

Tramp Leaders Job Description

Read on the Website;

Resources – Administration and Forms – Club Rules

Rule 11

“All Leaders’ decisions must be made in the interests of the party as a whole with safety being paramount.”

One hat does not fit “All”. Small party logistics vary greatly from those of a large party. The makeup of a party, example a party of four, all leaders, demands a totally different leadership style to a party containing the inexperienced.

And Leaders, you are not alone on your Tramp, you are allowed to consult with others if the need arises. Yes, use the experience of the experienced in your party.

It is given that any member on a tramp should be expected to exercise individual responsibility and to behave in such a way to make the tramp safe and enjoyable.

Rule 9

“All members undertake to comply with the leader’s reasonable requests and must assist the leader in every way.”

Even the best leader / co-leader and best management may not be able to prevent sub-optimal things happening if group members behave stupidly or tackle tramps that they are not fit / skilled enough for.

Really, much of this is just good old Common Sense. Leaders, be flexible to the makeup of your party!

Read on the Website;

Leaders – Leaders Guidelines for Day Tramps

Tramp Types – Day Tramps

Tramp Types – Guidelines for Tramping

Principally, the theory is the same for both Day and Overnight Leaders.

Before the Tramp

- Liaise with Trip Planner ensuring Going Places description is appropriate (Includes start time, pace, route and the tramp grade is appropriate for how you plan to run the trip etc). Review the Tramp in the Database and view the Route Map. Decide if the route suits your intentions for the trip.
- If not familiar with the area, it is preferable to do a reconnaissance trip (recce) prior to the tramp. It is hard to find the time to do a recce so don’t leave it to the last moment to fit this in!
- Obtain landowners permission. (Landowner contact details are in the Tramp Map Database) Refer to the Leaders Helpful Tips & Links for **“Tramping on Private Farmland”**
- 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.

- Closed tracks are not to be used.
- Several days prior to the event, start monitoring the weather forecasts, use two/three different sites. Consider river crossings, river flows, snow melt, major side streams and the amount of rain that has fallen in the days leading up to the tramp. Note, a “prospective trumper” should be thoroughly interrogated as to their river crossing abilities and capabilities. Ideally the leader has done a river crossing course. Refer to the Leaders Helpful Tips & Links for **“River Crossings”**
- Ensure you have the appropriate map covering in full the proposed route. (Download the GPX file and print a hard copy from the Website, or Freshmap, if you have it) plus consider carrying your Topo Map covering the area! Mapworld NZ has Topo maps.
- If you are going to navigate with your GPS / Smart phone, ensure that you have sufficient battery life / or the device is fully charged. Will you bring a powerbank? Is your compass packed?
- Snow, Avalanche Advisory warning. Be aware. Check Met Service website for an overview of conditions.
- For all tramps with cold and difficult conditions, the leader should advertise that participants must text/email the leader in advance.
- If required, the leader should advertise “Bring ice axe and crampons and know how to use them”.
- It is strongly recommended that a leader should have a Bothy bag for a tramp above the snowline. A Bothy bag is now available in the beacon bag at each of the service stations.
- If weather or conditions are doubtful, liaise with your Co Leader (if one is appointed). If the weather is “iffy” put a message on the website, for members to check the website again in the morning for the final decision. If in doubt phone the landowner. Consider changing the day, however the turnout is considerably smaller if the day is changed.
- Weather and conditions permitting, consider a Trip Alternative, that is “Plan B”. It is helpful to have “Plan B” tramps in mind for the Porters Pass area and Banks Peninsula in case of wetter or windier conditions than expected.
- All members receive a clear description of what they need to carry in their backpack when they join and the same information is on the website. There is no need for reminders in the Notices on the website or an email via the webteam or verbally at the start of the tramp e.g. “ it will be hot so bring plenty of water”. These remove personal responsibility. However, it is appropriate to say “Ice axes and crampons required” or “No water at all on this tramp”
- Entering trip cancellations on the website, in a timely manner, preferably during the evening before, say by 8pm. But at very least 1½ hours before departure time. Remember to remove the cancellation.
- On the way to the meeting point, pick up the club Personal 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.
- Backpacking: Communications, You should carry one or more of either a Mountain Radio, Sat Phone, Cell or Smart Phone but consider reception.
- Backpacking: Complete the Overnight Tramp Intentions Form and send to the Basecamp and Backpacking Co-ordinator. This form is forwarded to the 3 Rescue Coordination Centre Responders in the club. Consider sharing the load.
- Copy of FMC booklet Safety in the Mountains (optional)

Pre Tramp Actions (At the Carpark)

- 1) Arrive at the meeting point at least 20 minutes before the specified departure time. A leader may pre-arrange with the Co Leader to attend to this.
- 2) Remember, the time you depart is the time quoted in Going Places. Late arrivals are not your concern.
- 3) Ensure that you have the "Notebook" for participants to enter their name and cell phone number and that it is circulated to all. It is a good idea for the leader or Co Leader to do it themselves, thereby greeting all as they arrive and ensuring that no-one is missed. This is also a good opportunity to ensure that you know everyone, who is a prospective member and that no non-members have turned up. Introduce new or prospective members to the group. It is vitally important for you to know the exact number of members on your trip and take the "Notebook" in your pack with you.
- 4) Ensure that you identify the drivers / vehicles to be taken (and that those vehicles are appropriate for the road conditions likely to be experienced in getting to / from tramp start). Also make sure that the people loads are evenly spread, avoid three in one car, five in another. This is unfair. Suggestion: for big groups and tramps involving a long driving distance, in your "Notebook" note the drivers and who is in what car.
- 5) Key Swap Arrangement; see the notes at the end on how to do this.
- 6) Whilst meeting, determine the skills of party members unknown to you. (Talk to other members) Non-members who just turn up, no tramp!
- 7) Ideally; under Rule 18 leaders will have been advised by any tramper of any relevant medical condition and also the location and use of any relevant medication. Also, whether the tramper has a Medical Emergency Form in his pack.
- 8) Prospective members, identify, did they phone you first? Nominate a buddy for prospective members.
- 9) If necessary, have all the party brought their ice axes / crampons and can they use them with proficiency? Ask to see their ice axe and crampons to see that they are fit for use. If their gear is not up to spec do not hesitate to take that person aside and have a chat as ideally that participant does not come. However for all trips involving ice axes and crampons you should have asked participants to ring you the day before so you know who to expect and their level of proficiency.
- 10) If not already specified, choose your Co Leader, advising same of your decision.
- 11) Before setting off in vehicles, ensure drivers know the route and destination and where the next stopping / re-grouping point is.
- 12) Remind prospective members to take the Members Application Form with them as it is completed at the end of the tramp or in a café! Are prospective members adequately equipped?

Pre Tramp Briefing (At tramps commencement)

Before you set off on today's stroll:

- When speaking; sound confident and decisive particularly if you are a new leader and do not feel that way. Members will listen if you sound authoritative and confident and know what you need to say.
- Introduce new members / prospective members.
- If you are going to lead from the front and do not want people passing you then let everyone know that. Set the pace and make it clear that you are the leader.

- If the Leader doesn't plan to be at the front then advise of the first predetermined spots to regroup e.g. top of a steep section, at a river. Most important, time morning tea is to be taken!
- Inform everyone who is carrying the club Personal Locator Beacon. If the party splits by arrangement it is essential that each separate Group has a Beacon.
- For large parties e.g. 30 plus people, consider splitting into manageable parties, appoint leaders for each party / parties and ensure each party has a PLB.
- Appoint a First Aider
- Identify the Co Leader.
- Appoint a Tail End Charlie.
- Brief summary of the route to be taken.
- Any cautions, i.e. possible ice, unstable scree, easy to miss junction, rivers, major side streams. If there is likely to be a river crossing, which is knee deep or deeper, tell everyone to wait at the river and no one is to cross until everyone gets there.
- Make sure all know the "Pace" for the day.
- Last, but not least remind all "Make sure you can **always** see the Person in front and behind you!"

During the Tramp

- Who walks up front? Leaders discretion, if not self, then someone whom you have confidence who will not charge off into the increasing gloom. However if the Leader is not at the front, throughout the day, advise the party of the next predetermined spot to wait e.g. at a track branch or at an agreed time.
- Frequency of Stops, the Group will usually let you know, is flexible and dependent upon the fitness of the party overall. Backpacking, for most every hour is good.
- Headcounts, as frequent as deemed necessary, I usually have a tally up at each stop but don't burden yourself with ten minute counts!
- Be observant for anyone struggling and not able to keep up. Nominate a buddy for this person and the leader makes sure he has their cell phone number.
- If you have a fast and a slower group it may be advisable to split the group. Morning tea time is the opportune time to split the group. Appoint a leader for each group, make sure each group has a beacon and arrange a meeting place.
- If a prospective member or member was not adequately equipped, at lunch time when everyone is sitting around, the leader should pull gear out of his/her pack and show what is being carried.
- If there is a river crossing advise the group to wait at the river for everyone to get there before anyone attempts to cross. At the river ask who has done a river crossing course. Then pair up people who have a done a course with prospective members and people who have not done a river crossing course. Remind the group that the surest way to fall into the river is to boulder hop, so encourage people to get their boots wet and walk across!
- If terrain becomes challenging and if the need arises, appoint an experienced buddy to walk with a less experienced tramper.
- If you have any difficulty with any tramper, either the leader or co-leader takes that person aside for a friendly chat. Do not pull up people in front of the group!
- It is not a race. Our Constitution states: 3) *Objectives – c. To encourage members of the Club to enjoy a more leisurely style of tramping.* Leader sets the Pace for the day, remembering that the Pace **must** suit the Grade.

- Encourage and mentor prospective leaders, to assist and prepare them for leading future tramps. This should be done on every tramp.
- If conditions are cold, Morning Tea and Lunch breaks should be shortened. Give people a 2 minute warning to be packed before moving on.
- Gates; leave gates as found and the member who opens the gate must wait until the whole party is through and shut the gate.
- If conditions deteriorate, it is okay to turn-back. Look out for any member who may be struggling.
- Take care with tolerating the “big spread party”, your Club Captain discourages such an event. It is preferable trampers stay together as a group.
- Remember that accidents/fatalities occur when crossing rivers, exposure to the cold, slipping on snow/ice and people slipping at the end of the day, about 3 or 4pm, when returning to their cars.
- 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. Make sure all involved are clear about the plan e.g. route to take and have each other’s cell phone number.
- Steps to Take in an Emergency if emergency services are required.
 - If you have cell phone reception:
 - Call 111 Police – discuss the situation
 - They may instruct you to activate the beacon
 - REMAIN within the reception area
 - If no reception:
 - Activate the beacon follow instructions on the beacon.
 - A helicopter will be sent.
 - There is the possibility of another person (e.g. partner) being airlifted with the injured person to hospital but it depends on the circumstances, weight being carried and is up to the helicopter pilot.
 - If needed, **Rescue Centre** phone 0508 472 269
- Don’t make the Tramp too regimented, be flexible, a good laugh makes the day.

After the Tramp

- Final check of numbers before any cars depart.
- Fill in the Members Application Form for prospective members. However leaders, if you are unhappy in any way with a prospective member, please email or ring the Membership Officer or the Club Captain if you want to share something about a prospective member that you do not want to write on the members application form and feel unhappy about. These personal comments can be very helpful and will be shared around during the approval process.
- Very occasionally you may need to undertake a de-brief, especially if an issue arose.
- Ensure mileage money payable to the drivers is divided fairly and equitably.
- Make sure all cars can start, including your own and leave last!
- Return the Personal Locator Beacon.
- Member numbers on trip to Sally Timms (salgav@xtra.co.nz)
- If necessary, complete the Accident and Incident Report found under Resources; Administration and Forms on the Website then email / deliver to the Club Captain within 24 hours of the trip’s cessation.

- On the Website under the Tramp Map Database and the individual tramp at the bottom where it says “Add Tramp Leader” click on it and add the date, your name and your mobile number. Then we know when the tramp was last done and who is familiar with the tramp.
- Any alterations to tramp route or description to be conveyed to the Mapteam.
- Any matters requiring “a chat” (feedback), contact the Club Captain.
- Note the car travel distance and advise of any discrepancy to the Mapteam for correction on the database.
- If appropriate ring the owners and thank them.

Kaye Young

16 February 2023

1) Where and how do I pick up the Personal Locator Beacon.

PLB's are held by: Z Belfast & Barrington, Mobil Yaldhurst.

- Upon entering the Cashier Area, introduce yourself and inform them you are from OFTC.
- Ask for the bag
- Take out one of the PLB's from the bag and enter your details, date, destination etc in the book which is also contained in the bag, then give the bag back.
- After the trip, return the PLB, put it in the bag and sign in the book to say the PLB has been returned.

Key Swap Arrangement

Ask everyone to put their boots on and bring their backpack, poles, going home bag and gather in a circle.

Inform everyone of the location of the starting point at each end of the track and ask people to divide into 2 groups based on which end he/she wants to start walking from.

If the 2 groups do not have even numbers, ask someone to move into the other group.

Ask for 1 or more drivers for each group and for people to gather around a driver based on the number of passengers he/she is able to take in his/her car.

Match each driver with a driver in the other group who has a car carrying the same number of people.

Ask everyone to take their going home bag and put it in their driver's car and meet back at the circle with their backpack/poles.

Ask drivers to swap keys with the driver he/she was matched with.

Each driver plus his passengers and backpack/poles is told to go to the new car for which he/she has been given a set of keys and drives to their designated starting point.

When the 2 groups meet in the middle of the track remind the drivers to exchange keys.