

## TEAM LEAD PROTOCOLS

### Roles & Tools

#### *Team Lead Roles*

- Prep and lead science lab.
- Prepare staff and students for science lab.
- Lead COR.

#### *Trip Lead*

One of the Team Leads will be charged as the Field Research Team Lead for all Field Trips and will be responsible for the following. The field Research Manager will determine this.

- Lead Trip. Makes decisions, oversees timing, and communicates (i.e., discusses necessary trip adjustments with boat captains and informs the rest of the team). The leader must be a Spanish speaker to communicate with boat captains.
- Responsible for student safety. They collect, hold, and return the Epirb, Epi-Pen, and student medication. They can provide routine healthcare needs for the designated group of participants.
- Lead ["Field Safety"](#) for all trips.

### How to calendar for the role of the Team Lead

#### *BLA Schedule*

See, ["How to prepare your calendar for your role in BLA."](#)

#### *Daily*

Block the following times.

- ☐ 7:15-12:25pm to lead Field Research. Team Leads are responsible for students for the full duration of this period. If you return from the field early, Team Leads are responsible for students at the Field Station.
- ☐ 1:00 to 1:30pm Lead the Field Research Briefing Meeting
- ☐ 3 to 6pm Pack Gear and Prep for Know it! Own it!
  - 3:00 – 3:30 Pack gear for field research & create teams.
  - 3:30 – 4:00 Prep for Know it! Own it!
- ☐ 4:00 – 6:00 Know it! Own it! (Team Leads support on alternating days)

#### *Day 2 & 6*

- ☐ Staff meeting during siesta.

### How to prepare for the role as Team Lead (in San Diego)

- ☐ Know how to change a tire. This will be on the portal, but with the nature of vehicles and roads in Bahía de los Ángeles a flat tire is inevitable. See the portal for a video, but it is critical that you practice this on your own.
- ☐ Be familiar with how to use the radios in Bahía de los Ángeles. This can be found on the portal under the “Mexico – Specific Safety Equipment and Information.”
- ☐ Review the curriculum, students etc.
  - Be familiar with “Pre-Trip Safety Checklist.”

## **How to prepare for Field Research (In Bahía de los Ángeles)**

*Prepare for “Team Lead Check-in and Prep” (~20 min)*

Program Leads assemble their clipboard, prepare their supplies, and review next day’s curriculum.

Prior to Meeting

- ☐ Prep next day’s clipboard using Team Lead Binder. Include the below documents:
  - Implementation Agenda
  - Field Research Protocol
  - Know it! Own it! Curriculum
  - If applicable, Curriculum for Day 0, 1, 8, 11, or 12.
- ☐ Read over next day’s Field Research Protocol and/or Curriculum.
  - Note any questions for meeting with Field Research Manager.
- ☐ Read over next day’s Know it! Own it! lesson.
  - Note any questions for meeting with Field Research Manager.

*Pack gear and prep for Know it! Own it! (~20 minutes)*

- ☐ Pack Gear. Prep Supplies. Label bag packs by staff, so that we know who should be taking that bag. Team Leads should do this.
  - See General Field Research Supplies Check List – Boat Based or Land Based.
  - See Field Research Protocol for supplies specific to research.
  - If applicable, see curriculum supply list for Day 0, 1, 8, 11, or 12.
  - EpiPen and Medications. Field Research Team Lead is responsible - packs them in the morning and the team lead is responsible for it.
- ☐ Set up for today’s Know it! Own it! lesson.
  - See curriculum for supplies and set-up.

### *Curriculum Meeting Protocol*

Meet each day to get feedback and answer questions related to curriculum and teaching for the next day.

- ☐ Check Implementation Agenda for any “to-do’s”
- ☐ Assign Trip Lead for tomorrow’s Field Research
  - When possible, this person should be a Spanish speaker.
  - Responsible for the timing of the Implementation Agenda, making decisions for the group, communication with staff, mentors, and community members
- ☐ Create field research groups for tomorrow’s field research.
  - Each team should include one adult (mentor, team lead, etc.) + 2-3 students.
  - If possible, one team lead should not be paired with a group so that they can supervise and answer questions.
- ☐ Confirm boat assignments.
  - Day 1, 4, 8 share boat assignments for new mentor shifts.
- ☐ Confirm van assignments.
  - Confirm drivers of all vehicles.
  - Confirm additional volunteer vehicles and drivers.
- ☐ Confirm snorkel buddy assignments.
  - Day 1, 4, 8 share new snorkel buddy groups for new mentor shifts.
- ☐ Confirm next day’s Field Trip location.
- ☐ Answer questions about next day’s curriculum or supplies.
- ☐ If time allows:
  - Gather feedback.
  - Share student successes.
  - Discuss student challenges.

## Field Research Briefing Meeting Protocol

### Supplies:

- Field Research Protocol for Mentors (for next day's field research) (1/mentor)
- Supplies for next day's field research
- Datasheets (if not included on Protocol for mentors)
- Pre-Trip Safety Checklist
- Boat Safety Gear (only for Boat Days)

### Daily

- ☐ For 15 minutes after lunch the Team Lead will meet with all staff and volunteers going into the field the next day. The Team Lead will review:
  - Field Research Protocol for Mentors for next day's field research
    - Background of research
    - Data collection methods
    - Datasheets
    - Supplies
  - 1<sup>st</sup> Field Research Briefing Meeting (with new round of mentors)
    - Share a copy of final exam – this is what students are working towards.
    - Review snorkel buddy pairs and snorkel levels.
  - Pre-Trip Safety Check review and reminder.
    - Arrive EARLY & prepared with ALL gear present and visible (i.e., gear cannot be in car, on a table somewhere else, etc.)
    - You are the role models
    - Assist students with gathering and organizing gear
  - Dismiss everyone except those that are a Boat Safety Person for next day. Walk over to supply closet and review:
    - All boat safety gear using: Pre-Trip Safety Checklist
      - Do a visual show of each piece of safety gear.
      - Explain there will be a pile with their name on it tomorrow in the gear closet.
      - They are responsible for all the Safety Gear for their boat.
    - How to use radio for communication.
    - EPIRB
      - Worn at all times while on the boat.
      - Do NOT wear into the water.
    - Wetsuit Protocol
      - All students are in wetsuits whenever they are snorkeling in open water (off boats).