

Hutt Valley Tramping Club



Handbook for Trip Leaders

August 2019

Information for Trip Leaders

Thank you for volunteering to lead a Club trip. This information sheet provides guidance on your duties as trip leader. If you have any queries, check with the appropriate club officer, such as the, Trip Coordinator, Transport Officer, Gear Custodian or an experienced trip leader.

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Before The Trip

Route and accommodation

- Work out the intended route. Check route guides or ask experienced trampers. Topo50 series maps may be purchased at:
Dept of Conservation Visitor Centre, 18 Manners St, Wgton (ph 384 7770); or
Graphic Lamination and Coatings, 23 Sydney St, Petone (ph 568 2449).
Topo50 maps may be downloaded from:
www.linz.govt.nz/land/maps/topographic-maps ; or www.topomap.co.nz
- Make sure permission for use of huts and to cross private property has been obtained. Information can most easily be obtained from Dept of Conservation Visitor Centres or Regional Offices (contact details for these are available from the web-site: www.doc.govt.nz . There is a Register (now rather outdated) of property owners and contact details held by the Trip Coordinator.
- Book any huts that use a booking system. If you need hut tickets for yourself or party members collect these from the Transport Officer. Those used can be paid for, and unused tickets returned, after the trip.
- If the trip requires accommodation other than huts, e.g. at a motor camp on Friday night, you need to arrange this.

Club Transport

- Arrange transport, conferring with other leaders and the Transport Officer well before the trip.
- For South Island trips ferry bookings are made by the Transport Officer.
- Check you have approved van drivers and remind them to bring their licence. There is a list of approved van drivers next to the trip signup sheets and in the van.
(See the Transport Officer if you want to become an approved van driver.)
- Pick up the van keys from Gear Room on Wednesday evening prior to the trip.

Rental Transport

- If the Club van is unavailable, having been booked by another Club group, you must organise transport in private vehicles or rent a van for your group.
- Club members have hired vans from
DCR (www.dcrentals.co.nz;
ph 568 2777 or 0800 800 327; 14 Seaview Rd in Lower Hutt) ; and
Orange Car Rentals (www.orangecarrentals.co.nz;
ph 03 573 7282 or 0800 888 573; 11a Auckland St in Picton;
ph 03 961 5880 or 0800 888 358; 26b Sheffield Cres, in Christchurch).

Trip Announcements

- Be present at Club meetings on two Wednesdays before the trip runs - to make announcements about your trip and collect names. If you can't be there then ask the Trip Coordinator to talk about your trip on your behalf.
- It is useful to compile a trip information sheet to hand out or email to participants setting out the details such as departure time, route and maps, food, gear, costs, and your contact details. An example is given on pX.
- Additional trip announcements and information can be distributed to all members via the Club's e-mail network (hvtc-post@google-groups.com) or in Hills and Valleys (with sufficient lead time – it is published at the beginning of each month).

Capability of trip members

- While collecting names of participants, explain all details to newer or inexperienced people, checking they have the gear necessary for the trip. Give them a copy of the *Information for New Members* leaflet if they don't have it or refer them to the Gear List on the Club web site – www.hvtc.org.nz/
- Check with all trip members on their tramping fitness and any medical conditions they have. Ensure they will carry enough necessary medication and check where they keep it while on the trip in case you need to find it in an emergency.
- You do not have to take someone on your trip if you don't think they are capable of doing it safely. If you are uncertain, bring into any discussion the Trip Coordinator or an experienced Club member.

Club Emergency Contact

- Check who the Club Emergency Contact person will be for your trip weekend. The roster for these is on the notice board near the Trip Signup sheets.
- Supply the Club Emergency Contact or Trip Coordinator with a list of all trip members, especially including the names, addresses and phone numbers of non-members in the party.

Party gear

- Collect all necessary party gear from the Gear Room on the Wednesday evening prior to your trip.
- This must include
 - a personal locator beacon (PLB)
 - a party first aid kit.

- Other gear available from the Gear Room includes:
 - billies
 - tents or flys plus poles and pegs
 - some tramping gear – packs, sleeping bags, sleeping mats – that may be borrowed
 - axes and/or saws for cutting firewood
 - ice axes
 - crampons (instep, 10 pt (for tramping), 12 pt (for climbing))
- The Club supplies fuel (Shellite; Calite; X55 solvent) for liquid fuel stoves from the Gear Room - bring your fuel bottle(s) to the Club meeting.
- The Club does not own any stoves/cookers. You must ensure that you or someone on the trip brings a stove (or several for a large party).

Departure

- Have all party gear at the van.
- Check names off your list and count the number present - this is important.
- Agree drop-off and pickup points with van driver. You may agree to other pickup points along the route, for example Dry Creek Quarry on Haywards Hill, or the Plimmerton Bowling Club but note it is outside Club policy to agree to private pickups or drop-offs off the route to suit individual members.
- Make sure the van odometer reading is entered in the log book at the start of the trip.

During The Trip

Vehicles

- At the road end make sure the vehicles are locked and all windows shut before you set off.
- If there is more than one group using a vehicle, agree on the time you will meet back at the roadend with leaders of other trip/s.
- Where there is more than one group, ensure that a set of keys is with each group.

Monitor the group

- Look after the spirit and mood of the party.
- Ensure all trip members understand your expectations and instructions about the safety of the party while route finding, crossing rivers and at campsites.
- Ask other reliable and experienced members to either bring up the rear or watch the front.

- Govern the pace to accommodate the slowest member.
- Check numbers occasionally.

You should be enjoying the trip as much as all the participants – you do not have to be the expert in everything or to undertake all the necessary tasks; so

- Involve others in the party in decision-making.
- Engage the skills/energy of other participants for:
 - Navigation
 - Route finding
 - Pitching tents
 - Collecting and splitting firewood
 - Firelighting
 - Lighting stoves
 - Cooking
 - Cleaning huts – sweeping out, storing mattresses, removing ashes
 - Damping down fires
 - First Aid
 - Communications
- Get the party back out to the road end on time and place, even if it means cutting the trip short, but do not push your party into danger to reach the roadend - it is better to be late than never to arrive.
- In the event of an accident or incident see the Club Guidelines on the use of Personal Locator Beacons (PLB) that are carried with the beacons.
- If you are late or an accident has occurred contact the Club Emergency Contact as soon as possible (you may ring collect). Alternatively, contact any of the Club Emergency Contacts, the President, Trip Coordinator or any other Club Officer. Contact details are listed on the current Trip Schedule.

Hills & Valleys

- Arrange to have an article written for Hills & Valleys. It is easier to organise this during the trip than afterwards!

After The Trip

Club Emergency Contact

- Send the Club Emergency Contact a text when you get out from the hills or arrive back home.

Van

- With the van driver, ensure the fuel tank of the van is filled - with diesel - near

the end of the journey.

- Make sure the final odometer reading for the van is entered in the log book.

Trip numbers

- When you reach home, send the Trip Coordinator an email or text with the number of participants on the trip.

Incidents

- Report any incident, accident or near miss to the Trip Coordinator or President. This will be recorded in our Club's Incidents register. The information is useful to review and ensure we learn from any accidents about safety and well-being on trips.

Gear

- Make sure all Club gear will be returned clean and dry to the Gear Room.
- Report any First Aid material used to the Gear Custodian.
- Report any damaged gear to the Gear Custodian.

Payments

- It is your responsibility to collect all trip fares (including defaulters) and hut ticket payments, then hand them to the Transport Officer along with details of the money collected (whether cash, cheque or internet banking transfer). Use the printed envelope left in the glovebox of the van for this.
- If members on the trip wish to pay via internet banking, you need to arrange for them to pay into your account - then you can make a single transfer to the Transport Account.
- There is a surcharge for non-members that may be charged: \$4 for local trips (Tararua, Remutaka and Haurangi Ranges) or \$8 for longer trips.
- Student fares are available to members and non-members attending a secondary or tertiary institution fulltime.
- The HV TC Transport Account number is **03 0531 0410092 00**. Please clearly indicate which trip the payment relates to:

For the bank deposit there are 3 fields, titled

Particulars	Code	Reference
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 where you can place your name trip date where the trip went

Transport – a summary

Some Typical Weekend Trip Fares (return)

Roadend	Distance	Adult	Student
Catchpool Valley	56 km	\$12	\$ 8
Kaitoke	80 km	\$14	\$ 8
Otaki / Waiohine	175 km	\$22	\$14
Holdsworth / Ohau	200 km	\$22	\$14
Waingawa	200 km	\$22	\$14
Kiriwhakapapa	230 km	\$24	\$14
Putara / Mangahao	280 km	\$30	\$18
Ruapehu	700 km	\$58	\$40

For the full list of Club transport fares see the fares schedule - displayed near the Trip Signup sheets in the Clubrooms, or on page xx of the Handbook for Van Drivers and Trip Leaders.

Private vehicles

- Club transport is available for most Club overnight/weekend/longer trips.
- Private vehicles may need to be used for these trips when the van is full; or the van is not full enough e.g. four or fewer travellers; or the van is otherwise not available e.g. it has been booked for another group.
- When private vehicles only are used on a Club trip the owner may set the fare - but a reasonable fare to request is the Club fare listed for the journey. The Transport Officer is not involved in the transaction.
- When private vehicles are used in conjunction with Club transport, all participants on the trip should pay the same (the Club transport) fare. This should be collected by the Trip Leader. The owners of the private vehicles will be reimbursed, by the Trip Leader or the Transport Officer, at a rate of 25c/km of distance travelled.
- You should discuss the use of private or rental vehicles for weekend and longer trips with the Transport Officer.
- Day/Sunday trips typically use private vehicles and passengers reimburse the driver, as agreed, directly.

As leader you should facilitate a fair and consistent payment of costs across all passengers and vehicles.

Information and guidance for trip leaders

If you think of other information that would be useful to have in this Handbook, please let the Trip Coordinator know.

Trip Information Sheet – an example:

HUTT VALLEY TRAMPING CLUB

Otaki - Ohau Rivers : Tararua Range - 8-10 March 2019

Objective: This is a classic Tararua tramp - one of the most enjoyable summer river journeys!

Plan: **Friday evening:** Depart from the Clubrooms at 7 pm; at Otaki Forks, camp or stay at Parawai Lodge.
Saturday: Tramp up the Waitatapia Valley, across the Plateau and descend Arapito Creek to Waitewaewae Hut; continue up the Otaki Rvr - there are river crossings, and plenty of beautiful bush interspersed with grass flats. I hope we will reach a large flat beneath Kelleher, where there is a small DoC Biodiversity Biv, to camp.
Settle in; dine; sleep comfortably and warm.
Sunday: Rise early; breakfast; continue up the Otaki Rvr - now a small stream - and near the head climb out to Butcher Saddle (690 m). We can descend to South Ohau Hut via a short climb (120 m) to the Yeates Track and follow the Ohau Rvr down to the junction with Blackwater Stream; or ascend westwards to Richards Knob (985 m) and follow Gable End Ridge down to the junction.
From the stream junction we can tramp out along the Ohau Gorge Track or, if inclined, splish through the gorge - one swim (I think) and taking about the same time as the track.

Transport: By the Club van - depart from Clubrooms 7 pm Friday; return Sunday ~ 6 pm. Fare is \$22.

Maps: Topo50 BP33 (Featherston) and BN33 (Levin) or
NZMS 260 S26 (Carterton) and S25 (Levin)

Party Gear:

primus and fuel	Freddy
billies	HVTC (Jerry)
first aid kit, plb	HVTC (Jerry)
tents	HVTC (Jerry)

Personal Gear: Please bring:

boots	parka	warm clothing	hat, mittens
sleeping bag	sleeping mat	groundsheet	head torch
eating bowl	mug	spoon	waterbottle

Food: Please bring: 2 x own breakfasts
2 x own lunches
own snack food fruit biscuits tea, coffee milo
An evening meal: You are welcome to share this - I suggest you bring
80 g pasta spirals; 50 g cheese; 2 x serves of fresh veges; 1 piece of fruit
(I will bring soup, sauce for the pasta, instant dessert + milk powder - for all of us)

Any suggestions or questions? - contact me!

Jeremiah Fredrickson
jeremiah.fredrickson@abyz.cd.nx
ph 987 6543 or 023 456 7890