

HTC Tramp Leaders Checklist



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 sufficient breaks and lunch.	Times:
Special clothing/equipment needed? Togs, towel, torch, tent, maps, ropes etc.	What:
Cost? Transport \$30 per day for members and \$35 for non-members. Other costs eg, Hut fees, accommodation etc?	Total Cost:
Is the van booked? Who's picking it up? We use Rite Price 07 981 1082 (43 Greenwood Rd): Cross Country Rentals on 849 3949 or 0800 777 994 (8 Manchester Place): RFM 07 838 5356 (Ruakura Rd): Confirm or cancel no later than the Wednesday preceding the trip. Make sure you are registered before hand as a driver.	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 if required from Kevin Bailey (1166 Victoria St 029 2486 713).	Collected: Returned:
List names and contact details overleaf of everyone tramping.	
Confirmation Contact participants a couple of days before the tramp to confirm departure time, venue, gear etc. Remind them of the option to pay online.	Date:
BEFORE YOU SET OFF	
For emergency purposes Provide names, contact numbers and time of return to someone who is not going on the trip.	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. Take some membership nomination forms with you.	Who:
Medical Details Form. Every member to hold a copy <i>in their first-aid kit – refer below.</i>	
Ask someone to write a Trip Report. Forward to the Tramp Leader or direct to HTC Facebook page.	Who:
Ask someone to take photos. Forward to Tramp Leader or HTC Facebook page	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	Who :
Van – Any emergencies Cross Country Rentals(ph 0800 777 994). Refuel, return and report any damage asap (receipts to treasurer)	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 on website), 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. As last minute cancellations mean that another club member may miss out on the trip it is expected that new members and members who have a history of cancelling asked to prepay with confirmation to the leader at the time of booking.	
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 \$35 single or family.	

TRIP LOG (Please complete and return to treasurer)					
Name of tramp:		No:	Dates:		
Leader:		Co-leader			
Place and track names, times (departure, arrival and tramp times), other details necessary for planning a return tramp:					
Special permissions: Name and contact details:					
Bank account for Internet Transfers 03-0318-0717044-00			(Include Surname & Trip Number)		
Trampers name ('N' if new)	N	Phone	Address and/or email	Internet Transfer	Cash
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
Notes for Committee to follow up:			Totals (Internet /cash)	A\$	\$
			Less fuel+other costs (receipts attached)		\$
			Total cash handed to Treasurer		B\$
			Total Trip Income(A+B)		\$