

Trip Leader – Paperwork

The following forms need to be filled out and given out to club members on the day of the trip.

Trip Participant Form – Compulsory form – all details must be provided on every trip including visitors and temporary members (Up to trip leader to get it back to give it to trip coordinator or at the next meeting to designated club member)

Trip Leader needs to give each member a trip pack which includes:
Trip Rules letter and Club letter and Convoy Rules etc.

Select a member to write up the trip report.

Select a Tail end Charlie for the trip.

Trip Incident & Accident Report – Only need to be filled out for insurance purposes if anything unforeseen happens on a trip.

Ending the Trip

It is important to have a definite end point.

End Point – select a location during the planning stages.

Announcement – make an announcement that it is the end of the trip.

Getting Home – provide instructions on how to get back to a known point.

After the Trip

Return to club any equipment that was borrowed for the trip

Ensure the trip report is submitted for club magazine or next meeting

The Trip Leader will provide a Report to the Trip Coordinator, giving details which will assist in the planning of future trips, eg track locations, distances, times, areas of scenic interest, camping spots, facilities, and track limitations and difficulties.