

# OTAGO TRAMPING AND MOUNTAINEERING CLUB

## Day Trip Search and Rescue Form

Destination:			
Date:	Estimated Time Home:		
SAR Contact Person	Phone No:		

Name:	SAR Contact Details	OTMC Member (Y/N) *	Mobile Number
1. (Leader)			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Driver	Reg. No.	Make / Model	Colour

Transport will be parked at:

Take a photo of list with your phone before leaving the clubrooms and email to [otmcplb@gmail.com](mailto:otmcplb@gmail.com) and your SAR contact. Please post this form in the slot in the clubroom's door, and remember to inform your contact person when you get home.  
*\* Non-OTMC Members are limited to 12 days or tramping with us in a 12-month period*

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## *Guidelines and suggestions for Day Trip Leaders.*

- If you are not sure about an area, you will need to **research** it prior to your trip. The OTMC has been to most/all places around Dunedin. Antony Hamels book, Dunedin Tracks and Trails, is an excellent starting point (currently out of print). You can also ask at a club meeting, or use the email list or Facebook to seek advice.
- If the trip involves **extra costs** such as for hire of boats, etc. check in advance for group discounts and reduced costs for children (if applicable), and advertise them as part of the trip cost.
- If for any reason you **can't lead a trip**, it is your responsibility to make arrangements for the trip to go ahead (it doesn't have to go to the same destination). Use the Bulletin if there is enough lead time to publicise the change, and make sure it is mentioned at club and on the email list / Facebook. Advise the day trip convenor of all changes.
- Having a **Search and Rescue contact** person in Dunedin is just as important for a day trip as for an overnight trip. Ideally, this would be someone at home. Make sure this person has a contact number for the club day trip convenor, as well as other Committee members. Before you depart you fill out the attached form, and post in the clubrooms door slot. If you don't return home by a pre-set time, your contact person can contact the committee rep etc. who will make arrangements to uplift the trip list (remember SAR is a Police responsibility, so call them for all overdue parties).
- All OTMC trips require a **Personal Locator Beacon (PLB)**. There is a dedicated club PLB available for day trips - the day trip convenor will advise how to pick this up. Before departure use your mobile phone (or ask another trip participant) to take a photo of the SAR list and email to [otmcplb@gmail.com](mailto:otmcplb@gmail.com), as well as to your SAR contact.
- It is the leader's responsibility to make sure the participants on the trip have the **required minimum clothing, equipment and food** for the trip. There is a list of required equipment on the reverse of the trip card, as well as on the OTMC website.
- A trip leader has absolute responsibility for the trip, and has the **authority to decline participants without adequate clothing, equipment or provisions**.
- **Transport** is by car pool. The trip programme includes the amount to be paid to the driver.
- **No dogs or firearms** are allowed on OTMC trips.
- **Bad weather** may make trips longer and/or harder than the grade stated. If your trip requires very good weather, try to have a backup trip planned, or a turn-around time.
- Standard departure times for Summer (November to April) day trips is **8am**, while Winter trips (May to October) it is **9am**.
- Appoint someone to write a **trip report** before you start walking. Trip reports are more informative if they contain some notes regarding track condition/times etc.
- Once you return home, make sure your **SAR contact person is notified**.
- The day trip convenor will **collect the SAR forms** after the trip (club night etc.) and keep them for statistics.
- **Have a great trip**
- If you have any **problems with your trip**, please discuss with the day trip convenor
- **THANKS** for leading an OTMC trip.