

# OTMC Weekend Leadership

A guide for trip leaders.

The following notes are adapted from various sources, including the complete trip leaders information folder, and are produced here as a concise reminder of the points to note when leading a trip for the OTMC.

## Trip Leaders Must Be Fully Aware Of Their Responsibilities

- **Preparation:** For major trips, start at least six weeks in advance.
  1. Ascertain sources of information about the proposed trip:- guide books (Moirs if area is covered), DoC offices, OTMC Trip Information, Chief Guide or other club members.
  2. Obtain information about terrain, tracks, distances, times, huts, campsites, ESCAPE ROUTES, major features such as rivers, and access to the area. Information available from the Chief Guide or someone who has been to the area.
  3. Obtain necessary permissions (property and huts)
  4. The Chief Guide will provide a trip list. Trip leaders can publicise the trip, in conjunction with the Chief Guide if required. Choices are: Club Bulletin, display in the clubrooms or slides/photos on clubnight. Talk to people and persuade them to join the trip. Try and get a sufficient number of experienced people going.
  5. The Transport Officer will liase with the trip leader to ascertain transport requirements.
- **After the trip list closes:**
  1. Close the trip on the Thursday night – 8 days before the trip departs. (Accept no latecomers if they inconvenience arrangement's – but sometimes they help even up transport and food parties.
  2. Appoint party leaders in consultation with the Chief Guide. Party leaders must have experience and be reliable. If a person has potential to be a future leader, appoint them as a co-leader, with the object of leading the party, but with an experienced trumper in the party for back up.
  3. Organise parties in consultation with the Chief Guide. 4 is the ideal number in a food party, and should be the minimum tramping party. Discuss party composition with the Chief Guide.
  4. Organise a responsible person remaining in town to act as the Search and Rescue contact person. Make sure all people on the trip know who the person is and what they are there for.
  5. Check that all parties have adequate equipment and clothing – don't leave it to chance.
  6. Make sure all party members know the approximate time of return, and leave details of the trip and SAR contact at home.
  7. Make enough copies of the SAR Trip/Intentions list for the following: SAR contact person, each vehicle, DoC headquarters (where applicable) and the Chief Guide. The Treasurer needs a list of names, addresses and phone numbers for trip cost collection
  8. Make sure all non members pay before the trip departs. Non member surcharge is 20% of the current full club membership (\$9 in 2000/01)
  9. Appoint drivers for vans in consultation with the transport officer.
  10. Advise people who withdraw from the trip after the list has closed that they required to pay the trip cost unless a reasonable explanation is provided for the OTMC Committee. Please advise the Chief Guide of any such cases. NOTE: Providing a suitable substitute means such persons withdrawing are exempt from this liability.

11. Discuss any problems with the Chief Guide.
12. Discuss individual parties planned trips with the Chief Guide to ensure trip is within the capabilities of ALL the party.

- **On the way:**

**You are the leader:- You are responsible for:**

1. Signing IN and OUT at the Department of Conservation Field office (where applicable)
2. The safety of your party.
3. The enjoyment of those in your party.
4. The successful accomplishment of your trip.

In addition, you are responsible for ensuring that at all times the party's behaviour is such that it will deserve credit, therefore:

- Do not permit drinking on club transport.
- See that property is respected.
- See that no litter is left.
- Ensure that no firearms or dogs are taken on trips.
- Hut fees must be paid where applicable ASAP.

- **In the hills:**

1. Move at the pace of the slowest member. Sometimes it is best to lead from the rear.
2. At obstacles such as rivers maintain strict control. Keep the party together and see that they follow correct procedures. Never take rivers lightly.
3. In conditions of wet and cold, watch for signs of EXPOSURE. Never let the party split in these circumstances – stronger members will be needed to assist weaker ones. The party may have to turn back, or camp short of its destination
4. **A good leader will have the courage to turn back in good time.**

**The prime principle is safety of the party.**

A trip can only have one leader. What s/he say goes, BUT seek the advice and knowledge of others. Talk facts, not opinions, then make the final decision. Make sure all party members know and understand the decision.

**Think OF and FOR the group as a whole.**

- **On return:**

1. If hired transport was used, leave it clean.
2. Write (or delegate some else to write) a trip report for the bulletin.
3. Complete a form for the Trip Information folder.
4. Write a report regarding the trip and any problems encountered for the Chief Guide file.

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