

## Field Trip Leader Responsibilities

A feature of NPSNZ is the field trips we run for members. These are mainly of three types:

- Mid week short duration field trips. Usually 2-3 hours
- Whole day field trips. Generally at weekends for 6–8 hours
- Multiple day field trips involving at least one night away

The organisation of field trips requires a degree of structure to assist the Trip Leader along with the Field Trip Coordinator (FTC) to plan and then manage the trip. Please read and understand the procedures listed appropriate to the field trip you are organising.

The NPSNZ Field Trip Coordinator is available to provide assistance with any of these procedures and to take responsibility for them if necessary, especially for out-of-town trip leaders.

|  | Mid Week /<br>Short<br>Duration<br>Trips | Whole<br>day<br>Trips | Multiple<br>Day<br>Trips |
|--|--|-----------------------|--------------------------|
| 1. Agree trip destination and dates with FTC.  | x  | x                     | x                        |
| 2. Provide trip information to FTC for circulation via NPSNZ signup sheets, web site, the Forum, Facebook and newsletter.  | x  | x                     | x                        |
| 3. Book venue/accommodation and arrange payment of deposit with NPSNZ Treasurer if necessary. Where possible and where costs are known at time of trip announcement, payment should be requested as confirmation of attendance.  |  |                       | x                        |
| 4. Arrange a final date for payment from participants and check money is received by NPSNZ.  |  |                       | x                        |
| 5. FTC to advise Trip Leader of names and contact details of known participants 1-2 weeks prior to field trip  | x  |                       |                          |
| 5a. FTC to advise Trip Leader of names and contact details of known participants with their emergency contact and vehicle details 1-2 weeks prior to field trip.   |  | x                     | x                        |
| 6. Keep in touch with known participants via email to keep them advised of particulars of the trip including any fees owing and to facilitate car-pooling.   |  | x                     | x                        |
| 7. In conjunction with FTC determine if any PLBs will be appropriate in addition to the NPS first aid kit for the trip. If deemed appropriate FTC will distribute first aid kit and PLB(s) to Trip Leader and notify pre arranged NPSNZ contacts of PLB(s) allocation, along with known participants contact details, one week prior to trip.                                |  | x                     | x                        |
| 8. At start of trip brief participants on: <ul style="list-style-type: none"> <li>• Aims of trip</li> <li>• Locations for photography</li> <li>• NPSNZ Code of Ethics</li> <li>• Health &amp; Safety (if appropriate)</li> </ul>   | x  | x                     | x                        |
| <ul style="list-style-type: none"> <li>• Location of first aid kit and PLB(s) and their use (if appropriate)</li> <li>• Request whereabouts of participants deviating from original plan and expected return time</li> <li>• Check listed contact details (including emergency contacts) of ALL participants are correct</li> <li>• Any other useful information.</li> </ul> |  | x                     | x                        |
| 9. Ask for someone to provide a brief trip report to the Trip Leader.  | x  | x                     | x                        |
| 10. Ensure accommodation is left in a clean and tidy state and that all requirements of the host organisation are complied with.   |  |                       | x                        |