

# Summarised trip leaders guide

At the meeting:

1. Get a map from the gear locker
2. **Discuss the trip with those who are interested and do your best to ensure that all participants are realistically informed about and capable of doing the trip.**
3. Get people to fill out the trips form legibly, and confirm they have paid the Treasurer.
4. Organise the party into tent and cooking groups.
5. Set a meeting time and place (usually UCSA carpark).
6. Remind people what gear they will need (direct them to the gear locker, shops, etc.).

Before the trip leaves:

1. Email everyone the trip details.
2. Organise group equipment, including first aid kits and tents.
3. Arrange van hire if necessary.
4. **Watch the weather.**
5. **Organise a base contact, and give them a list of who is going. Take another copy with you.**

Directly prior to departure:

1. **Check on the day that everyone has the correct gear. Anybody who does not must be left behind.**
2. Collect money from those who haven't paid if you have allowed this.

During the trip:

1. Involve others in leadership and decision-making when possible/desirable.
2. Remind those at the front to stop at regular intervals and at junctions.
3. Have regular breaks for rests/snacks, consistent with the nature of the trip and the group's needs.
4. Get the group moving early enough to reach its objective before dark.
5. Watch the weather and hazards.
6. **Be approachable, observant and respond proactively to any difficulties experienced by individuals or the group.**
7. **Be prepared to modify the trip to suit the conditions.**
8. Promote the club's objectives of safety, enjoyment, and instruction.
9. Fill in hut books

After the trip:

1. **Contact the base contact, by cellphone if necessary,**
2. Arrange for group gear to be returned, clean and dry, and note any damage.
3. Delegate the Trog report, and ask for feedback from participants.
4. **Email the Safety Officer and Trips Officer of any concerns or potential trip leaders.**
5. Give the Treasurer the money you received on the trip and a list of who it came from.

See the full 'Trips Leaders Guide' for more information.