

Trip Organiser / Leader Guidelines and Responsibilities

The Trip Organizer will be a person with experience or knowledge of the trip being planned and will normally be leading one of the Groups.

As the Trip Organizer or Leader, you are expected to:

- Plan your trip well in advance: Make yourself familiar with the area to be visited; maps, guide book, DoC track descriptions. Identify any risks and devise ways to deal with them.
- Work out the probable length of days, river/bush/tops travel, type of track/ route etc
- Where you will stay i.e. in huts or campsites:
Don't always assume just because a structure (eg bridge or hut) is on the map, it will be there;
- Check with DoC or people who've been there recently for the latest info.
- Obtain permission to camp on or cross private property.
- Prepare Trip information for uploading onto the Club "Upcoming Tramps" information
- Plan Escape routes in case the weather closes in and potential hazards such as rivers and exposed tops
- In addition to GPS, and maps and a compass, phone, ensure you have a Club PLB.
- Appoint competent leaders for the trips you are not leading. For multiday trips this should be completed **in advance** of departure to ensure Leaders are well prepared to lead the trip. Discuss with the Safety Officer or experienced club members if you're not sure who to ask.
- Lead during the trip, which primarily means:
 - Facilitating good decision making by the group
 - Keeping an eye on how people are going
 - Plan for the best, prepare for the worst
 - Being prepared to take charge in difficult / emergency situations.
- The minimum number for a party is four.
- No dogs or firearms shall be taken on trips.
- Check with all persons on the trip to ensure that they know the grade of trip you will be leading and establish that they will be fit enough to cope (fitness, skills, medical conditions etc).
- If you feel someone is not fit enough for your tramp or does not appear to have the right clothing or equipment, you can refuse to take them after advising your reasons. This scenario can usually be avoided by asking questions when the person registers and you are not sure of their ability or experience.
- As leader, you decide who goes on the trip.**
- Ensure each party has PLB before leaving.
- Contact the driver(s) beforehand to brief them on your plans.

Before Departure at Road-end

1. Ensure everyone who is Registered is present
2. Check Parties members for any medical issues, and that they bring all required medications with them
3. Check each Party has a PLB
4. Introduce the participants
5. Do a head count; in large groups get two people to do it
6. Describe the route and show it on the map
7. Nominate a tail end Charlie, preferably for different parts of the trip
8. Group to stay together. No individuals to go off on their own.
9. Stop and regroup at: track intersections, tree windfalls, stream crossings and areas where track is unclear

10. At river crossings where the crossing is challenging the Leader in conjunction with experienced members make a call on best place to cross and crossing method.

On The Way

1. Choose a tail-end- Charlie for each sector.
2. Check that the pace is appropriate for all
3. Have a few short breaks climbing up or down steep hills, as required
4. Ensure the whole party follows at track junctions etc
5. Tell people to call out once they can no longer see the person in front of them, or behind them
6. Stop at suitable places and times for tea breaks and lunch
7. Ensure everyone is comfortable crossing rivers or scrambling up rocks etc
8. Help aspiring leaders by explaining decisions, allowing them to lead, etc
9. Do a head count from time to time
10. Ask experienced trampers to assist as required

In Huts

1. Ensure that the hut log book entry is made at each hut, entering participants' names, annual hut pass or hut ticket numbers and group intentions.
2. Coordinate re-stocking of firewood, sweeping out, and stacking of mattresses before departure from each hut.

Trip Grading

Factors such as type of terrain, prevailing weather conditions, general party fitness (a party is as fast as its slowest member), and leadership, never repeat themselves in an identical fashion so times are estimates only.

E	Easy / Short	Up to 4 hours per day, pace slower than EM.
EM	Easy to Medium	Up to 5 to 6 hrs per day, pace slower than M.
M	Medium	Up to 7 hours per day, at standard walking pace, some off track travel.
MF	Distance/ Medium to Fit	Up to 8 hours per day, pace faster than M, off track and above bush line travel to be expected.
F	Fit	Over 8 hours per day, pace faster than MF.

Accidents and Delays

It is compulsory to carry a personal locator beacon (PLB) on all club trips unless the trip leader has determined that mobile phone coverage is available during the time of the trip and a party member is carrying a working mobile phone.

- PLBs should only be activated in situations of grave and imminent danger (refer to Use Personal Locator Beacons (PLB's) Guidelines below).
- The decision to activate a PLB will be made by the trip leader, unless he/ she is incapacitated, in which case the person who has assumed the leader's role will make the decision.
- What to do if a party is late: refer to "Overdue Party" laminated sheet kept in the Bus locker.