



BROOKLINE BIRD CLUB – GUIDELINES FOR TRIP LEADERS

Thank you for leading this trip. Have fun!

Before the trip

- Plan the itinerary to include lunch (if needed) and rest stops.
- If necessary, contact the management of private and public sites for permission to visit and for their regulations.
- Scout key areas, road conditions, tides, etc.
- Check on MASSBIRD and eBird for any unusual sightings in the vicinity.
- **If you cannot lead the trip you are responsible for finding a substitute leader. For assistance contact the Field Trip Coordinator, neil.hayward@gmail.com, (617) 717-9969. If you get no immediate response contact the Blue Book editor, smartin@brooklinebirdclub.org, (857) 756-7981.**
- **If dangerous weather conditions or other emergency necessitates cancelling please post to MASSBIRD, and inform the Field Trip Coordinator and Blue Book Editor so that the trip can be listed as cancelled on the web site.**

At the meeting place

- Introduce yourself and ask others to do the same.
- **Welcome non-members. Invite them to consider joining the club, and offer a business card or Blue Book.**
- Brief participants on the trip itinerary and birds that you expect or hope to see. Tell them when you expect the trip to end, and that they are free to leave at any time.
- Ask if there are any target birds.
- Ask participants about their birding experience: encourage new birders and acknowledge experienced birders.
- Encourage participants to help each other and alert leader when birds are found.
- **Encourage car-pooling. Arrange drivers familiar with the area at the end of the car caravan.**

On the trip

- **Assume responsibility for the conduct of the group.**
- Be familiar with the BBC Code of Ethics (<http://www.brooklinebirdclub.org/code-of-ethics/>)
- The use of cell phones should be discrete and used for birding info only. Their use should not interfere with others using the same area.
- If your group is large, ask an experienced birder to assist at the back of the group.
- Record your sightings (either in a notebook or using an app such as eBird)
- Familiarize participants with methods to describe the location of a bird.
- Try to ensure that all participants see the birds.
- Give ID marks to help participants understand the identification.
- When appropriate, invite discussions of natural history, local history and conservation.
- Try to make the trip fun by being an enthusiastic and considerate leader.
- Please report rare or interesting birds to MASSBIRD. If you can't email from the field you can do this by calling Steve Grinley's store at (978) 462-0775.

At the end of the trip

- Thank everyone for attending the trip.
- If possible, review the list of birds seen.

After the trip

- **Report your sightings to the BBC Statistician.**
 - Using eBird, using the instructions here - <http://www.brooklinebirdclub.org/wp-content/uploads/2016/07/eBird-for-BBC-Trip-Leaders.pdf>.
 - Using a paper checklist. Please contact the Field Trip Coordinator if you would like to use this option.
- Consider posting the trip report on MASSBIRD.

If you have any suggestions for making improvements to field trips, please let me know. And thank you! We rely on volunteers like you to offer so many diverse and interesting field trips. Without you, we would not be the most active birding club in the country!

Neil Hayward
Field Trip Coordinator