

HINTS FOR EVENT LEADERS or How make your trip even more successful

When taking bookings for the trip

- **Make sure you take** down phone numbers of participants so you can contact them in the event the trip details change.
- Try to ascertain the level of experience the person has in the activity. If you don't think they have enough for the trip you have planned (especially for harder trips), you can recommend they go on an easier trip first. There is no point in spoiling the trip for the majority due to one inexperienced unfit person slowing up the whole trip.
- Booking deadlines are only a guide. It is up to you to decide when to close off bookings. Don't be disheartened if you initially have few bookings; often people will call at the last minute.
- If you have new members on a trip and they are unsure of where to go, you could arrange for them to carpool with a more experienced member. **BUT**, remember, never give out the phone number of any person without asking their permission first.
- For events that require a prepayment for accommodation or other service, obtain a substantial deposit or total payment before you record the person as attending. This reduces the chance of a person withdrawing from an event and leaving you short of the optimum number.

At the start of the trip

- Introduce all participants in the trip to each other. Try to pair up new members with someone so they have someone to walk/cycle/be with.
- Outline any safety requirements for the trip. Eg. Protective clothing, water needs, special equipment. **Remember, if you feel any person is not adequately equipped for the trip, you have the right to refuse to take them on the trip.**
- **Make sure every one reads and signs the trip form and collect any money due before you leave.**
- Ask someone to be a "tail end Charlie" and inform everyone who this is. Participants should stay between the leader and the "tail end Charlie" throughout the trip.

During the trip

- Keep an eye on everyone, especially new members.
- Have regular breaks to allow slower people to catch up.
- Don't lose anyone.

At the end of the trip

- Get feedback from the participants on how the trip was for them (they'll usually volunteer this). This will help you plan better trips next time.
- Encourage people to come on other trips and to join the club if they are non-members.
- Complete the activity report and return it to the Treasurer (or a committee member) together with any monies collected. This will ensure you go in the draw for trip leader's prizes at the AGM.

What to do if!

- *Someone behaves in an unsafe manner that endangers themselves or other participants on the trip.* You have the right to ask them to leave the trip (if safe to do so) and the right to refuse to take them on any future trips. **Please inform the committee if this happens.**

There is an accident injury or any other incident of concern.

Please inform the committee as soon as possible after the trip.