



TRIP LEADER CHECKLIST

Before the trip

- Research your route – maps, guidebooks, DOC, other club members, etc.
- What is plan B if weather is unsuitable? Consider escape routes.
- Communicate with participants – is the trip suitable for all involved? Do they have appropriate gear?
- Ensure group emergency equipment is carried – Tent fly, PLB, first aid kit etc.
- Leave intentions with a trusted contact *and* intentions@mtsc.org.nz
- Get an up to date weather report – www.metservice.com mountain forecast and www.metvuw.com
- Organise transport.

At the meeting point.

- Introduce trip members
- Ensure everyone has suitable clothing and equipment for safety.

Road end trip briefing

- Inform all participants of intended route and any dangers.
- Check on any medical concerns
- Stress importance of teamwork and ensuring group stays together.

During the trip

- Appoint a leader and tail end Charlie.
- Move at the speed of the slowest member.
- Regular breaks for all.
- Stop at track junctions and decision points, count heads.
- Encourage new or slower members.
- Wait if anyone needs to tape hot spots, go to the toilet etc.
- Fill in hut logbooks.

After the trip

- Check that everyone is out safely.
- Return PLB, tent fly etc.
- Ensure any monies are collected / paid.
- Inform your trusted contact that the group has returned safely.
- Email a trip report and photo to newsletter@mtsc.org.nz

*Please refer to the accompanying **Trip Leader Guidelines** for a more detailed guide to organising a club trip.*