

THE OVER FORTIES TRAMPING CLUB HANDBOOK



Cover and illustrations
Jill Goddard

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P O Box 6505
Upper Riccarton Christchurch 8442
www.oftc.org.nz

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INTRODUCTION

As The Over Forties Tramping Club has grown and developed, so too have the ways of operation. The Rules and Guidelines have been updated to reflect the improvements in equipment such as cell phones, personal locator beacons and GPS's (Global Positioning Systems).

The handbook is provided to all members for guidance and information. Please become familiar with its contents and the content of the website **www.oftc.org.nz**.

The origins of the Club

The Club arose from the need in the community for a more leisurely style of tramping for people over forty years of age. In December 1977, Valda and Bruce Hodges inserted an advertisement in the suburban Christchurch newspapers. Forty replies were received, and from this enthusiastic group of people, The Over Forties Tramping Club was formed. At the inaugural meeting on 15 March 1978, the Club's Constitution was adopted and officers and a committee were elected.

The Federated Mountain Clubs of New Zealand Inc.

The Over Forties Tramping Club is affiliated to The Federated Mountain Clubs of New Zealand Incorporated (FMC) which supports Clubs' activities and assists members' enjoyment of the mountains and countryside. It promotes and encourages better knowledge of the environment and the acquisition of skills and safe techniques. The FMC protects members' rights of access to public lands and promotes the sound management of recreation in the natural lands and waters of New Zealand, acting when necessary to protect and maintain the quality of the environment for this.

CONSTITUTION

1. Name

The name of the Club shall be THE OVER FORTIES TRAMPING CLUB INCORPORATED hereinafter referred to as the Club.

2. Interpretation

Committee means the Committee for the time being appointed under Clause 9a of this Constitution.

Year means financial year of the Club as defined under Clause 14 of this Constitution.

The decision of the Committee on the interpretation of the Rules or any matter or thing pertaining to the property or interests of the Club shall be conclusive and binding on all members.

3. Objectives

- a) To arrange trips and camps for the benefit of financial members.
- b) To foster and develop a love of the outdoors and to create an interest in the protection of the flora and fauna of the country.
- c) To encourage members of the Club to enjoy a more leisurely style of tramping.
- d) To act in cooperation with the Government of New Zealand or any kindred agency for the promotion of tramping facilities.

4. Membership

- a) Membership shall be open to adults who are over forty years of age.
- b) Intending members shall be nominated by a financial member and their nomination seconded by one other financial member.

- c) An application for membership shall be placed before the committee elected under Clause 9 at its next meeting for approval by a majority of two-thirds of those present.
- d) The Membership Officer shall advise newly elected members of their acceptance in terms of Clause 4 b. above.
- e) Membership of the Club shall date from the time of election subject to the appropriate subscription being paid within one month of election.
- f) All persons intending to make application to the Club for membership must advise the Committee through the Membership Officer of any relevant health disability.
- g) Only members financial for the previous year may move and second motions and vote on matters at the Annual General Meeting.
- h) The Committee shall have power to elect suitable persons to be Honorary Members of the Club, such membership to be revocable by the Committee at any time. Honorary Members shall be exempt from payment of subscriptions and they shall not have voting rights.
- i) Life Membership may be conferred upon a member to whom the Club especially desires to show its appreciation for past service. A special resolution of a General Meeting together with the prior majority consent of the Committee shall be obtained before Life Membership is conferred on any person. Life Members shall be exempt from the payment of annual subscriptions and they shall be entitled to vote. The maximum number of life members at any one time shall be 4% of Club membership.

5. Resignation

Any member may resign his or her membership of the Club by giving notice in writing to the Secretary but such notice shall not be accepted until all arrears of subscription or other moneys owing to the Club have been paid.

6. Expulsion

Should the Committee consider that the conduct of a member is injurious to the character of the Club and if two-thirds majority of the Committee shall be satisfied after an opportunity of defence has been afforded that such is the case, the Committee shall request the member to resign.

7. Subscriptions

- a) The subscription payable by members of the Club shall be fixed at the Annual General Meeting.
- b) Subscriptions become due immediately after the Annual General Meeting.
- c) New members accepted after June shall pay half the ordinary subscription for that year.

8. Charge for Special Privileges

The Club may at its discretion levy a charge upon members using any Club property or privilege in respect of that user.

9. Committee

Subject to the provisions of this constitution, the management and property of the Club shall be vested in a Committee which shall be elected from ordinary members present at each Annual General

Meeting. The Committee shall have power to appoint a member to fill a casual vacancy, such appointee holding office until the next Annual General Meeting.

Nominations for Officers and Committee members shall be taken from the floor of the meeting or, if in writing, must contain the signatures of the nominator and seconder together with the written consent of the nominee.

The Committee shall consist of:

Chairperson
Vice-Chairperson
Honorary Secretary
Honorary Treasurer
Club Captain
Membership Officer
Newsletter Editor
and a Committee consisting of five ordinary members.

- a) One currently retiring office-holder may be invited to remain as an ex officio committee member for one year only.
- b) Committee members shall not hold more than two offices at the same time.
- c) The Chairperson shall not hold the same office for longer than three consecutive years.
- d) The Committee shall arrange and organise all official Club trips together with any social function it deems suitable.
- e) The Committee shall appoint the trip leader for each trip who shall be directly responsible to the Club Captain for the organisation and conduct of that trip.
- f) The Committee may at its discretion cancel or abandon any trip or social function as circumstances warrant.

- g) The Committee may delegate its powers under sub-clauses, 9d, 9e and 9f to the Club Captain, Tramp planners and/or such other persons as it shall appoint from time to time.
- h) The Committee shall have power to enforce the Regulations and Rules of the Club.
- i) The Committee shall have power to deal with any other matters which may arise from time to time.

10. Annual General Meeting

The Annual General Meeting of the Club shall be held in March of each year at which the Annual Report and reviewed Financial Accounts shall be presented. Written notice of the Annual General Meeting shall be sent to each member of the Club together with a copy of the Annual Report and the Accounts at least fourteen days before the date of the meeting.

11. Special General Meetings

The Committee may whenever they think fit and they shall upon a requisition made in writing and signed by at least ten members of the Club convene a Special General Meeting. Any such requisition made by the members shall express the objects of the meeting proposed to be called and it shall be deposited with the Secretary. Upon receipt of such a requisition the Committee shall forthwith proceed to call a Special General Meeting and if they do not convene the same within twenty-eight days from receipt of such requisition the requisitionists may themselves convene a Special General Meeting. Written notice of a meeting convened in terms of this Clause shall be sent to each member of the Club at least fourteen clear days of such meeting and shall set out the objects for which the meeting is called.

12. Committee Meetings

Members of the Committee shall be summoned in such manner and upon such notice as the Committee shall from time to time determine.

13. Procedure at Meetings

The Chairperson shall preside and shall have a deliberative and a casting vote at all General, Special and Committee Meetings.

In the event of the absence of the Chairperson the Vice-Chairperson or a member of the Committee elected at the meeting shall preside and exercise the Chairperson's functions and privileges. Voting may be by show of hands or by ballot as decided by members present. Resolution may be passed on a simple majority of members voting. A quorum at a General Meeting or a Special General Meeting shall consist of ten members personally present. A quorum at a Committee Meeting shall consist of five members personally present.

14. Finance

- a) The Treasurer for the time being duly elected shall keep a proper record of income and expenditure in books of account.
- b) The Treasurer shall be authorised to receive any subscriptions or monies for the benefit of the Club.
- c) All such monies shall be paid into a banking institution registered with the Reserve Bank of New Zealand bank account of the Club which account shall be operated upon by the Treasurer, Chairperson and Secretary, any two of these having authority to jointly operate on the bank account.

- d) Any donations should only be made after being recommended by the committee and approved by Members of the Club in General meeting.
- e) Payments must be duly sanctioned by the Committee.
- f) The financial year of the Club shall run from 1 January to 31 December.
- g) The funds, income and property of the Club shall be applied solely towards the promotion of the objects of the Club and not directly or indirectly by way of dividend or bonus or otherwise by way of profit to any member of the Club.
- h) The accounts of the Club shall be reviewed by a person other than the Club Treasurer prior to presentation at an Annual General Meeting.
- i) Any surplus funds of the Club may be vested from time to time in any banking institution registered with the Reserve Bank of New Zealand and authorised to accept monies on deposit.

15. Borrowing Powers

The Club shall have power to borrow or raise or secure the payment of money in such manner as the Committee shall think fit and for such purpose may charge or mortgage any property or asset of the Club.

16. Common Seal

The Club shall have a common seal which when used shall be affixed in the presence of the Chairperson and the Secretary who must append their signatures.

17. Alterations and Additions to Constitution and/or Rules

No clause of the Constitution or Rules of the Club shall be altered or rescinded or a new clause or rule added except at a General Meeting of the Club. Notice of motion to alter, rescind or add must be given in writing to the Secretary at least twenty-eight days before the General Meeting at which it is to be discussed.

Details of any proposed alteration shall be circulated to members at least fourteen (14) clear days before the meeting. A majority vote by members present shall be required to pass such motion and only financial members may vote.

18. Resolutions

Resolutions already passed at any General Meeting of the Club may be changed only where notice of motion has been given in accordance with Clause 17 (above) and a period of at least three months must have elapsed since the date at which the original Resolution/s was passed.

19. Disposal of Assets

In the event of the winding up of the Club any assets of the Club shall be disposed of as members shall decide at the meeting convened to pass the motion to wind up. If it is not possible to have a quorum at such meeting then the assets may be disposed of at the discretion of the Registrar of Incorporated Societies in terms of Section 27 of the Incorporated Societies Act 1908.

This printing of the Constitution includes all amendments in force up to the Annual General Meeting of March 2021.

RULES

1. All prospective members are to be directed to the membership officer.
2. Prospective members must complete three qualifying day tramps to the leaders' satisfaction, within three months.
3. **Appeal process:** if a prospective member objects to the decision by a leader about the qualifying criteria, they may do so in writing to the Committee. After an opportunity for all parties to be heard, the Committee shall uphold the objection only if a majority of two thirds of the Committee present at the meeting agree.
4. All members must become thoroughly familiar with the Equipment and Safety provisions set out in the Members' Handbook.
5. All members must be financial.
6. Any subscription more than three months overdue will result in loss of membership.
7. Any member resigning must do so in writing and outstanding monies must be paid in full before the resignation is accepted before the next AGM.
8. All members must respect Club equipment and private property. Club beacons used for private use by Club members must be maintained or repaired at the user's expense if activated or damaged whilst being used.
9. All members undertake to comply with the leader's reasonable requests and must assist the leader in every way.
10. A leader has the responsibility and right to refuse anybody they consider for any reason may not be able to cope with the conditions.

11. All leaders' decisions must be made in the interests of the party as a whole with safety being paramount.
12. Permission must be obtained from all landowners or authorities.
13. No Club trip which involves staying out overnight can be undertaken without the leader lodging an intention form with either the coordinator of the base camp and backpacking program or the monthly overnight tramps organiser, or their designated substitutes. The intention form to be used is found on the Club website under the members section.
14. Leaders on all trips, involving staying out overnight, must carry a locator beacon. In addition, a mountain radio or satfone may also be taken.
15. Leaders on day trips must obtain a locator beacon. The exception being for tramps on the flat land areas within the Christchurch City boundary or on the City side of the Port Hills provided a cell phone is carried and that there is certainty of good coverage.
16. All huts or accommodation must be left in a clean and tidy condition.
17. All fires must either be extinguished or left safe.
18. On all tramps members must carry a Club health card, a first aid kit and be clothed and equipped as required under the Equipment and Safety section of this Handbook. The leader must be made aware of any relevant medical condition of a member and also the location and use of any relevant medication.

The committee reserves the right, at all times, to enforce the rules and regulations of the Club, and to take appropriate action as it deems necessary.

WHAT WE DO

1. *Tramps*

- **Day Tramps**

Throughout the year the Club organises day tramps for members on Wednesdays and Sundays.

- **Backpacking**

Throughout the year the Club offers backpacking trips of overnight and longer duration.

- **Base Camps**

Suitable accommodation is organised as a base for a number of days and members are able to do a variety of day tramps from this base.

2. *Newsletter*

The Club Newsletter, **Going Places** is published monthly and is available electronically and by post. It contains notices of upcoming trips, trip accounts, photographs and other items of interest to members. It is preferred members access the newsletter via the club website. A discount to the annual Club subscription rate applies to members who receive the newsletter on line.

3. *Website: www.oftc.org.nz*

This includes a home page, photo gallery, trip reports, cancellation of day trips, equipment, contacts and a section for members only. The members section includes an up to date list of members with their contact details, newsletter, committee minutes, data base of tramping trips for planners, intention forms, accident and incident forms,

handbook and club library. The password is available from the membership officer or the website administrators.

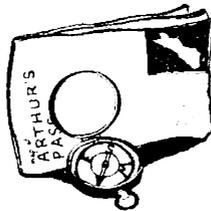
4. Facebook Page

This can be used by members as an informal way of sharing photos and general information of interest that isn't necessarily included in the newsletter or on the website. It does not replace the above, and will not be used as a primary means of communication. It is listed on Facebook as *Over Forties Tramping Club*.

NOTE: *No commercial or politically sponsored advertising is permitted on our website, club email or Facebook page. Members may advertise personal tramping items. If unsure, contact the Club Chairman for committee consideration.*

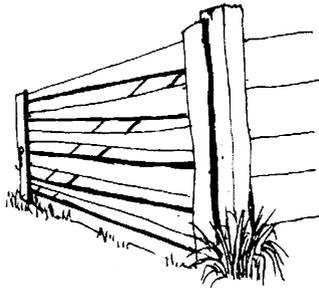
5. Meetings

Information about the meetings is available on the website and in **Going Places**.



RESPONSIBILITIES OF MEMBERSHIP

- To be fully aware of your current capability in choosing a trip. Trip leaders may see your expectations differently from you so please respect their decision.
- To be fit and properly equipped for the trip of your choice.
- Read and be guided by the FMC booklet ***Safety in the Mountains***.
- Be willing to be led and to be a cohesive part of a group.
- Offer assistance when necessary and be aware at all times that others' strength and experience may not be as great as your own.
- Show consideration for others and concern for the group as a whole. To be first and fastest is not as important as taking time to enjoy the environment.
- Respect the views of others and endeavour to foster a friendly, caring attitude.
- Respect landowners' requests and property.
- Endorse and abide by the overall objectives of the Club as set out in the Constitution, the Rules and the Guidelines in this Handbook.



TRAMP INFORMATION

To be considered a club trip there must be at least four participants and the trip advertised as available to all members, preferably in **Going Places**, or by email using the official club email list, via the webteam.

Short notice day tramps may be posted on the website *Cancellations and tramp advice notices* window and emailed to members, but only after consultation with and approval from the Club captain.

Short notice backpacking tramps may be posted on the website *Cancellations and tramp advice notices* window and emailed to members, but only after consultation with and approval from the Club captain and backpacking coordinator.

Day Tramps

Club day tramps are offered each Wednesday and Sunday. They are published in the monthly newsletter, **Going Places** and contain the information outlined below.

- **Title and area subtitle:** eg Mt. Cass - East of Waipara.
- **Grade:** day tramps are graded from 1 (easiest) to 5 (most challenging). To determine grading, leaders consider the required fitness level, amount of elevation, the planned pace, the distance of the tramp and the type and steepness of the terrain.
- **Terrain:** eg tracked or untracked, open country or bush, gradient or elevation, likelihood of snow, ice or river work and other features.

- **Cost:** based on kilometres travelled, calculated as 4 persons per car and at a rate set monthly by a member approved by the Committee. Each driver should receive equal payment, irrespective of the number of passengers. Members joining the group at places other than the designated Christchurch meeting spots, eg Springfield and Amberley, are entitled to have \$10.00 deducted from the full transport cost.
- **Time:** indicates the time away from base or vehicles and includes all stops, i.e. from start to finish of the tramp.
- **Meeting:** place and time.
- **Leader:** name and telephone or cell phone number.

Members are encouraged to consult the tramp leader if additional information or clarification is required.

All tramps Grade 2 and above are qualifying tramps for prospective members.

Club tramps are for members or prospective members only, except that visiting trampers may join the trip, provided pre-trip approval from the leader is obtained.



Day Tramp grading

OFTC tramps are graded 1 (easiest) to 5 (most challenging). Factors determining the grade include the degree of difficulty, the time the tramp should take and the intended pace of the tramp.

Grading also enables members to make a decision based on their own abilities, previous experience and whether they think a tramp would over-extend them. In general, trampers should not attempt a tramp that is more than one grade above tramps they have done.

It is important that leaders follow the plan and ensure that the tramp is conducted according to the advertised grade, with normal breaks.

It is also important that tramp planners and leaders take into account the pace of a tramp when advertising the grade in the newsletter, eg Mt Oxford (grade 4) at a fast pace with only short breaks could be described as a grade 5. Similarly, at a very moderate pace with plenty of breaks, it could be described as a grade 3.

If you are unsure about your ability regarding a particular tramp, ring the leader, the Club captain or a tramp planner.

- **Grade 1**

Up to 4 hours, easy pace, on tracks, undulating terrain.

- **Grade 2**

4 - 5 Hours, moderate pace, primarily on tracks, will include hill work.

- **Grade 3**

5-6 hours, moderate steady pace, may be off track, less than 1000m vertical gain*.

- **Grade 4**

6-8 hours, steady pace, mostly off track, more than 1000m vertical gain*, some technical issues i.e. rock ridges or scree. Or, may not have technical difficulties and just be a long way.

- **Grade 5**

8+ hours, steady/fast pace, off track, significant vertical gain* and technical difficulties i.e. exposed ridges, route finding. Very good fitness level and tramping skills required. **Contact the leader if you have not tramped this grade previously.**

Note: Especially for Grades 3/4/5, winter weather conditions i.e. snow/ice will result in tramps being re-graded to reflect those conditions.

Footnotes

Times are calculated from car park at the start of the tramp until return to the car park. They are also approximate and vary according to eg weather, conditions encountered, number of trampers, etc. Tramp times will include normal breaks and lunch.

*Vertical gain or cumulative elevation gain refers to the sum of every gain in elevation throughout the entire trip. Vertical gain and the length of time of the tramp are the most important values in assessing the grade.

Some tramps will stipulate "ice axes and crampons required". On these tramps all trampers are required to carry these and to be experienced with their use.

Backpacking ***(includes overnight and multi day tramps)***

All backpacking tramps may involve river crossing.

Backpacking grading

- **Easy**

Up to 5 hours tramping with a full backpack, primarily on marked tracks and mostly staying in huts. Tramps typically follow straightforward well-marked tracks through forest and poled routes along river flats or over low passes.

Experience: Suitable for those who have done very little tramping. This is a time to learn tramping skills rather than using all of them.

Fitness: Generally walking on well-formed tracks over easy terrain with no major river crossings.

- **Moderate**

Up to 8 hours tramping with a full backpack. May be off track and may require tenting. Typically involve straightforward alpine passes and follow a well-known track or route. These can involve travelling along riverbeds and/or on alpine tops.

Experience: Must have tramping experience, and be competent at map-reading and route-finding. An ice-axe may be required in winter and spring and experience at river crossing is essential.

Fitness: Need to be capable of tramping over a wide variety of terrain.

- **Hard**

7+ hours tramping with a full backpack. Often off track and on challenging terrain with occasional use of huts and often tenting. Routes are largely untracked, following stream beds, bush spurs and rocky tops. Typically involve crossing high alpine passes into seldom visited areas.

Experience: Navigation skills are essential, as is experience in bush-bashing, tops travel, route finding, river crossing and rock scrambling. An ice-axe and crampons are often required, even in summer.

Fitness: Trips will often require more than 8 hours of strenuous tramping per day.

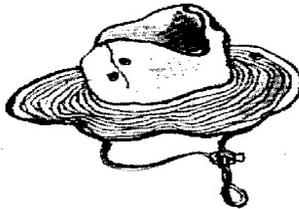
Base Camps

For a base camp to be considered a club trip, it must be advertised to all members and follow all Club guidelines. Acceptance of participants will be at the discretion of the leader. Preference will be given to full members, but anyone in the process of qualifying may join the group at the leader's discretion.

After deciding on a location for the base camp, investigate the accommodation options and availability, with pricing, to suit the group. Gather information on tramp and activity options. Consult with club captain and base camp and backpacking co-ordinator to ensure your plan is acceptable. Once approved, liaise with backpacking and base camp co-ordinator to have the trip advertised in **Going Places**. Ensure the grading of proposed tramps is made clear.

Liaise with participants re expectations, meal plans and transport. Costs and chores will be shared equally between participants. Communicate the arrival, departure, accommodation address etc with participants.

On a daily basis, follow the guidelines for leaders – day tramps.



EQUIPMENT

Suggested first aid kit

Check at least once each year that use-by dates have not expired and other items are still useable.

- 2 disposable latex gloves
- 3 small skin cleaning swabs
- 1 Elastoplast dressing strip (7.5cm x1m)
- 4 non adherent sterile dressing squares 50 - 100mm
- crepe bandage 50 -100mm x 1.5m, or Coban bandage
- scissors, tweezers, needle, safety pins
- 6 Band-aids, assorted sizes
- 8 Paracetamol tablets
- antihistamine tablets for stings
- personal medication
- notebook and pencil (not ball-point)
- a roll of strapping tape
- cramp medication, eg salt or cramp stop
- wound pressure dressing, eg small sanitary pad
- soluble aspirin (for chest pain)
- antiseptic (eg Savlon cream or Betadine)

It is a Club rule that a first aid kit be carried in your pack at all times.

Consider loading the Red Cross First Aid app on your Smartphone.

Personal Equipment

Listed below are the items of clothing and equipment which should be worn or carried by each person on a Club tramp.

For a Day Tramp

- day pack with a waterproof pack liner or plastic bags
- shorts or tramping trousers, preferably quick drying
- sturdy footwear suitable for expected terrain
- gaiters (desirable)
- waterproof raincoat
- over trousers, depending on expected conditions
- fleece, merino or polypropylene clothing - beanie or balaclava, mittens or gloves, jersey or fleece jacket, thermal vest and long johns, depending on conditions likely to be encountered
- shirt or T-shirt, preferably breathable fabric
- first aid kit
- cold drink, hot optional
- lunch and snacks
- whistle, headlight (desirable)
- matches or lighter
- toilet paper (in plastic bag)
- sunhat, sun block
- sun glasses or snow glasses (UV protecting)
- compass and map (desirable)
- survival blanket or bivvy sack
- insect repellent (depending on area and season)
- FMC Booklet Safety in the Mountains (optional)
- GPS or GPS able Smartphone (desirable)
- dry clothes and shoes for the journey home and a boot bag for wet, muddy boots

For the more challenging day tramps, consider the possibility of having to overnight in the event of an accident or incident, and adjust your gear accordingly

For a Backpacking Tramp

- pack/waterproof pack liner
- sleeping bag and sleeping mat
- bivvy sack, emergency shelter or survival blanket
- sturdy footwear suitable for expected conditions
- shorts or tramping trousers, preferably quick drying
- gaiters (desirable)
- waterproof raincoat
- over trousers when required for expected conditions.
- fleece, merino or polypropylene clothing - beanie or balaclava, mittens or gloves, bush shirt, jersey or fleece jacket, thermal vest, long johns and spare socks
- change of clothes to wear in the huts
- sunhat, sun glasses or snow glasses (UV protection)
- light shoes or sandals for hut wear
- plate or bowl and mug, knife and spoon
- matches or lighter and firelighters in waterproof container
- lightweight billy with holder
- cooker with adequate fuel for a contingency day
- toilet paper in plastic bag
- toilet gear and optional small towel
- first aid kit
- torch and spare batteries
- paper and pencil in waterproof bag
- whistle
- water bottle
- insect repellent (depending on area and season)
- food for breakfasts, lunches, dinners, plus one extra day
- snacks, plus enough for one extra day
- sunblock
- FMC booklet Safety in the Mountains (optional)
- compass and map (and watch if not carrying a Smartphone)
- GPS or GPS capable Smartphone and spare battery source (desirable)

Tips

- Because weather can deteriorate rapidly, the need for fleece, merino or polypropylene clothing cannot be over-emphasised.
- Do not wear cotton clothing such as jeans or cords.
- Pack gear in plastic bags or drybags inside a waterproof pack liner.
- A pack cover may be useful, especially when tenting.
- Eliminate unnecessary weight - if in doubt, ask the leader. Aim for approximately 15kg maximum weight.



HEALTH AND SAFETY GUIDELINES FOR ALL MEMBERS

Safety

A primary concern of the Club is the safety of members while tramping. The Club rules and responsibilities provide guidelines and the following sections give information and suggestions to assist members to tramp safely.

Training

The Club will endeavour to run or organise various training courses during the year in such things as snow skills, river crossing, navigation, leadership, first aid etc. Members are urged to attend these courses as appropriate. At the discretion of the committee, some of these courses may be subsidised. Such courses will be advertised in the newsletter and by the official club email list.

No technical training shall be advertised or run without prior coordination with the Club captain or deputy Club captain.

Health Card

The Club's health card, containing the following details, must always be carried.

- Your name and address.
- Your doctor's name and phone number.
- The phone number of your next-of-kin or other contact.
- Any medical condition, and/or medication you are taking and its location.

This card should be kept in a plastic bag in an outer pocket of your pack or in your first aid kit together with a notebook and pencil.

Guidelines

The OFTC is committed to ensuring that all our activities are run in a manner that acknowledges the hazards that exist for the activity. Responsibility for safety lies with all party members, under the guidance of the trip leader and the experienced party members.

This includes:-

- Being personally aware of hazards (see hazard chart).
- Ensuring that all party members are aware of hazards.
- Ensuring that all concerns are communicated to the trip leader.
- Negotiating hazards by appropriate collective group behaviour.
- Ensuring all incidents are reported to the OFTC Club captain, or if not possible, the health and safety officer.

The club committee is committed to ensuring that there is open discussion of safety concerns and that incidents are reviewed and appropriate lessons learned.

The Tramp

At the beginning of the tramp the leader will explain the route and known hazards – e.g. possible snow/ ice etc. There are likely to be several members with a Personal Locator Beacon (PLB). Each trumper needs to know who is the leader, co leader, first aider and tail end Charlie and at least one person with a PLB. (*See description of roles*)

Individual Responsibility

As with all outdoor activity, there is associated risk. Each member has responsibility for their own preparedness and safety. (ie learn about the signs and symptoms of heat exhaustion, heat stroke, and hypothermia and what to do to prevent it). It is up to you to ensure you have the correct equipment and are fit and able to undertake the planned trip. Refer to the minimum gear list in the club handbook.

You are expected to follow the advice of your trip leader. The trip leader has the right to advise people that the trip is unsuitable for them: e.g. insufficient gear, known issues, non-adherence to the club guidelines. Be familiar with Club rules and membership responsibilities as outlined in the handbook.

You must advise the trip leader of any medical conditions that could be a problem on the trip. You are responsible for carrying your own medication but at least one other trumper on the trip should also know where to access your medication.

The group should walk within sight of each other. You should stop at track junctions to ensure the person behind takes the correct path. If leaving the track for a toilet stop ensure someone is aware, alternatively leave your pack on the track.

Advise the leader, co leader or tail end Charlie if you are not comfortable with any aspect of the trip, or if you notice another member is uncomfortable.

In the event of an incident or possible emergency, the trip leader will consider the safety of the whole group and make a decision as to how to proceed. The trip leader, in consultation with other members of the group, will decide if a PLB needs to be activated. (It may be several hours before a response arrives from the activation of the beacon.) Every effort will be made to resolve the situation, but the outcome cannot be guaranteed and there may be no absolute right or wrong way to handle the event. Find out how you can help - be calm, contribute ideas, listen to others and give the leader time to think.

In the event of becoming "Geographically Embarrassed" (lost), stay where you are. Blow your whistle. As for all emergencies, follow the **STOP** principle:

- **Stop**, take a breath, sit down and remain calm.
- **Think**, look around you, listen and brainstorm options.
- **Observe** what is around you and evaluate the possible consequences.

- **Plan** what to do, what is necessary to keep alive and then act. Water, shelter, warmth and the will to survive are the essential elements to your survival, but if in doubt **STAY PUT**.

ROLES

Trip Leader

- Responsible for overall safety of the tramping party.
- Identifying hazards and alerting group to them.
- Responsible for entering trip cancellation on website.
- Obtaining PLB.
- Arriving 20mins before departure time.
- Recording names of participants.
- Welcoming new members and introducing to group.
- Arranging transport with members.
- Appointing first aider and tail end Charlie.
- Clarifying next meeting place.
- Completing incident report if applicable.
- Completing prospective members “pink form”.
(also see Club handbook “guidelines for leaders”)

Co Leader

- To support leader.
- To liaise with leader before trip if weather doubtful.
- To lead trip if leader unable.
- Keep leader informed of tiring members.
- Communicate between tail end Charlie and leader.
- A trainee role as prospective leader.

First Aider

- **Minor event:** supervise treatment with injured person's own first aid kit.
- **Major event:** (as per Red Cross scenarios) in conjunction with leader, delegate roles of other participants keeping in mind the safety of the whole group.

Tail End Charlie

- To remain at end of tramping group.
- To support slower trampers.
- To remain on track if someone leaves for toilet stop.
- To be alert to trampers taking alternative routes.
- To communicate with leader at stops or via co leader.

(It may be worth consideration to have two tail end Charlies – one for outward trip and one for return trip. Some people are not happy about being at the back all the time and wander off)



GUIDELINES FOR LEADERS

Day Tramps

All leaders' decisions must be made in the interests of the party as a whole with safety being paramount.

Clear Communication is the vital key.

If the tramp is taking place at short notice, make sure you obtain approval from the Club captain before posting it on the website or emailing to members.

The Club's guide for an average day tramp is as follows:

Before the Tramp

- If not familiar with the area, it is preferable to do a reconnaissance trip prior to the tramp. Trip planners can help with information.
- Obtain permission from property owners where applicable. The property owners' names are on the website, in the tramp map database. The trip recorder has names and numbers on file. Please advise them of any changes. Ring landowners a few days before the tramp to confirm availability of access.
- Be aware that some areas are closed during the lambing season (1 August to Labour weekend approximately) e.g. Orton Bradley Park, Kennedy's Bush Track and most of Banks Peninsula.
- Leaders on day tramps must carry a locator beacon, unless there is guaranteed mobile phone coverage.
- Leaders must take a map of the route, a compass and/or a GPS or GPS capable Smartphone.
- If possible have an alternative trip or route planned in case of bad weather, impassable ground, etc.
- Closed tracks are not to be used.

- Check tramp map database on the website for maps, information or gpx files.
- Copy of FMC booklet Safety in the Mountains (optional).

Doubtful conditions

- Use the weather forecast as a guide and if in doubt phone the landowner.

Cancellations

- Refer to **Going Places** for procedures.
- For cancellations see the home page on the website or if unable to access the website ring the leader or contact someone who has access to the web. Cancellations are entered by the leader on the website at least 1½ hours (preferably more) prior to the advertised departure time. The following is the procedure for inputting a cancellation on the website.
- Log into the website then access the members section.
- Select members then select cancellation from the index list. This will bring up cancellation notices page.
- Type in the message then select save changes. Check that the message appears on the home page.

At departure area

- Meet new or intending members and introduce them to the group. Nominate buddies for prospective members.
- Ask prospective members for their pink joining forms.
- Count and take the names of all the participants and take this list with you on the tramp.
- Organise drivers and passengers – count the number of cars.
- Remind the group that the cost of the trip is as advertised in **Going Places**.
- Ensure all drivers know the route and destination and stop-off places en route.

Before setting out on tramp

- Count the number of people.
- Outline the trip plan.
- Advise the group of any known hazards.
- Tell the group who has the beacon and where it is stored.
- Tell the group who the first aid person is.
- Tell the group who the co leader is.
- Appoint a tail-end Charlie (not necessarily the co leader).
- Tell people to always keep the person behind in sight.
- Exchange cell phone numbers with those carrying them, if felt necessary or appropriate.
- Advise where and time for first break.

During the Tramp

- It is preferable trampers stay together as a group.
- People who do go ahead with the leader's approval must wait at predetermined spots e.g. at a track branch or at an agreed time.

Farm Gates

- Leave gates as found.
- The member who opens the gate must wait until the whole party is through and shut the gate.

If you have a fast and a slower group

- It may be advisable to split the group.
- Appoint a leader for each group and arrange a meeting place.
- Ensure the slower group now has the beacon and everyone knows this.

Morning tea and lunch breaks

- Leader to decide when and where to take breaks.
- Use discretion as to length of breaks (shorter when cold).
- Give people two minutes warning to be packed and be ready to move.

Encourage new leaders:

- Encourage and mentor prospective leaders, to assist and prepare them for leading future tramps. This should be done on every tramp.

Emergencies

- If a member becomes unwell or has an accident and needs to return to a car or be picked up, another person must accompany them or wait with them.
- Be sure that all involved are clear about the plan e.g. route to take, pick up point.
- If emergency services are required activate the beacon. To activate, follow instructions on the beacon.

If weather deteriorates

- Turn back, or shorten the trip particularly if not on a formed track or on high ground.
- Keep the group together, and count heads regularly.

At end of trip

- Back at cars, ensure that all cars will start, including your own, and leave last.
- Vehicles must not leave the site until the whole group is accounted for.
- Fill in prospective member's pink application form, commenting fairly and honestly.

Post Tramp

- Return the beacon to its designated location. Sign the book.
- Immediately on return report to the trip recorder the following:
 - your name, your trip and the number in the party.
 - any changes to landowner details.
- Should an accident or an incident occur during the tramp fill in and send an Accident and Incident Report Form to the Club captain or deputy Club captain) within 24 hours of your return home. Forms are kept in the beacon bag at pickup place, or on the club website, in the members' menu.
- Note the car travel distance and advise of any discrepancy to the Club captain and mapteam@oftc.org.nz for correction on the database.
- If appropriate ring the owners and thank them.



Backpacking

All leaders' decisions must be made in the interests of the party as a whole, with safety being paramount. Thorough planning and clear communication are vital.

Preparation and planning for the trip

- After selecting a trip, collect all the information necessary, e.g. maps, track notes, permissions (if necessary) and transport costs.
- Consult with the backpacking coordinator and Club captain to check that the trip is acceptable and fits in with other planned club trips, then liaise with the backpacking coordinator to advertise the trip in **Going Places**.
- If the tramp is taking place at short notice, make sure you obtain approval from the Club captain and backpacking co-ordinator before posting it on the website or emailing to members.
- Use Club contacts (e.g. tramp planners and leaders) to ascertain participants' strengths and weaknesses and ensure that they are fit enough to do the trip.
- Generally the recommended number for a backpacking trip is up to eight, but this is at the discretion of the leader.
- Finalise the trip team and provide them with sufficient information to enable them to prepare for the tramp.
- Choose to have a pre-trip meeting or decide to communicate by phone and e-mail. For new backpackers, a pre-trip meeting should be held.
- Members can apply to go on an advertised backpacking trip if they consider their fitness and skill level is appropriate for the proposed trip. Their participation will be at the discretion of the trip leader.

The following will assist in preparing the party for the trip:

- List the members of the trip.
- Obtain details for the intentions form found on the OFTC website or from backpacking coordinator.

- Set out details of planned trip, destination, number of days, terrain, river crossings, if any, possible hazards, walking hours per day, and hut facilities.
- List required equipment and clothing if different from the usual requirements.
- If any member of the team has a health problem which could require special management, discuss this and agree on a strategy with that member. The leader will need this information prior to the trip.
- List food requirements - team and individual - and allow for contingency rations.
- Decide who will take and carry cookers, fuel, billies and tents.
- Outline transport arrangements and costs including hut fees.
- Ask members to read *Safety in the Mountains*.

Before leaving Town

- Watch the weather pattern. Cancel a trip if the forecast is for adverse weather.
- Complete intentions form and leave with the base camp and backpacking coordinator or a designated person.
- Collect a locator beacon.
- Arrange for a mountain radio/satfone if considered necessary.

Before setting out

- Fill in the intentions book if one is available.
- Tell the group who has the beacon or the mountain radio.
- Tell the group who is the first aid person and who is tail end Charlie.

During the tramp

- Maintain a pace which is appropriate for all.
- Keep group together and informed of progress.
- Count heads frequently, especially after river crossings and at track junctions if the group has become separated.

- Take drink and food stops as necessary.
- Be prepared to change the trip if necessary due to circumstances that may arise.

Emergencies

- Stay calm. **STAR** (Stop, Think, Assess, Respond.)
- Reassure team members.
- Use the skills of the team members.
- Decide on priorities.
- Consult Safety in the Mountains for specific guidance.
- Assess the need to seek outside help (beacon or mountain radio/satfone).
- If beacon is activated, it **MUST** be turned off when a rescue has been completed, on advice from the rescue team.

At hut or tent site

- Fill in hut book and collect hut tickets.
- Leave hut clean and tidy and make sure the fire is out.
- If appropriate replenish the wood supply.

Post Tramp

- Return beacon to its designated location and sign book.
- Inform the base camp and backpacking coordinator or your designated person of your safe return.
- Nominate a person to write a trip report for **Going Places** and the club website.
- Should an accident or an incident occur during the tramp fill in and send an accident and incident report form to club captain within 24 hours of your return home. Forms are in the beacon bags at the designated holding places and in the members section on the club website.

ACCIDENT AND INCIDENT POLICY

Objective

To ensure undesired events or hazards are reported and investigated to determine the underlying causes, in order to prevent accidents and near accidents from occurring and reoccurring.

Definition of an Accident

An unexpected event that results in injury or damage.

Definition of an Incident:

An unintended, unplanned event or situation that has a negative impact, or the potential to have a negative impact on an individual, the group or to property.

Examples:

- A situation related to a medical condition.
- An activity that puts the group at risk eg wandering off, not listening and following leader's or co leader's instructions, insufficient food, fluids, and equipment.
- Behaviour not conducive to the group's intended activity.
- Trespassing on private property without owner's consent.

Environmental Safety Issues

Rock falls, washouts, track conditions.

Reporting

Accident and incident forms must be filled out for any of the above issues and sent to the Club captain within 24hrs. (Responsibility of tramp leader).

Reporting forms are in the bag with the beacons and on the web site, find under “Forms” in the members menu.

CLUB EQUIPMENT

The Club owns some equipment which may be borrowed by members for club trips, and also for private trips, when not required for club trips. This includes emergency shelters, locator beacons and some books on tramping and the outdoors. The equipment is held by members, whose names and telephone numbers are on the back of the membership list and on the website www.oftc.org.nz.

Maps

Infomaps are available at discounted prices through FMC mail order and details are in the FMC Bulletins. Topo 50 maps are available and maps can be downloaded from the internet and are available on CD's. www.linz.govt.nz/topography, Google maps NZ. There are also excellent, high quality maps available for Smartphones.

Beacons

Beacons are available at Belfast Z garage, Yaldhurst Mobil garage and Z Service Station, Barrington Street, beside the mall.

With the beacons are instructions on how to use them, a log book to complete and sign, accident and incident forms should they be required, labels to put in back country hut books and tramp leaders guide.

Beacons may be available for Club members on a private trip - contact the Club beacon administrator.

Mountain radios

Mountain radios should be ordered well in advance. They are available from Canterbury Mountain Radio Service Inc. and the booking and information office is:

Ballingers Hunting and Fishing Tower Junction
75 Clarence Street
Ph/fax 03 343 0212
Further details are on www.mountainradio.co.nz

Mountain radios are currently available to Club members for a weekend of 1 - 2 days or 3 - 7 days.

Satellite Phones

Satphones, which may be used in place of a mountain radio, are available for hire.

Weather Forecasts

It is **vital to check on the weather** before a trip. The following sources are helpful:

On line:

www.metservice.co.nz - check appropriate forecast
www.softrock.co.nz - for Arthur's Pass weather
tvnz.co.nz/new-zealand-weather
www.metvuw.com/forecast
https://www.yr.no/place/New_Zealand/

Intsattention Forms

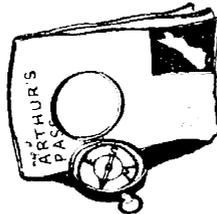
A copy of the intentions form can be downloaded from the club website or obtained from the backpacking coordinator.

HAZARD CHART

Risk	Hazard	Control
Person unfit.	Tired, slow, other members getting cold.	Ascertain fitness prior to tramp. Manage speed to prevent exhaustion. Have adequate rest stops. Lighten their loads.
Inadequate gear.	Could cause trip to be altered or cancelled. Becoming cold, potential for hypothermia. Dehydration.	Ensure person has minimum gear list, especially new members.
Adverse weather hot or cold, gales.	Person gets cold and wet, hypothermia, gear gets wet, snow blindness, heat exhaustion, sunburn.	Ensure person has minimum gear list. Gear packed in waterproof bags. Prepare for adverse weather with appropriate clothing. Use spare set of clothing. Use weather forecast to aid decisions prior to and during the activity. Carry adequate water and sun screen. Use sun screen and hat. Be aware of hypothermia symptoms and signs of fatigue and dehydration.

Risk	Hazard	Control
Water – lakes, ponds, stream or river crossings. Flash floods.	Person gets cold and wet Gear gets wet Broken bones, lacerations. Person swept away, drowning.	Assess safety of crossing. Cross as a group. Look for secure footing on steep banks. Get into dry clothing. Check weather conditions prior to trip.
Natural hazards - uneven or slippery ground.	Tripping, falls, injuries, including sprains, fractures, grazes, cuts.	Look at the ground and choose steps carefully. Ensure boots are fit for purpose and have sufficient tread.
Falling objects, tree roots	Fractures, bruising, cuts concussion, eye injury.	Be aware of the physical environment. Avoid areas in high winds or after heavy rain. Ascertain injury and give appropriate care and first aid.
Tracks and structures	Falls resulting in sprains, broken bones, cuts etc. Advise landowner of hazards.	Point out any holes, or obstacles/hazards to group. Heed signs – eg bridge loadings.
Fire lighting and cooking.	Burns, asphyxiation	Ensure safety and give first aid. Gas not to be used in confined space without ventilation and turned off after use. Fuel kept away from heat sources.

Risk	Hazard	Control
Animal traps, bait stations.	Crushing, bruising, poisoning.	Do not touch traps or bait stations.
Stings, allergies.	Person in pain, unwell, Hay fever, anaphylactic shock	Administer first aid. Set off locator beacon if severe reaction. Be prepared to do CPR.
Group losing member.	Person gets lost.	Leader to keep group together and count heads regularly. Ensure there is a tail end Charlie. Group to follow leader's instructions and not wander off on own route.
Avalanche.	Members getting buried under snow.	Avoid any areas where there is an avalanche risk. Pre-tramp, check warnings on DOC and weather websites.



NOTES

