

**South Gippsland Walking and Adventure Club Inc.**

**TRIP PLANNING CHECKLIST FOR LEADERS**



**Before the Trip**

- Discuss your plans with the Walks Coordinator/Program Committee, agree on the grade of the trip and the description and dates for inclusion in the Walks Program. Include details for the Emergency Contact if one is appointed.
- Learn all you can about the area. The best source is other club leaders, they will be happy to help you. Ideally, you will know the area already.
- Specifically check - campsites, water, travel times, tracks, escape routes and hazards.
- Make sure the details of the Trip are included on the Walks Program in good time and with appropriate grading and contact details.
- Obtain any permissions or permits from land owners or National Park staff.
- Plan for the possibility of an emergency; consider the number of participants, how many are experienced and any escape routes. Consider what first aid items might be needed and taking a mobile phone, and the club PLB.
- Be sure all of your party is capable of the trip. Ask about any medical conditions
- Use the Trip Participants sheet to record details of participants.
- Inform all participants of details of the trip, any special gear, water points and meeting times. You may wish to distribute an information sheet, including a copy of the map. Remind participants of the expectation that they carry their up-to-date "Emergency Contact and Medical Information" form in a sealed plastic envelope in their pack.
- Help co-ordinate transport if necessary
- Check the weather forecast and any warnings such as flood, strong wind, Fire Danger Ratings and fuel reduction burns.
- For extended walks or where an Emergency contact is required: -
  1. You must be familiar with the Emergency Contact System
  2. Nominate the Emergency contact with the Walks Coordinator
  3. Complete a Trip Intentions Form and a Participants List and forward copies to the Walks Coordinator and Emergency contact one week before the trip. Refer Emergency Contact guide for details.

**On the Trip**

- Check everyone is together, brief the party before setting off. Do a head count.
- Ensure visitors complete the "Acknowledgement of Risk and Obligations of Temporary Members" form. Collect these.
- Keep the party together as far as practical. Very large parties may be split into smaller groups, each with their own leader. Consider appointing a "whip". Conduct regular head counts.
- Encourage Minimum Impact Bushwalking by example.

**At the end of the Trip**

- Make certain everyone has arrived.
- Check that all vehicles will start before anyone heads home. It is usually the last to leave who has problems.
- Notify the Emergency Contact of your safe completion of the trip if one has been appointed.
- Arrange a trip report for the next meeting and the Newsletter.
- Give a copy of your Trip Participants Form and any Visitor Forms to the Walks Coordinator for filing.
- Discuss any incident of concern, such as an injury, with the Walks Coordinator. Complete the "Incident Report Form."