

Guidelines for participating in Tramping, Climbing and outdoor activities

Please note that you are responsible for your own safety and to provide adequate equipment for yourself on all club trips. You must ensure that you are fit and capable of undertaking the planned trip and you must advise the leader of any medical conditions or other issues that may affect the trip.

A package of guidelines is provided for all leaders of club trips. This includes a set of guidelines to help ensure that the trip is run as safely as possible and that the correct measures are taken in the event that a trip is late in returning or in the event of a problem. For multi day or for more difficult trips, prospective party members may be required to fill out a Trip Application and Medical Declaration form. The leader's guidelines and application forms are posted to the leaders prior to the trip and are available from the club website, at the Downloads page.

The trip leader will leave a complete list of the party members and their contacts together with all relevant details of the starting and finishing points and the route to be taken with a responsible person or with an officer of the club. In the event that a party is late out or has a problem. This list is intended to be used to help locate the party and to contact the families of the party members.

If either you, or a member of your family, are concerned about a trip that is late returning you should contact the tours officer, the president or a vice president. The contact details for the club's officers are printed in the front of every copy of the club magazine and in the handbook.

In any outdoor activity there is always an element of risk and a key element in risk minimisation is training and experience. Alpine Sports Club runs Bushcraft and Alpine Instruction courses to give members training in important techniques to enjoy the outdoors as safely as possible. The Bushcraft courses are run for people wishing to go on more advanced tramping trips and for those wishing to learn how to lead and organise a trip. They include basic navigation, river safety, weather assessment, gear and food requirements as well as basic Risk Management and Emergency Response procedures. These courses are organised according to demand. It is recommended that all club members and prospective trip leaders attend one of these courses. If you wish to attend you should contact the Tours Officer. Details of the courses are available from the club website.

Trip Difficulty Indicators

Many of the club trips will have short descriptive indicators advising the level of difficulty, the length, the type of terrain and whether special skills and equipment are required, as in climbing or ski touring trips. These will help you to determine if you are capable of taking part.

Length:

Short	less than 4 hours
Medium	up to 6 hours
Long	up to 8 hrs
Very Long	over 8hours

Terrain:

Paved	Pavement or metal chip. Good walking shoes are required
Grassed	Parks or grassed areas. Sturdy shoes capable of wet slippery conditions required
Rough	Tree roots, mud obstacles, stream crossings. Boots required
Strenuous	Very rough terrain requiring good upper body strength, fitness & stamina are required. Boots essential

Prerequisites

For example: Completed mountaineering course, Competence in skiing, Competence in kayaking, completed approved advanced trips in the past

Gear & Equipment

An up to date gear list, food list and recipes are listed on the club website at www.alpinesport.org.nz
Below is a gear list intended as a guide for beginners to tramping and a reminder to others of what is necessary and what is optional if you are prepared to carry it. Keep it in a place where you can use it as a check list each time you go on a trip. Best laminated and kept with your gear.

Day trips in bush (each member)

Small pack	Over trousers	Boots (broken in)
Torch	Waterproof parka	Spare fleece/wool jersey
Survival tube and blanket	Lunch, Drink	Whistle
Fleece/Woolen hat and gloves	Shorts	Matches

Ensure that you have a map and are familiar with the route, ask the leader

Leader has in addition

Map and compass	First aid kit
Paper and pencil	Sleeping bag cover
Cord and pocket knife	Fly sheet / emergency shelter

Overnight trip in bush (each member)

Fleece/Woolen hat	Shorts	Wool socks (2 pairs)
Bowl, Mug	Water bottle	Personal first aid kit
Underwear	Tee shirt	Map and Compass
Polypropylene top layers (2)	Sleeping bag liner	Light over trousers
Sleeping bag	Groundsheet	Personal medication
Fleece/Woolen gloves	Boots (broken in)	Waterproof parka
Torch (& reserve batteries)	Whistle	Cord and pocket knife
Long trousers	Toilet paper	Pack (approx 70 litres) with plastic liner
Polar Fleece or wool jersey	Knife, fork, spoon	Watch
Matches in waterproof container	Survival tube and blanket	Toilet gear, Towel
survival kit	Make sure you are familiar with the planned route	

Party Gear

Tent and/or fly	Stove and fuel	Paper and pencil
Pegs and poles	Closed cell foam pad	Party first aid kit
Maps, compass and permits	Billies	GPS
EPIRP		

Optional Extras (to be included as appropriate)

Putties or gaiters	Money	Bathing togs
Camera, spare batteries/film	Pack of cards	Can opener
Rope	Insect repellent	Sleeping bag cover
Light shoes	Axe or bush knife	Binoculars
Snow goggles	Handkerchiefs	Sun hat and sun lotion
Lighters (for stoves & fires)	Mosquito net	Bush craft manual
Cut toenails	Candle or strips of rubber	Personal Toilet Kit
Closed cell foam or a self inflating mattress		

Personal First Aid and Survival Kit

Adhesive plasters	Pain killers	Sterile pads
Glucose lollies	Rubber strips	Crepe bandages
Safety pins	Knife	Candle
Scissors	Sanitary pads	Pencil and paper
Waterproof matches	Pocket knife	Roll non stretch adhesive tape

Food Suggestions (see the club website for suggested food lists & ideas)

Muesli / Cereals / Porridge		Fruit / Dried fruit
Muesli bars	Biscuits	Macaroni cheese
Cheese	Peanut butter / Marmite	Meat / Bacon
Peas / Carrots / Beans	Sugar	Tea / Coffee / Milo
Dates / Prunes / Raisins / Nuts	Salami	Freeze dried meals
Pasta/Spaghetti	Custard	Butter/margarine
Sardines (carry the empty tin out)	Flavour Sachets/seasonings	Scroggin
Eggs	Bread	Jam / Honey
Potatoe flakes / Soups	Potatoes / Rice / Rice dishes	Instant puddings
Milk powder/drink flavouring	Chocolate / Sweets	Pikelet mix



Alpine Sports Club Inc.

P.O. Box 131, Auckland
www.alpinesport.org.nz
email@alpinesport.org.nz

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.

A.S.C. Trip List

11/2005

Trip.....

Planned Route:

Date:

Due Out:

__/__/__

**PO Box 131 Auckland
email@alpinesport.org.nz**

Leave a copy with a responsible person or Post or email one copy of this completed list before departing on trip.

	Name	Phone	Email	Other Information (email, car, medical conditions etc.)
				Include details of cars and the road end they are left at.
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IF A TRIP IS LATE OUT OR S.A.R. ASSISTANCE IS REQUIRED CONTACT PRESIDENT VICE PRESIDENT OR TOURS OFFICER



Trip Application Form

The following information is required as a duty of care by the leader of the trip and will be kept confidential. Please fill out and return to the leader at least 7 days before the trip.

I wish to apply to join the trip to:

Leader: **Date:**

Full Name of Applicant:

Address:

.....

Date of Birth: **Phone:** **Cellphone:**

<p>Next of Kin in the event of an emergency or the party is late returning</p> <p>Name: Phone:</p> <p>Address :.....</p> <p>.....</p> <p>Relationship to the Above:</p>
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Have you ever suffered from any of the following:

- Asthma Yes No
- Heart or respiratory Disease Yes No
- Arthritis or other joint problems Yes No
- Epilepsy or Migraine Yes No
- Diabetes Yes No
- Special Dietary Requirements Yes No
- Any other medical conditions likely to affect the party Yes No

Details of condition as appropriate:

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I undertake this trip knowing that I am responsible for my own actions and for my own personal safety. A certify that the above information is correct.

Signed

Date

