



Hamilton
Tramping Club

PO Box 766
Hamilton

TRIP LEADER'S DUTIES

- 1 Collect the Trip Kit from the Club Captain. The Kit includes:
 - Intention sheets. (One copy to be left with responsible person who is not going on the trip).
 - Log report form.
- 2 The Trip Leader is to arrange hire of van/s.
- 3 Maps can be obtained from the Club Captain, also rope, packs, etc.
- 4 Know the route, and if necessary survey it with the Co-Leader.
- 5 Keep the Co-Leader fully informed so that he/she can answer queries.
- 6 The First Aid kit is to be carried by the Trip Leader. However, each member is expected to provide for their own general First Aid needs and personal medication.
- 7 A few days before the trip phone all people booked in and confirm departure time, venue, and gear.
- 8 Complete the Intention Sheet, with names and phone numbers. Give one copy to a responsible person, not going on the trip, for use in an emergency.

New Trampers

- 9 Inform new trampers booking in of any special requirements, e.g. extreme temperatures, special clothing. Ask whether they have all the gear, they need. Use the Health and Fitness Statement Doc.2 as a reference and prompt to ascertain Health and Fitness of new intending trampers. Explain the system of penalties for cancellations and failing to turn up, i.e.:
 - For late cancellations (those after the Monday preceding the trip) \$10 for a Day or Extended Day trip.
 - \$20 for a Weekend (or longer) trip.
 - Full Cost for a person who fails to cancel and does not turn up.
 - Payment of these penalties will be required before that person can book on any other trips. Of course, any valid reason for cancellation will be accepted.

Health and Fitness Statement

- 10 For the reference of all existing members and particularly Tramp Leaders.

Section A only of this form - is issued to all new member applicants and should be used as a reference when taking casual enquires from the general public wishing to attending tramping activities. Section B is for you to complete as you find necessary.

Hamilton Tramping Club

Section A

Hamilton Tramping Club require all members, intending members, and those members of the public who participate in any of the clubs activities by invitation or otherwise, to be realistic about their individual abilities to physically manage the activities intended from an health and fitness point of view.

If any intending participant has any concerns or requires information about an intending trip they should discuss these with the group leader or their deputy, before committing to the trip.

Any such private information covered in discussion with the team leader will be confidential. This club policy is clearly in the interests of the individual, the club, and other persons who will be on that trip so that activities can be approached properly prepared and with confidence.

Medical Conditions.

It is not proposed to list out all the most common medical conditions that even normal or very fit people may have, it remains the responsibility of the individual to be honest and realistic and to raise any concerns or matters with the leader as outlined above.

It is essential that in any situation that could arise that the group leader is given instruction by the individual concerned, as to any special first aid measures that may be necessary for them, or any drugs that should not be administered in the case of normal first aid treatment.

Section B

11 As an aid to the group leader at time of initial discussion the following list is given as a prompt only to record any discussions taking place, these may need to be filled out and taken on the tramp by the group leader.

- Name of intending participant;
- Fitness level;
- Any medical condition or ailment (discuss);
- Treatment, or procedure, that may be necessary on the tramp;
- State drugs, or tablets, carried and where these will be kept;
- Emergency contact telephone numbers, as applicable;
- Home;
- Doctor;
- Others;
- Residential address;
- Note that in attending the tramp all individuals agree to and will be given normal emergency medical treatment as this may become necessary, and will be transported to a medical facility as quickly as possible depending on the circumstances.
- Whilst on the tramp participants are required to follow the directions of the leader or nominated deputy.
- Please feel free to discuss any of the above matters with your group leader before you commit yourself to a tramp. You will be in good company on the day. We hope you find these precautions in your own interest and that you will enjoy many happy days in the great outdoors.

12 During the trip, the Leader must:

- Designate someone, prior to starting the tramp, to write a bulletin report on the trip, e.g. weather, highlights, events funnies etc and forward to the editor
- Ensure the party doesn't split or separate.

Hamilton Tramping Club

- Make certain new trampers are made welcome.
 - Ensure that receipts are obtained for petrol and any other expenditure.
- 13 At the end of the Trip the Leader must:
- Complete the list of all those on the trip, and those who didn't turn up, or who booked and cancelled
 - Collect money, and return all this, and the Kit, to the Treasurer.
 - Designate the Co-Leader to write a Log Report, to be returned to the Treasurer with the Kit
 - List any First Aid material used.
 - Ensure that all rubbish is removed from the van, and that it is returned and securely locked.
 - Advise the person holding the list of safe return.
- 14 Any damage to vehicles is to be reported to CCR immediately upon return to Hamilton. Vans are to be filled before returning them to CCR.
- 15 Organize someone to take group or scenic photographs for the Log Book.

The above duties are a Minimum Requirement, and all points must be carried out in full.