

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 SHOULD 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, please 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? Personal Locator Beacon (PLB), tent, fly, cooker, ice axes, crampons. To hire gear contact Gear Custodian well in advance. Will a cell phone be useful?
- 3 Obtain permission to cross private land if necessary.
- 4 Make a list of trip participants, with addresses and contact phone numbers of non-club members.
- 5 Contact prospective trip participants.
- 6 Check experience and suitability of prospective trip participants with regards to type of trip and grading: experience, fitness; any special medical constraints? Get specific answers about trips they have done, not general ones.
- 7 If necessary you may have to reject a prospective trip member. Suggest a more suitable club trip.
- 8 Discuss with trip participants: communal (e.g. evening) meals and personal food (e.g. breakfasts, lunches, nibbles, extra for emergencies), gear required, (refer to Bushcraft or Safely in the Mountains manuals or ask), hut pass/tickets, when and where to meet (usually Milverton Park), and expected cost (30c/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.metservice.com or www.metvuw.com, newspaper, TV, radio)
- 12 Leave written intentions 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, or emailed to pntmctrips@gmail.com.** Include: Date; 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 (Milverton Park usually)

- 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, mention Trip Feedback Forms on club website for their feedback if wanted.
- 22 Collect transport money (all persons pay same amount, including the drivers), 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, Terry Crippen 356-3588

Overdue Trips Contacts: Janet 329-4722, Anne & Martin Lawrence 357-1695

(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 if across private land
- Make list of all trip participants. Including addresses and contact phone numbers of non-Club people
- 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 with overdue trip contact, or drop into **letterbox at 44 Dahlia S, or email pntmctrips@gmail.com**

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
- Mention Trip Feedback Forms are on the web site 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.

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

Unfortunately DoC doesn't handle trip intentions anymore. So also useful is: www.adventuresmart.org.nz