OTAGO TRAMPING AND MOUNTAINEERING CLUB

Day Trip Search and Rescue Form

Destination:			
Date:		**Estimated Time Home:**	
SAR Contact Person (separate from using otmcplb@gmail.com)		**Phone No:**	

Name:	SAR Person Contact Details	OTMC Member (Y/N) *	Mobile Number (can be useful during the trip)
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:			

Take a photo of list with your phone before leaving your departure point and email to otmcplb@gmail.com and your SAR contact. Remember to inform your SAR contact person when you get home.

**** Non-OTMC Members are limited to 6 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, 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 **cannot 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 Weekly Update if there is enough lead time to publicise the change, and make sure it is mentioned at club and on the email list. 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, email to otmcplb@gmail.com and your SAR contact. If you do not 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).
- All OTMC trips require a **Personal Locator Beacon (PLB)**. There is a dedicated club PLB available for day trips – the day trip convenor will advise how to pick this up. Before departure use your mobile phone (or ask another trip participant) to take a photo of the SAR list and email to otmcplb@gmail.com, as well as to your SAR contact.
- 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 OTMC 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 carpool. The trip programme includes the amount to be paid to the driver upon departure.
- **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 particularly good weather, try to have a backup trip planned, or a turn-around time.
- Trip departure point and times vary, these are set in advance when the trip programme is put together, and published on the trip card, website, and weekly update.
- 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 **collate the SAR lists** for OTMC statistics.
- **Have a great trip -** If you have any **problems with your trip**, please discuss with the day trip convenor
- **THANKS** for leading an **OTMC** trip.