

Pandani Mentor Checklist


Trip Organiser:

signature:

Mentor:

signature:

Location and Date of trip:

Criteria	
Before the trip:	
Mentor to explain booking procedure	
Mentor to provide suggestions on questions to ask and how to refuse a booking	
Mentor to explain use of club contact system	
Mentor to ensure trip has been undertaken at least once prior to day of trip	
Appropriate maps have been obtained to cover whole trip	
Suitable first aid kit prepared	
Extra clothing, water and food packed to account for anything forgotten by participants	
At the meeting place:	
Arrived early	
Introduced self to people as they arrived	
Marked people off booking list as they arrived	
Introduced everyone	
Explained plan for the day	
Reminded people of gear and water requirements	
Ensured everyone was appropriately dressed	
Organised car pooling	
At start of trip:	
Explained trip and rest/regrouping stops	
Appointed a whip	
Reminded everyone about what to do if they needed to leave the track	
During the trip:	
Kept the group together or within earshot	
Ensured those who were last to arrive at stop had sufficient rest before group moved on	
Had regular stops for clothing adjustment, rest, drink, food	
Ensured all of group were aware of changes in direction and didn't miss the turn	
Regularly counted numbers	
Copied with any emergencies that arose	
After the trip:	
Checked everyone had returned to vehicles	
Ensured all cars started before leaving	
Advised club contact of safe return of group	
Form sent to Walks Coordinator	
Issues discussed after the trip:	