

-HAMILTON TRAMPING CLUB - TRAMP CHECKLIST LEADERS'

Fill in and return as part of the tramp plan, with tramp fees, to the Treasurer



TRAMP PLANNING:	NOTES
Where am I going? Do I need to do a recce?	Recce Date:
Land Owners permission required? Name & contact details overleaf for future tramp planning.	Name: Contact:
Do I need to check route, tides etc –contact DOC or others. Please provide details overleaf for future tramp planning.	
Terrain - Hard / moderate / easy / bush / river crossings / steep / muddy / chains / rock faces / rope bridges / ladders / caves / etc.	Terrain:
How long will the tramp take? More trampers = more time Include breaks two hourly and lunch.	Times:
Special clothing/equipment needed? Togs, towel, torch, tent, maps, ropes etc.	What:
Cost? \$25 per day for members and \$30 for non-members Additional transport, Hut fees etc?	Total Cost:
Is the van booked? Who's picking it up? Ring Cross Country Rentals on 849 3949.	Who:
First Aid Kit: Leader to carry a kit and each trumper to carry a basic kit and personal medication.	
Personal Locator Beacon: Leader expected to pick up the club's PLB and Bluebook from Kevin Bailey (1166 Victoria St 029 2486 713 / 8386327 bus).	Collected: Returned:
List names and contact details overleaf of everyone tramping.	
Confirmation Ring all participants a couple of days before the tramp to confirm departure time, venue and gear etc.	Date:
BEFORE YOU SET OFF	
For emergency purposes Names, contact numbers and time of return to someone who is not going on the tramp. <i>Tell them to contact Val (849 4447) or Alan (856 4646) if overdue.</i>	Who: Time of Return:
Welcome new trampers. Introduce yourself and others. Ask an existing member to look after them if you are not able to.	Who:
Medical Details Form. Every member to hold a copy <i>in their first-aid kit – refer below.</i>	
Ask someone to write a Tramp Reflection ; <i>Forward to publicity@trampHTC.org.nz.</i>	Who:
Ask someone to take photos for Bulletin and Website records. Forward to publicity@trampHTC.org.nz.	Who:
DURING OR AT THE END OF THE TRAMP	
Keep everyone together during the tramp. If the party is large split or complete frequent head counts.	Tail End Person:
Collect payments. Payments, receipts etc to Treasurer	Who:
Return the Personal Locator Beacon and Bluebook	Who :
Van – Refuel, return and report any damage asap	Fuel Cost:
Advise your safe return to the person holding a copy of the Trampers List	When:
NEW TRAMPER ENQUIRIES AND BOOKINGS	
Make them feel welcome. Provide information about HTC and your specific tramp	
How can you contact them again? Get their FULL name, phone no., mobile, address, email	
Do they have suitable tramping fitness? Have they tramped before? What's their fitness level? Any medical conditions? <i>Everyone needs to fill in the 'Medical Details' form and keep with their first-aid kit (copies are in the Bluebook), along with 'Patient Care Record'.</i>	
Equipment? Day pack, lunch, snacks, water, raincoat, torch, first aid, hat, gloves, warm clothing, sun protection, boots. Other?	
Explain how cancellations work. Cancellations may incur penalty of \$10/day and \$20/weekend.	
Membership. Must have done at least two club tramps, to assess if our club tramps suit them, and to allow the club to assess their level of capability. Annual membership \$30 single or family..	

ESSENTIAL INFORMATION: fill in and return, with payment to the Treasurer

Name of tramp:

No:

Dates:

Directions for the tramp:

Place and track names, times (departure, arrival and tramp times), other details necessary for planning a return tramp:

Special permissions:

Name and contact details:

Leader:

Co-leader:

Trampers name ('N' if new)	N	Phone	Address and/or email	Paid \$
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Notes for Committee to follow up:

Total collected

Less fuel costs (receipts attached)

Less other costs (receipts attached)

Total amount