



## Guidelines for Organising a NSTC Day Trip

Thank you for organising a day trip. Here are a few pointers to help to you prepare for and run it on the day.

### Before the Day

Get maps from the trip organising group (often there are some from previous trips), or from your own source.

If possible plan your routes based on one bus driver who will walk with a party. This may mean if there is a point to point track that they will walk in with one party and back to the bus with another. In some cases two drivers are necessary so ask let the Transport Officer know sufficiently in advance so they can roster on an extra driver. In some cases, you may find a second driver turns up on the day who can help with driving.

Prepare maps for shorter, medium and faster parties with the routes marked and if possible, with approximate distance and time. Provide at least 2 maps for each party and a master copy with all tracks marked on it, to be kept in the bus locker in case route information for late parties is needed.

Seal maps in waterproof plastic bags to keep them dry.

Contact the driver(s) before the day to brief them on your plans.

Guests should phone you before the day. Make sure they have appropriate gear for the trip and refer them to the website Useful Info page for a suggested Gear List. Ensure guests have a suitable level of fitness for your trip e.g. able to carry their gear for up to 5 hours in hill country.

### On the Day - Before Bus Pre-departure

Arrive early.

Let the bus driver(s) know how to get to the drop off and pick up points. Have someone up front to help navigate. You can use the clubs GPS, using street addresses and/or co-ordinates etc.

Enter the trip details in the Trip Book found in the locker at the back of the bus.



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Introduce yourself to any guests and vet them before departure. If someone is not suitably equipped or fit then you have the right to refuse them, but make them welcome to come another time once the issue has been rectified. If you are not sure about their ability or gear suitability then consult with more experienced members of the club for advice.

Introduce yourself to the wider group, introduce guests and suggest they go with the shorter party. You have the final say if there is any doubt.

Go through the Trip Announcement Checklist (should be in the cupboard at the back of the bus)

Ask people to fill in the Trip Book and pass the maps around (money is collected at the end of the tramp to ensure everyone has paid and has returned). Once the Trip Book is completed, check the details by counting the number on board including people up the front of the bus.

Offer to anyone who gets motion sickness to sit in the cab.

### On the Day - Before Hitting the Tracks

You will need to judge how many parties to have depending on the number of trampers. After the bus stops at the start destination(s) before people get off identify who is to lead each party. You will need an experienced member to lead a party.

Ask people to decide which party they will be in. There should be at least 4 people in each party.

Two personal locator beacons are kept in the bus locker. It is your decision if these are used and if in doubt use them. Some members have their own personal locator beacons and their party will not need a club one.

Give a time to return to the bus after walking. Aim for 4pm or earlier depending on the trip.

Ask people to assemble with the leader of the party they will be with and this leader will get everyone to introduce themselves and count how many in this party.



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Ensure all bus windows are closed and that the leader of each party has a bus key.

### When everyone returns to the bus after the tramp

Make enquiries as to who could write a Trip Report for the Newsletter.

You collect the money and mark in the Trip Book. Ask non-payers politely to pay on the next trip and keep a note of them. Count the money and give to a committee member to bank, or bank it yourself into North Shore Tramping club account yourself with appropriate references - ASB 12-3011-0809394-00.

The top sheet of the Trip Book needs to be given to the Treasurer. Either:

- Mail to NSTC, P.O Box 33-262, North Shore 0740
- Give to a committee member with the money
- Scan and email to the [treasurer@nstc.org.nz](mailto:treasurer@nstc.org.nz)

Count everyone on the bus to ensure everyone is accounted for.

What to do if a party is late- refer to overdue party laminated sheet kept in the locker.

Thank you for volunteering and have a good day out.

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