



Alpine Sports Club Inc.

P.O. Box 131, Auckland
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To:

This is to confirm that you have been authorised to lead an official club trip on
to

As leader you are responsible to the Committee for the observance of Club Rules and for normal safety and duty of care. Please discuss your proposed trip with the Tours Officer before finalizing your route and itinerary.

The following guidelines have been prepared to assist you:-

1. Where appropriate, contact the nearest DOC information centre or field centre to obtain details of tracks and huts in the area and ask for the contact of any landowners over whose land you might cross. See that permission is obtained to cross private land or enter State Forests or Crown Land, where this is required. Ensure any hut, track or accommodation bookings or travel arrangements are made for the party as appropriate.
2. Make all party members aware that it is their personal responsibility to ensure that they are fit to undertake the trip, properly equipped, have the appropriate level of skills and to notify the leader of any medical condition or any other issue that may affect the party or their ability to manage the trip. A health declaration form is available for your use.
3. You have the right to refuse anyone who does not comply with Health and Safety Requirements, or whom you think is in any way unsuitable or incompatible. Some more advanced trips will have special skills prerequisites, for example climbing, kayaking, caving and skiing. You also have the right to limit numbers to a level that is appropriate and safe for your trip. If in doubt contact the Tours Officer.
4. While you cannot personally take responsibility for the safety of the party members, you should try to make all members of the party aware of the route. On longer trips you should give each party member a list of appropriate maps and a description of the route well in advance of the trip.. A suggested gear list and suitable food plans are posted on the club website.
5. Ensure that details of the trip and a full list of names are held by a responsible person who can be readily contacted. Make sure that the list includes a description of the cars, the make, model and colour and the road end they are expected to be left at. Make sure you include the dates you are due out. Alternatively the list should be emailed or posted to the Tours Officer before departure or an email copy can be lodged at the club email address above. A worksheet is available for your use and is downloadable from the website.
6. Ensure that your intentions are lodged with any appropriate DOC information centre or other as appropriate. Always fill in your intentions in hut and track log books. In an emergency it is the only way the emergency services can trace your movements.
7. Ensure that party safety gear is available to the party. In particular, ensure that longer trips have available one of the club EPIRBs and follow the instructions for its use. EPIRBs are available from the Tours Officer.
8. Ensure that the party has a comprehensive first aid kit. All longer trips, including day trips into the bush, should have at least one emergency shelter in the party in case of a medical emergency or serious injury. It is recommended that each party member have their own survival blanket and also a survival bag.
9. Try to ensure that the party travels together - in particular that an experienced person is both at the front and rear of the group at all times.
10. Check that all camp-sites and rest stops are left clean and tidy.
11. Draw to your party's attention to their obligation to pay hut fees, where applicable.

12. Check that Club gear used by the party is returned clean and tidy. Remind your party members that the club has some gear available for hire.
13. Would you please fill in and return the enclosed brief report in order that future trips may benefit from your experience. A proforma is available from the club website on the download page. This can be filled out and either mailed to the Tours Officer or emailed to the club email address.
14. Include any accidents or incidents which might have resulted in an accident. Also include any other incidents which affected the trip for example, weather, conditions, access issues, unacceptable behaviour or any important details which affected the trip or are important for another party to attempt the same trip.
15. In the event of a person being seriously injured the leader should first contact the emergency services using the 111 Emergency Number and then try to notify the Tours Officer, the President or a Vice President as soon as possible. If you are not able to contact emergency services, activate the EPIRB. Also try to contact the holder of the trip details and party members.
16. If a party is late the leader should notify the Tours Officer, the President, or the Vice President as soon as possible. The above will be able to contact family etc. as necessary, provided sufficient information is supplied.
17. ALL party members should be advised to tell family etc. to contact the Tours Officer, President, a Vice President, or a Committee Member before contacting the Police if a party is late returning.
18. See that all fire-arms, music players and domestic animals are left at home.
19. The current transport charge for passengers is **12 c/km** payable to the driver.
20. Please collect a levy of \$5-00 for each non member of the trip. The money is to be sent to the club treasurer.

FOR THE COMMITTEE
TOURS OFFICER.