

# Pandani Bushwalking Club

## Guide for Organising Trips

### Criteria

- You are a Pandani Club member
- You feel you have the confidence and basic skills to lead an easy or easy/medium walk

### Step 1

- Obtain a copy of the Leaders Manual from the Walks Program Coordinator
- Decide on what you think is a suitable trip
- Obtain as much information as possible about the planned trip using maps, trip notes, talking to others and ideally by completing the trip yourself
- Work out a basic plan considering trip name, area, degree of difficulty, distance, height gain, terrain, time (remember a group will take longer than one or two people)
- A limit of 10 people applies to all mentored trips
- Mentored trips are not to be in alpine areas in winter

### Step 2

- Organise a mentor from the list in the program
- Discuss your plans and agree on a date
- Obtain copies of forms

### Step 3

- Liaise with Walks Program Coordinator to organise program entry

### Step 4 Before the trip

- Get permission if the trip is on private land
- Confirm details with mentor
- Be prepared to change venue or cancel if necessary eg. unsuitable weather forecast
- Consider taking Personal Locator Beacon (PLB) on overnight trips.

### Step 5 Booking In

- Talk to all interested participants to determine their experience, fitness, any medical issues (such as diabetes or allergies) that you should know about, suitability of equipment and clothing and to provide more details of the planned trip if necessary
- If they do not have the appropriate requirements they should not be accepted and a more suitable trip should be suggested
- List names and phone numbers on the form
- Remind participants to leave trip details with someone at home
- Confirm starting time and meeting place
- Adhere to numbers limit

### Step 6 At the meeting place

- Arrive early
- Check everyone off the list as they arrive
- Introduce everyone
- Check everyone has essential clothing, gear, food and water. Inspect if doubtful. No items – no go
- Arrange car pooling if needed, ensuring you know which cars are going
- Ensure you know which is the last car in the convoy
- Explain route to starting point, rendezvous points and estimated travel time
- Explain petrol sharing arrangements and costing

### Step 7 Start of trip

- Check all cars have arrived
- Check all participants are present
- Check cars are locked and lights are out before leaving
- Explain planned route on the map for all to see
- Explain minimum impact, staying together, walk at pace of slowest, advise of any difficulty/injury, potential obstacles, toilet arrangements, use of whip
- Appoint a whip
- Explain procedure if participants get separated from party
- Fill out track registration book if applicable

#### Step 8 On the track

- Set a comfortable pace – keep the group together
- Point out hazards on the track
- Have frequent rest stops
- Observe participants for signs of stress/problems
- Count numbers often
- Use talents/experience of others if necessary
- Encourage all to be aware of navigation/weather
- Keep to formed track where present to minimise damage
- Maintain morale
- Correct potentially dangerous situations/actions and inappropriate behaviour before they become a problem
- Be prepared to turn back due to weather, difficulties or time constraints

#### Step 9 Back at the cars

- Check numbers again to ensure all have returned
- Check everyone knows the way back, possibly meet along the way
- Ensure all cars start before leaving

#### Step 10 After the trip

- De-register/advise club contact
- Discuss trip with mentor – problems, suggestions, success or otherwise
- Complete mentor form
- Send completed forms to Walks Coordinator and discuss if necessary