

2017

WTMC Trip Leading Guide



Version: 2017-4

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1. Leading Trips for WTMC

The tramping club provides an organised framework to facilitate people experiencing the outdoors safe and social way. It has been doing this for some 70 years.

As a volunteer organisation it relies heavily on its members to function.

Behind the enablement of club trips is a whole support network involving producing the schedule, transportation (maintenance & bookings), emergency contacts and gear provision.

The final piece of this jigsaw is our group of volunteer leaders, without whom no trips will actually run.

WTMC therefore requires a number of leaders of all grades and ranges of experience. As a volunteer organisation our leaders are not expected to be fully trained guides but more facilitators enabling a group to achieve its goals. A tramping trip involves teamwork and we expect all participants to contribute.

One of the benefits of tramping as a group is that we share the responsibility and learn from each other as we go.

Once members have been tramping for some time they have generally gained a degree of experience enabling them to progress into trip leading.

If everybody in the club led 1 trip for every 6 they do, then we would never be short of leaders – This general rule of thumb is a good way to think about your contribution to the Club. The more you put in the more you get out.

With our schedule there are a whole range of trip leading opportunities, from the simplest non-technical trips/day walks, to the more serious complex/technical trips involving more specialist skills.

When starting to lead, you should match your trip to your own particular skill level, i.e. don't lead a medium trip if you haven't been of a few medium trips before.

Through the process of leading trips you will rapidly increase your skills and experience in a way that simply tagging along will not.

Practical skills to support your leading are acquired over time and you are encouraged to take any opportunities to expand these by getting out there as much as possible and through the range of courses provided by the club e.g.

- a. Bushcraft
- b. River Crossing
- c. Navigation
- d. Snowcraft
- e. Alpine Leadership
- f. And those run by external providers. (eg Outdoor First Aid)



2. The Schedule Development Process

The WTMC trip schedule is produced 3 times a year by the Chief Guide. It starts with a call to club members for Roadend ideas (or suggested huts/specific trips).

On receipt of these ideas a list is produced (with dates allocated) and a Trip Planning evening is scheduled.

At this trip planning session attendees allocate these Roadend/Trip ideas to weekends in the calendar and then expand them, with a selection of trips of varying grades. (NB: At this point there may not be a high level of detail around each trip).

Following this meeting a skeletal Trip Schedule is produced in the form of a google document (below). This is shared with new and existing trip leaders who are then requested to sign up to lead some of the trips. At this stage some trips find leaders others do not.

Trip schedule Winter 2017 leaders signup.xlsx									
File Edit View Insert Format Data Tools Add-ons Help Last edit was made on April 9 by anonymous									
Weekend									
	A	B	C	D	E	F	G	H	
1	Week	Start date	End date	Roadend	Location	Destination	Type	Grade	Leader/Co leader
2	12-14 May	12-May-17	14-May-17	Makahu Road	Kaweka	Makino Track	Tramp	EM	Aimee Paterson
3	12-14 May	12-May-17	14-May-17	Makahu Road	Kaweka	Makino Hut	Tramp	M	Andrea Wiechern
4	12-14 May	12-May-17	14-May-17	Makahu Road	Kaweka	Ballard hut	Tramp	MF	Richard Manning
5	19-21 May	19-May-17	21-May-17	Top Valley Road	Richmond Ranges	Mt Fell Hut	Tramp	EM	Matt Conway
6	19-21 May	19-May-17	21-May-17	Pencarrow	Southern Wairarapa	Pencarrow Lighthouse	Day	Family	Beth Piggott
7	19-21 May	19-May-17	21-May-17	Catchpool	Rimutaka	Alpine training fitness day walk	Day	Training	Megan Sety
8	26-28 May	26-May-17	28-May-17	Haurangi/Pinnacles	Aorangi	Sutherland Hut	Tramp	E	Matt Conway
9	26-28 May	26-May-17	28-May-17	Haurangi/Pinnacles	Aorangi	Aorangi crossing	Tramp	EM	Rene Auer
10	26-28 May	26-May-17	28-May-17	Haurangi/Pinnacles	Aorangi	Adventure	Nav	F	
11	26-28 May	26-May-17	28-May-17	Wellington	Wellington	Climbing at Fergs	Climb	Family	Amelia White
12	26-28 May	26-May-17	28-May-17	Tamaki West Road	Eastern Ruahine	Takapari Road Track	MTB	MF	Jenny Cossey
13	2-5 June C	2-Jun-2017	5-Jun-2017	Picton	Marlborough Sounds	Nydia Track	Tramp	EM	Bridget Robinson
14	2-5 June C	2-Jun-2017	5-Jun-2017	Flights	Abel Tasman	Coastal Abel Tasman	Tramp	E	
15	2-5 June C	2-Jun-2017	5-Jun-2017	Wangapeka River Road	Kahurangi	Kiwi Saddle hut	Tramp	EM	Richard House
16	2-5 June C	2-Jun-2017	5-Jun-2017	Wangapeka River Road	Kahurangi	Mt Patriach circuit	Tramp	M	Kerry Charles
17	2-5 June C	2-Jun-2017	5-Jun-2017	Wangapeka River Road	Kahurangi	Mt Owen	Tramp	MF	Emily Shrosbree
18	9-11 June	9-Jun-2017	11-Jun-2017	Poads Road	Tararua	Waiopahu Hut	Tramp	EM	Anne de Ferron
19	9-11 June	9-Jun-2017	11-Jun-2017	Poads Road	Tararua	Waiopahu Hut/Ohau loop	Tramp	M	Henry Fisher
20	9-11 June	9-Jun-2017	11-Jun-2017	Poads Road	Tararua	Northern Crossing	Tramp	F	
21	9-11 June	9-Jun-2017	11-Jun-2017	Upper Waingawa Road (the Pines)	Tararua	Mitre Flats	Tramp	E	Tony Gazley
22	9-11 June	9-Jun-2017	11-Jun-2017	Upper Waingawa Road (the Pines)	Tararua	Tarn Ridge	Tramp	M	Jon Graham
23	9-11 June	9-Jun-2017	11-Jun-2017	Holdsworth	Tararua	Alpine training fitness day walk	Day	Training	Illona Keenan
24	16-18 June	16-Jun-2017	18-Jun-2017	Otaki Forks	Tararua	Waiotaru	Tramp	E	
25	16-18 June	16-Jun-2017	18-Jun-2017	Otaki Forks	Tararua	Waitewaewae	Tramp	EM	Rene Auer
26	16-18 June	16-Jun-2017	18-Jun-2017	Otaki Forks	Tararua	Penn Creek	Tramp	M	Richard Manning
27	16-18 June	16-Jun-2017	18-Jun-2017	Otaki Forks	Tararua	Snowy Hut	Tramp	MF	
28	16-18 June	16-Jun-2017	18-Jun-2017	Otaki Forks	Tararua	Maungahuka	Tramp	F	Mike Wilson
29	16-18 June	16-Jun-2017	18-Jun-2017	Wellington	Wellington	Southern Walkway at Night	Day	EM	Tony Stephens
30	23-25 June	23-Jun-2017	25-Jun-2017	Lodge	Tongariro	Mid Winter Xmas	Social	All	Murray Taylor
31	23-25 June	23-Jun-2017	25-Jun-2017	Lodge	Tongariro	Waihohonu Hut	Tramp	EM	Anne de Ferron
32	23-25 June	23-Jun-2017	25-Jun-2017	Lodge	Tongariro	Whakapapa Hut	Tramp	E	Helen Cox

After a certain amount of time the leader Sign-up window is closed and the results formed into the final printed schedule (corresponding Trip Sheets are also produced for the notice boards by the Assistant Chief Guide).

3. Trip Ideas – Get ahead of the game.

By becoming a trip leader you get involved in the trip planning process and will be sent the skeletal schedule requesting you to sign up.

Depending on your skills/confidence level you can get ahead of the game by ensuring a particular trip that matches your experience and that you would like to lead, is available.

To begin with you may wish to discuss with the Chief Guide/Assistant Chief Guide or other leaders, ideas for suitable trips that you could lead (before they start planning).

Otherwise, look for ideas in books or trip reports. There is no point re-inventing the wheel if you don't want to, so lift the basic trip plans from these books or magazines or ask trip leaders for their old trip plans as a place to start. Inform the Chief guide of the trip you would like to lead (+ when) and it will be added into the developing schedule.

4. Choosing a trip from the leaders' sign-up sheet.

To decide which trip will be right for you, you will need to do some research.

We suggest you decide upfront:

- a. What type of trip you'd like to do (Tramp/MTB ...etc)
- b. What level of fitness and therefore grade of trip you are happy with ie.

Grade	Terrain	Pace	Rests	Walking hours per day
Easy	Tracks	Leisurely	Frequent	4 – 5 hours
Easy / Medium	Tracks and some routes	Steady	Regular	5 – 6 hours
Medium	Tracks and routes	Steady	Regular	6 – 8 hours
Medium / Fit	Tracks and routes	Quicker	Regular	8 – 10 hours
Fit	Tracks and routes	Quick	Some	7 – 11 hours
Fitness essential	All terrain	Extremely quick	Some	9 – 12 hours

Alpine trip grades

1. ALP1 requires skills equivalent to snowcraft level (ability to use ice axe and crampons);
2. ALP2 requires skills equivalent to an AIC course level (ability to use ice axe, crampons and ropes);
3. ALP3 requires ALP2 skills plus significant alpine experience and confidence.

All alpine trips require medium level tramping fitness or above and a degree of suitable Alpine Experience to lead (See also the Alpine Leadership Course)

c. What type of Tracks you are comfortable with e.g.

New Zealand uses a national system to identify the difficulty level of a track, there are six different levels – These are the applicable ones from DOC:



Easy: Walking track

Duration: Gentle walking from a few minutes to a day.

Suitable for: People with low to moderate fitness and abilities. Some tracks suitable for mountain biking.

Standard: Track is mostly well formed, some sections may be steep, rough or muddy. Clearly signposted. Stream and river crossings are bridged.

Footwear required: Walking shoes or light tramping/hiking boots.

Typical tracks: [Arthur's Pass Walking Track](#) | [Orongorongo Track](#)



Intermediate: Great Walk/Easier tramping track

Duration: Comfortable multi-day tramping/hiking

Suitable for: People with limited backcountry (remote area) experience. Some tracks suitable for mountain biking.

Standard: Track is generally well formed, some sections may be rough, muddy or steep. Track has signs, poles or markers. Major stream and river crossings are bridged.

Footwear required: Light tramping/hiking boots.

Typical tracks: [Tongariro Northern Circuit](#) | Lake Daniell Track



Advanced: Tramping track

Duration: Challenging day or multi-day tramping/hiking

Suitable for: People with moderate to high level backcountry (remote areas) skills and experience, navigation and survival skills required. Some tracks suitable for mountain biking.

Standard: Track is mostly unformed, may be rough and steep. Track has markers, poles or rock cairns. Expect unbridged stream and river crossings.

Footwear required: Tramping/hiking boots.

Typical tracks: [Kapakapanui Track](#) | [Inland Track](#)



Expert: Route

Duration: Challenging overnight tramping/hiking.

Suitable for: People with high level backcountry (remote areas) skills and experience, navigation and survival skills required. Complete self sufficiency required.

Standard: Track unformed and natural, may be rough, muddy or very steep. Track has markers, poles or rock cairns. Expect unbridged stream and river crossings.

Footwear required: Sturdy tramping/hiking boots.

Typical tracks: [Three Passes Route](#) | [Taranua Northern Crossing](#)

d. What degree of challenges you are happy to face (Based on your skills) eg

1. River Crossings vs Bridges/No Crossings
2. Tops Travel vs Below Treeline
3. Off-Track vs On Track

5. Other Considerations

Group Size:

Keep in mind shared transport limitations and the size of your destination Huts – Although bed availability is never guaranteed.

Small group sizes are easier to manage/plan for and it is a good idea to limit the group size on your first trip. Trip sheets go up 6-7 weeks before the trip runs – keep an eye out when your sheet goes up and draw a line on it eg. Through line 7 to indicate that numbers are limited 6 people, and where the reserves list starts.

Small parties have many advantages.

- a. They are easier to manage. It takes less time to reach decisions, keep people informed and get things done.
- b. They can move relatively quickly with shorter delays at obstacles and rest stops.
- c. They take less time to set up camps, cook meals and attend to other chores.
- d. If careful, they will have less impact on the area - smaller fires, less firewood, less rubbish.

A good number for a trip is 4-6. A group of this size makes it easier to keep together. Four gives sufficient strength for river crossings. Also, if one person is injured or sick, then two can take a message out and one or two can remain with the casualty.

Parties of 10 to 12 people can be organised efficiently by a good leader. It may take longer to set up camp, prepare meals, check clothing and start moving again after rests. Large parties may become strung out, particularly if there are any obstacles on the route. A large party requires more checks and more conscious supervision. It is also more difficult for the leader to gauge how people are feeling. For large parties, a ratio of one experienced person to about four others who have much less experience is advisable. As parties of more than 12 are likely to create more problems, consider splitting any large groups into smaller units with separate leaders. With large parties of inexperienced individuals, a lot of time can be taken up negotiating obstacles such as swing bridges, which slows progress.

Transportation:

This is normally arranged by the club transport officer who assigns the Vans and makes Ferry bookings.

Trips involving Flights/Shuttles etc. require more organisation as the trip leader is expected to make these arrangements themselves. Do not leave these details until after users start signing up – you will need to determine expected costs prior to sending out your first emails.

If using the vans it is important to identify drivers early. NB: It is not the responsibility of the leader to drive but the leader should encourage anybody to who is a confident and safe driver to get themselves registered to drive.

On longer trips it is important to share the driving and so policy dictates that multiple drivers should be available.

Be aware that transport timetables do not always fit in with required departure dates – eg. There is not always a 5pm Ferry sailing on a Friday night – Sometimes an extra half day is required in order to catch a mid-afternoon sailing. Always check this and notify the Assistant Chief Guide to update the sign-up sheet appropriately (So that people signing up are aware of requirements) – Monitor now and again in case timetables are altered and always allow for check in times

<https://www.interislander.co.nz/Timetable.aspx>

Accommodation/Gear Rental

Trips involving Canoe-Kayak hire/Great Walk Bookings/Hut Bookings/WTMC Lodge Bookings etc also require more organisation as the trip leader is expected to make these arrangements themselves. Do not leave these details until after users start signing up – you will need to determine expected costs prior to sending out your first emails. (And possibly make tentative reservations)

WTMC Specific:

There are a number of things we do as a club that may not be done by other clubs or on private trips. Although most of these are mentioned throughout the guide, it is worth noting these specifically to avoid confusion.

- a. The club has a standard practise of individuals bringing their own food for breakfast, lunch and snacks, while the group brings food for a shared evening meal. This in conjunction with allocating group gear (flys, billies, stoves etc) allows the most efficient load carry.
- b. Trip money – note that people who pull out will not be refunded – they will be required to pay. This ensures we can keep our transport fares to a minimum – as the club is non-profit and run by volunteers, it is important to make the most cost effective transport bookings while reducing the workload for the Transport Officer. Prior to this being rigidly enforced, many people were not showing on a Friday night if the weather forecast was poor, thus placing unnecessary pressure on leaders.
- c. The Transport Officer confirms vehicle use for the weekend including rental vans if require d. Numbers must be confirmed with the Transport Officer within the required timeframes. Ferry bookings will be made for all people on your trip unless otherwise specified. Don't book your own ferry tickets or plan on taking your own car unless this been prior arranged.
- d. It is obviously important to respect others and racist, sexist or other discriminatory behaviour is unacceptable. The club has a specific policy on sexual harassment
- e. The club will have a weekend contact assigned each weekend – please pass on their details to your group. If you are unsure who this is, please contact the Club Weekend Contact Coordinator.
- f. An Intentions Sheet must be fully completed and sent to the Club Contact on the Thursday prior to the trip running.
- g. Remember the club has a 'No alcohol' policy on trips unless prior approval from the Chief Guide.
- h. Please ensure the van is tidy after returning from a trip as we have no paid cleaners to do the job.
- i. The club supports the DoC environmental code and expects everybody to comply. ALL rubbish is carried out.
- j. Lodge based trips generally include food, though may require a pickup of food from Ohakune. The order will be done by based on bunk bookings.
- k. We are a club and not a tour operator, hence we require everybody to help out with various duties including the preparation of meals and erecting of tents / flys.
- l. The club supports the DoC hut pass system and expects everybody to comply.
- m. The club has different rates for non-members – this extra levy is in lieu of subs paid by members and includes a contribution to the club gear provided.
- n. If you as a leader wish to change a route, discuss first with the Chief Guide. Obviously weather will force some changes of route.

6. Overview: The Trip Planning Process

As a WTMC trip leader, you are expected to:

Plan the trip including:

- a. Removing/Collecting the trip-sheet on the sign-up closing date (This is printed on the sign-up sheet and online schedule)
- b. Confirming individuals details and numbers
- c. Ensuring Payment
- d. Confirming numbers and transport requirements to the Transport Officer
- e. Generating a trip plan covering:
 1. The route plan
 2. Group gear allocations
 3. Communal Food allocations
 4. Transport Requirements
- f. Generating the intentions sheet and forwarding this to the Emergency Contact.
- g. Confirming/Agreeing Transport arrangements with other groups/Transport Officer
- h. Leading during the trip, which primarily means:
 1. Facilitating good decision making by the group
 2. Keeping an eye on how people are going
 3. Being prepared to take charge in difficult/emergency situations.
- i. Confirming to Emergency Contact when out from the trip.
- j. Supplying Post trip Stats info.

SEE APPENDIX FOR CHECKLIST

7. Trip Leading Process - Step by Step

Six weeks+ before your trip

- a. Plan your route

Six Wednesdays before your trip

- b. Signup sheet goes up at club
- c. Promote your trip

4 Wednesdays (SI & Lodge trips) or 3 Wednesdays before your trip

- d. Signup sheet comes down with list of individuals
- e. Email your people – initial email
- f. Find out about people and their experience level
- g. Find out about peoples medical conditions
- h. Collect payment
- i. Confirm your transport requirements
- j. Confirm accommodation requirements (Lodge Trips)

2 Wednesdays (10 days) before your trip

- k. Generate a trip Plan
- l. Plan the meal
- m. Organise club gear
- n. Email your group – trip plan email

1 Wednesdays before your trip

- o. Gear Pick-up Incl Van Keys

In the last few days before your trip

- p. Email your intentions to the club's emergency contact
- q. Check the weather forecast
- r. Van Collection

8. Plan your route

Where can you find information? There is plenty of information to be found locally and online.

- a. Department of Conservation (DOC). Their website and Visitor Centres are packed with specific information about tracks, huts, activities and important things to know about the areas you're going (Incl Alerts/Warnings). It's a great place to start your trip planning. See www.doc.govt.nz. Talk to the DOC area office or visitor centre.
- b. Information centres. Local information sources such as regional tourism websites and i-SITE centres often have great information on tracks in the area.
- c. Experienced club members. People in the tramping club will probably know the area in detail, and can help you find the type of trip you're looking for. (Start with the Chief Guide/Assistant Chief Guide)
- d. Guidebooks. There are lots of great books covering many of New Zealand's best multiday tramps. They often have recommendations for specific areas of New Zealand, so you'll likely find something in your area suitable to your group's experience. Most outdoor retailers stock them, along with all DOC Visitor Centres.
- e. You can also try online sources such

Land Information NZ -

<http://www.linz.govt.nz/land/maps/linz-topographic-maps/map-chooser>

Federated Mountain Clubs of New Zealand

<http://www.fmc.org.nz/>

Staying safe in the mountains (Wilder Life)

<https://wilderlife.nz/in-the-mountains/>

Department of Conservation

<http://www.doc.govt.nz/>

Royal Forest and Bird Protection Society of New Zealand -

<http://www.forestandbird.org.nz/>

NZ Land Search And Rescue

<http://www.nzlsar.org.nz/>

NZ Mountain Safety Council

<http://www.mountainsafety.org.nz/>

New Zealand Topographic Maps

<http://www.nztopomaps.com/>

Walking Access Mapping System

<http://wams.org.nz/>

Kiwi Tramping Online –

<http://www.angelfire.com/ky/kiwitramp/>

New Zealand Trumper

<http://www.trumper.co.nz/>

Remote Huts Westland

<http://www.remotehuts.co.nz/>

Latest alerts from DOC –

<http://www.doc.govt.nz/parks-and-recreation/plan-and-prepare/alerts/>

Avalanche Centre

<http://www.avalanche.net.nz/>

NZ Canyoning

<http://www.kiwicanyons.org/>

Off track routes

<http://www.routeguides.co.nz/routes/>

DOC:

<http://www.doc.govt.nz/parks-and-recreation/things-to-do/walking-and-tramping/>

TARARUAS:

<http://ttc.org.nz/pmwiki/pmwiki.php/TararuaFootprints/HomePage>

TRIP REPORTS:

<http://www.windy.gen.nz/index.php/trip-reports>
<http://ttc.org.nz/pmwiki/pmwiki.php/TararuaTramper/HomePage>
<http://www.trampingnz.com/tramping-reports>
<http://www.vuwtc.org.nz/publications.html>
<http://homepages.ihug.co.nz/~fiski/nz.html>
<http://www.skylark.co.nz/blog/>
<http://www.tramper.co.nz/>
<http://nelsontrampingclub.org.nz/node/17>
<http://www.sirowaw.net.nz/index.php/tramping-in-nz/trip-reports>
http://www.wildernessmag.co.nz/trips_regions.php

Tramping club websites can have useful route info in trip reports:

<http://www.ttc.org.nz/>
<http://vuwtc.org.nz/cs/default.aspx>

BLOGS/OTHER

Mike McGavin's blog has lots of useful route detail on trips, especially Ruahines and Tararuas:

<http://www.windy.gen.nz/index.php/resources>

CYCLING TRIP INFO

<http://www.mapmyride.com/nz/>

SEA KAYAKING

Swellmap <http://www.swellmap.co.nz/boating/new-zealand/tory-channel>

RIVER LEVELS

Greater Wellington Rainfall & River levels <http://graphs.gw.govt.nz/>
Canterbury River Flows –
<http://ecan.govt.nz/services/online-services/monitoring/river-flows/Pages/Default.aspx>
Genesis Energy rivers-lakes-rainfall <https://www.genesisenergy.co.nz/rivers-lakes-rainfall>

Books

You can find all of the books below in the Wellington Public Library. Some are out of print but still useful.

101 Great Tramps in New Zealand	Mark Pickering and Rodney Smith
Tararua Footprints	Merv Rodgers,
(also online at http://ttc.org.nz/pmwiki/pmwiki.php/TararuaFootprints/HomePage)	
Tararua Adventure Guide	Jonathan Kennett
North Island Weekend Tramps	Shaun Barnett
South Island Weekend Tramps	Nick Groves
Nelson and Marlborough Foothills and Coastal Regions	Pat Barrett
Moirs Guide North	Geoff Spearpoint
Moirs Guide South	Robin McNeill

Additional things you need to work out:

- a. Access: Whether you need permission to cross private land.
- b. Check the Walking Access Mapping System www.wams.org.nz. If your route crosses private land you need to contact the land owner to obtain permission.
- c. Check with DOC who can tell you and who usually hold landowner phone numbers.
- d. Escape routes in case the weather closes in.
- e. Potential hazards such as rivers and exposed tops (NB: There are many sites monitoring river levels – Keep an eye on these to get a feel of the effects of basin lag and speeds at which river levels can rise and fall).
- f. Where you will stay i.e. in huts or campsites. (+ beds/sites available)
- g. Check with DOC or people who've been there recently for the latest info.
- h. Don't always assume that just because a structure (eg bridge or hut) is on the map, it will be there.

And you must check

- i. That your planned route fits the grade that has been advertised.
- j. Work out the likely daily times and the difficulty of the track/terrain, and let prospective people know these details when you are asking them to confirm. This gives people a chance to opt out of a trip that's too difficult for them, which is much better for you as a leader. You need to be sure that peoples expectations of the trip match your planned reality!

TRAVEL TIMES (Use In conjunction with Daylight Hours)

Well-formed tracks	4 – 6 km/hr
Tramping tracks	2 – 3 km/hr
Off-track, open bush	1 – 3 km/hr
Off-track, scrub	100 – 400 m/hr
Off-track, rugged country	6 – 10 km/day
Climbing on tracks, or open country	*300 – 350 m height/hr
Descent, on tracks	*300 – 600 m height/hr

*Can ignore horizontal distance travelled.

Use these timings with discretion and experience eg.

Heavy packs can easily halve progress. Depending on depth, crust and type, snow can assist travel, through to making progress impossible.

Take into account Daylight Hours:

AV Hrs	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
	09:31	10:33	11:55	13:19	14:31	15:06	14:47	13:47	12:28	11:03	09:51

9. Other factors affecting Costs and Timings

Trips involving non-club transport require more organisation as the trip leader is expected to make these arrangements themselves, well in advance of users starting to sign up. – Let the Assistant Chief Guide know costs and pick-up/check-in arrangements so the correct values can be added to the sign-up sheet.

Trips involving flights require early organisation as the trip leader is expected to make arrangements for individuals to pay for themselves and catch appropriate flights – Allow for check-in times. Determine options early and arrange for early posting and closure of the sign-up sheet. This way details trip members are known well before hand and individuals can still purchase tickets at a reasonable price, e.g through Grabaseat. Let the Assistant Chief Guide know appropriate opening and closure dates for your sign-up sheet (Price will be specified as “TBC”). Advertise at club that your trip will open and close early.

Trips involving Canoe-Kayak hire/Great Walk bookings/Hut bookings/WTMC Lodge bookings etc also require more organisation as the trip leader is expected to make these arrangements themselves. Do not leave these details until after users start signing up – Let the Assistant Chief Guide know these costs so the correct values can be added to the sign-up sheet.

Check timetables for sailing/departure times on the dates you are planning for – Notify the Assistant Chief guide if this requires non-std departure times/extra time off work (This needs to be added to the sign-up sheet) – Allow for check-in times.

For complex trips requiring earlier close-off deadlines please notify the Assistant Chief Guide in advance so that sign-up sheets are dated and put up on appropriate dates.

10. Promote your trip

- a. Check that your trip sheet is on the club notice board. Alert the chief guide or assistant chief guide if not. (Sheets should be up 6-7 weeks before the trip weekend)
- b. If you want to limit the group to a particular number, you can alter the trip sheet to do so.
- c. i.e. draw a line through the position 1 higher than your desired group number.
- d. Promote your trip by giving a notice at club nights
- e. Remove your trip sheet from the clubroom wall (Closing date is on sheet)
 1. Three Wednesdays before for a North Island trip, and
 2. Four Wednesdays before for a South Island trip.

11. Email your group – Initial email

Send an initial email to your sign-ups as soon as you take the sign-up sheet down from the club room wall. In this email you should:

- a. Ask people to confirm that they are coming
- b. Tell them the cost of the trip and
- c. Remind them that payment is due by the following Wednesday.
 1. Encourage them to pay online into the club bank account (and to let you know that they have done this by a specified date)
 2. Give them a reference to use (Like trip name) so that the payment may be tracked

d. And ask them:

1. For the name and number of their emergency contact
2. If they are vegetarian or have other dietary/special requirements?
3. If they have a stove they can bring?
4. If they can drive the club van? (Or can they get themselves registered to drive)
5. If camping at the road end, whether they have a tent they can bring and how many it sleeps.

Example Initial Email

Hi,

Thanks for signing up to the above trip

Our destination is ***** hut in *****

IN ORDER TO PROCEED I NOW NEED THE FOLLOWING INFORMATION:

1) Please let me know if you are no longer coming

NB: Until I receive this response please consider your place unsecured and free for re-allocation without warning.

2) Can you please email me the name & contact number of an emergency contact person (family member / flatmate / close friend etc)

3) Can you please let me know of any relevant medical conditions.

4) Can you please let me know of any dietary restrictions you may have e.g. nut allergy, vegan, vegetarian etc.

5) We will each need to carry an item of kit to be picked up from club on Weds night before departure (Note: For collection the kit room is open before normal club 7 to 7:30pm ONLY).

Please let me know if you cannot make this time - I will specify what to pick up later.

6) Can you pls confirm if you have a stove that you are willing to bring along and if so, what kind.

7) As we are venturing into Alpine areas in the middle of Winter I prefer to take tents instead of flies - in the interests of comfort can you confirm if you have a tent that you could bring along + How many people it accommodates.

8) Are you a Club Approved Van Driver.

PAYMENT:

If you can then please pay the club by direct credit– saves a lot of bother.

Account number is: 38-9017-0330533-00

Use ref: *** (NB: We use this to track payment)**

Then please confirm how much you have paid

The cost of the trip is \$**** for members \$**** for non-members.

NB: Do not offer to collect gear - make it clear that people are expected to collect gear the week before and return it afterwards. Highlight requirement in the email and go from there.

You could also tell your group:

- a. Details of the route/difficulty, so people can assess if it's within their fitness/ability level
- b. Remind them of non-standard departure times or if additional time off-work will be required.

Find out about your teams experience levels

If an individual is unknown to you:

- a. Feel free to ask them questions about their experience and gear
- b. Find out what trips they have done with the club, and ask the leaders of those trips whether the person will be suited to your trip.

Do not take peoples word at face value; without NZ experience it is difficult for people to realistically judge their own capabilities, whilst others will hide conditions if they think it will spoil their chances of going.

We strongly recommend that people's first trip with the club be an Easy or Easy Medium. This is definitely the case if people have not tramped in New Zealand outside of Great Walks.

If you remain uncertain about the fitness/ability of an individual:

- a. Feel free to suggest they attempt an easier grade of trip.
- b. You have authority to tell people they cannot come on your trip if you feel it is beyond their current ability or experience level; **talk to the chief guide if you'd like help with informing people.**

If they don't have and can't get the right clothing/boots/gear, don't take them. Remember that one individual lacking capability or gear for a trip places additional risk on the whole group.

Find out about your teams medical conditions

People should disclose to you any medical conditions they have. Treat this information with respect and keep it private and confidential. Delete those records once the trip is over.

If they have a condition they don't want to tell you about, you would be justified in not taking them on the trip. If they have given you sufficient assurance, you could suggest that they put a note in an envelope that you can open only in the event of an emergency.

Drivers

Are there any club approved van drivers in the group? – If not check with the other groups who you may be sharing the van with.

Collect payment

Email the Trip Money Checker (tripmoney@wtmc.org.nz) with the with a list of your group (trip name, individual names and amount due) when you think that they have all paid and ask for confirmation.

You need to do this

- a. Two Wednesdays before for a North Island trip
- b. Three Wednesdays before for a South Island trip.

Ensure that everyone has paid before you give final trip numbers to the transport officer.

Remind people that they are liable for the trip fare if they pull out after

- a. Two Wednesdays before for a North Island trip and
- b. Three Wednesdays before for a South Island trip.

The reason for these deadlines is that we make transport bookings/allocations based on these numbers.

People are less likely to pull out of a trip if they have paid. If people do pull out after the deadline and they haven't paid, it's your responsibility to chase them for the payment. This is a problem you don't want!

Chasing People

Basically, don't do it! The club runs on volunteers giving their time freely. If people aren't punctual in replying to emails, performing the required actions, or just turning up on time, chasing people causes extra work for us all as volunteers and some individuals then think that is acceptable behaviour. The club policy is to set a deadline for all required actions and if people don't comply by the required time, they fall off the trip list and if reserves are available, they take their place. If individuals are unhappy about this policy, let the Chief Guide know the details and he/she will follow up with the individual.

Data Capture

It is helpful to capture responses in a spreadsheet (and build an email list)

Paid	Name /email	member	Emergency Contact.	medical	pick-up	food	Driver	Stove	Tent
\$51	Jo Blogs1	Y	Blogs1 1234567678	none	ok	<i>none</i>	no	Primus	2per
\$51	Jo Blogs2	Y	Blogs2 1234567679	<i>none</i>	ok	<i>none</i>	Yes	no	no
\$51	Jo Blogs3	Y	Blogs3 1234567680	<i>none</i>	ok	<i>none</i>	Yes	no	no
\$51	Jo Blogs4	Y	Blogs4 1234567681	<i>none</i>	ok	<i>no carrots</i>	Yes	no	2per
\$51	Jo Blogs5	Y	Blogs5 1234567682	<i>none</i>	ok	<i>none</i>	no	no	no
\$51	Jo Blogs6	Y	Blogs6 1234567683	<i>none</i>	ok	<i>none</i>	no	no	no
\$51	Jo Blogs7	Y	Blogs7 1234567684	none	ok	none	no	Gas	no
\$51	Jo Blogs8	Y	Blogs8 1234567685	none	ok	none	no	no	1per
\$51	Jo Blogs9	Y	Blogs9 1234567686	none	ok	none	yes	no	no
\$66	Jo Blogs10	N	Blogs10 1234567687	none	ok	none	no	no	no
\$66	Jo Blogs11	N	Blogs11 1234567688	none	NO	none	no	no	no

12. Plan your trip

Your basic plan should cover:

- a. THE ROUTE
- b. TRANSPORT ARRANGEMENTS
- c. ACCOMMODATION
- d. COMMUNAL GEAR
- e. COMMUNAL FOOD
- f. SPECIAL REQUIREMENTS (eg Personal Gear for specific Activity – Tubing/Kayaking etc)
- g. EMERGENCY CONTACT DETAILS

Planning is an opportunity to think through the trip in advance, so that you can identify any risks and devise ways to deal with them. It takes a little bit of work, but makes the on-trip leading so much easier.

There are several steps involved when planning a trip:

Plan your transport

Email the club transport officer with your final numbers by the relevant deadline. He/She will let you know what kind of transport you will be using.

Unless your group has sole use of a van, you will need to liaise with the weekend's other trip leaders to sort out drop offs and pick-ups from different road ends (this is organised cooperatively by leaders, not by the transport officer). It is a good idea to CC on transport officer emails, all the other trip leaders going out, to ease transport collaboration.

Note that for safety reasons, the club rules require at least two authorised drivers available for trips from Wellington to any location north of the Manawatu Gorge, or with an anticipated journey time of more than 3 hours.

Once drivers have been identified arrange for one of them to collect the keys on Weds night before the trip and pick up the vehicle on the weekend from the Interislander terminal car park. The pick-up driver can leave their own car there in place of the van. (There is a fee waiver notice in the van that must be placed on the dash of the replacement vehicle)

WTMC TRANSPORT POLICY – Sept 2016 update

1. If transport is not sufficient for all who wish to go on a trip to a destination, those participating in the official scheduled Club trip have preferential use of the Club vehicle over those doing "transport only" trips.
2. The minimum number for using the Club vehicle is determined by the Transport Officer, following consultation with the Chief Guide.
3. There must be at least two authorised drivers available for trips from Wellington to any location with an anticipated journey time of more than 3 hours.
4. When additional vehicles are hired for Club trips, the driver and all vehicle occupants must cover the cost of this hire (including fuel), and must follow the Club driver protocols (attached as an addendum to this policy).
5. Those aged 15 years and under must be accompanied by a supervising adult.
6. Private transport only be used on club trips when authorised by the Transport Officer, following consultation with the Trip Leaders and the Chief Guide.
7. In the event that only private transport is used on a Club trip, all those who travel in the vehicle (including the driver) owe an equal share of the mileage rate. This is payable to the driver. The rate is based on the current Jury Service mileage rate (in 2016 this was 38 cents a kilometre).
8. For example, a trip to the Orongorongos is 88km (return) from Wellington Train Station. This equates to a cost of \$33.44, which would be split equally across all those travelling in the private vehicle (including the driver).
9. The mileage rate covers all costs relating to use of the car, and the Club is not responsible for any other costs, including insurance, break-downs, or break-ins.
10. If a private vehicle is used in combination with a club vehicle for a trip, then the vehicle occupants (including the driver) will pay the relevant club fee for the trip to the club. The driver then claims reimbursement from the club for the relevant mileage cost for the trip.

13. Club van information

The club owns two Ford Transit turbo-diesel vans. Each seats 12 people (11 plus driver). Both vans have a tow hook, bike rack and snow chains (for rear wheels), as well as generous luggage space at the back behind a safety cage.

The club always needs confident drivers so please contact the transport officer (transport@wtmc.org.nz) if you wish to help out with this important and essential duty.

Using the club vans

The trip leader(s) will nominate someone to do the driving. Trip leaders are not obliged to drive the van. To drive the club van, you need to:

- a. read the club driver protocols (below),
- b. fill in a Driver Vetting Form (copy at the bottom of the webpage),
- c. submit a photocopy of your drivers licence to the transport officer, and
- d. take your drivers license with you on the trip
- e. You are encouraged to
- f. Attend a minivan familiarisation session.
- g. Read the laminated sheet inside the van before departure; this contains useful notes about the van
- h. Not drive for long periods of time i.e. It is best to use two drivers and take regular breaks when driving to the Ruapehu lodge or similar distances

14. WTMC Driver Protocols

One of the greatest risks that members face when heading out on trips with the Club is from road accidents.

The following protocols set out the behaviour that the Club expects from drivers on Club trips: whether driving the club van, a rental vehicle or private car. These protocols also outline what drivers can expect from passengers and from the club.

The Club expects drivers will:

- a. At all times drive legally, in accordance with the Road Code and license guides. This includes:
 1. Staying below the speed limit at all times;
 2. Never using mobile phones (including checking messages etc.) or other electrical devices (e.g. Ipods) while driving a vehicle.
- b. Not drink alcohol within the 24 hours prior to driving;
- c. Drive at a speed and in a manner that is comfortable for all persons who are travelling in the vehicle (this may be lower than the legal speed limit and depend on the conditions);
- d. Pay for any traffic fines they incur (since the club expects drivers to follow the Road Code);
- e. Follow the terms of any rental vehicle agreement;
- f. Report any damage or mechanical issues with a van to the Transport Officer promptly;
- g. If picking up/dropping off passengers, ensure that the vehicle is off the road and is only stopped when it is safe to do so.

For use of private transport on club trips, the club will pay the members component of the trip fares collected from the passengers to the vehicle owner. This is intended to will cover fuel, the running costs of the car plus additional money to cover risk of break-in.

When private transport is used, the club will not cover any costs associated with break-ins or mechanical breakdown, including any insurance excess.

Trip leaders should remind people there is always a possibility of vehicle break-ins and careful judgment should be exercised if people want to leave personal gear in vehicles. The Club will not cover any costs associated with loss of personal belongings because of break-ins of vehicles, including any insurance excess.

Drivers can expect that passengers on club trips:

- a. Will always wear seatbelts;
- b. Will not unnecessarily disturb the driver;
- c. Will follow all reasonable instructions given by the driver;
- d. Will arrive on time to departure points;
- e. Will return to the vehicle by the given time after a meal break stop;
- f. Will not partake in activities that could distract or harm the driver whilst driving.

Van location and keys pick up

The club vans are parked near the Interislander ferry terminal. The club Transport officer will give you directions. The keys must be collected from the club gear room on the Wednesday night prior to your trip.

One way to get to the van parking spot is to catch a 43/44/45/46 bus to the Hutt Rd (get off at the bus stop next to Aotea Quay overbridge) –you can then walk over the overbridge to Aotea Quay (less than 5 mins walk compared to 15 mins from the railway station). You can also leave a car at the ferry terminal in place of the van – You must put the A4 (Payment Exclusion) sign from the van on you dash board (And return it to the van when you get back)

Snow Chains

The club vans have snow chains. These will often be required during winter, especially going up to the club lodge on Mt Ruapehu. Familiarise yourself with fitting the chains by watching this <http://www.snowsweat.co.nz/video/3/>.

Give yourself enough time to fit the chains, and come dressed for the part. (NB: It is not necessarily the leaders or drivers job to fit the chains)

Because the idea behind fastening chains seems so easy, a lot of people make the mistake of thinking that it will take a few minutes and then they'll be on their way. Not so fast. Under conditions that call for chains — wet, snowy, dark — putting on snow chains can take some time and unless you want to be cold, dirty, and drenched, wear suitable gear — Also stop somewhere convenient before you reach the snow, get snow chains out and find clothing and head torches.

There are normally signs at the bottom of the ski field roads telling you if snow chains are required (NB: You may be stopped at the bottom of the Bruce Rd — Whakappa and asked to show that you have chains — it is a lot easier if they are already out from behind the rear seats)

Put on chains BEFORE being forced to. (DOING IT IN THE PROBLEM AREA IS EXCEEDINGLY RISKY)

NB: If vehicles are coming uphill with chains on you will certainly need them going down where both gravity and momentum are against you!

- a. Find safe spot
- b. Stop engine
- c. Handbrake on
- d. Put Hazard lights on
- e. Wear high vis clothing and head torches at night

Remember passing vehicles may not have full control — have somebody keep watch and warn passing vehicles.

Your hands will get cold making it difficult to work so wear thin gloves — Kneel on the storage bag.

Van at the road end

- a. Ensure the van is locked and all windows closed
- b. Leave a copy of your intentions in the van
- c. Ensure no valuables are left in the van, or bags that could contain valuables are visible

Paying for diesel

Refuel the van leaving at least $\frac{3}{4}$ tank at the end of your trip. Pay for diesel and any other van related purchases using the Fleetcard.

In case of breakdown

There is a contact number in the van for 24-hour breakdown recovery.

At the end of your trip

- a. Leave the van where you found it, ensuring you lock it and have closed all windows.
- b. Record the odometer reading on the dash spreadsheet.
- c. Report any mechanical issues or motoring incidents to vans@wtmc.org.nz.
- d. Return the keys to the gear room as early as possible the following Weds night.

Club alcohol policy for drivers

The club has a policy of zero alcohol for drivers (including not drinking in the 24 hours before driving). If a group member has been drinking they are not to drive, even if they may be under the legal limit.

Travelling by ferry

If you are going on the ferry, the transport officer will give you the necessary ticket documentation.

Print your own two lists of names (one for each direction) – This list will be requested on check-in.

If you are not taking the van on the ferry, arrange to meet at the ferry terminal instead of the railway station. Take into account the check-in times.

There are a number of ways to get to the Wellington Interislander terminal.

a. Shuttle Bus:

Interislander provides a bus service between Platform 9 at the Wellington Railway Station and the Wellington terminal (There is a small cost). Tickets may be bought using cash or credit card (excludes Diners) from the ticketing station. The bus leaves 50 minutes prior to the departure of each sailing. The bus also runs from the ferry arrivals terminal back to the Railway Station. **NB: THIS SERVICE IS NOT AVAILABLE FOR SAILINGS ARRIVING INTO WELLINGTON AFTER 9PM.**

b. Taxis:

Taxis provide a convenient option to get you directly to the departure terminal.

c. Walking:

For those on foot, the terminal is 40 minutes' brisk walk along Aotea Quay

Private transport

If private transport is used for a club trip:

- a. The trip fares collected from the passengers are paid to the driver, which will cover the running costs of the car plus additional money to cover risk of break-in.
- b. The club does not cover the costs associated with break-ins.
- c. The club does not cover the costs associated with loss of personal belongings because of break-ins of vehicles. Leaders should remind people there is always a possibility of vehicle break-ins and careful judgment should be exercised if people want to leave personal gear in vehicles.

Travelling by air

If you are travelling by air and are carrying liquid fuel camping stoves and fuel containers, read [the Air New Zealand guide to dangerous goods](#) before you travel. You can also read and complete 'Air New Zealand's airport handling notice relating to camping stoves', which you can find at the bottom of this page, before you travel.

Check road conditions

Up to date road conditions are available at:

- a. www.aaroadwatch.co.nz
- b. www.nzta.govt.nz
- c. www.milfordroad.co.nz
- d. Local council websites, Twitter and Facebook

Check Ferry Sailings

Up to date arrival/departure times are available at:

<https://www.interislander.co.nz/Timetable/Ferry-Performance.aspx>

Loo Stops:

<http://www.toiletmap.co.nz/>

15. Plan your Accommodation

Flys or tents should be carried on all trips. Although you may plan to use huts, you may require alternative shelter in the event huts are full, or in an emergency situation.

Before the trip, ensure everybody know what huts you may be using, and what the hut fees are. (DoC and Parkmaps are a good source for hut fee info). Although you may not plan to use huts, everybody should have hut tickets or an Annual Hut Pass in the event that you end up using them.

The club supports the hut ticket system. Please ensure that everybody is aware of this and their obligations in this respect. If any person chooses not to pay for the use of huts, advise the chief guide after the trip. If for unplanned reasons pre-payment for DOC huts or campsites isn't made, payments can be made after the event in any DOC visitor centre. Remember that DOC relies a great deal on hut revenue to support its maintenance work.

Huts

When planning your trip, take into consideration the hut size –you may want to limit your group size accordingly. **DO NOT RELY ON THERE BEING SPACE AVAILABLE.** Always check out the area around the hut via photos/trip reports or satellite views in order to check out camping possibilities.

When arriving at a hut, you should fill in the logbook (for SAR purposes).

There may be other trampers using the hut - respect their privacy. If you arrive at night, remember that there may be other hut users already asleep. Introduce yourself to other hut users and let them know what your intentions are.

Use benches provided for cooking on - don't use stoves on areas where they may cause damage such as wooden table tops. Refuel stoves outside. Ensure adequate ventilation whenever using stoves, fires or lamps in a hut or other enclosed space. **LET IT BREATHE.** Besides carbon monoxide risks, condensation builds up in a warm hut from cooking and drying clothes. Without ventilation, the moisture condenses inside the hut when the fire goes out during the night.

Some huts will have a rodent or two, so make sure food is properly stored. Don't leave leftover food when you leave as this only encourages the rodents. Everybody should be responsible for packing out his or her own rubbish. If you've got room you could encourage your group to carry out rubbish left by others.

When leaving the hut:

- a. Make sure that the hut is tidy and clear of all your group's gear;
- b. Leave some dry kindling and wood for the next occupants;
- c. Sweep the floor;
- d. Wipe the food preparation and table surfaces;
- e. If you are the last to leave, ensure the fire is extinguished;
- f. Close windows and doors.
- g. If there are problems with the hut, inform DOC.

Camping

When you are camping, try to use existing campsites to avoid creating any further damage. In most areas, unless you are well off the beaten track you will probably be able to find an existing campsite. They are normally where they are because they are located in the best spot. Some National Parks now have camping restrictions on popular tracks. Be aware of these rules and respect them if practicable.

Lodge Trips

WTMC own a comfortable alpine lodge on the slopes of Ruapehu which is available for accommodation year round. Just 100m walk from the Whakapapa ski field car park.



For Scheduled Club Trips based at the lodge, the chief guide will have made provisional reservations when the trip schedule was finalised. Trip costs are shown on your trip sheet or can be confirmed by the Assistant Chief Guide.

As soon as party numbers are confirmed (ie the payment deadline is reached) these numbers need to be confirmed with the Lodge Bookings Officer. Provide the lodge bookings officer the names, email addresses, phone numbers and member/non-member status for each of your group members who have paid, as well as confirming your arrival and departure dates.

Any person who signs up and pays after the payment deadline will need to book on a first come first served basis.

The lodge is strictly limited to 32 people. If you require additional accommodation, please contact the Bookings Officer to discuss your needs – there may be space in neighbouring lodges.

When you email your group, please ask them to take a look at <http://wtmc.org.nz/lodge> to understand what staying at the lodge is like. Remind them to pack a pillowcase and be ready to help with cooking and cleaning.

In winter your booking will include breakfast, lunch and dinner; in summer only tea and coffee are provided but the Lodge Bookings Officer can arrange catering for you if you prefer.

A few days before your trip, the Lodge Bookings Officer will provide you a bunk allocation list and the name of the Lodge Leader for the weekend. You'll likely be sharing the lodge with others who have booked in separately.

If you have not led a trip to the Lodge, you will need to contact the Lodge Convenor for a briefing on the operation of the Lodge.

The Lodge key and various paperwork required for operating the Lodge will be provided by the Booking Officer the Wednesday before the trip.

When you arrive at the Lodge, all individuals who have not used the Lodge before must be briefed on the operation of the Lodge and procedures in the event of a fire. There is a standard briefing in the Lodge Operating Manual that is kept in the right-hand cupboard under the servery bench.

Check out the Snow Chain fitting guide video before leaving – have warm clothing and head torches handy. <http://www.snowsweat.co.nz/video/3/>.

NB: On club trips provisional numbers of beds would have been reserved by the Chief Guide when the schedule was finalised. You must confirm final numbers with the lodge booking officer as soon as possible after payments have been made.

Paua Hut

Paua Hut is available for private bookings by members and non-members.



There is no charge to Club members for the use of Paua Hut in the Orongorongos or for club trips.

Location

Paua Hut is located in the Rimutaka State Forest Park (also known as the Orongorongos).

The car park is approximately 45 minutes' drive from Wellington. (Grid BQ32 644 207)

The Hut is approximately 2 hours easy walk from the Rimutaka Forest Park car park along wide easy tracks with about 700m of river walking towards the end.

For Scheduled Club Trips to Paua Hut, the chief guide will have made provisional reservations when the trip schedule was finalised.

Email the Paua Hut booking officer (pauahut@wtmc.org.nz) to arrange for key collection and drop-off.

From Turere Bridge (approximately a 1.5-2 hour walk from the Catchpool car park along well defined tracks), head downstream about 700m.

You'll need to cross the river a few times. From the river, the landmark to look for is a big, cliff-like clay bank on the left (and true left) of the river. The river swings right so you see the cliff facing you as you walk downstream. Paua Hut is tucked into the bush behind and on top of this cliff.

A 4wd track leaves the river, crosses a reasonably big side-creek on the left (another landmark) and heads up onto the bank, and goes right past Paua Hut. So follow it up the bank. (In other words, if you stick to the 4wd track - it mostly follows the river, but you'll be able to follow the compacted gravel wheel tracks - you more or less can't go wrong).

Also, on the other side of the river, Brown's track heads up the hill - you'll see a big orange triangle marking it (hard to pick but if you look for it you'll see it).

What you will find in the hut

- Gas cooker
- Pots & pans
- Cups, plates & cutlery
- Table & chairs
- Sleeping mattresses for up to 10 people
- Wood burner
- Long drop
- There is also some room around the hut for camping

TIP: KEEP THE KEY ON YOU DURING YOUR STAY – THE DOOR IS KNOWN TO BLOW SHUT AND IF THE LATCH IS NOT SET, YOU WILL BE LOCKED OUT!

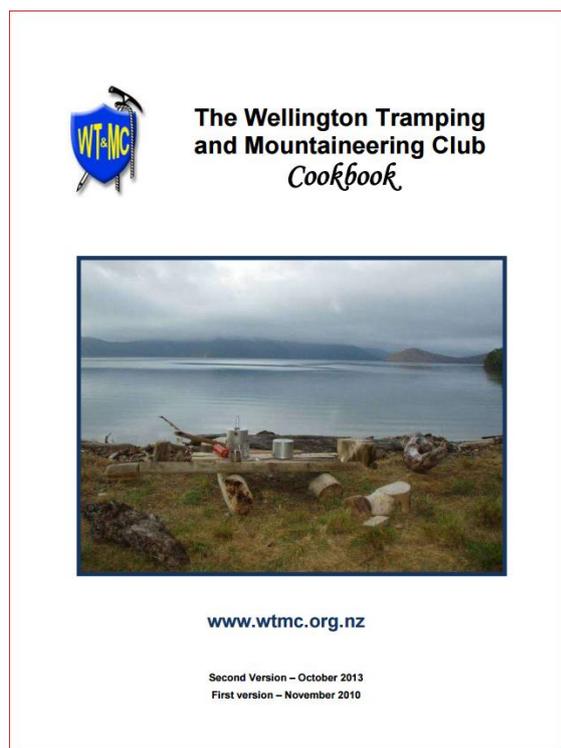
16. Plan the meal

Being trip leader **doesn't** mean you have to organise the meals. You can ask your group for a volunteer to do this. It is a good way of sharing the workload and introducing others to trip planning.

Taking into account dietary constraints, ideas for communal meals for your tramp can be found in the WTMC recipe book. This gives a breakdown of ingredients required by numbers in party.

WTMC Recipe Book:

<http://wtmc.org.nz/wtmc-recipe-book>



Chilli Cashew Rice Noodles

Chef: Ilona Keenan
Number served: 4
Special features: vegetarian, gluten free
Requirements: 2 billys (or 1 billy plus clean, waterproof plastic bag), 1 cooker

Ingredients (*may contain gluten):

- 400 grams wide rice noodles (dried)
- 200 gram tin of tuna or shrimp
- 1 red peppers
- 2 carrots
- 1 head broccoli
- 2 tablespoon sugar
- 2 tablespoons fish sauce*
- 2 tablespoons soy sauce*
- 2 tablespoons sweet chilli sauce*
- 2 tablespoon lemon juice – 1 lemon
- 100 grams cashews
- 1 teaspoon salt

Method:

1. Mix fish sauce, soy sauce and chilli sauce in a bowl and set aside.
2. Bring to boil enough water to cook the noodles. Add noodles and simmer for 3 minutes. Then either take the billy off cooker and set aside, or if you have only one billy, drain noodles and put them in a plastic bag.
3. Put 2cm of water in billy and add vegetables. Let simmer for a couple of minutes.
4. Add sauce mixture, tuna and cashews to the vegetables. Stir well and simmer for a couple of minutes (add more water if desired).
5. Either mix with the noodles, or serve both out separately.

Chef's Notes / Tips:

- You can use other dried noodles if gluten free isn't required.
- If making the dish vegetarian add more nuts or add tofu so there is enough protein.
- Asian dried mushrooms can be soaked in boiling water for 10 minutes, sliced if necessary then added with the other vegetables.
- To be gourmet, add fresh coriander or Vietnamese mint at end.

Gluten free:

- Check that soy sauce and fish sauce are gluten free.

Number of people	Two	Four	Six	Eight	Ten	Twelve
Rice noodles (dried)	250 grams	400 grams	600 grams	800 grams	1000 grams	1200 grams
Red peppers	2	4	6	8	10	12
Broccoli	1 small	2 heads	2 large heads	4 heads	6 heads	8 heads
Sugar*	1 tablespoon	2 tablespoons	3 tablespoons	4 tablespoons	5 tablespoons	6 tablespoons
Salt	1/2 teaspoon	1 teaspoon	1 1/2 teaspoons	2 teaspoons	2 1/2 teaspoons	3 teaspoons
Cashews	50 grams	100 grams	150 grams	200 grams	250 grams	300 grams
Tuna or chicken (or shrimp if you are keen)	1 x 185 grams tin	2 x 185 grams tins	3 x 185 grams tins	4 x 185 grams tins	5 x 185 grams tins	6 x 185 grams tins
Carrots	1	2	3	4	5	6
Fish sauce*	1 tablespoon	2 tablespoons	3 tablespoons	4 tablespoons	5 tablespoons	6 tablespoons
Soy sauce*	1 tablespoon	2 tablespoons	3 tablespoons	4 tablespoons	5 tablespoons	6 tablespoons
Sweet chilli sauce*	1 tablespoon	2 tablespoons	3 tablespoons	4 tablespoons	5 tablespoons	6 tablespoons
Lemon/lime	small	1	2	2	2 large	3

Important points to note:

- WHEN YOU ARE ALLOCATING COMMUNAL FOOD, FEEL FREE TO GIVE HEAVIER ITEMS TO FITTER MEMBERS OF THE PARTY.
- TAKE IN TO ACCOUNT EXPENSE OF ITEMS AND THE COST OF COOKING FUEL (FOR THOSE PERSONS PROVIDING THE STOVE).
- SPREAD THE CARBOHYDRATES WITHIN THE GROUP – THIS IS THE MOST CRITICAL MEAL COMPONENT IF IT IS LOST OR GETS LEFT BEHIND.
- IF SOMEONE DROPS OUT OF YOUR TRIP AT THE LAST MINUTE, CHECK WHAT FOOD (AND GEAR) THEY WERE BRINGING.

Some Basic Food and Cooking Tips:

- a. If using stock, remember you may need vegetable stock for vegetarians, and use gluten free stock for gluten free people.
- b. You can often add your own meat to the dish after it's cooked (e.g. –tinned tuna, tinned chicken, chorizo, etc) which works well with vegetarians and meat lovers alike.
- c. Many recipes call for oil or butter to fry up spices or garlic or onion, but you can also use just a bit of water to keep them from burning.
- d. If taking tinned food – look for tins with ring pulls.
- e. A sharp knife and chopping board are handy to have along (Encourage individuals to carry them).
- f. Have spare plastic shopping bags ready for rubbish. Billies are a good container for carrying rubbish out.
- g. The trip leader will normally bring detergent and a scouring pad for washing up.
- h. A large serving spoon is usually required. Wooden spoons are a good option.

Top Ten Tips (bonus from the cookbook editors)

- a. Get everyone to wash their hands (with soap and water) before starting to cook. Hygiene is particularly important when you are in the bush and preparing group food. Hand sanitizers can help get rid of bacteria but do not remove anything from your hands. They also contain some pretty nasty chemicals themselves.
- b. As a Club trip leader you aren't the group's guide, so you don't have to prepare and cook the kai. Cooking should be a labour of love. Allocate the task amongst the group sit back and enjoy the results!
- c. Pack a big, light weight plastic or wooden spoon for stirring and serving. Nobody really likes their cup returned to them with dinner dripping off it.
- d. Before you head out make sure you are on top of your group's food preferences. Most of us are flexitarian but you will often encounter people who can't eat stuff for good reasons such as allergies. It makes sense to leave out ingredients that cause some of your party grief or come up with an elegant compromise such as adding the creatures after the vegetarians have taken their portion. Food assembly is all about problem solving!
- e. The Club website gives guidance on quantities of particular food groups to take per person. The most important is the 80-100 grams of carbohydrates per person. Except that as George Orwell pointed out not all animals are equal. If your trip consists of lots of fat stomachs you need to take more ingredients (carbs) for assembly otherwise people will be hungry. Under normal conditions 80g is adequate (consider the remainder contingency –you do not need to cook all of it – dry uncooked left-overs are lighter to carry out than cooked left-overs)
- f. Slapping together decent kai is all about the assembly process. Before you start think, about your ingredients and the order in which you want to cook them. Yep, some ingredients take longer than others. Dried vegetables and powdered stuff generally likes to be mixed and soaked in cold water for a bit prior to heating (to allow for rehydration and maximum lump production).
- g. The cook(s) does not, under any circumstances, have to clean up. The meal is a team effort. It is custom for those not involved in food preparation to wash all billies, plates and cutlery after the meal.
- h. Running low on gas: stand your gas cylinder in a few centimetres of water – to get an extra hit.

LEADERS WILL GENERALLY MAKE AN EFFORT TO CATER FOR THE DIETARY RESTRICTIONS OF THE WHOLE GROUP BUT IF THIS HAS TOO MUCH IMPACT ON THE GROUP AS A WHOLE THEN THE PERSONS IN QUESTION CAN BE ASKED TO SELF-CATER.

Tips on Gluten Free

SUGGESTIONS ON HOW TO MAKE MOST OF THE RECIPES GLUTEN FREE IF REQUIRED:

- a. Rice, potato and corn (including corn flour) are all gluten free ingredients that can be substituted for pasta and couscous.
- b. Gluten free pasta is also readily available in supermarkets.
- c. Rice noodles are a great Asian alternative.
- d. Check packet mix ingredients for gluten. You may be able to find a gluten free option or it might be easiest to ask the gluten free person to bring them. Especially be careful with stock, soup mix, etc.
- e. If you are looking for dessert options there are many gluten free cakes and biscuits readily available at the supermarket.

Tips on Veganism

Veganism is a strict type of vegetarianism that excludes meat and all animal products. Vegans do not eat meat, fish, eggs, dairy products, or any foods containing them. A vegan diet relies on plant-based foods including fruits, vegetables, grains, beans, nuts, and seeds.

Nut Allergies

As Billies are communal and nobody can confirm/guarantee what was cooked in them last or how well they have been cleaned, it is recommended that anybody with a Nut allergy cooks for themselves using their own pots – stoves may be shared. NB: This will also apply when heating water in Billies.

Camp Stoves

The Club doesn't provide camp stoves. These need to be sourced from members of the group.

All stoves can produce very poisonous carbon monoxide, often indicated by them burning with a yellow flame. Do not let this condition continue and only use stoves in well ventilated areas. When tenting, cook outside if at all possible – this also prevents condensing steam saturating your gear. In bad weather, light the stove outside and then cook in the vestibule, ensuring adequate ventilation.

Don't let people operate liquid fuel stoves, unless they are familiar with the lighting procedure.

Shelter the stove from the wind with the supplied heat-shield, perhaps augmented with a wall of rocks, or packs. Never improvise a heat-shield for a stove that is not designed for one as the fuel tank may catastrophically overheat (Explode!)

Always refill stoves outside, well away from any naked flame and the cooking bench. Don't overfill the stove tank and don't fill a warm stove. Petrol vapour and gas are heavier than air – be aware of possible accumulations.

Never, ever operate a stove with leaky seals, or O-rings. If the stove flares dangerously, smother it with an upturned billy: don't put out such a flame with water, or dirt.

Alcohol

The club has a 'no alcohol' policy on all trips unless the Chief Guide has given prior permission.

Water

There are two major forms of water contamination:

- a. **Giardia.** Giardiasis is caused by the parasite *Giardia lamblia* found in the gut of infected humans and animals such as cattle, sheep, cats, dogs, rats, and possums. It can take one to three weeks for symptoms (diarrhoea, gas, stomach or abdominal cramps, nausea, and dehydration) to appear, but some people show no symptoms at all. Symptoms can last from 2-6 weeks with medication reducing that time. From NZ MOH, in 2016 there were 1,616 cases of giardia recorded, with highest rates around central North Island. Only 41 people in that number had consumed water from non-residential supplies or had recreational water contact.
- b. **Escherichia Coli (E.Coli).** Bacteria, most often found in sewage, storm water runoff and animal waste. Symptoms are similar to giardiasis (severe stomach cramps, diarrhoea and vomiting). Recovery is typically 5-7 days. Rivers in animal grazing areas are most risky.

Taking some sensible precautions (e.g. avoiding farmland and grazed valleys) It is usually safe to drink lake, river and tank water in the bush without treating it (But see below, as it will always be at your own risk). For best safety water should be boiled for at least three minutes before using it. As a leader you can never guarantee water quality one way or another – do not be tempted to do so.

Some water collecting tips from NIWA, if water treatment is not possible:

- In near-pristine country, the risk of infection from drinking untreated water is relatively low under dry conditions when the water is visually clear.
 - Water from near-pristine lakes, remote from river inflow, will usually be safe owing to sunlight UV disinfectant and sedimentation (microbes sinking).
 - Water from near-pristine streams and rivers should only be drunk untreated in conditions of low flow and when water is very clear.
 - Microbes are stored in sediment, so avoid disturbance of beds when filling water bottles.
 - Avoid drinking untreated water from any surface source when the water is visibly cloudy due to fine sediment.
 - Avoid drinking water untreated from any surface source when it is raining (and wash-in of faecal matter is likely).
- c. Boiling can be used as a pathogen reduction method that should kill all pathogens. Water should be brought to a rolling boil for 1 minute (at altitudes greater than 2000m, boil water for 3 minutes.)
 - d. Not all purification tablets are alike – Different tablets are effective against different pathogens, they may also require different reaction times to work (Check Instructions on the pack) – Pay particular attention to the effects of chilled water which can severely increase required purification time.



Cooking

When using a stove in a hut, keep it on the cooking bench (NOT IN THE CENTRE OF A TABLE SURROUNDED BY PEOPLE) so that the billy can't tip and spill into someone's lap. Keep the lid on the billy to speed up boiling.

Take great care not to burn your fingers on a hot billy or billy-handle (Keep it raised). A spare pot-lifter is useful to remove a billy from a fire.

Take care when carrying Billies of boiling water as spills can badly scald - Exposed feet are particularly susceptible.

Use a clean cup to decant water from a full billy or to pour from a billy, keep the handle vertical (So that you pour over the lower hinge of the handle). This way the billy remains reasonably stable. Receiving vessels should not be held whilst being filled (SET VESSELS DOWN ON A STABLE SURFACE).

17. Organise club gear

You will need to organise your party to collect the following items from the club rooms on the Wednesday prior to trip departure. Communal Gear and its condition is crucial for the functioning and safety of club trips.

Fly	Billy
	
First Aid Kit	PLB
	

People should be reminded to:

- a. Report any defects/damage (even if they are responsible). Club fees cover “fair wear and tear”.
- b. Report when a First Aid kits has been opened.
- c. Treat gear with respect and return it in the same/better condition than when it was picked up.
 1. Ensure Flies/Tents are clean and completely DRY.
 2. Billies are washed.
- d. Return gear in a timely manner (i.e. the Wednesday night after the trip).
- e. Note that gear is issued in the name of the person who takes it out – This responsibility is not relinquished even if somebody else returns it (Or is supposed to).

Gear planning guidelines

Tent	Tents are only available for Alpine trips (For Snow Camping)
Fly (To be carried as an emergency shelter)	<p>A large fly sleeps five to seven people – weighs about 2kg (excluding pegs and poles) – Not normally intended as an emergency shelter – use smaller flies.</p> <p>small fly sleeps two - weighs about 1kg (excluding pegs): If weight is critical can squeeze in three People</p> <p>PEGS ALSO NEED TO BE ALLOCATED FOR BOTH FLYS, AND LARGE FLIES ALSO NEED SEPARATE POLES.</p>

Billy	<p>Weighs 900g – Capacity approx. 5L (Ø20cm x 17cm)</p> <p>Check recipe for number required</p> <p>Holds enough water for approx. 9 at breakfast.</p> <p>Hot drink = 0.3L</p>																																				
First aid Kit	<p>Weighs less than 900g</p> <p>Suitable for a group of 1-8 People, Larger groups should take 2</p> <p>The communal emergency first aid kit is intended for emergencies and does not include basic items like sticking plasters and Panadol (remind people that they are expected to bring plasters and Panadol for personal use)</p> <p>When returning the kit, make the Gear Custodian aware of any items used on your trip.</p> <p style="text-align: center;">CONTENTS:</p> <table border="1" data-bbox="628 891 1222 1899"> <tr><td>Carry case</td><td></td></tr> <tr><td>First Aid booklet</td><td></td></tr> <tr><td>Tweezers</td><td>1</td></tr> <tr><td>Survival blanket</td><td>1</td></tr> <tr><td>Dressing strip 500mm long</td><td>2</td></tr> <tr><td>Non adherent pads</td><td>8</td></tr> <tr><td>Butterfly closures pkts of 3</td><td>3</td></tr> <tr><td>Triangular bandage</td><td>1</td></tr> <tr><td>Panadol (paracetamol) 10-tab sheet</td><td>1</td></tr> <tr><td>Opsite Flexifix</td><td>1m</td></tr> <tr><td>Latex gloves pr</td><td>2 prs</td></tr> <tr><td>Crepe bandage</td><td>2</td></tr> <tr><td>Strapping tape</td><td>1</td></tr> <tr><td>Safety pins small</td><td>5</td></tr> <tr><td>Trauma scissors</td><td>1</td></tr> <tr><td>CPR mask</td><td>1</td></tr> <tr><td>Trauma bandage</td><td>1</td></tr> <tr><td>Gladwrap 6 x width of plastic strip</td><td>1</td></tr> </table>	Carry case		First Aid booklet		Tweezers	1	Survival blanket	1	Dressing strip 500mm long	2	Non adherent pads	8	Butterfly closures pkts of 3	3	Triangular bandage	1	Panadol (paracetamol) 10-tab sheet	1	Opsite Flexifix	1m	Latex gloves pr	2 prs	Crepe bandage	2	Strapping tape	1	Safety pins small	5	Trauma scissors	1	CPR mask	1	Trauma bandage	1	Gladwrap 6 x width of plastic strip	1
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<p>Personal Locator Beacon (PLB)</p>	<p>You must take a personal locator beacon (PLB) on your trip unless you have confirmed that mobile phone coverage is available during the whole trip.</p> <p>It is advisable that the Trip Leader carries the PLB.</p> <p>Check the club PLB Policy for the appropriate use of a PLB or if in doubt ask a club committee member. If a club PLB is activated during the weekend, SAR will first contact that weekend’s club emergency contact. It is therefore very important that you have completed the club’s intentions/emergency contacts process.</p> <p>Note that generally a PLB should only be activated in life-threatening situations—but refer to the PLB Policy for full details.</p>
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You must also ensure your group takes with them:

<p>Topographic map and compass</p>	<p>Carry your own full topomap(s) and compass and get familiar with the route. Having a view of the wider area may be required when finding exit routes in an emergency.</p> <p>As a backup, print enlarged sections from topomap.co.nz - ensure you have spares on you and in the group; maps can easily get lost/damaged or wet when tramping.</p> <p>As a backup-backup you can download maps onto a mobile device – BUT DO NOT EVER RELY ON THIS!</p>
<p>Stoves</p>	<p>The club does not have stoves available for hire.</p> <p>You will need to ask members of your party to bring the appropriate stoves and fuel for your trip.</p> <p>Stoves come in various weights. MSR/liquid fuel type ones weigh more but are more efficient for larger groups. They are particularly good in cold weather where gas stoves may struggle (gas canisters can freeze).</p> <p>Approx. burn time for a std 230g Gas Cartridge = 2hrs Full/4hrs Simmer (Summer temps)</p> <p>Liquid Fuel: Allow 250ml/hr fuel consumption (it takes 4 to 8 minutes (30ml) to boil one litre of water, though in the wind this can extend to half an hour).</p> <p>We recommend every group takes at least two stoves and extra fuel (Think boiling contaminated water or being stuck for an extra day)</p>
<p>Ground Sheets/ Sleeping Mats</p>	<p>It is common for people to assume they do not need a groundsheet or sleeping mat as they are going to a hut.</p> <p>EVERYBODY MUST CARRY BOTH A GROUND SHEET AND A SLEEPING MAT, AS IF HUTS ARE FULL, OR IN AN EMERGENCY, THEY WILL BE SLEEPING UNDER A FLY AND NEED ONE.</p>

TIP: WHEN YOU ARE ALLOCATING GEAR, FEEL FREE TO GIVE HEAVIER ITEMS TO FITTER MEMBERS OF THE PARTY. EVERYONE’S HAPPIER IF THE GROUP PACE IS RELATIVELY EVEN AND HANDICAPPING GIVES A SUBTLE NUDGE IN THAT DIRECTION.

18. Non-Standard Gear Requirements

Kayaking:

A hire company will normally supply paddle jackets, booties and dry bags although it is always handy for people to bring along their own if they have them (NB: Dry bag numbers may be limited)

Personal Gear

Here is a recommended gear list specifically for “On the water”.

- a. Shorts & t-shirt are normally ok for paddling during summer, but you should also have 2 changes of (wool or polypropylene) clothing including; shirts, longjohns, in case it's cold on the water.
- b. Roll-Top Dry bags (if you have them) - Bin-Liners also useful
- c. Camera
- d. Cycle gloves – recommended
- e. Plasters (Fabric/waterproof) to prevent blisters
- f. Insect Repellent (Optional)
- g. Water Container (Personal)
- h. Sun screen/lip balm
- i. Sun hat (Something that stays on in strong wind)
- j. Sunglasses
- k. Waterproof over-trousers (Essential in bad/colder weather)
- l. Thermal tops (Suggested Long sleeve/Layers best – No cotton/fleecy stuff)
- m. Booties are provided but if you bring your own “In kayak” footwear it should enclose the foot eg. trainers (No Jandals)
- n. Small waterproof bag (That can be clipped to the deck bungies) for snacks, camera etc.
- o. Square of closed cell foam to sit on. (This makes life a bit more comfortable when paddling)
- p. A towel
- q. Flask for hot drinks (optional)



Tubing:

The best tubes are truck inner tubes from 825R16 (16 inch) upwards, particularly anything **R20 INCH WHICH WILL BE NEEDED FOR EXTENDED TRIPS SUPPORTING A FULL PACK**. Tubes can be obtained from TRUCK tyre fitting shops who will normally give you (Or sell you, for a small fee) old tubes that are normally thrown out. (Sizing: https://en.wikipedia.org/wiki/Tire_code)

BE WARNED AS SUMMER APPROACHES THERE IS STIFF COMPETITION FOR TUBES SO PLAN WELL AHEAD.

NB: These days many of the R20 tyres are tubeless and so tubes of this size are scarce – They can however be bought online from ebay etc. (Search for Snow or River Tubes)



As tubing does carry an element of risk a helmet will be required (Climbing helmets can be obtained from club).

It should be made clear that it is individuals responsibility to ensure that they are competent enough in the water – life-vests should be recommended (Swimming ability is a must).

A WETSUIT IS REQUIRED (Even in Summer - if tubing for more than a couple of hours) – people are generally in the water for a long time, in areas that do not get much sunlight. Exit options may be infrequent/inconvenient.

Some gloves like cycle gloves will keep hands warmer and boots or training shoes are a must – no bare feet/Jandels.

If tubes get punctured people will need to repair them themselves so puncture repair out-fits should be carried. (Groups must remain together as somebody in difficulty could be upstream and therefore difficult to reach)

TIP: MAKE SURE THAT EVERYBODY IN YOUR GROUP HAS A SUITABLE TUBE AND SUITABLE CLOTHING BEFORE YOU LEAVE – FAILURE TO DO THIS COULD MEAN YOUR TRIP IS OVER BEFORE IT BEGINS.

19. Email your Group the Trip Plan

About a week before the trip, email out your trip plan. It should cover:

- a. Route/terrain and estimated times (as per your initial email)
- b. Group gear allocation
- c. Food allocation
- d. Anything else particular about the trip, especially any particular risks such as lengthy periods of tops travel or significant rivers
- e. Plan B's if your original intentions aren't doable.

The email should also tell people:

- a. To bring water if none is available at the Roadend,
- b. About the dinner arrangements for Friday night (and Sunday if necessary) and
- c. Remind them to bring their groundsheet, sleeping mat and storm gear (including over-trousers for tops travel).
- d. Ask that they keep their phones on them on the afternoon that you leave and give them your number – Remind them to ring if anything is critical – NOT TEXT!

Print out a copy of your plan with meal ingredients and recipe instructions and bring it on the tramp, that way you know who's got what gear, what dinner ingredients you're supposed to be using and how to cook them.

Also keep the initial sign-up sheet with the telephone numbers of your team members – in case anybody is late arriving or there are transport issues.

A detailed plan means everyone knows what to expect and feels comfortable about the weekend's intentions. The plan document can also be left with loved ones, so that they also know the trip intentions and emergency contact details.

Example of a trip plan.

Hi everyone

Here's the trip plan for our three-day MF Mt Richmond/Old Man tramp.

Transport:

Be at the Interislander ferry terminal at 5.30pm on Thursday 23rd. Either bring dinner or some \$ to buy on ferry. We have a hire car to pick up in Picton and the drive to the road end is about 1.5 hours.

We are coming back on the Interislander 6.05pm sailing on Sunday, which gets in about 9.15pm; you'll need \$ to buy Sunday dinner in Picton or on the ferry.

Route:

Please bring topomap 028 Wairau

We'll fly camp near the Top Valley road end on Thursday night. (Keep head torches handy)

On Friday, we'll head up to Richmond Saddle hut, then do a side trip to Mt Richmond in the afternoon.

On Saturday, we'll head across the tops to Old Man hut. This could prove a long day, with some navigation and exposure involved – probably 8-10 hours

On Sunday, we'll head back to the Top Valley road end.

If the weather is bad, we'll do some variation on Richmond Saddle hut/ Mt Fell hut.

Hut tickets:

You will need 1 ticket for each hut – you can purchase tickets from club gear room or DoC, or bring an annual hut pass.

Gear:

Please make sure you have appropriate storm gear including overtrousers, at least a 2L water bottle, and ground sheet and thermarest/sleeping mat. We will definitely be fly camping on Friday night and it's always possible the other nights. If you're unsure about gear, check out the WTMC gearlist: <http://www.wtmc.org.nz/gear.php>

It might be useful to bring candles and/or fire lighters given the short daylight hours at the moment.

Water:

Please have enough water with you on Friday night to cover Saturday breakfast and the first couple of hours tramping. There is no water at the roadend.

Party gear:

Pick up club gear this Wednesday night between 7:00 and 7:30pm.

Dirk	Small club fly and pegs
Ilona	Small club fly and pegs
Brian	Club first aid kit and club billy
Amanda	Cooker and fuel (Own)

Food:

Bring 3xbreakfasts, 3xlunches, plenty of snacks and hot drinks for yourself.

Dinner Saturday: tomato/bacon pasta

Dinner Sunday: chorizo couscous

Party food:

	Friday dinner	Saturday dinner
Dirk	150g tub tomato paste, 1 packet tomato soup mix, 3 red peppers	1 packet of chorizo (3 sausages), 4 courgettes, brie (about 125g size)
Ilona	200g bacon, 4 carrots, large packet of bagel crisps	400g couscous
Brian	400g penne pasta, 1 onion	1 head broccoli, 2 red peppers
Amanda	oil, garlic, herbs/spices, 100g parmesano, dried fruit and chocolate	80g sultanas, 80g dried apricots, 1t stock+1t paprika, 1 T honey + 1 T soyasauce, biscotti

Usual reminders:

WTMC has a no alcohol/no drugs policy. Please let me know if you've got any medical conditions and make sure you have spare medication with you.

Any queries about this plan, give me a call (021 xxxxxxx).

Should be a great trip, I'm looking forward to it.

TIP: IT IS A GOOD IDEA TO INCLUDE COOKING INSTRUCTIONS IN THE TRIP PLAN AS IT INCREASES THE CHANCE THAT SOMEBODY ELSE MIGHT BE CARRYING THE INSTRUCTIONS WHEN YOU CANNOT FIND YOUR COPY!

20. 7-10 DAYS OUT:

Begin to watch the weather

Keep an eye on the forecasts during the week leading up to the trip to see how the weather is trending

There are lots of sources for weather information in New Zealand.

Weather forecasts are available from:

RNZ National (check www.radionz.co.nz/listen/amfm for frequencies)

Long-range: 12:32pm on weekdays and 1:04pm on weekends

Mountain: 4:05pm

Extended range five day: 12:30pm

DOC hut wardens

Mountain Radio Service, 8:30am, 7:30pm/8:00pm/8:30pm

www.metservice.com

Detailed weather maps are available at:

www.metservice.com

www.metvuw.com

www.yr.no

Avalanche conditions are available at:

www.avalanche.net.nz

NB: Even though you may not be going above the bushline Avalanche forecasts may still be relevant as avalanches can threaten the valleys below e.g. Nelson Lakes. Following large dumps of snow consult the local DOC office about park conditions and review the Avalanche forecast if necessary. The MetService website (www.metservice.com) and mobile apps are a great place to start. They have the following helpful features:

- a. Weather warnings and weather watches. If there's any serious weather around, you'll get a message at the top of your forecast. If this happens, you should seriously consider whether it's a good idea to continue with your original plan. Can you go somewhere else that isn't affected by the bad weather?
- b. Mountain & Parks section. Check here if you're heading to a specific park or outdoor area. You'll see more information directly relating to tramping and walks.
- c. General forecasts for towns, cities and rural areas. Searching for the area you're tramping in will give you an overview of the weather in the general region – (This is unlikely to reflect the Mountains Accurately though)
- d. Maps & Radars section. This features 3-day and 5-day rain forecasts, so you can see what's likely to happen over the next few days.

The weather can often change from what was forecast a few days ago. Regularly check the forecast right up until you go.

21. Wednesday before the trip:

Email your intentions to the club's emergency contact (After picking up the PLB)

You will be told via email who is the emergency contact for your weekend and provided with an Intentions form. If you have forgotten who emergency contact person is you can email the Intentions person (Emergency Contact Co-ordinator) for the club, and they will give you the "weekends" emergency contact person's details.

You must email this person with your completed intentions form confirming:

- The PLB ID of the device you are taking.
- The emergency contact/medical information for each individual in your group.
- Your route plan – Incl plan B's

Example of an Intentions Sheet.

Wellington Tramping & Mountaineering Club				
Intention Sheet				
Trip Name: Howletts Hut		Date: 19/2/2016		PLB ID: C
Name	Member Y/N	Personal Emergency contact number	Known medical conditions	
Leader jo b1	Y	Blogs1 1234567678	none	
2 jo b2	Y	Blogs2 1234567679	none	
3 jo b3	Y	Blogs3 1234567680	none	
4 jo b4	Y	Blogs4 1234567681	none	
5 jo b5	Y	Blogs5 1234567682	none	
6 jo b6	Y	Blogs6 1234567683	none	
7 jo b7	Y	Blogs7 1234567684	none	
8 jo b8	Y	Blogs8 1234567685	none	
9 jo b9	Y	Blogs9 1234567686	none	
10 jo b10	N	Blogs10 1234567687	none	
11 jo b11	N	Blogs11 1234567688	none	
12				

Trip Leader contact details: jo b1 12275854848
Club emergency contact details: <u>emer cont</u> econt@gmail.com 99857756858
<p>Trip Plan:</p> <p>SATURDAY:</p> <p>Moorcock Saddle to Longview Hut 2.5 hours</p> <p>Longview Hut to <u>Howletts</u> Hut 4-5 hours</p> <p>SUNDAY:</p> <p><u>Howletts</u> Hut to Daphne Hut 1.5 hours</p> <p>Daphne Hut to Kashmir Rd 4-5 hours</p> <p>Plan B:</p> <p>If the Weather is bad on the tops we will go in and out via Daphne Hut (As per Sundays route above)</p>

Emergency Contact:

Forward the name and number of the club emergency contact person back to your group, so that they can pass it on to their emergency contact (who may become worried if the group is late out).

If your trip is overdue, the club emergency contact person will contact Search and Rescue, who will assess whether a search is necessary.

Make sure you:

- a. Update the emergency contact person with last minute plan changes or delays
- b. Leave a copy in your transport vehicle at the road end. **BUT PLEASE MAKE SURE THE COPY YOU LEAVE HAS NO CONFIDENTIAL INFORMATION SHOWING SUCH AS MEDICAL CONDITIONS.** (Staple or tape a folded copy closed or put in an envelope).
- c. Take a copy with you

More Weather Checks:

Take a good look at the forecast on the Friday afternoon before you leave (mountain forecasts for the weekend are generally available after about 1pm)

If the forecast is dire and threatens your planned route, talk to your group about the other options (as part of your planning, you will have developed plan Bs just for this situation!)

Remember that the weather may be better/worse than forecast – don't treat it as gospel.

If the weather does change for the worse, you need to decide if it's significant enough to alter your plans. Consider:

- a. Moving the days of your tramp.
- b. Delaying departure (ie Leaving Sat am)
- c. Changing where you will stay each night. (eg Look for nearby Roadends with a shelter for a Friday night)
- d. Going to a different area that is less affected by the bad weather.

Make sure you talk these options through with everyone in the group and consider everyone's experience and comfort.

What to do if there is sickness

It's better for someone to pull out at the last minute than to be sick in the back country. Having an sick individual on your trip can create difficulties in achieving your goals and can cause that person to become sicker.

Encourage people to stay home if they are feeling unwell. Refunds are not normally given, but if there are special circumstances or cases of financial hardship, these should be discussed with the Chief Guide for approval. The transport officer should be contacted to adjust any ferry passenger numbers prior to sailing.

22. Leading Non-Tramping trips

Kayaking Trips

Generally individuals require hire kayaks and you (not the Transport Officer) will be required to book these and may need to arrange a deposit to secure the booking. If this is required, talk to the Club Treasurer.

The weather is extremely important for kayak trips. Please check the weather before setting out and utilise a radio to ensure you get updated forecasts to plan your trip effectively. Utilise the kayak hire company as much as possible but don't delegate your responsibility to them – that is not the purpose of the hire company.

Know how to rescue at sea – most hire companies will give a safety briefing, no matter how many times the club has hired kayaks from them; take particular note if you are not familiar with this.

While tramping if there is a problem, there is normally a chance to stop and think, while kayaking offers less opportunity if in a rough sea. Look ahead and be prepared to change plans if conditions deteriorate.

Check abilities before you set off and encourage less experienced paddlers to use double kayaks, preferably with an experienced person. You can always swap between kayaks later in the day if they are coping well.

Common practice at the moment is to hire double kayaks only no matter what the experience level of the group. If the experience is very high consideration can be given to a mix of singles and doubles. (NB: Doubles are much faster than singles so your average person would NOT be able to keep up over a long weekend)

Canoeing Trips

Similar considerations to kayaking trips apply. However Canadian canoes are more unstable than double kayaks, and require greater handling skills. People are much more likely to get wet and cold, so wet suits are strongly recommended.

Cycling Trips

Due to the nature of cycling, travel is at faster speeds, thus allowing a group to become more spread out. Ensure your group is kept together or you have agreed meeting places.

Carry a well-stocked repair kit, as problems are likely to occur. Some items are spare spokes, spoke tightener, chain breaker, spare carrier bolts, pliers and a spanner.

Alpine Trips

These require a different level of skill and experience and are not specifically covered in this course. Alpine trip leaders are carefully vetted to ensure experience level is appropriate for leading alpine trips. Generally a preference is for a leader to have completed the Club's Snowcraft or Alpine Instruction Course. Talk with the Chief Guide if you are interested in leading an Alpine trip.

Climbing Trips

Leading these trips require specialised skills not covered in this course. To lead these trips you must be capable of leading on rock outside or have a co-leader with these skills. Climbing trip leaders are vetted to ensure experience level is appropriate. Talk with the Chief Guide if you are interested in leading a Rock trip.

Climbing trips are designed for club members to advance their alpine skills. These trips require basic climbing skills including tying in to a harness and safe belaying without relying on an autolocking device. If you lead a climbing trip, you should vet all members of the trip to ensure they have these basic skills and are safe. If you feel a person is not safe or lacks basic skills, you should not take them on a trip. (We do not provide rock climbing instruction on our trips)

23. Trip Leadership

On a club trip, the leader's primary role is to get everyone home safely. When it comes to making decisions, if there is any doubt, place that goal at the top of your considerations. Tramping is not a "risk-free" activity. From NZ Mountain Safety Council statistics, an average of 6 people per year die in tramping activities. However the guidance in this document is intended to minimise the risks.

An important skill of a leader is to be able to maintain the team work within the group. If the group loses motivation, they will not support each other well, and will make achievement of the goals difficult.

It's easy to lead a group of enthusiastic people on a well-marked track in fine weather. If however the weather is bad, navigation is difficult, or if the party is not functioning well as a group, then effective leading becomes much more of a challenge. As the leader you need to be able to use the resources (skills, knowledge and experience) of the group collectively to achieve the common goal. This section discusses some of the issues you may need to consider.

Set Goals

Set achievable goals, and if necessary, revise them as the situation changes. If necessary, break the day up into small sections, and make the end of each section an objective. Let the group know what the objective is, how long it will take to get there, and what to expect on the way. If you can involve them in setting the objectives, they will feel like they are trying to achieve a personal goal, ie. get them to motivate themselves.

For example; "We will head up the right bank to the junction with Bogan Stream. That should take about two hours. On the way there should be four streams to cross. When we get there we will stop for lunch."

Before you start

Make sure everyone knows each other. Introduce new people. Show everyone the planned route on the map, and significant points along the route. Make sure they all understand the route. Encourage them to use their own maps.

Gear check - Make sure everybody in the party is aware who is carrying the First Aid kits and PLB's (And where in their Packs). Confirm each party member has appropriate gear including personal first aid, warm and water-proof clothes, emergency food and water.

Briefing - Brief your group at the start of the day— let them know the ETA and distance to camp, describe the terrain including significant geographic features, expected weather, and agree on frequency of breaks and a possible lunch location and time. Describe the extraction route options if things go wrong, and any set turn-around times, especially if peak-bagging.

Group roles - Nominate a confident party-member to bring up the rear. They will tell you if the pace is too fast, or when slower walkers need a break. Nominate a strong walker to lead the way if route -finding and pace-setting is required, otherwise you can have the slower members of your group at the front to set the pace

Stay together - Make sure your group stays together or arranges set places to stop regularly (e.g. every 15 minutes) and wait for everyone to catch-up. It's important that no-one is left to walk on their own. If the tramp is becoming more difficult, stay together as a group.

Never Pass a Junction— Always ensure individuals stop at junctions and wait for everybody to catch up.

Leader position

Groups usually walk in a line. Position yourself in the line according to the situation so that you are best able to observe the group and make decisions. In situations of difficult navigation you may need to be at the front. At the end of a hard day, you may need to be at the back ensuring people aren't left behind.

Set a suitable pace

The group stays together more easily if the slower members of the party are near the person in front. They will also feel better than if they are always trying to catch up. Watch the pace in the mornings; many people start too fast and run out of energy later in the day. If you have to increase the pace, lighten the packs of the slower people. A snack, a short rest and reassurance also help. But remember it is better to get everyone out in good condition than to force the pace and risk a collapse.

This is generally more of a problem with easy and easy/medium trips where the people may not be as fit, or have much tramping experience.

If it becomes apparent that the party will not keep up with the pace necessary to achieve the planned route, consider your options early. Discuss them with the group. Don't get into a situation where you have limited your options particularly with an inexperienced party. For instance, if it is unlikely you will make it to the hut before dark, you may find it better to stop while you have plenty of daylight and find a suitable campsite and get settled in before dark.

Plan for rests

Although fit, experienced parties may be content with a five-minute rest each hour, others may require rests more often. Try to pick pleasant rest places and use them to encourage people to see and hear what is around them - the bush, the birds and the views. When you do stop, make sure everyone keeps warm – particularly the people who were at the front and therefore have to stop for longer.

When you stop for breaks, check the group. Particularly with inexperienced parties, check there are no problems such as blisters that should be dealt with. Don't let problems persist - they will only get worse. Get the map out and make sure everyone knows where they are. If necessary, help those that aren't sure to locate where you are on a map.

Cold exposed conditions may not allow for rests. You will have to control the pace so that the group can keep moving (staying warm) for several hours before finding suitable rest locations.

Keep the party together

As soon as the group is spread out sufficiently to prevent communication to all individuals, you have the start of potential problems. A person who gets separated may take the wrong route and not be missed for some time. Even if there is an experienced person at the front and at the back, people from the middle can go astray if they can't see the next person. If there is an incident, the first task of getting the group together is made much more difficult.

Best practice has been to put a slow individual in front and let them set the pace - however this is not always appropriate and put more strain on others e.g. in cold conditions. Sometimes it's better to arrange set meeting points with the group and ensure there is an experienced person who can navigate with the front and back groups. Tell the person at the front to stop and regroup at specified times or locations eg in 45 minutes or an hour – and to always wait at junctions. Ensure either yourself or an experienced, empathetic person is with the slow individual or slower group. Get them involved in the navigation - make them feel like there is a purpose for being in front.

Encourage observation

Encourage map checks regularly so that all members are aware of their position as the trip progresses. Encourage them to notice features and their surroundings. While trying to maintain momentum, it is also important to stop from time-to-time to look at the view, give people the opportunity to take photos etc.

Watch the weather

Swift and dramatic changes can occur in the hills at any time. If the weather deteriorates you will have to decide what the party should do - push on, go back, camp nearby or use an escape route. Make sure that people prevent 'weather related' problems before they occur, eg. Put on sun cream, put on extra clothing particularly windproof layers. Encourage people to keep an eye on the weather.

Teach skills

As well as being a leader on a trip, you may have to be an effective instructor as well. Identify tasks and skills that people do not know and help them to learn. Give people opportunities for practice. Encourage people to ask if they don't know.

Watch your group

Keep a discreet but close eye on each member of the group for the signs of cold, over tiredness or distress. Being aware of how people are coping and feeling requires sensitivity and perception. Individuals can be reluctant to take care of their own needs, in case they slow the group. In cold weather, stay alert for signs of hypothermia (slowing, stumbling, irrational behaviour).

Be environmentally aware

Encourage awareness of, and care of, the environment. The example you set is probably more important than the words you say. This extends to things like carrying out others party's rubbish if this is practical and ensuring people don't put plastic and foil in the fire, etc. People new to the bush don't always appreciate that it is not OK to throw biodegradable food scraps away at lunch stops.

Always make an entry in hut logbooks

Give details of your party, destination and route in every hut book that you pass.

Fluids

Many people underestimate the amount of water they need to drink when in the hills. In some areas, there may be little water en-route, so you will need to ensure that everyone is carrying sufficient water to see them through until the next water is available. Encourage people to drink whenever you stop - this is made easier if they keep their water handy (not buried at the bottom of the pack). Even on wet days, water is required to replace fluid lost through perspiration and respiration.

Water Quality

Water quality issues have been covered earlier in this document. People should bring water to the road end, as these are often in farmed valleys, where drinking untreated river water is not recommended.

Route finding

At each rest break make sure the group knows where you are on the map. Agree to stop at track junctions to re-group and collect stragglers. Keep the group together if conditions deteriorate (eg fog, rain, sleet).

Mood setting

As leader you will set the tone of the trip. Your enjoyment and enthusiasm will be infectious and help keep spirits high. Most people are out to enjoy the trip, with maybe a little bit of challenge. If they go home without enjoyment, they may not come again.

Using huts

Know hut etiquette. Remind your party about hut tickets / annual hut passes, and respect other groups using the huts. No boots in the huts. Replenish any firewood used, turn up mattresses and tidy the hut before leaving.

Write in hut books

If you pass or stay in a hut on your trip, record your visit in the hut book provided. If something does go wrong, SAR teams will check the huts first and there'll be a clear record of where you've been.

Hut arrival

Coordinate group activity on arrival at the hut. As well as individuals getting into dry clothes, there are other potential jobs:

- a. Lighting the fire.
- b. Gathering/chopping wood.
- c. Getting a billy of water boiling for hot drinks.
- d. Starting food preparation.
- e. Sorting out sleeping arrangements.

Departure Times

Remind your party of expected departure times the night before and what time to be up.

Designate somebody to put the billy on at an appropriate time.

Time to leave a hut after getting up	Allow 1 1/2 hr
Time to leave a camp after getting up	Allow 2 hr

Stay alert to your surroundings

Are people starting to get cold or wet? Do you still know where you are and where you're going? If things are changing, take early action and consider turning back, picking a different route or finding shelter.

Respect other people's property

Ask permission before accessing private land, leave gates as you find them, and don't damage fences (climb over at a post). Take extreme care with fires.

Keep an eye on the time

Keep an eye on your progress and ensure you have enough time to make it to your next stop (Be prepared to turn around). It's a good idea to leave yourself some extra room at the end of the day in case you're delayed or you move slower than planned (Nobody complains if you get there early)

Leave no trace

Minimise your impact on the environment: take your rubbish with you, avoid damaging natural areas, and respect wildlife and farm animals. If you are camping, make sure you camp on durable ground.

Heed Warnings

While on your tramp you may encounter warning signs that are there to advise you of dangerous hazards in the area. Make sure you stop to read these and consider what they are telling you. They will help you make smart decisions and reduce the risk of a potential accident.



Gates and Fences

Leave gates as you find them. If the gate is locked, climb over the hinged end. If there is no gate, or style handy, climb through the fence, or climb the fence at a strainer post, but not at a fence batten.

Stock

Don't disturb stock, but advise farmers of animals in distress. Avoid crossing sheep country during lambing (mid-August though to late October) to avoid mothering lambs. When cattle appear excited, especially in steep country, go slowly, edge away and make a detour if necessary. Do not walk between a cow and her calf.

24. Make Good Decisions

Among the many leadership competences (i.e. leadership styles and communication), perhaps the most important is the ability to make good decisions and reflect on mistakes. Effective decision making, by Leaders, is a cornerstone of Leadership.

Every trip requires the leader to make decisions. Some are between two exclusive choices; the 'go/no-go' decision. Others require the leader to work out a course of action from available information. The same factors affect both types of decision. Remember to listen to your group. They may have knowledge you don't have and will have constraints which will limit your options. You will keep the motivation of your group if you explain why you have made a particular decision.

Weather:

A major factor in many accidents is the leader's decision to begin, or continue, a trip in unsuitable weather conditions. Weather does not stay constant, and often does not act as the forecast predicts. It can deteriorate very fast. Respect the weather, and its effects on safety; know your safe escape routes, and watch out for worsening conditions behind and around you.

I can't turn back now!:

If you turn back when weather seems poor ahead, it does not mean you are a bad leader. It shows you have good judgement and assess situations realistically. Every leader should be prepared, and willing to divert or turn back if conditions deteriorate. Make sure you have enough food and fuel for emergencies. Remember that even a long delay in your arrival is better than never arriving at all! The decision to turn back will be easier if you have decided in advance what your cut-off times are. Most leaders and, to be more accurate, you, must study terrain and obstacles on and near your route, and add a safety margin.

Chain of events:

Many accidents involve a chain of events: one shortcut or error of judgement often leads to another. The apparent 'cause' of an accident may be that the leader has attempted an ascent in marginal weather conditions. It may be the leader did not turn back or divert when visibility reduced. These are seldom isolated cases of bad judgement. More likely leaders were 'forced' into them by a lack of safe alternatives, or because their pre-trip planning was poor.

But I've done it before!:

Some very experienced leaders seem to believe that they can safely tramp in marginal conditions. They think they can ignore their limitations. Perhaps they, or others that they know, have done it before successfully. This does not prove that it is safe, nor that they have assessed the risks wisely.

But someone else is doing it!:

Leaders who tramp in marginal conditions may have more skill than others, or better equipment. They might just be prepared to accept more risk! In any case, their apparent ability does not mean that others can safely copy them. Succeeding in difficult situations also depends on many other factors, which observers cannot see. To be a competent leader you must know, and tramp within, your own and the groups limitations on the particular occasion.

Exercising sound judgement:

Leaders need to make responsible decisions about whether it is safe to tramp. The people expect leaders to consider their experience, tramp type, location, physical and emotional fitness, and prevailing or expected weather conditions. However, leaders must understand that human factors will affect their decision. They are likely to believe the situation is better than it really is, or that they have greater ability than they really have. Leaders can feel persuaded by others to proceed against their better judgement.

But you promised!:

In leading a trip you have not "guaranteed" to tramp on a certain day, arrive back at a certain time, or even to be out on a certain day. Do not feel you will disappoint people if you cancel a promised trip or return late..... These things happen.

Peer pressure:

Other people may encourage you to take risks when you don't feel comfortable. If they find that you cancelled a trip while they braved the weather and tramped, they may say: 'You diverted? What an idiot! I would have continued and got there...'. Perhaps they would; or they might have continued and not got there. Perhaps they are just full of bravado and would not have carried on at all. Perhaps they have more experience, are better equipped, or have a death wish. It doesn't matter. Even when no-one else is near them, leaders may feel they are 'letting themselves down' if they fail to do something that they want others to believe they can do. If you are more afraid of others' opinions than of your own death, or more importantly the safety of your group, you may not have the character expected of a leader.

Joint decisions:

A joint decision made by a group of people is usually more extreme than the decision that any one of them, alone, would have made. Leaders tend to be quite adventurous people who are willing to accept a certain amount of risk in order to tramp as they wish. Always beware of the committee decision: 'We'll do it!' is often because no-one has spoken out against it.

The bottom line:

Risks can be reduced if you think about them beforehand, preferably during pre-trip planning. If you can minimise the number of surprises you meet during a trip, you will be more able to deal with them safely when they occur.

25. Only Human

Trust me, I'm a leader:

Leaders may be trained, experienced and competent, but that does not mean that they will always perform perfectly. Everyone can experience an 'off day', become overloaded, suffer false perceptions, or just make a mistake. Equipment is expected to fail from time to time, and this is (correctly) seen as normal. Human leader performance also has a failure rate, and it is not zero.

Humans make mistakes:

Because we are human beings we all make mistakes, no matter how well trained, competent, careful, or skilled we may be. Nobody is immune from errors, and anyone who thinks that they are infallible is the most dangerous of all.

There are two types of error:

- a. 'Slips and lapses' include Misreading a Map, or not noticing changes weather;
- b. 'Mistakes' are actions that we make intentionally, and execute correctly, but which turn out to be a bad plan.

In general, training can reduce mistakes, but they still can and do happen. It is important to recognise and rectify mistakes – and to learn from them. Slips and lapses can happen to anyone, and are probably more likely in highly skilled, experienced people. Distraction errors and routine errors are good examples.

Believing is seeing:

An incorrect mental 'perception' can be dangerous:

If a person believes something to be true, they will tend to 'see' only those cues in the environment that are consistent with that belief, treating these as positive confirmation that the belief is correct, and 'not see', 'blot out' or ignore any evidence to the contrary. Unfortunately, leaders are no exception to this rule. If a leader believes that his group are at a certain geographic location, then his mind will try to organise whatever information is available to confirm this belief. It is difficult for technically qualified and experienced people to accept this about themselves. However, if you are human, this does apply to you. If we expect navigation features to appear in a certain place, instruments to show a certain reading, we must be prepared to distrust our senses. It is important to actually read the map and instruments carefully, and positively check we have interpreted them correctly.

Do not overestimate your capabilities:

More than half the leaders in an aviation university research trial did not abandon their planned trip until conditions were already too bad to survive. Always think and act as if you are less capable than you think you are.

Loss of concentration:

To perform well, a human's brain needs to be 'alert'. A leader may lose concentration during a routine and unchallenging trip, and not realise that a decision is needed until there are no safe options left. Delaying or failing to make decisions frequently causes accidents.

Stress:

Stress is one factor which increases arousal, but if alertness becomes too high the brain shuts out information. Stress may be caused by conditions associated with the trip, or by external factors, such as family, health, or work problems. Stress will affect leaders' judgement, and confuse their thinking. They are likely to concentrate on (or overreact to) one particular problem and ignore everything else. This is dangerous. If there is a problem in trip, the leader's first priority must be safety. Attention to a navigation problem must be a secondary task. You must expect to feel stress during every trip, so if you already feel stressed before you start, consider whether you should cancel. If you anticipate a period of big challenges during the trip, think about your actions and options as part of your pre-trip planning. Prepare as much as possible ahead of time and, above all, remember that your first priority at all times is to lead.

Teamwork:

If things are going wrong, you must use all the help you can. If you already believe yourself to be lost ask people to look out, and hold maps or a torch if needed.

26. Only A Machine

Technology:

Just as human beings can make errors, mechanical and electronic devices can be faulty. THINK about what your instruments should say – do a mental 'reality check'. Always cross check with a second source (e.g. landmarks in view) if possible.

GPS navigation:

If the leader understands its limitations and knows how to use it, GPS information can be very helpful when making decisions. However, operating GPS in the bush is affected by the same human factors as other activities. Use GPS to assist with navigation as part of (and never instead of) proper pre-trip planning.

- a. Never tramp in conditions that you would normally avoid because you believe GPS will reduce the risk and get you there safely.
- b. Never use GPS as your primary means of navigation.
- c. Never believe GPS data without question. It is NOT infallible and it CAN go wrong.

Be realistic about the weather:

- a. Learn about it
- b. Study the forecast in relation to your planned trip
- c. Look for signs of worsening weather

Know your own limitations:

- a. Double check your perceptions
- b. Beware of reacting too quickly, don't be pressurised to tramp, or to get out on time.

Prepare thoroughly and allow for contingency:

- c. Carry enough food and fuel
- d. Be ready to go-around, turn back, or divert
- e. Plan as much as you can before trip Consider what to do in possible 'situations' Be aware of the situation around you Be prepared to ask for help Don't take unnecessary risk

27. After the trip

On the way home

- a. Text the club emergency contact to let him/her know you're out safely.
- b. Remove the Intentions Form if left in the vehicle.
- c. Remind people to clean and dry out gear, especially flys, and to return gear the following Wednesday. Prompt return is important for the gear to be available for trips the next weekend.
- d. Fill up the van with diesel before it's returned to the parking spot. Remember to bring back the keys on the following Wednesday to the gear room.
- e. Encourage one of your party to write a trip report for the club newsletter. This can be short and light-hearted. Include photos and any information you think might be useful for future trips. Email the report to the newsletter editor
- f. Trip presentation. It is always fun on a Wednesday night club meeting to see and hear where recent trips have been. If you would like to give a presentation about your trip please contact the club social convenor.
- g. Respond to the email from the club statistics person about your groups' numbers etc.
- h. Let the chief guide know about any problems, whether in relation to the route or individual members of your party.
- i. You might like to ask some of your group for feedback on your leadership and the trip. It's a great chance to improve your skills.



28. Cancellations

If your trip is being cancelled notify the Transport Officer, Emergency contact person, and Chief Guide immediately. Keep other leaders with whom you are sharing transport informed.

29. Refunds

Refer to the WTMC Policy when dealing with refunds:

Before applying for a refund the trip leader must verify that payment has been made and confirm the value. Email the [Trip Money Checker](#) (Including the payment Reference/Trip Name) and ask them to confirm what payments have been made and what values.

Request bank account details from your party members and clarify if one person also paid for others – money should only be returned to the person who paid it.

- a. If a person withdraws from a trip before the payment cut-off date, (2.5 weeks for south island trips and 1.5 weeks for the north island,) then they will receive a full refund.
- b. After the payment cut-off date refunds will only be given with the agreement of the chief guide.
- c. Ferry bookings require 3 days' notice of cancellation. Any bookings cancelled after this time and before check-in time will incur a cancellation fee of 10% of the booking cost, which the cancelling persons are liable for. No cancellations can be made after check in time.
- d. Hire cars/vans require 48 hours' notice of cancellation. Any bookings cancelled after this time are non-refundable and the cancelling persons are liable.
- e. Refunds will be given if the trip leader cancels due to adverse weather or no transport being available.
- f. The chief guide will recommend other requests for refunds at his or her discretion to the committee, by email. The committee will decide as to the refund's merit
- g. The chief guide will not normally agree to refund fares if the cause of cancellation is short term illness. It is generally expected that refunds will be given only on compassionate grounds.
- h. If a refund is agreed then the trip leader must collect the bank account details of all those on their trip and forward in one e mail to the treasurer with amounts to be refunded.

30. Appendix:

CHECKLIST:

	CHECKLIST TASK	STATUS
1	PICK UP TRIPSHEET FROM CLUB ON THE DESIGNATED CLOSURE DATE	
2	Intro/Request for Info Email Sent	
3	Tracking sheet Complete (Users Paid) - ask Bank checker to verify payments (against reference);	
4	Drivers Identified	
5	Numbers to Transport Officer	
6	Club Emergency Contact - Details Determined - Add to Trip Plan	
7	Trip Plan Sent	
8	Gear + Keys Picked Up - PLB NUMBER obtained	
9	Intentions Sent + PLB code added	
10	Ferry Journey? - Print off 2 Lists of Names	
11	Arrange Van Collection	
	TRIP DEPARTURE:	
12	Van Collection – Note ODO reading on sheet	
	TRIP RETURN:	
13	Trip Report Delegated	
14	Notify Emergency contact when out	
15	Van Return – Update log sheet with ODO Reading	
	AFTER:	
16	Return Gear and Keys (Ensure PLB gets back also)	
17	Trip Report Completed	
18	Stats Returned - Expect Email from Steve Kohler	

