Manawatu Tramping & Skiing Club

Trip Leader Checklist

1. Before the trip

a. Research your route – maps, guidebooks, DOC, other club members, etc.
b. What is plan B if the weather is unsuitable?
c. Communicate with participants – give an idea of length/duration of trip, fitness level required.
d. Stress the need for appropriate gear (see checklist on website).
e. Leave intentions with a trusted contact person and at intentions@mtsc.nz
f. Get an up-to-date weather forecast (https://www.metservice.com | https://weather.niwa.co.nz/parks | https://www.metvuw.com | https://www.yr.no/en | https://www.windy.com).
g. Organise transport.

2. At the meeting point

a. Introduce any new members
b. Ensure everyone has suitable clothing and equipment for safety.

3. Road end trip briefing

a. Inform all participants of the intended route and any dangers.
b. With large numbers consider splitting into independent sub-groups with an experienced member being appointed as leader for each group.
c. Check on any medical concerns.
d. Ensure group emergency equipment is carried – Tent fly, PLB, first aid kit, radios, etc.
e. Stress the importance of teamwork and ensuring the group (or sub-groups) stays together.

4. During the trip

a. Appoint a leader and tail-end Charlie.
b. Move at the speed of the slowest member.
c. Regular breaks for all.
d. Stop at track junctions and decision points, count heads.
e. Encourage new or slower members.
f. Wait if anyone needs to adjust boots, go to the toilet etc.
g. Fill in hut logbooks.
h. Always stay together

5. After the trip

a. Check that everyone is out safely.
b. Return PLB, tent fly, radios etc.
c. Ensure any monies are collected / paid.
d. Check that all vehicles will start and can move before leaving the road end.
e. Inform your trusted contact that the group has returned safely.
f. If there was an accident or incident during the trip download and complete the Accident Report Form from the website and email it to chief.guide@mtsc.nz
g. Email a trip report and photo to newsletter@mtsc.nz

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