

## **GUIDELINES FOR DAY TRIP LEADERS**

These guidelines apply to all day trips.

Trip leaders need to take basic steps to enhance the safety of those on their trips and facilitate a response to any emergency.

Trip leaders are encouraged to advertise their trips by email in advance, giving clear information on the level of difficulty and encouraging participants to register their intention in advance with the trip leader.

There are two categories of trip:

1. Those outside cell phone range for prolonged periods.
2. Those within or close to cell phone range throughout the route.

The following guidelines apply to trips in category 1.

- Trip leaders must arrange a SAR contact on the clubnight, or by email or phone, before a trip. The Trip Coordinator can be asked to do this.
- Participants are encouraged to confirm their intention to join the trip in advance, as noted above.
- Trip leaders should email the SAR contact on the day before the trip with a list of participants.
- If any non-members intend to participate, the trip leader should ensure an emergency contact for that person has been sent to the SAR contact.
- Trip leaders should arrange meeting points at locations within cell phone coverage. Members intending to meet elsewhere, e.g. at road-ends, must have informed the trip leader first.
- If any participant turns up who did not inform the trip leader in advance, the trip leader should text or email the SAR contact to update the list of participants before leaving the meeting point.
- A PLB, first aid kit and cell phone must be carried on the trip.

The following applies to trips in category 2.

- Trips within cell phone coverage are considered lower risk, however, trip leaders need to take steps so they know who is on the trip and, if a non-member is participating, an emergency contact for that person.
- Trip leaders must carry a cell phone

- A SAR contact is encouraged. The purpose is that if there is an accident the SAR contact will have access to the emergency contact list and can contact the emergency contact if necessary.
- Trip leaders are not required to email the participant list to the SAR contact in advance.
- Trip leaders should be sure that there is cell phone coverage and in if unsure, should treat the trip as Category 1 and advise the SAR contact.

*Example 1: Trip into the Rimutaka Forest Park.*

This will not have cell phone coverage so is a Category 1 trip.

Either the leader or Trip Coordinator will arrange a SAR contact. The leader will pick up a PLB and first aid kit from the clubrooms.

The leader will email the trip details to members encouraging them to sign up in advance.

The leader will email the SAR contact by the evening before the trip with names of participants and the emergency contact for any non-member.

The meeting point will be Woburn station, rather than, say, Catchpool carpark.

If anyone turns up who did not announce their intention in advance, the trip leader will text or email the SAR contact to update the list of participants.

At the end of the trip the leader will contact the SAR contact to confirm the trip has been safely completed (or otherwise, if necessary).

*Example 2: Southern walkway*

This trip falls in Category 2 as there is consistent cell phone coverage.

Trip leaders should advertise their trips in advance and take steps to know who is on the trip.

On the morning of the trip, the trip leader should record the names of all participants on the trip and ask any non-members for details of an emergency contact.