

# Information for HVTC Trip Leaders



Thank you for volunteering to lead a 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 Transport officer, Trip coordinator, Gear custodian or an experienced trip leader.

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## Before The Trip

### Route and accommodation

Find out the route and type of trip. Make sure permission for use of huts and property has been obtained. Book any huts that use a booking system. If you need hut tickets for yourself or party members pick these up from the Transport officer or nominated Gear custodians. If the trip requires accommodation other than huts e.g. at a motor camp on Friday night, you will need to arrange it.

### Transport

Arrange transport, conferring with other leaders and the Transport officer well before the trip. For South Island trips ferry bookings are done by the Transport officer but if a rental vehicle is needed that is your responsibility. 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 on Wednesday evening.

### Announcements

Be present at meetings three Wednesdays before the trip runs to make announcements and collect names. It is often useful to compile a trip information sheet to hand out to participants setting out the details such as departure time, route and maps, food, gear, costs, and your contact details. Additional trip announcements and information can be distributed to members via the club's e-mail network.

### Capability of trip members

While collecting names 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.

Check with all trip members on their tramping fitness and any medical conditions they have. Ensure they carry enough medication when necessary and check with them where they keep it while on the trip in case you have to find it for them in an emergency. You do not have to take someone on your trip if you don't think they are capable of safely doing it.

### SAR contact

Check who the SAR contact is for that weekend. Supply the SAR contact or Trip coordinator with a list of all trip members, including the names, addresses and phone numbers of all non-members in the party.

### Party gear

Collect all necessary party gear. This must include a personal locator beacon (PLB) and party first aid kit. Other gear may be billies, tents or fly plus poles and pegs. The club supplies stove fuel but doesn't have communal stoves/cookers. You will need to make arrangements for someone on the trip to bring one along, or to borrow one from another member.

## 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

### Van

At the road end make sure the van is locked and all windows shut before you set off. If there is more than one trip using the van, agree on the time you will meet back at the van with leaders of other trip/s and see that a set of keys is with each party.

### 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. Get help from other reliable and experienced members to either bring up the rear or watch the front. Think of the slowest member and check numbers occasionally.

In the event of an accident or incident see club guidelines on the use of PLBs that are with the PLB. If you are late or an accident has occurred contact one of the SAR contacts as soon as possible (you may ring collect). Alternatively contact the President, Trip coordinator or another Club Officer.

Get the party back out to the van at the right time and place, even if it means cutting the trip short, but do not push your party into danger to reach the van - it is better late than never.

### Hills & Valleys

Arrange to have an article written for Hills & Valleys. It is easier to arrange it on the trip than afterwards

## After The Trip

### SAR contact

Send the SAR contact a text when you get out from the bush or arrive back home.

### Van

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

### Trip numbers

When you are 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 Incident 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 is returned clean and dry. Report any damage 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 for this.

Note that if members on the trip wish to pay via internet banking, you will need to arrange for them to pay you, and you make a single transfer to the transport account. The HVTC transport account number is 03 0531 0410092 00. Clearly indicate which trip the payment relates to.

Note that there is a surcharge for non-members of \$4 for local trips (Tararua, Rimutaka and Haurangi Ranges) or \$8 for longer trips may be charged. Student fares are available to members and non-members attending a secondary or tertiary institution fulltime.

## *Private vehicles*

We use club transport for club trips for overnight/weekend trips. Private vehicles may be used for weekend trips when the van is full (or not full enough e.g. four or fewer travellers) or otherwise unable to carry the passengers. Discuss the use of private vehicles with the Transport officer. When private vehicles are used the owners will be reimbursed at a rate of 25c/km.

Sunday trips typically use private vehicles and passengers reimburse the driver directly. As leader you should facilitate a fair and consistent payment of costs across all passengers and vehicles.

## *Some Typical Weekend Trip Fares (Return)*

<b>Roadend</b>	<b>Distance</b>	<b>Adult</b>	<b>Student</b>
Catch pool Valley	56 km	\$12	\$ 8
Kaitoke	80 km	\$14	\$ 8
Otaki / Walls Whare	175 km	\$22	\$14
Holdsworth / Ohau	200 km	\$22	\$14
The Pines	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 transport costs, see the fares schedule held near the trip signup sheets.

## *Information and guidance for trip leaders*

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

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