



Mackay Bushwalkers' Club Inc

Duties of Trip Leaders

**A trip leader is to be appointed for each outing.
The duties of the trip leader shall be to:**

1. Obtain necessary permits beforehand.
2. Know the area to be walked, preferably through a recent reconnoitre except where all persons taking part have been made aware of the walk's exploratory nature by previous notification.
3. Ensure that a suitable First Aid Kit is carried on the trip.
4. Arrive at the assembly area at least 15 minutes before the advertised starting time.
5. Inform new walkers of outing rules before setting out and ensure that all persons intending to take part in the outing have proper equipment and clothing so as not to endanger or inconvenience either themselves or other persons taking part.
6. The Trip Leader has the power to refuse any individual the right to participate on a particular outing where he/she considers the individual unsuited or physically unfit.
7. Choose from the vehicles available the most suitable for the trip. Allocate persons to particular vehicles and familiarise driver with route and procedure to be taken.
8. Determine the course of the walk and the time of halts and departures.
9. Convey along the line of walkers the type and whereabouts of dangerous species and hazards of terrain always considering the safety of the party before all else.
10. Select campsites, paying particular attention to the hazards of fire, flooding and dead limbs. Inspect campsites before departure with special attention to fires and litter.
11. Report relevant incidents in writing to the Safety Secretary and/or committee members as soon as possible after the incident occurs.
12. Ensure that members pay due respect to his/her authority and that they observe rules regarding safety, conservation and general behaviour. Any serious misconduct or breaking of Outing Rules will be reported at the next monthly general meeting.
13. Check the party from time to time to see that they are all present. Arrangements will be made for a reliable person to act as "tail" where considered necessary.
14. Ensure that the party does not separate except with very good reason. Should two or more persons leave the main party, one of their number, shall be appointed as responsible for their safety and conduct.
15. In the case of emergency, consult all experienced members of the party, and if they consider it necessary, hand over control to the person best qualified to act in the situation. In cases involving delay or injury, arrange to inform the Contact Officer giving details of the delay and/or injury, the action taken, and any particular help that is needed.
16. Furnish a report to the Publicity Officer and/or Newsletter Editor as soon as possible after the outing.
17. Only in special circumstances shall an outing be cancelled or venue altered, and then only after consulting with experienced members of the party.
18. Be familiar with the requirements of the club's risk management policy, members' handbook and the leader's duty of care.

Every member is a potential trip leader.

All are encouraged to reconnoitre new areas and report to the club any possibilities for new walks.