



## Guide For Trip Leaders

### Before the outing

- (a) If unfamiliar with the area you intend to walk in, consult a guide book and/or talk to someone who is familiar with the area.
- (b) Ideally survey or pre-walk the route, especially if off-track. Be aware of the need for any shortcuts/escape routes in case of illness/accident/bad weather/etc.
- (c) Seek the permission of landowners, and/or obtain camping permits, if applicable.
- (d) Prior (at least 10 days) to the meeting and prior to the closing date of 'Footprint', write an article for "Footprint" and give it to the editor. The article should include:
  - Location of the walk, and the quality/distance of road access to it.
  - Time and place of departure.
  - Distance, approximate time, and degree of difficulty of the walk - overstate rather than understate. Include a grading for the walk as a summary.
  - Any special requirements, such as swimming gear, protection from unfriendly vegetation.
  - For a weekend trip, facilities available at the campsite and costs involved.
  - Any other applicable costs, such as canoe or bus hire.
- (e) Contact a National Parks ranger or other local person a few days before the trip for an update on track and camp conditions.
- (f) Assess whether it is necessary to carry a Personal Locator Beacon ( PLB )

### At the meeting

At the meeting before the outing (or sooner for popular campsites, canoe trips etc, where early bookings may be required):

- (a) Give a description of the trip and answer any questions that may arise. Include information on suitable footwear, and the likely need for water.
- (b) Collect deposits from intending participants where booking of campsites/canoes/bus/etc is required.
- (c) When necessary, get a cheque from the Treasurer for National Park permits or booking campsites/canoes/bus/etc.
- (d) Be prepared to help inexperienced/novice walkers on equipment/gear they will need, and on the suitability of the trip for them. **If in doubt, advise them to take an easier option.**
- (e) Collect the sign-on sheet for your outing before leaving the meeting.
- (f) Look at the participant list. Where you have concerns that a walk is beyond the capabilities of a walker, or you are uncertain of a walker's abilities, you may advise the walker that they are not eligible for that particular walk under club by-laws.
- (g) Pick up club PLB if required. The last person using the PLB should ensure it is available.

### During the outing

At the departure point:

- (a) ensure non-members sign the *Acknowledgment of Risks and Obligations by Non-Members (Visitors)* forms.
- (b) Check all have signed the walk registration sheet.
- (c) Check walkers, particularly inexperienced walkers are adequately equipped- eg have water, not wearing thongs etc
- (d) Ensure that any minors are under the care and supervision of a responsible adult.
- (e) Check to see if any GPS unit, mobile phone, or PLB is being carried.

### On the walk:

- (a) Count heads at the start, and regularly during the walk.
- (b) Keep the group together with an experienced walker as "Tail-end Charlie", especially if off-track walking.
- (c) Keep an eye on new or inexperienced walkers
- (d) Adjust the pace to allow for the slowest walker. Be aware of the possible need for unplanned rest stops.
- (e) Be prepared to abort the outing at any time, if necessary.
- (f) Navigate and generally walk safely.
- (f) Leaders are responsible to ensure any walker who cannot complete the walk is assisted in returning to an appropriate point.

### After the outing

- (a) Get each participant to sign-off on the trip sheet, to ensure all are accounted for.
- (b) Encourage someone to write a trip report for "Footprint".
- (c) Ensure all vehicles start OK before leaving for the trip home.