

THE OVER FORTIES TRAMPING CLUB

HANDBOOK



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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 9 a 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. *Objects*

- 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 co-operation 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 c 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.

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*

- a. 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.

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, 9 d, 9 e and 9 f 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 audited 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*

The Treasurer for the time being duly elected shall keep a proper record of income and expenditure in books of account. They shall be authorised to receive any subscriptions or moneys for the benefit of the Club and to give valid receipts for the same. All such moneys shall be paid into a trading or trustee savings bank account of the Club which account shall be operated upon by cheque signed by the Treasurer, Chairperson and Secretary, any two of these persons signing. Cheques etc. may be endorsed by any one of these persons. No sum exceeding \$1,000.00 (ONE THOUSAND DOLLARS) or 10% (TEN PER-CENTUM) of the Club's funds, whichever is the smaller, shall be donated or spent (with the exception of the annual FMC subscription) unless notice in writing has been given to all members that such donation or expenditure will be discussed and voted on at the meeting referred to in the notice.

No payment shall be made unless it has been duly sanctioned or passed for payment by the Committee.

The financial year of the Club shall run from 1 January to 31 December.

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.

The Accounts of the Club shall be audited preferably by a member of the New Zealand Society of Accountants and an auditor shall be appointed for that purpose at the Annual General Meeting of the Club. The audited statement of accounts shall be open for inspection by members at such meeting and the books of account shall be made available on demand by any member.

Any surplus funds of the Club may be invested from time to time in any recognised trading bank, trustee savings bank or a building society authorised to accept monies on deposit. Any other investments should be limited to “trustee” investments.

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 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 2006.



RULES

1. All prospective members are to be directed to the Membership Officer.
2. Prospective members must complete two qualifying day tramps and one overnight backpacking trip to the Leaders' satisfaction.
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.
3. All members must become thoroughly familiar with the Equipment and Safety provisions set out in the Members Handbook.
4. All members must be financial.
5. Any subscription more than three months overdue will result in loss of membership.
6. 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.
7. 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.
8. All members undertake to comply with the Leader's reasonable requests and must assist the Leader in every way.
9. A Leader has the responsibility and right to refuse anybody they consider for any reason may not be able to cope with the conditions.
10. All Leaders' decisions must be made in the interests of the party as a whole with safety being paramount.

11. Permission must be obtained from all landowners or authorities.
12. 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 Programme 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.
13. Leaders on all trips, involving staying out overnight, must carry a locator beacon. In addition, a mountain radio/satfone may also be taken.
14. 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. Ensure the person carrying the beacon tramps at the rear of the group.
15. All huts or accommodation must be left in a clean and tidy condition.
16. All fires must either be extinguished or left safe.
17. 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 and some Saturdays.

- **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*

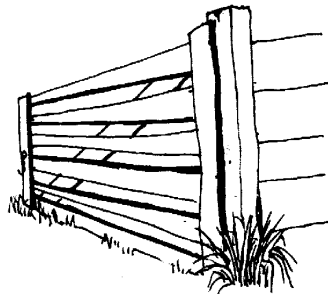
This includes a home page, photo gallery, trip reports, cancellation of day trips, equipment, contacts and a section for members only. The members section includes an up to date list of members with their contact details, newsletter, committee minutes, data base of tramping trips for planners, Intention forms, Accident and Incident forms, handbook and club library. The password is available from the Membership Officer or the website administrators.

4. *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. A trip Leader 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 Rules and the Constitution.



TRAMP INFORMATION

Day Tramps

Club day tramps are offered each Wednesday, Sunday and some Saturdays. They are published in the monthly newsletter, ***Going Places*** and contain the following information:

- **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 periodically by the Committee.
- **Time:** indicates the time away from base or vehicles and includes all stops, ie 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.



Backpacking grading

Backpacking tramps are graded as follows.

• *Easy*

4 – 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*

5 – 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. 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, tricky 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.

- **All backpacking tramps may involve river crossings.**
- The costs for backpacking and/or base camps are shared amongst participants.

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/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.

Tramp Grading

- **Grade 1**

At least 4 hrs, undulating terrain, easy pace, on tracks.

- **Grade 2**

4 - 5 hrs, moderate pace, will include hills, primarily on tracks.

- **Grade 3**

5 - 6 hrs, moderate/steady pace, less than 1000m *vertical gain, may be off tracks.

- **Grade 4**

6+ hrs, more than 1000m *vertical gain, could involve off-track and technical issues eg river crossings.

- **Grade 5**

6+ hrs and could involve significant *vertical gain and technical difficulties. Very good fitness level and tramping skills required.

Contact the Leader if you have not tramped this grade previously.

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 Leaders will expect all trampers to carry these and to be experienced with their use.**



SAFETY AND EQUIPMENT

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

Members are urged to attend courses on first aid, bush craft, snow craft, navigation, river crossing and risk management. Some of these courses may be subsidised by the Club.

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.

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:

Any injury that requires treatment from the first aid person.

Definition of an Incident:

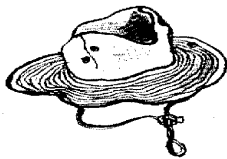
1. A situation related to a Medical condition.
2. An activity that puts the group at risk e.g. Wandering off, not listening and following leaders / co-leaders instructions, insufficient food, fluids, and equipment.
3. Behaviour not conducive to the group's intended activity.
4. Any other incident not mentioned above.

Environmental Safety Issues:

e.g. Rock falls, washouts, track conditions.

Incident / Accident forms must be filled out for any of the above issues.

Reporting forms are in the bag with the beacons and on the web site, find under forms.

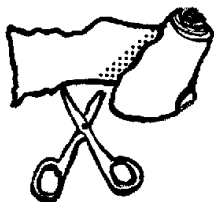


Suggested first aid kit

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
- scissors, tweezers, needle, safety pins
- 6 Band-aids, assorted sizes
- 8 Paracetamol tablets
- antihistamine tablets for stings
- personal medication
- matches or lighter
- notebook and pencil (not ball-point)
- A roll of strapping tape
- Cramp medication, eg salt or cramp stop
- Wound dressing, eg small sanitary pad
- Disprins (for chest pain)

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



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 pack liner or plastic bags
- shorts or tramping trousers, preferably quick drying
- boots suitable for expected terrain
- socks
- gaiters (desirable)
- waterproof parka and overtrousers
- ***Fleece, Merino or polypropylene*** clothing - beanie or balaclava, mittens or gloves, bush shirt, jersey or fleece jacket, thermal vest and long johns
- shirt or T-shirt (cotton or synthetic) in Summer
- first aid kit
- hot or cold drink
- lunch, snacks and/or scroggin
- whistle
- 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**
- dry clothes and shoes for the journey home

For a Backpacking Tramp

- pack
- waterproof pack liner
- sleeping bag
- sleeping mat
- bivvy sack or survival blanket
- sturdy boots
- shorts or tramping trousers
- gaiters
- Waterproof parka and overtrousers
- **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 or mug
- knife and spoon
- matches or lighter and candle in waterproof container
- lightweight billy with holder
- cooker with adequate fuel for unplanned extra 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
- compass and map
- water bottle
- watch
- Insect repellent (depending on area and season)
- food for breakfasts, lunches, dinners, plus one extra day
- snacks or scroggin plus enough for one extra day
- sunblock
- FMC booklet ***Safety in the Mountains***

Tips

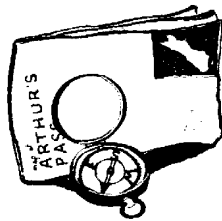
- Because weather can deteriorate rapidly, the need for **fleece, Merino or polypropylene clothing** cannot be over-emphasised.
- **Do not** wear cotton clothing such as jeans or cords.
- Pack gear in plastic bags inside your pack liner.
- A pack cover may be useful, especially when tenting.
- Eliminate unnecessary weight - if in doubt, ask the Leader. Aim for approximately 15kg ideal max weight.
- Leaders will advise on group equipment (tents, cookers etc.) and food.

Equipment held by the Club for the use of Members

The Club owns some camping and other equipment which may be borrowed by members. This includes emergency tents, dehydrator, maps, 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.lin.govt.nz/topography, google maps NZ.



Mountain radios

Mountain radios should to be ordered well in advance. They are available from Canterbury Mountain Radio Service Inc. 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

Sat phones, 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
Blue Skies weather

Telephone:

Blue Skies Weather and Climate Services
Canterbury Weather Line 0900-42278 calls cost 99c per minute

Met Phone 0900-99903 (cost \$1.30 per min)

Beacons

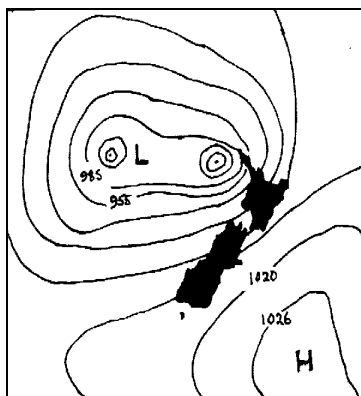
Beacons are available at Belfast Z garage, Yaldhurst Z garage and Princess Margaret Hospital at the Orderlies' desk in foyer.

With the beacons are instructions on how to use them, a log book to complete and sign, Accident/Incident forms should they be required, labels (to use to stick in back country hut books) and Tramp Leaders guide.

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

Intention Forms

A copy of the intentions form can be downloaded from the club website or obtain from the back packing co-ordinator.



GUIDELINES FOR LEADERS

Day Tramps

Clear Communication **is the vital key.**

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

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

Before the Tramp

- If not familiar with the area, it is best to do a reconnaissance. Trip Planners can help with information
- Be aware that some areas are closed during the lambing season (1 Aug to Labour weekend approx) eg Orton Bradley Park, Kennedy's Bush track and most of Banks Peninsula.
- Obtain permission from property owners where applicable. The property owner names and phone numbers are on the Club website, under Tramp Planning. Advise the Trip Recorder of any changes. The Trip Recorder has name and phone numbers on file. Please advise them of any changes. Ring landowners a few days before tramp to confirm.
- On all tramps the Leader will need a map, a compass and the FMC booklet ***Safety in the Mountains***.
- Leaders on day tramps must carry a locator beacon.
- Collect a locator beacon. Take the landowners' phone numbers with you on the tramp.
- If possible have an alternative trip or route planned in case of bad weather, impassable ground, etc.
- Tracks that are closed are not to be used by OFTC members on Club trips.

Doubtful conditions

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

Cancellations

- Refer to **Going Places** for procedures.
- Tramping trips are cancelled if the weather is unsuitable.
- The Vets will ring a designated person as in Going Places.
- For all other cancellations, refer to 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 message then select **save changes**. Check that the message appears on the home page.
- Any trip with less than four participants does not constitute a Club trip.

At meeting area

- Meet new or intending members and introduce them to Club members. Nominate buddies for prospective members.
- Count and take the names of all the participants and take this list with you on the tramp.
- Hold a trip briefing to :
 - Tell the group who has the beacon.
 - Tell the group who the first aid person is.
 - Tell the group who the co-Leader or back-up person is. (Co-Leader does not have to be tailend Charlie.)
 - Organise drivers and passengers - count number of cars.
 - Remind the group that the cost of the trip is as advertised in **Going Places**
 - Ensure all drivers know route and destination and stop-off places en route. Ensure all vehicles are accounted for.

Before setting out on tramp

- Count the number of people.
- Outline trip plan.
- Appoint an experienced tail-end Charlie.
- Ensure the person with the beacon tramps at the rear of the party.
- Tell people to keep within sight of each other.
- Exchange cell phone numbers with those carrying them.
- Advise where and time for first break.

During the Tramp

Ensure trampers stay together

- The first people over stiles and fences must wait or slow down - count heads.
- People who do go ahead must wait at predetermined spots eg at a track branch or at an agreed time.

Farm Gates:

- If found open - leave open.
- If found shut, the member who opens the gate must wait until the whole party is through and shut the gate **in the manner in which it was found**.

If you have a fast and a slower group:

- It may be possible to split at morning tea.
- Appoint a leader for each group and arrange a meeting place.
- Ensure the slow 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.
- Give people five minutes warning to be packed and be ready to move.

Encourage new leaders:

- Cultivate tramp management which attracts future leaders.
- Mentor Co-Leaders to assist them to lead future tramps.

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 eg route to take, pick up point.
- If emergency services are required activate the beacon. 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.
- Count heads regularly.
- If rivers appear to be challenging **do not cross** but wait for it to lower or find another route back

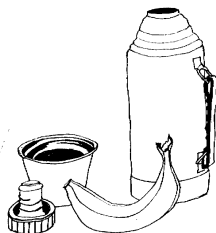
At end of trip

- 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.

Post Tramp

- Return the beacon to its designated location. Sign 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 Health and Safety Officer (in absence, the Chairman) within 24 hours of your return home. Forms are kept in the beacon bag at pickup place.
- Ring land 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, eg maps, track notes, permissions (if necessary) and transport costs.
- Invite members onto the trip by advertising in ***Going Places***.
- Use Club contacts to ascertain participants' strengths and weaknesses and ensure that they are fit enough to do the trip.
- The recommended maximum number for a backpacking trip is eight.
- Finalise the trip team and provide them with sufficient information to enable them to deal with the tramp.
- Choose to have a pre-trip meeting or decide to communicate by phone and e-mail.
- Experienced prospective members with backpacking experience, who have completed two grade 3 or above qualifying day tramps as shown on their pink application form can complete their overnighter by applying to go on a club monthly overnighter or a backpacking

trip. This must be at the discretion of the trip leader and the New Members Trip Co-ordinator.

In either case 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 OFTC website or from Backpacking Co-ordinator.
- 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 any member of the team has a health problem which could require special management, discuss this and agree on a strategy with that member.
- List food requirements - team and individual - and allow for emergency 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. Do not be afraid to cancel a trip if the forecast is for poor 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/satphone 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.

During the tramp

- Maintain a steady pace, which is comfortable for all.
- Keep group together.
- Count heads frequently, especially after river crossings and at track junctions.
- Take drink and food stops frequently.
- Be prepared to change the trip if necessary due to circumstances that may arise - change route - increase days - turn back.

Emergencies

- Stay calm.
- Reassure team members.
- Use the skills of the team members.
- Assess the situation.
- Decide on priorities.
- Consult ***Safety in the Mountains*** for specific guidance.
(This booklet must always be carried in your first aid kit).
- Assess the need to call for outside help (beacon or mountain radio/satfone).
- If beacon is activated, it **MUST** be turned off when a rescue has been effected.

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.
- Replenish wood supply.

Post Tramp

- If you have a prospective member on the trip fill in prospective members pink application form.
- Return beacon to its designated location. Sign book.
- Inform the Base Camp and Backpacking Coordinator or your designated person of your safe return.

- Should an accident or an incident occur during the tramp fill in and send an Accident and Incident Report Form to the Health and Safety Officer (In their absence to the Chairman) within 24 hours of your return home. Forms are in the beacon bags at the designated holding places.
- If you have a prospective member on the trip. Contact the New Members Trip Coordinator, discuss any issues and confirm new members that have successfully completed the trip.



NOTES
