

Palmerston North Tramping & Mountaineering Club GUIDE FOR TRIP LEADERS

AS LEADER OF A PNTMC TRIP, YOU ARE RESPONSIBLE FOR THE SAFETY AND WELL BEING OF ALL THE PARTY MEMBERS. YOUR BUSHCRAFT / NAVIGATION / LEADERSHIP SKILLS MUST BE SUFFICIENT FOR THE TRIP YOU ARE LEADING.

If for exceptional reasons you cannot lead the trip, or wish to change the trip as scheduled in any way, you must contact the Trip Co-ordinator as soon as possible to discuss the matter.

Remember you are leading a Club trip not a private one.

BEFORE THE TRIP Don't leave planning to the last minute.

- 1 Become familiar with the area and route; ask if in doubt. Contact DoC if necessary. Got the latest map?
- 2 Any special equipment required? Party gear: Tent, fly, cooker, mountain radio, ice axes, crampons, rope, EPLB/PLB. To hire gear contact Gear Custodian well in advance. Will a cell phone be useful?
- 3 Obtain permission to cross private land.
- 4 Collect trip sheet from club night.
- 5 Contact prospective party participants.
- 6 Check experience and suitability of prospective party participants with regards to type of trip and grading: experience, fitness; any special medical constraints? Get specific answers not general ones.
- 7 If necessary you may have to reject a prospective party member. Suggest a more suitable club trip.
- 8 Discuss with party participants: communal (e.g. evening) meals and personal food (e.g. breakfasts, lunches, nibbles, extra for emergencies), gear required, (refer to Bushcraft or Mountaineering manuals or ask), hut pass/tickets, when and where to meet (usually Milverton Park), and expected cost (25c/km/vehicle). For distances see notice board or ask the Trip Co-ordinator.
- 9 Ensure trip participants have informed their parents/partners/flatmate that if the trip is overdue and if there is concern, they can phone a club Overdue Trip Contact or Trip Coordinator (listed in the Newsletter, and on the Events Card). The Overdue Trip Contacts will know if there is any need for actual concern.
- 10 Make sure you have a suitable first aid kit.
- 11 Latest weather situation/forecast? (www, newspaper, TV, radio, Metfax, Metphone)
- 12 Leave written intentions (Help Form or other) for SEARCH & RESCUE purposes either: with a club Overdue Trip contact, or **dropped into Anne and Martin Lawrence's letter box at 44 Dahlia St.** Include: PNTMC name; list of all party participants names/phone numbers; grading, destination and planned route of trip (map sheet name & number); make, registration & colour of cars, what road end, and due out time/date.

AT MEETING POINT

- 13 Have everybody introduce themselves.
14. Check party participants have correct gear, especially that of new-comers. Any recent illness?

DURING THE TRIP

- 15 The party always travels together, i.e. at the pace of the slowest person.
- 16 Communicate clearly your objectives to all participants, during the trip, so they feel part of a team. Promote an interest in using the map of the area and knowing exactly where you are on the map at all times.
- 17 Be aware of where each participant is, and how they are going, during the trip. Take a special interest in new-comers. Make sure everyone is catered for in food/sleeping arrangements at night.
- 18 Correctly fill in the hut books, with all party participant's names and intentions. Always put PNTMC in the book. (It's good publicity for the club.)
- 19 Throughout the trip if big group do frequent head counts to make sure everybody is together.

AT THE ROAD END

- 20 Check everybody is there.
- 21 Take a few minutes for a debrief, distribute Trip Feedback Forms if wanted.
- 22 Collect transport money (all persons pay same amount), then distribute to drivers. Collect all hired party gear and gear hire money.
- 23 Make sure transport arrangements are still OK. Check that all participants and vehicles leave the road end.
- 24 Have you decided on who will do the trip report? Yourself or delegate.

AFTER THE TRIP

- 25 Inform your overdue trip contact. If necessary check other vehicles got back OK.
- 26 Check, and dry, any hired party gear and return it promptly to the Gear Custodian, with gear hire moneys.
- 27 Complete a Trip Feedback Form if necessary. **Essential** if there has been an accident or incident

For more information and Committee members for contacting see the Clubs web site www.pntmc.org.nz

Any queries? Trip Co-ordinator: Janet Wilson 329-4722

Overdue Trips Contacts: Janet 329-4722, Terry 356-3588, Mick Leyland 358-3183.

(PTO for tick box version)

TRIP LEADER'S CHECK LIST

Trip To:

Date:

Leader's Name:

BEFORE THE TRIP

- Obtain map & research route
- Check special equipment requirements. What party gear?
- Obtain access permission
- Collect trip list
- Contact prospective trip participants
- Assess each trip participant:
 - experience
 - fitness
- Any medical constraints?
- Suggest alternative trip if necessary
- Discuss with participants:
 - gear requirements
 - food requirements
 - hut pass/tickets
 - transport arrangements & trip cost
 - departure time & place
- Ensure participants inform a responsible person of intentions & club overdue trip contact details.
- Check party first aid kit and any party gear
- Check weather forecast
- Leave intention sheet (Help Form or other) with overdue trip contact, or **letterbox 44 Dahlia St**

AT MEETING POINT

- Introduce trip members
- Check gear. Everybody fit and able?

DURING THE TRIP

- Travel together
- Keep the trip participants informed. Promote map use. Know where you are on the map.
- Look after all participants
- Fill in hut book
- Count heads regularly

AT THE ROAD END

- Check everyone is present
- Debrief & distribute Trip Feedback Forms if wanted
- Collect transport money, redistribute to drivers. Collect hire gear and fees.
- Check transport arrangements
- Delegate trip report (if not going to do it yourself)

AFTER THE TRIP

- Inform your overdue trip contact that trip is out. If necessary check all vehicles returned OK
- Check hire gear cleaned & return to gear custodian
- Complete your Trip Feedback Form if necessary. Essential in case of incident or accident.

(PTO for full details)

For more information see the Club web site: www.pntmc.org.nz