

HAMILTON TRAMPING CLUB - TRAMP LEADERS' CHECK-LIST**Please fill in and return as part of the tramp plan, with payment, to the Treasurer****Hamilton**
Tramping Club

Thank you for giving up your time to lead what we're sure will be an awesome tramp. This form is intended as a 'one-stop-shop' check-list that will help tramp leaders and co-leaders to plan the tramp, provide information to prospective participants and to provide the Hamilton Tramping Club with essential information about this tramp. Not all items may apply to each tramp.

✓ TRAMP PLANNING: DETAILS TO CONSIDER AND TELL PROSPECTIVE TRAMPERS ABOUT	NOTES
Where am I going? Do I need to do a recce or explore the area further? Do I need to contact DOC, check tide tables etc?	
Do I need landowners' permission to tramp in the area? Please provide name & contact details for future tramp planning overleaf.	
What's the terrain like? Hard / moderate / easy / varied / bush / river crossings / steep climbs / muddy / chains / rock faces / rope bridges / steps or ladders / caves / etc.	
How long will the tramp take? Remember, the more people you have the longer the tramp will take.	
Is any special clothing/equipment needed? Togs & towel, torch, tent, maps, ropes etc. (Ropes are available from Kevin Bailey.)	
What will the cost of the tramp be? Day tramps: refer to the website for current costs for members and non-members. Weekend or holiday tramp: as determined (include any additional transport, hut or camp fees etc)	
Is the van booked? Who's picking it up? When? We generally use Cross Country Rentals 849 3949. Make sure drivers are registered with CCR.	
First Aid Kit: Tramp Leaders must carry a first aid kit. Each trumper is also expected to carry a basic kit and personal medication.	
Personal Locator Beacon (PLB): Tramp Leaders are expected to carry the club's PLB, available from Kevin Bailey, 1166 Victoria St, ph 029 248 6713 or 838 1788 (home)	
Who is coming on my tramp? List names and contact details overleaf of everyone tramping.	
Have I confirmed details with all who are booked on the tramp? Ring a couple of days before the tramp to confirm departure time, venue and gear etc.	

✓ ON THE DAY: YOU AND/OR YOUR CO-LEADER SHOULD:	
For emergency purposes, give a copy of the tramp list to someone who is not going on the tramp and advise them of your expected time of return. This person is to contact Val Hollands (021 023 56736 or 849 4447) or Alan Bigham (027 293 5532 or 8564646) should the party not return as expected.	Who: Expected Time of Return:
Ensure new trampers are welcomed. Introduce yourself and others. Ask an existing member to look after them if you are not able to.	
For the health and safety of all, ask that anyone with a medical condition or anyone who may require treatment/medication on the tramp, advise you in confidence.	
Before you start, ask someone to write a Tramp Reflection giving their perspective on the day; weather, highlights, funnies etc. Forward to publicity@HTC.org.nz .	Who:
Before you start, organise for someone to take photographs for Bulletin and website records. Forward to publicity@HTC.org.nz .	Who:
During the tramp, keep everyone together and nominate a 'tail-end' person. Make sure the party does not separate or split. If the party is large do frequent head counts. Make sure everyone is coping with the tramp. ENJOY.	
Collect payments and record details. Arrange for money, less costs (receipts required) to be given to the Club treasurer, (currently Kevin Bailey) along with a record of attendees. This can usually be done when the PLB is returned.	
Return the Personal Locator Beacon to Kevin Bailey or give to the next tramp leader. If passing onto someone else, please let Kevin Bailey know to whom it has been given so he always knows who has it!	
Ensure that all rubbish is removed from the van; the van is filled with petrol and returned. Any damage to the van must be reported at the earliest opportunity.	
Advise the person holding a copy of the tramp list of your safe return.	

✓ NEW TRAMPER ENQUIRY	
Make them feel welcome. Provide information about your specific tramp. Direct them to the HTC website for general information.	
How can you contact them again? Get their full name, phone and /or mobile number and email address.	
Do they have the tramping fitness required for your tramp? Have they tramped before? What's their fitness level? Any medical conditions?	
Have they got what they need? A general list is available on the website. Make sure they have appropriate footwear and that they are told to carry a first aid kit and emergency contact details with them. The club's Medical Details form is available from the website.	
Explain how bookings/cancellations work. – Registrations normally required the Monday before the trip. Cancellations after that day may incur penalty of \$10/day or extended day and \$20/weekend. Again, general information is available on the website.	

