attended the entire course; 2) displayed the skills necessary to train Trainers, conduct outreach programs or otherwise carry forward the Leave No Trace message in a productive way; 3) exhibited behavior consistent with the Leave No Trace philosophy.

D. LEAVE NO TRACE TRAINER COURSES

1. Curriculum Content

A Leave No Trace Trainer course is a modified version of a Leave No Trace Master course. The Trainer course is shorter, less comprehensive and less expensive to conduct than a Master course. Like Master courses, Leave No Trace Trainer courses emphasize skills and techniques essential to Leave No Trace minimum impact outdoor ethics and education. However, Leave No Trace Trainer courses do not teach basic travel, camping or other outdoor skills, nor do they provide outdoor instructor certification. Samples of trainer course curriculums are available through the Center.

Core Components for Trainer Course Curriculum

1. A minimum of 16 total hours of experiential instruction, 10 hours of which must be conducted in the field. One night camping is strongly recommended.
2. The role and function of a Leave No Trace Trainer.
3. The principles and ethics of Leave No Trace.
4. Teaching skills and techniques and student learning styles.
5. At least one student led teaching exercise by each participant.
6. Overview of the national Leave No Trace program.
7. The role and function of the Center for Outdoor Ethics.

2. Trainer Course: Leaders

The course leader for a Trainer course must be a Master of Leave No Trace. Leave No Trace Trainer course leaders should have training and experience in outdoor leadership/instruction skills and maintain appropriate levels of emergency medical certification. At a minimum, the course leader should maintain current certification in Standard First Aid and CPR.

3. Trainer Course: Co-instructors

A co-instructor for a Leave No Trace Trainer course can be a Master or Trainer of Leave No Trace. Co-instructors should have experience as teachers/trainers within their respective organizations, including instruction on at least one overnight Leave No Trace course. Co-instructors should have training and experience in outdoor leadership/instruction skills and appropriate levels of emergency medical certification. At a minimum, co-instructors should maintain current certification in Standard First Aid and CPR.

4. Trainer Course: Enrollment

Trainer course enrollment is not limited, but organizations and individuals offering Trainer courses should strive to keep the instructor to student ratio low to enhance learning opportunities.

5. Trainer Course: Cost

Course costs for Leave No Trace Trainer courses are not set by the Center or the Educational Review Committee. Course leaders and/or organizations should set the cost of Trainer courses to cover material, temporal, staff and other costs. The Center encourages course leaders and/or organizations to make Trainer course tuition as low as possible to encourage enrollment and training efforts.

6. Trainer Course: Completion

Upon successful completion of a Leave No Trace Trainer course, each participant will become a Leave No Trace Trainer and receive a completion certificate from the Center. Successful

completion of the course requires participation in all course activities and teaching exercises. Those who complete the Trainer course are equipped to:

- Understand, demonstrate and teach state of the art minimum impact techniques for friends, family or community groups;
- Lead a discussion on outdoor ethics and help others explore their own personal outdoor ethic. Instructors of a Leave No Trace Trainer course reserve the right to deny a Trainer completion certificate if in the eyes both instructors, the participant has not 1) attended the entire course; 2) displayed the skills necessary to conduct outreach programs or otherwise carry forward the Leave No Trace message in a productive way; 3) exhibited behavior consistent with the Leave No Trace philosophy.

E. LEAVE NO TRACE OUTREACH

Leave No Trace Master Educators, Leave No Trace Trainers and others are encouraged to conduct various forms of Leave No Trace outreach, such as Awareness workshops, seminars and short presentations. Course content may vary but at a minimum should include a discussion of the principles of Leave No Trace, a discussion regarding why Leave No Trace is needed and a Leave No Trace program overview. Course duration may also vary. The use of materials and training aids from the Center is encouraged. Experiential-based training, in an outdoor setting is also encouraged. Anyone conducting a Leave No Trace Awareness workshop or seminar in the field is encouraged to have a minimum of current certification in Standard First Aid and CPR.

APPENDIX A: THE CETNER'S EDUCATIONAL REVIEW COMMITTEE

The members and advisors of the Center's Educational Review Committee include:

- Dara Johnson- Appalachian Mountain Club
- Michael Cheek — National Outdoor Leadership School
- Patti Klein — Bureau of Land Management
- Craig Mackey — Outward Bound USA
- Jeff Marion (chairperson) — Virginia Tech
- Ben Lawhon — Leave No Trace Center for Outdoor Ethics
- Kelly Hartsell — National Park Service
- Jamie Schwartz — U.S. Forest Service
- Matt Jones – City of Boulder (CO) Open Space and Mountain Parks Dept.
- Allen Newberry – Nevada State Parks
- Dave Bates – Boy Scouts of America