

OTAGO TRAMPING AND MOUNTAINEERING CLUB

Day Trip Search and Rescue Form

Destination:			
Date:		Estimated Time Home:	
SAR Contact Person		Phone No:	

Name:	SAR Contact Details (name / contact number)	OTMC Member (Y/N) *	Mobile Number
1. (Leader)			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Driver	Reg. No.	Make / Model	Colour
Transport will be parked at:			

Please post this form in the slot in the clubrooms door, and remember to inform your contact person when you get home.

** Non-OTMC Members are limited to 12 days or tramping with us in a 12-month period*

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Guidelines and suggestions for Day Trip Leaders.

- If you are not sure about an area, you will need to **research** it prior to your trip. The OTMC has been to most/all places around Dunedin. Antony Hamels book, Dunedin Tracks and Trails, is an excellent starting point. You can also ask at a club meeting, or use the email list or Facebook to seek advice.
- If the trip involves **extra costs** such as for hire of boats, etc. check in advance for group discounts and reduced costs for children (if applicable), and advertise them as part of the trip cost.
- If for any reason you **can't lead a trip**, it is your responsibility to make arrangements for the trip to go ahead (it doesn't have to go to the same destination). Use the Bulletin if there is enough lead time to publicise the change, and make sure it is mentioned at club and on the email list / Facebook. Advise the day trip convenor of all changes.
- Having a **Search and Rescue contact** person in Dunedin is just as important for a day trip as for an overnight trip. Ideally, this would be someone at home. Make sure this person has a contact number for the club day trip convenor, as well as other Committee members. Before you depart you fill out the attached form and email if possible to your contact person (take photo with smartphone) before posting in the clubrooms door slot. If you don't return home by a pre-set time, your contact person can contact the committee rep etc. who will make arrangements to uplift the trip list (remember SAR is a Police responsibility, so call them for all overdue parties).
- The require all OTMC trips carry at least one **Personal Locator Beacons (PLB)**. The club have one dedicated for day trip use - contact the day trip convenor or gear hire officer for details.
- It is the leader's responsibility to make sure the participants on the trip have the **required minimum clothing, equipment and food** for the trip. There is a list of required equipment on the reverse of the trip card, as well as on the website.
- A trip leader has absolute responsibility for the trip, and has the **authority to decline participants without adequate clothing, equipment or provisions**.
- **Transport** is by car pool. The trip programme includes the amount to be paid to the driver.
- **No dogs or firearms** are allowed on OTMC trips.
- **Bad weather** may make trips longer and/or harder than the grade stated. If your trip requires very good weather, try to have a backup trip planned, or a turn-around time.
- The club endeavours to make sure participants are ready to **depart at 9am**. We suggest that participants be at the clubrooms approximately 10 to 15 minutes prior to 9am.
- Appoint someone to write a **trip report** before you start walking. Trip reports are more informative if they contain some notes regarding track condition/times etc.
- Once you return home, make sure your **SAR contact person is notified**.
- The day trip convenor will **collect the SAR forms** after the trip (club night etc.) and keep them for statistics.
- If you have any **problems with your trip**, please discuss with the day trip convenor
- Arrange for a **brief trip report to be written** and sent to the OTMC Bulletin Editor for publication in the monthly Bulletin.
- **THANKS** for leading an OTMC trip.