| **After signing up to lead a trip** | |
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|  | You will receive an email with an administrator link to the online sign-up form for your trip.  Make sure you save this link as you will need it for trip planning. |
|  | (optional) You can activate notifications to receive an email when someone signs up for your trip.  (optional) You can update the trip description or ask additional questions in the online sign up form.  *Guidance on how to use online forms as a trip leader is available* [*here*](https://wtmc.org.nz/wp-content/uploads/2021/10/FAQ-Online-forms-for-trip-leaders.pdf)*.* |
| **3 Wednesdays before the trip** (4 Wednesdays for South Island trips) | |
|  | Complete and review trip planning template |
|  | Contact DOC for up to date information on hut and track conditions. |
|  | If applicable, contact the other trip leader starting from the same road end, to agree on approximate departure/return times. |
|  | Check the list of people who signed up and whether they are fit for the trip.  *Tips*   * *Guidance on how to access information is available* [*here*](https://wtmc.org.nz/wp-content/uploads/2021/10/FAQ-Online-forms-for-trip-leaders.pdf)*.* * *If you don’t know someone, check info about their level of experience and fitness.* * *Do not hesitate to ask them more questions or contact other trip leaders if you are unsure a person will be fit for the trip. Contact the Chief Guide for any help.* * *It’s ok to turn someone down if they are not a good fit for the trip.* |
|  | Email participants (see suggested template below)   * Give a description of what to expect and departure time * Ask people to confirm they are coming + pay the fee within a week |
| **2 Wednesdays before the trip** (3 Wednesdays for South Island trips) | |
|  | Email [transport@wtmc.org.nz](mailto:transport@wtmc.org.nz) with the number of people on your trip .   * If applicable, cc the other trip leader starting from the same road end. * The transport officer will confirm which vehicle to take (and ferry times if applicable). |
|  | Email [tripmoney@wtmc.org.nz](mailto:tripmoney@wtmc.org.nz) with the names of people who signed up and ask to check they have paid the trip fee |
|  | Allocate food for communal dinner:   * Check if there are any dietary requirements in the group * Pick a recipe in the [club cookbook](https://drive.google.com/file/d/1KfT8D7Ch1GzwZ0hXCE1qFiDpckquZ-5Z/view) and allocate ingredients accordingly. * Check in the cookbook if you need one or two billies.   *Tips*   * *Consider the weight and price of the ingredients when allocating food.* * *If there are too many dietary requirements, people can byo dinner/dehy meals.* * *Think about dessert!* |
|  | Allocate club gear:   * Van key (for the person who will pick up the van) * PLB (it is recommended that the trip leader carries it) * Club first aid kit (900g) * Sufficient emergency shelter for the group (tents or flies) * Billy (900g) * Stove * Gas   *Tips*   * *Consider the weight of the items and participants’ fitness when allocating gear.* * *Small fly (1kg - excluding pegs) sleeps 2-3. Pegs need to be allocated separately.* * *Large fly (2kg - excluding pegs/pole) sleeps 5-7. Pegs and pole need to be allocated separately. Requires a large area to be pitched.* |
|  | Email your group to confirm the trip plan (see suggested template below)   * Departure time * Trip plan/itinerary/hut tickets needed * Food and gear allocation * Reminder to byo breakfast, lunch and snacks + ground sheet and sleeping mats in case huts are full or you have to camp out in an emergency * For people who are new to the club - remind them to meet at Platform 9 at the train station and to come pick up club gear between 7-730pm the Wednesday before the trip. Send them the [recommended gear list](https://wtmc.org.nz/trips/gear/). |
| **One week before the trip** | |
|  | Check the weather forecast   * Keep an eye on the forecast during the week to get a sense of river levels etc. * Assess if the trip can still go ahead, if the plan or destination needs to be adjusted or if the trip must be cancelled.   *Key websites*   * [*Metservice*](https://www.metservice.com) *(rural and mountain forecasts)* * [*Niwa Parks*](https://weather.niwa.co.nz/parks) *(for key huts and national parks)* * [*MetVUW*](https://www.metvuw.com/forecast/) *(forecast charts)* * [*Windy.com*](https://www.windy.com/?-36.851,174.768,5) * [*yr.no*](https://www.yr.no/en) * *Regional council rainfall and river level data* |
|  | The Emergency Contact Coordinator will get in touch to confirm who is the Emergency Contact for the weekend and provide the Intention Sheet template. |
|  | Complete the Intention Sheet and send it to the Emergency Contact and to [intentions@wtmc.org.nz](mailto:intentions@wtmc.org.nz) (and to the trip leader you are coordinating with, if applicable) |
|  | Print the Intention Sheet and bring a copy with you on the trip. It summarises your trip plan and includes critical information about people’s medical conditions. |
|  | Give the name and details of the Emergency Contact to everyone who is coming on your trip. |
| **At the end of your trip** | |
|  | Text the Emergency Contact as soon as practical to let them know your group is out and safe. |
|  | Ask for someone in your group to write a trip report and send it to [newsletter@wtmc.org.nz](mailto:newsletter@wtmc.org.nz) |
|  | Remind people to drop off gear and van key the following Wednesday. |

**Template email - Asking people to confirm and pay**

| **Subject: Please confirm: WTMC Roaring Stag Hut**  Kia ora koutou  Thanks for signing up for this trip.  **What to expect**  We will meet early on Saturday, probably around 7-8 am. The walk to Roaring Stag hut is fairly straightforward and should take about 4-5 hours. There is a section that is fairly steep but nothing unusual for an EM tramp. Given the time of year I expect the track will be fairly muddy. There are a couple of streams to cross but they should be fairly shallow.  If there is time, once we get to the hut there will be the option to do a bit of bush bashing and walk up the river to the 'secret' lake, or stay at the hut.  On Sunday we'll come out the same way, I'm expecting us to be back in Wellington late afternoon.  **Please confirm by next Tuesday 8 pm**  There was a lot of interest so please confirm as soon as practical by:  - **paying the club's fee**  Members: $43. Non-members: $53.  WTMC account: 38-9017-0330533-00  - **emailing me** to confirm you are coming and confirmation fee has been paid.  Roaring Stag Hut is quite popular and we might need to camp if the hut is full. If you have a relatively lightweight tent please also let me know (and how many people it sleeps).  Any questions please get in touch.  Jane Doe  022 123 XXXX |
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**Template email - Trip plan and food/gear allocation**

| **Subject: Food/Gear allocation: WTMC Roaring Stag Hut**  Kia ora koutou,  Thanks everyone for prompt payment and confirmation for the tramp to Roaring Stag hut on 2-3 October. Please find below some details about the trip, including communal food and gear.  If you have any questions please get in touch  Jane Doe  022 123 XXXX  –  **Departure**  Please meet at 7.45am at the train station on Saturday, platform 9 - so we can leave by 8am.  **Trip plan**  We will drive to Putara road end (approx 2h30 from Wellington) - with a coffee stop in Featherston.  The walk to Roaring Stag hut is fairly straightforward and should take about 4-5 hours. There is a section that is fairly steep but nothing unusual for an EM tramp. Given the time of year I expect the track will be fairly muddy. There are a couple of streams to cross but they are quite small and should be fairly shallow.  If there is time, once we get to the hut there will be the option to do a bit of bush bashing and walk up the river to the 'secret' lake, or stay at the hut.  On Sunday we'll come out the same way, I'm expecting us to be back in Wellington by 5pm.  **Plan B**  If it takes us too long to walk up the hill, we will shorten the day and head to Herepai Hut instead of Roaring Stag hut.  **Hut tickets**  Please bring your annual hut pass or 1x standard hut ticket for Saturday night.  **Club emergency contact:**  Please pass these details on to your own emergency contact:  John Smith  j.smith@email.co.nz  022 123 XXXX  **Food**  BYO breakfast, lunches, snacks, hot drinks.  For communal dinner we will try out a club recipe from the new wtmc cookbook - Red lentil and coconut dhal. Please bring ingredients as indicated in the table below.  **Gear**  Make sure you have all necessary gear, including head torch, warm layers, etc as per [club gear list](https://wtmc.org.nz/trips/gear/) (note this should always include ground sheet and mat in case we need to sleep on the floor or camp).  Please pick up your item of communal gear from the club on Wednesday before the trip, between 7-7.30pm.  At Orange - please also make sure you bring a mask, hand sanitiser etc..  Please print and bring the [map](https://www.topomap.co.nz/NZTopoMap?v=2&ll=-40.706832,175.537062&z=14). Bring a compass if you want to practice navigation if/when we go to the lake.   |  | **Communal food** | **Communal gear** | | --- | --- | --- | | Jacqui | Coconut oil (3tbsp)  2 tomatoes  1 capsicum | Club first aid kit | | Helen | 3 garlic cloves  1cup cashew nuts | Club billy  Own stove+gas | | Ren | 300g basmati rice | Club small fly and pegs | | Natasha | Coconut milk powder 100g OR 1 tin coconut milk  1 red onion | Own tent | | Megan | 1 lemon  1 capsicum  200g basmati rice | Club billy | | Anne | grated ginger (2tsp)  lemon grass (3/4 stalk)  yellow curry paste (2 tbsp)  soy sauce (1.5 tbsp)  brown sugar 1 tbsp  300g split red lentils | Club plb  Own tent  Serving spoon  Own stove+gas | |
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