

TRIP PLANNING CHECKLIST

Use this checklist to work through the tasks to set up your trip successfully so nothing is forgotten or there is a last minute rush to sort anything out.

Initial Set Up	
	Select your route and work out rough plan. Upload details to trip schedule.
	Send 50 word description of trip to membership@hokitikatramping.club to have your trip listed on the website and for Facebook promotion.
	Run a test sign up on the website to ensure you are receiving notification emails when a member signs up
	As punters sign up reply with an acknowledgement email to confirm they are on the list
2 Weeks Prior To Departure	
	Complete trip planning template – send to Chief Guide
	Seek up to date information on track conditions and accessibility to accommodation
	If applicable, contact the other trip leader starting from the same road end, to agree on approximate departure/return times.
	<p>Check the list of people who signed up and whether they are fit for the trip.</p> <p><i>Tips</i></p> <ul style="list-style-type: none"> - <i>If you don't know someone, check info about their level of experience and fitness.</i> - <i>Do not hesitate to ask them more questions or contact other trip leaders if you are unsure a person will be fit for the trip. Contact the Chief Guide for any help.</i> - <i>It's ok to turn someone down if they are not a good fit for the trip.</i>
	<p>SEND EMAIL 1</p> <ul style="list-style-type: none"> - Give a description of what to expect and departure time - Ask people to confirm they are coming
	<p>Enquire who can supply transport</p> <ul style="list-style-type: none"> - Check they have an approved Driver Approval Form - Email the Chief Guide to request a minibus
1 Week Prior To Departure	
	Email membership@hokitikatramping.club with the names of people who signed, how many cars you will be taking and planned road end starting point. Treasurer will calculate actual trip fee and notify you by return email.
	<p>SEND EMAIL 2</p> <ul style="list-style-type: none"> - Ask for payment of the trip fee; - Give a description of what to expect and departure time;

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TRAMPING CLUB

	<ul style="list-style-type: none"> - Give the name and details of the Club Emergency Contact to everyone on your trip; - Allocate club gear: - PLB (it is recommended that the trip leader carries it) - Club first aid kit (900g) <p>Sufficient emergency shelter for the group (tents or flies)</p> <p><i>Tips</i></p> <ul style="list-style-type: none"> - <i>Consider the weight of the items and participants' fitness when allocating gear.</i> - <i>Small fly (1kg - excluding pegs) sleeps 2-3. Pegs need to be allocated separately.</i> - <i>Large fly (2kg - excluding pegs/pole) sleeps 5-7. Pegs and pole need to be allocated separately. Requires a large area to be pitched.</i>
3 Days Before Departure	
	Email or messenger treasurer to check everyone has paid
	<p>Check the weather forecast</p> <ul style="list-style-type: none"> - Keep an eye on the forecast during the week to get a sense of river levels etc. - Assess if the trip can still go ahead, if the plan or destination needs to be adjusted or if the trip must be cancelled.
	Send the completed Intention Sheet to Chief Guide.
	Print the Intention Sheet and bring a copy with you on the trip. It summarises your trip plan and includes critical information about people's medical conditions.
After You Finish	
	Text the Emergency Contact as soon as practical to let them know your group is out and safe.
	Ask for someone in your group to write a trip report and send it to membership@hokitikatramping.club with 5-6 photos.
	Collect club equipment and return to Chief Guide on way home.

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TRAMPING CLUB

EMAIL 1 – SENT 2 WEEKS OUT

Subject: HTC Mount Brown Hut 4th July

Thanks for signing up for this trip.

What to expect

We will meet early on Saturday at 8 am at the BP Hokitika outside Farmlands.

The walk to Mount Brown hut is fairly straightforward and should take about 4-6 hours. There is a section that is fairly steep but nothing unusual for an M tramp. Given the time of year I expect the track will be fairly muddy. There are a couple of streams to cross but they should be fairly shallow. If there is time, once we get to the hut there will be the option to do a bit of bush bashing and walk up the river to the 'secret' lake, or stay at the hut.

Mount Brown Hut is quite popular and we might need to camp if the hut is full. If you have a relatively lightweight tent please also let me know (and how many people it sleeps).

On Sunday we'll come out the same way, I'm expecting us to be back in Hokitika late afternoon.

Confirming your place

There was a lot of interest so please confirm by **Saturday 5pm** you are coming so I can finalise the arrangements for this club trip.

Any questions please get in touch.

Max Power
022 123 XXXX

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TRAMPING CLUB

EMAIL 2 – SENT 1 WEEK OUT

Subject: HTC Mount Brown Hut - Confirmation

Thanks for confirming your spot on this club trip. Please pay finalised trip fee into the club account:

Members: \$35

Non-members: \$40

Account name: Hokitika Tramping Club

Account number: 12-3166-0024997-00

Statement Line: Surname – Trip Name – Date (e.g. Bobby – Cedar – 12Dec)

Departure

Please meet at 7.45am at the BP Hokitika outside Farmlands on Saturday so we can leave by 8am.

Trip plan

We will drive to Lake Kaniere road end (approx 15minutes from Hokitika) - with a coffee stop in Kaniere.

The walk to Mount Brown hut is fairly straightforward and should take about 4-6 hours. There is a section that is fairly steep but nothing unusual for an M tramp. Given the time of year I expect the track will be fairly muddy.

On Sunday we'll come out the same way, I'm expecting us to be back in Hokitika by 3pm.

Plan B

If it takes us too long to walk up the hill, we will shorten the day and Camp instead in the bush instead of Mount Brown hut.

Hut tickets

Please bring your annual hut pass or 1x standard hut ticket for Saturday night.

Club emergency contact:

Please pass these details on to your own emergency contact:

Jason Wilson

wilson.jason7@gmail.com

021 995 485

Food

BYO breakfast, lunches, dinner, snacks and drinks.

Gear

Make sure you have all necessary gear, including head torch, warm layers, etc as per club gear list
Please print and bring a map. Bring a compass if you want to practice navigation.

Ben	-	Own Stove + Gas
Luke	-	Club First Aid Kit
Akbhar	-	Club Fly
Me	-	Club PLB & Own Stove + Gas

Any questions please get in touch.

Max Power 022 123 XXXX