



Responsibilities of a trip Leader

Replacement Leader

- If you are unable to lead a designated trip, find a suitable replacement. You may need to discuss this with a committee member.
- Inform the Club Secretary, who will notify membership.

Take bookings for a Trip

- Record names and contact details to enable you to get back to participants as arrangements form and/or change.
- Question new/potential members on their ability and fitness, and advise them details of the trip and gear required.
- Contact each person who has booked in to advise carpooling arrangements, meeting place/time and likely return time. This should happen 24 hours before trip start.

Transport

- Organise carpooling. Consider type of vehicle needed (possibly 4WD)
- 4 persons per vehicle is preferred (unless other important implications as Covid).
- Choose a suitable, public meeting place, often carpark at Rec. Centre, dependent on where the trip is going.
- Pick-ups may be organised en-route.
- A participating member may take their own vehicle if this is considered appropriate for the group. (This arrangement will be outside of the car-pooling arrangement)
- Let group know where the driver's keys will be located during the trip.

Personal Locator Beacon (PLB)

- Arrange to get the PLB's from Mike Tooker and return or advise what you have done with the PLB if kept for the next trip or passed onto another member for the next trip.
- Leaders get PLB's from Mike Tooker by contacting him by:
 - Leaders let Mike know by email _____ if you intend to keep the PLB for the next trip or it has been passed to another named person for the next trip.
 - Return the PLB's to Mike Tooker by placing it in the letterbox of his home address _____ in Motueka.
- Inform all committee members and beacon contacts by email where you are going and the names of the people on the trip. The Rescue Coordination Centre will want to know if anyone on the trip has a cell phone if the PLB is activated. Let the contact people know one or more cell phone numbers of people on the trip.

- Remember to inform the contact people if you change your expected destination or direction if possible.
- Carry and/or arrange for another participant to carry the PLB's ensuring that the participants know where the PLB is located.
- Use the PLB when an emergency requires it, after discussion with the group. Make yourself familiar with the instructions on the beacon, about how to activate. Activate away from cover e.g. not in a hut or under dense bush cover. Leave it active and trust that it has been activated as there is no way of knowing that the message has got out. Keep a look out for the helicopter and signal it by waving, using bright clothes, lights (candles) etc.
- Read FMC magazine August 2016 Page 50 and November 2016 Page 8 about when to activate your PLB.

Informing the MTC Committee

- Email a list of all participants to all committee members just prior to the start of the trip.
- Committee members and contact people will have a list of members, their ICE contact and if they have a serious medical condition that the rescue paramedic may need to be aware of.

Change of Trip Destination

- Based on the weather forecast and where the trip is going, make a decision to proceed, cancel or, with consultation, an alternative trip may be offered.
- If changing destination, advise the PLB contact people of the change. This is required in case the beacon is activated. Currently these are Mike Tooker , Laurie Hope and John Beatson .

Right of refusal

- If you are unsure of a person's fitness for the trip, you can refuse participation. You may wish to discuss this with a committee member.
- If you believe a person is inadequately equipped or dressed (i.e., wearing jeans) on the day, you can also decline participation.

Trips on Private Land

- Obtain or confirm previously obtained permissions from the landowner and supply all the details they may require.
- Non club members cannot be taken on trips over private land.

During the Trip

- Your decisions will often be made after discussion with trip members.
- Where appropriate, nominate a Tail End Charlie (bigger groups).
- Decide where and when to stop for breaks and lunch.
- Decide whether to shorten or change the route, or turn back.
- Watch your party – consider the effects of weather, terrain and speed. Be aware of any injuries as they may affect your decisions.
- Keep the party together as one group.

- If there is an accident use your and the group's best endeavours to provide first aid. Use the PLB if required.

End of Trip

- Ensure everyone arrives back at the vehicles.
- Do not leave one vehicle alone in a remote area. Wait till the last vehicle has moved off.

Trip Transport Cost

- The advertised carpool cost is paid to the leader at the trip end.
- The money is divided equally between drivers, regardless of the number of passengers in each car. (Be efficient and responsible about the number of cars taken)
- The full price is paid by participants picked up along the way
- Calculation example (based on 10 trampers, 3 vehicles, \$9 cost)
 - 10 trampers less 3 drivers = 7 x \$9 = \$63, divided by 3 vehicles = \$21 per driver
 - Should a partner of the driver not pay, deduct \$9 (or one fare) from that drivers share

Trip Report for Newsletter

- Write, or arrange have written, a trip report and forward to Newsletter editor (together with photos): Yvonne Jardine