

Trip Notice and Booking Guidelines

- All trip ideas should be provided to club executive for comment prior to booking.
- If unsure about the club response to trip, or if the trip cost is expected to be high, ask club members via e-mail for a level of interest, preferred dates, etc. Responses can also be used as a priority list for trips that are very popular.
- Refer to the **TOC Trip Booking Policy** for booking and managing funds for club trips
- Draft a preliminary email "notice to members" notifying them of an upcoming club trip. Include the dates, location, description of the area, mode of travel, equipment, skill & fitness levels required. Set a date that participants must be signed up by (usually one week in advance). Note that trip participants must be TOC members.
- Include your contact information (email and/or phone number).
- Contact the TOC Executive member in charge of club trips, they or another executive member will be able to post the email and post a notice on the website.

Pre-trip Planning

- Obtain road maps, guide books, notes and topographic area maps. Check parking, weather, avalanche forecasts, the need for permits, area limits and access issues.
- Familiarize yourself with any hazards and check the strenuousness of the route.
- Plan for what to do if the group becomes separated driving up and on the trail. Consider a rendezvous at key places.
- Make sure everyone knows the departure time from the meeting place -- as opposed to the meeting time.
- Tell a responsible person where you're going, when you'll be back, and what to do if you don't return in the planned time frame. Give the participants the name and number of the emergency contact.
- Have an **emergency plan** including: a suitable first aid kit that is freshly stocked, a list of emergency numbers, an emergency "bivouac sack" (if someone is injured and can't be moved); know the quickest route to a telephone (ask who has a cell phone in the group and if it works in that area); awareness of who will take the injured to the hospital (or get help) and who stays with the group.

As the participants phone/email in

- Set a date, usually one week in advance where trip attendance must be confirmed.
- Check whether members of the club are current by contacting the executive –memberships contact
- Keep a checklist for those who phone/email in.

- Ensure participants have suitable skills, fitness and equipment for the trip.
- Have a mental guideline of the maximum and minimum number of participant for the trip.
- Ask the participants if they are taking medication, or have medical condition.
- Sort out transportation needs and car-pooling.
- If someone seems unsure or intimidated, suggest an alternate trip.

At the meeting place

- Give the group a short overview of the trip, it's objectives and safety requirements. Remind participants that this is a club trip and participants should travel with the group.
- Double check that everyone has suitable equipment
- Ask who has First Aid Equipment and ask their level of expertise.
- Arrange transportation.
- Plan a few 'regrouping' points on the way.
- Warn participant about likely trip hazards.

At the trailhead

- Briefly run through the objectives. Review map and/or guidebook with participants.
- Check safety gear (e.g. transceivers)
- Ask around about equipment, tents, stoves and food. Ensure nothing is forgotten.
- Remind everyone of relevant safety issues such as avalanche, rock fall, weather and environmental waste disposal.
- Remember to stop once or twice in the first hour to adjust clothing or treat hot-spots before blisters occur.
- Leave a list of trip participants and contact numbers where they can be located easily by Police, Highway Crew or rescue/emergency personnel in the event of an emergency.

Management of groups and individuals

- Make policies known.
- Keep instructions simple.
- Use positive feed back and focus on results. Tell people what to do, as opposed to what not to do.
- Be sensitive to the needs and condition of all participants at all times.
- The priorities are a safe, happy and successful trip -- in that order.

After the trip

- Write a trip report (or have someone in your group write one) for inclusion in the newsletter, or on the website. Photos are good too.