

HAMILTON TRAMPING CLUB - TRAMP LEADERS' CHECKLIST

Fill in and return as part of the tramp plan, with tramp fees, to the Treasurer



Thank you for spending your time to lead what will be an awesome tramp. This form is a 'one-stop-shop' checklist that will help Tramp Leaders and Co-leaders to plan the tramp, provide information to prospective participants and to provide the Hamilton Tramping Club with essential information about this tramp. Not all items may apply.

TRAMP PLANNING: CONSIDER AND TELL PROSPECTIVE TRAMPERS		NOTES
Where am I going? Do I know the area well? Do I need to do a recce or explore the area further?		Recce Date:
Do I need Farmers' or others' permission to tramp in the area? Provide name & contact details overleaf for future tramp planning.		Name: Contact:
Is there any information specific to this tramp? e.g. directions, description.	Please provide details overleaf for future tramp planning.	
What's the terrain like? Hard / moderate / easy / bush / river crossings / steep / muddy / chains / rock faces / rope bridges / ladders / caves / etc.		Terrain:
How long will the tramp take? Remember more trampers will take longer than just two. Tramping time including breaks two hourly and lunch.		Times:
Is any special clothing/equipment needed? Togs, torch, tent etc. Maps and ropes are available from Val Hollands (07 849 4447)		What:
What will the cost be? Day tramps \$20/member & \$25/non-member, other tramps as determined. Any additional transport, Hut fees etc?		Total Cost:
Is the van booked? Who's picking it up? Generally use CCR (0800 227 368 pick-up Sat morn) or EuropCar Rental Cambridge (0800 800 115)		Who:
First Aid Kit: Leader to carry a kit, available from Val Hollands (07 849 4447). Each trumper to carry a basic kit and personal medication.		
Personal Locator Beacon: Leader expected to carry the club's PLB, from Kevin Bailey (26 Charlemont St, 07 838 6327 bus, 07 838 1788 home).		Collected: Returned:
Who is coming on my tramp? List names and contact details overleaf of everyone tramping.		
Confirm details with all who are booked on the tramp. Ring a couple of days before the tramp to confirm departure time, venue and gear etc.		Date:
ON THE DAY: YOU AND/OR YOUR CO-LEADER MUST		
For emergency purposes, give a copy of this list to someone who is not going on the tramp and advise them of your expected time of return.		Who: Time of Return:
Welcome new trampers. Introduce yourself and others. Ask an existing member to look after them if you are not able to.		Who:
Medical /Fitness check. Ask that anyone with a medical condition or may require treatment/medication on the tramp, complete Medical Details Form. Provide a copy on the day.		
Ask someone to write a Tramp Reflection before you start; their perspective on the day; weather, highlights, funnies etc.		Who:
Ask someone to take photographs before you start, organize for Bulletin and Website records. Forward to publicity@trampHTC.org.nz.		Who:
Keep everyone together during the tramp If the party is large do frequent head counts. Make sure everyone is coping with the tramp.		Tail End Person:
Collect payments. Give payment, less costs (receipts required) to HTC Treasurer, Kevin Bailey		Who:
Return the Personal Locator Beacon to Kevin Bailey, or give to the Leader of the next tramp.		Who :
Remove all rubbish from the van; the fill the van with fuel and returned. Any damage to the van must be reported at the earliest opportunity.		Fuel Cost:
Advise the safe return to the person holding a copy of this Trampers List.		When:
NEW TRAMPER ENQUIRIES AND BOOKINGS		
Make them feel welcome. Provide information about HTC and your specific tramp		
How can you contact them again? Get their FULL name, phone no., mobile, address, email		
Do they have suitable tramping fitness? Have they tramped before? What's their fitness level? Any medical conditions?		
Equipment? Day pack, lunch, snacks, water, raincoat, torch, first aid, hat, gloves, warm clothing, sun protection, boots. Other?		
Explain how cancellations work. Cancellations after booking close incur penalty of \$10/day or extended day and \$20/weekend.		
Membership. Must have done at least two club tramps, to assess if our club tramps suit them, and to allow the club to assess their level of capability. Annual membership \$30/single.		

ESSENTIAL INFORMATION: fill in and return, with payment to the Treasurer

Name of tramp:	No:	Dates:
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Directions for the tramp:

Place and track names, times (departure, arrival and tramp times), other details necessary for planning a return tramp:

Special permissions:

Name and contact details:

Leader: _____ **Co-leader:** _____

Trampers name ('N' if new)	N	Phone	Address and/or email	Paid \$
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Notes for Committee to follow up:	Total collected	
	Less fuel costs (receipts attached)	
	Less other costs (receipts attached)	
	Total amount	