

Strzelecki Bushwalking Club

Trip Planning Checklist for Leaders

Before the Trip

- ❑ Discuss your plans with the Walks Secretary, agree on the grade of the trip and the description and dates and Overdue Contact person for inclusion in the Trips Program. The Walks Secretary would appreciate the details in writing.
- ❑ Learn all you can about the area. The best source is other club leaders. They will be happy to help you. Ideally, you will know the area already.
- ❑ Specifically check - campsites, water, times, tracks, escape routes and hazards. Travel times can be estimated using Naismith's rule.
- ❑ Be sure all of your party is capable of the trip. Ask about any medical conditions.
- ❑ Obtain any permissions or permits from land owners or National Park staff.
- ❑ Arrange or co-ordinate transport.
- ❑ Plan for the possibility of an emergency, consider the number of participants, how many are experienced and any escape routes. Consider what first aid items might be needed and taking a mobile phone, the club PLB, and the club's UHF radios.
- ❑ Nominate your Overdue Contact and fill in the Trip Intentions Form. Refer to the Emergency Contact System for the details.
- ❑ Use the Trip Participants sheet to record details of participants.
- ❑ Write a Trip Preview for the Club Newsletter in good time. Include the location, dates, leaders name, contact number, grading, and distance. A brief description will help promote the trip and encourage people to come along.
- ❑ Inform all participants of details of the trip, any special gear, water points and meeting times. You may wish to distribute an information sheet, including a copy of the map. Remind participants of the expectation that they carry their up-to-date "Emergency Contact and Medical Information" form in a sealed plastic envelope in their pack.
- ❑ Check the weather forecast and any warnings such as flood, strong wind, Fire Danger Ratings and fuel reduction burns.

On the Trip

- ❑ Check everyone is together, brief the party before setting off.
- ❑ Ensure visitors sign the "Acknowledgement of Risk and Obligations of Temporary Members" form.
- ❑ Keep the party together as far as practical. Very large parties may be split into smaller groups, each with their own leader. Consider appointing a "whip".
- ❑ Encourage Minimum Impact Bushwalking by example.

At the end of the Trip

- ❑ Make certain everyone has arrived.
- ❑ Check that all vehicles will start before anyone heads home. It is usually the last to leave who has problems.
- ❑ Notify the Overdue Contact of your safe completion of the trip.
- ❑ Arrange a trip report for the next meeting and the Newsletter.
- ❑ Give a copy of your Trip Participants Form and any Visitor Forms to the Walks Secretary for filing, and any visitor fees to the Treasurer.
- ❑ Discuss any incident of concern, such as an injury, with the Walks Secretary. Complete the "Incident Report Form."