

## RED ROPE TRIP ORGANISER'S PACK

This pack is intended to give the essentials of organising a Red Rope trip and to make it easier if you are doing it for the first time. The first few pages set out the main things you need to do and are followed by appendices on specific subjects. Please don't be alarmed by the size of this document, as most of it is straightforward and simple. It's probably more difficult to organise a children's birthday party than a Red Rope trip!

Remember that you do not have to do it all alone. The whole ethos of a Red Rope trip should be to enjoy ourselves whilst doing things collectively so delegate as much as possible. Do contact local (or national) committee members if you need support.

### THE MAIN THINGS YOU NEED TO DO

#### INITIAL DETAILS

Obtain the following from the person who booked the hut.

- Exact dates booked
- Contact details for the hut custodian including how to get the key and return it.
- Name and location of hut, hostel etc.
- How much the hut costs (usually per person per night) and the minimum to be paid if the hut is not full.
- Cost of any minibus that has been booked.
- Deposits paid on hut and minibus if used (should have been paid by treasurer).
- Any cancellation deadlines for hut or minibus.

**Support:** Please ask your hut-booker and treasurer for advice. They are there to help you, especially if it looks as though the trip may need to be cancelled (see below). You can also get advice from other members who have done this before.

## TAKING BOOKINGS

- Check that the trip is advertised in the diary section of the club's publications, (and your details as organiser are correct). You shouldn't take bookings until the advert appears. Once it does you should encourage your friends to come!
- A deposit (half the nightly charge) and a booking form are required before a booking is official.
- Deposits are lost if someone cancels and the place is not filled.
- Booking is on a first come first serve basis except that a third of places are reserved for women until a month before the trip. You can make exceptions if the trip would not otherwise function e.g. for lack of drivers. On a training trip trainers and newer members needing training take precedence.
- If necessary have a reserve list (members take precedence on this).
- Children over five on trips are charged at half the parents charge, or Band A whichever is the greater. Under fives are charged similarly for the transport element only. They are not charged for accommodation.
- Bookings for children under 18 who are not accompanied by their parents are unusual and can only be accepted if the parent fills in a special form naming another person on the trip as acting "in loco parentis" It is the parent's responsibility to decide that this person is suitable to look after their child.
- You can challenge details on the booking form e.g. if you think the band is wrong but it is probably best to discuss this with local committee members first.
- People on their first Red Rope trip - this should be obvious from the booking form if you don't already know. Make a special point of welcoming them and check that they understand what is involved and the ethos of Red Rope trips. Check if they have any special needs and if they need to borrow gear. Ask about their previous walking/climbing experience and (if this is limited) explain that they may only be able to go on the easier walks/climbs. Send them a copy of the information for those new to trips (see appendix).

## CANCELLING THE TRIP

Hopefully this will not be necessary but if it looks as if the trip will make a big loss (mainly through lack of bookings) you must warn the treasurer and hut booker, and discuss with them the possibility of cancellation with the treasurer and hut booker before any cancellation deadlines.

## TRANSPORT

This is often an area where a lot of money is lost so should be as efficient as possible and perhaps the one task not to be delegated! The trip organiser is responsible for arranging the most efficient use of transport and all participants should cooperate fully.

- It is usually desirable to fill up cars (use roof racks for luggage if necessary) - it is cheaper for drivers and hopefully reduces noxious emissions a little. Also tell people to go to a pick up point rather than make long detours. Use public transport if essential (usually buses or coaches). Anyone who chooses to drive on their own is not considered part of the trip until they take on a passenger.
- Mini buses should only be used if cost efficient.
- On long trips two drivers per car are needed. It is fairly cheap and quick to add additional drivers to insurance and should be part of the trip cost.
- There is no requirement to wait for people who are very late. On regional trips regions can set their own transport rates.
- If transport arrangements are complex it may help to have someone who is not going on the trip to be a telephone contact (or use a mobile phone).

## PRE-TRIP MEETING

This is not always possible but is desirable as it enables people (particularly new members) to get to know each other and share out tasks more easily. If you don't have a meeting you will have to organise the following things on the telephone although some could be done at the first meeting on the trip.

- Transport as above -make sure drivers have details of how to get to the hut and the first people to arrive know how to get the key. .
- Shopping\* - arrange for people to do this.
- Cooking\* - decide who will be responsible for organising this.
- Appoint a safety officer\* and a trip treasurer\* (these are essential) and possibly a report writer and photographer (for the Bulletin) and walk and climbing co-ordinators.
- Gear\* - check if everyone's is adequate and if any needs to be lent.
- Maps and guides -encourage everyone to have a copy of the 1 in 50,000 map (libraries may be useful) and try to have a 1 in 25,000 map as well plus some local guide books.
- Discuss possible walks/climbs bearing in mind the different levels of experience of the group (particularly the new members).

- Sleeping arrangements are best not decided by who arrives first at the hut. If possible have a women only room. Families may prefer to have their own room or to share with other families. Don't use rooms reserved for members of the club who own the hut.
- Alcohol is not paid for from trip funds. People may want to make separate arrangements to buy this communally. It should be clear what the arrangements for paying for alcohol are before people start drinking!
- Discuss times of departure from the hut and arrival home.
- Send the trip members a circular with basic details of hut location and transport, and perhaps contact details for other trip members.

\* See appendices

### THINGS TO TAKE ON THE TRIP

- Trip organisers pack.
- Booking forms (contain emergency contact numbers)
- Several copies of the treasurers form.\*
- Pens, paper and calculator.
- Route cards\* - you may need 10 for a weekend trip and 40 for a weeklong trip
- Safety manual e.g. Langmuir, maps, guide books.
- A mobile phone may be useful for e.g. checking the weather forecast but reception may be poor. Find out local weather forecast numbers before you go.
- Tea towels.
- Telephone number of NSPCC contact (If there are any children (under18) on the trip)

\*See appendices

### ON ARRIVAL

- Follow hut instructions on turning on water gas etc
- Make sure it is clear which food is for which meal - so that the essential ingredients for dinner aren't accidentally eaten at breakfast!
- Arrange the first trip meeting as soon as possible. This should discuss anything left over from the pre-trip meeting and decide on roles (yours ends here), the first day's walks/climbs including time of departure, childcare (see Appendix), time of the next meeting, who is cooking, and what time the meal will be.
- Your job is now over. After the meeting you, the organiser, relax and just enjoy the trip!

## PROBLEM BEHAVIOUR ON THE TRIP

Very rarely you may have to deal with this.

- Dangerous behaviour - be prepared to back up the safety officer. You cannot stop people doing things but you can tell them that if they continue they will cease to be a member of the trip.
- Anti-social behaviour e.g. drunkenness, late night noise, breaches of club policy - seek advice and support and raise it at a trip meeting as soon as possible.

## THE END OF THE TRIP

- Make sure the hut is clean and tidy and the hut's checklist re turning off gas, water etc has been followed. Delegate this task if necessary but make sure that whoever locks up knows that everything is OK on leaving. This is so we can report clearly to the club concerned if they have any complaints. Report any breakages to the hut guardians.
- Arrange for the key to be returned.
- Pay money/cheques from the trip into the relevant bank account or, if this is not possible, send the money to the treasurer (the trip treasurer could do this). Make sure the trip treasurer sends the completed treasurer's form, including the summary on the back, to the regional/national treasurer.
- Fill in the hut evaluation form\* and send off.
- Rest from your labours and hopefully feel satisfaction at having helped everyone to have a good trip! Don't worry if some things didn't go according to plan - discuss any problems with other members and remember we all learn by our mistakes!

\*see appendices

## Appendix

### CHILDREN ON TRIPS

It is important that these notes are read in conjunction with the child protection policy.

One of the ways in which Red Rope trips are different is that children and their parents are regarded as valuable members of the group. It does require some thought and planning to make sure that all members of this group enjoy themselves on a trip.

### HUT OR OTHER ACCOMMODATION

Ideally the suitability of the hut for children should be considered before booking.

- Is the hut safe for young children?
- Is it possible for families to sleep separately? (to reassure children and cut down disturbance to other people) Check that parents are happy with the sleeping arrangements before they book on the trip
- How far is any walk to the hut? (May be particularly difficult for young children if they first arrive late at night).

### BEFORE THE TRIP

- Discuss childcare at the pre-trip meeting. Try to enable parents to come to the meeting (e.g. by choice of venue and paying childminding costs if possible). Establish how much childcare parents want. They may find it more helpful to be relieved of other trip duties. Organise a child care rota if possible (the booking forms should indicate who is willing to do childcare).
- Travel - do the parents need help to get to/from a pick up point and how will the children cope with the journey?
- Do the children need their own food?
- Usually the parents will be able to bring sufficient toys etc. for a rainy day but other people's contributions may be welcome.
- Consider what short walks, nature rambles etc children might like to do but also try to find out details of local attractions that might interest children
- As a group we cannot vet everyone who comes on a trip so it has to be the parents (or those officially delegated by them) who decide who is and who is not suitable to look after their children. Ideally childcare should always be done by at least two adults at the same time.

- It is unusual for children to go on trips without their parents but if they do, the parent must sign a form officially allowing a named person on the trip (whom the parent considers suitable) to act "in loco parentis". It is always desirable that children and parents know what to expect on a trip but particularly so if the parent isn't going. If a parent does not accompany the child it is very important to know how to contact the parent and that the parent knows how to contact the trip.
- No-one should be prevented from going on a trip solely because they are unwilling to commit themselves in advance to taking on childcare.
- When children (under 18 are on the trip) a contact number for the NSPCC should be taken. (0808 800 5000).

## ON THE TRIP

All members should actively support parents.

- Children are potential Socialists and can learn a lot from the experience of communal living. They should be treated as proper members who will enjoy contributing by doing simple chores. Teaching them to be aware of group needs and expecting them to share in activities makes everyone feel more valued.

## Appendix

### TRIP TREASURER GUIDELINES

- Trips should, in general, not make a loss! This should only happen when the band distribution is heavily skewed, and this is not that common.
- Avoiding a loss is the joint responsibility of the trip treasurer and the organiser. They should monitor overall income and expenditure, including hut fees, AND COMPLETE THE SUMMARY SECTION ON THE TRIP TREASURER'S FORM
- It is very important that everyone pays their full charge
- You are entitled to ask people to recalculate their band if you do not believe them! Anyone in work is unlikely to be in bands A or B
- NB refer to regional/national treasurer for advice
- Children over five and under 16 on trips are charged at half the parent's charge, or band A, whichever is greater. Under fives are charged similarly for the parent's transport element only.
- Note that car transport costs operate on the very simple principle that for each mile a passenger (including the driver) travels the driver is reimbursed 6p for providing and running the vehicle and for each of these miles the passengers (including the driver) pay Red Rope a sum of 3p to 11p according to their income band,
- However the car is not considered to be part of the trip until it contains two people including the driver.
- Drivers are responsible for keeping track of the appropriate payments relating to their cars and will receive reimbursement for the same number of miles that Red Rope receives payment.
- There may be occasions when the need to transport food or equipment will mean that the car cannot take its usual complement of passengers and the food or equipment could be considered to be a passenger for the purposes of reimbursing the driver, Consult the Regional or National Trip Treasurer or National Trip Secretary if this is thought to be necessary.

## Appendix

### PLANNING MEALS AND SHOPPING

- Aim for a cost per person per person per weekend for the total food budget, no more than 4 pounds. (Jul 2000).
- Aim for a cost per person per day for the evening meal, no more than 2 pounds. (Jul 2000).
- For multi day trips including almost all National trips allow £3 per person per day.
- Avoid overbuying.
- If suggestions for meals are required look at "Food and Recipes" on the Red Rope web-site where there is also a suggested shopping list for a weekend trip for 12 people.

## Appendix

### TRIP SAFETY

#### Safety Officer's Role

The Safety Officer's job is to enable groups to be responsible for their own safety, not to be responsible for them. The role nevertheless assumes a high level of mountain experience.

He/she should:

- Ensure route cards are available (this pack contains several) and completed with each trip member accounted for.
- It is more important to give clear details of the route and actually work out how long it will take, than to record the colour of waterproofs.
- Confirm time at which mountain rescue are to be called if the party hasn't returned (Mountain Rescue/Coast Guard/Cave Rescue dial 999). Think carefully about this: you don't want the Rescue called out too soon.
- Ensure that returning parties cancel their route cards by individual names. This is important if a party divides into two - the early party must not cancel the names of the late party.
- If calling out rescue services, ensure a grid reference or adequate location description, and for climbers, the crag name, climb and pitch.
- Arrange a daily weather forecast check (and avalanche report where appropriate).
- It is important that leaders of walks should operate well within their ability for the terrain and conditions. In conjunction with walk "leaders", encourage groups to extend their experience.
- Ensure that groups have checked their own gear (see the route card) and that they are sensibly equipped - waterproofs, head torches and climbing helmets where necessary.

Ensure that all people going out know how to contact the rescue services. Walkers should be able to give either a map reference of the place of an accident or the last and next landmarks. Climbers should give the crag and the climb and the pitch to enable rescue to reach injured climbers quickly.

It is useful to know whistle, torch and flare signals. "Help required": red flare or six blasts/ashes in quick succession, repeated every minute. If you see six flashes, take a bearing on it immediately. "Message Understood": white flare (also used for illumination) or three blasts/ashes in quick succession, repeated every minute. "Return to base": green flare or prolonged series of blasts/ashes.

It is important that the club has a record of incidents. If an accident, near miss or mountain rescue callout has occurred on a trip then afterwards the National Secretary should be informed in the interest of all the club's members.

### **Useful Phone Numbers**

Weather forecasts should be checked daily. Please note that 0891 numbers are expensive.

In Scotland information regarding avalanche danger is posted in certain locations daily during the winter (e.g. Clachaig and Kingshouse in Glencoe). It is also given in some Scottish newspapers.

Local Lake District Weather Line: 017687 75757 (Local Rate updated 6.00 am and 6.00 pm)

## Appendix

### HUT QUESTIONNAIRE

Red Rope wants to keep a record of all huts used so that groups can refer to previous records when booking huts. This is particularly important when considering the needs of people with disabilities and children. Please send the completed form to : Arthur Howarth, 44 Aintree Lane, Liverpool L10 2JN

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#### 1. Name of hut and location

Name of hut

Name of club owning the hut

Location of hut

Is camping permitted near the hut?

#### 2. Access to the hut

Can vehicles be parked close to the hut?

If not at what distance?

Is there public transport to the hut or near to the hut?

#### 3. Accommodation

How many sleeping areas are there?

How many places are there in each area?

Bunks/platform/floor?

Mattresses or blankets provided?

What floors are sleeping areas on?

#### 4. Washing facilities

Is there hot water in the bathrooms/washing areas?

Are there showers?

Are there separate facilities for men and women?

Are doors wide enough for wheelchairs?

Are there any handrails?

What is the quality of the washing facilities?

**5. Kitchen facilities**

**Cooking by gas or electric?**

**Is there an oven ?**

**Is there hot & cold water in the kitchen?**

**Are appliances in good order?**

**Are there adequate cooking & eating utensils?**

**6. Other rooms**

**Is there a separate sitting area?**

**On what floor?**

**Is it comfortable/reasonable/bare?**

**7. Heating**

**What heating is there throughout the hut?**

**Is there a drying room?**

**Is it heated/ventilated?**

**8. Children**

**Is the hut adequate for children in bad weather?**

**Is there anything dangerous for children?**

**9. Surroundings**

**Are there walks from the hut?**

**Are there short walks on easy tracks?**

**Are there facilities or places of interest nearby for children or for visiting in bad weather?**

**10. Accessibility**

**Is the hut wheelchair accessible? Please refer to any steps, door widths, access to facilities within the hut.**

**If possible, please draw a diagram of layout with approx. measurements.**

**11. Any other comments**

## Appendix

### INFORMATION FOR NEW MEMBERS

Red Rope is a Socialist club and we have a commitment to sharing costs, skills, work, caring, responsibility and decision making. Nowhere is this more important than on our trips away. As you might expect it can be more difficult in practice than in theory! For those of us not used to communal living, it is sometimes difficult to know exactly what to expect. This brief guide aims to give you a rough idea of what happens on trips.

The general expectations of caring and sharing are:

- No-one ever does a job alone. If you see someone doing a chore offer to help or accompany them.
- If you see a job needing to be done, do it. If you need help ask for volunteers.

#### Programme of Typical Weekend Trip

Pre-trip meeting: usually held in a member's house or a pub. It is important to attend as "jobs" are shared out (e.g. who will do food shopping) and travel arrangements are made. Usually there will also be some discussion of what people want to do at the weekend. The meeting also provides a good opportunity to meet other trip members and ask any questions you may have.

Arrival at hut: the first people to arrive usually unpack food, make a fire if it's early enough and generally make the hut welcoming. Last minute sleeping arrangements may be made (there are usually communal dormitories but extra rooms may allow for separation of the sexes or for a separate room for children).

Breakfast: usually an informal meal. Most people make their own. If you do prepare something (e.g. porridge) ask others whether they would like some. Some people will start making sandwiches for the lunch packs, either help or start doing it yourself if you finish breakfast before others. This applies to washing-up etc.

Trip meeting: soon after breakfast there is usually a meeting to sort out walks, transport etc. The Safety Officer will advise on weather and conditions. Usually there will be several groups going on different walks and climbs. If you are not sure what you want to do see what ideas come forward and choose the one you like best. If you don't feel happy about any of them then say so. Sometimes this meeting will be held on the previous evening to give more time during the day for walking/climbing.

Evening meal: someone will have offered to make the meal but will expect a couple of volunteers to act as kitchen hands. The food is usually vegetarian or vegan. Everyone eats together.

Evening: this varies depending on the energy levels of the trip members and the location of the hut. If there's a pub nearby people tend to go. During the evening the trip treasurer will work out what is still owed. He/she will collect outstanding trip charges and transport costs and will reimburse car drivers and people who have bought food.

Day 2: essentially starts like the first day but the meeting is often shorter. Time of departure will be decided.

Departure: after the day's activities the group returns to the hut, packs up and loads the minibuss and/or cars, cleans the hut and leaves.

We hope this information will help you to enjoy your trip - good walking!

## Appendix

### ORGANISING A NATIONAL TRIP

The principal difference between national and regional trips is the way transport is arranged and financed. Weeklong national trips are more challenging logistically. On national trips members will be traveling differing distances nationwide, and transport should be organised efficiently. Cars should be full, as should minibuses. A half filled minibus is probably more expensive than using cars. Public transport (coach fare only) to pickup point by trip transport is permissible at your discretion as last resort. **BUT THE TRIP SHOULD NOT MAKE FINANCIAL LOSS.**

The key to hassle free organising is to delegate all possible tasks except transport. When members enquire about places on trip, ask them to do a job. As you have most recent overview of trip members, you should coordinate transport.

The main jobs to delegate are:

- Catering (recipes or standard list?)
- Shopping (with list from catering person)
- Domesticals (camping & kitchen equipment. See National gear person)
- Treasurer (needs calculator, pencil, eraser, treasurer's form)
- Safety officer
- Writing the Trip report (can be arranged on the trip)
- Local captains (to communicate with members in their locality)
- Flyer (sheet posted to members, replacing pre-trip meeting)

Your main tasks are:

- Hold bookings & deposits.
- Co-ordinate transport.
- Ensure that other jobs get done, and everything arrives on time.
- Send hut questionnaire back to National trips person.
- Ensure that treasurer's form & analysis sheet get to National Treasurer.

You need to take:

- Confirmation of accommodation booking (arrives with this pack).
- Treasurer's forms and analysis sheet.
- Accommodation questionnaire.
- Booking forms & deposit cheques.

It would help if you could also:

- Check where next national trip is, send gear/food to convenient region
- Get name(s) of volunteer(s) to organise same trip next year.

## **Other details**

### Catering:

2 methods have been used:

1. Get 1 volunteer cook for every trip night to supply recipe. Translate these into a shopping list. Add list for breakfasts & lunches. Send completed list to shopping person.
2. Buy pile of food & take recipe book on trip. Ask cooks to choose recipe they can find food for. This method relies on proximity of shop in case of emergency/miscalculation.

### Flyer:

In lieu of (or possibly supplemented by) pre-trip meeting. Photocopied sheet (or two) detailing:

- Names & phone numbers of members (+ walker/climber etc.)
- Who is doing which jobs (including driving etc)
- Transport arrangements (cars, buses, where from.)
- Details of accommodation (including grid ref)
  - Whether mattresses, crockery, cutlery, tents needed etc.
  - Access from road, distance to walk, bridges to cross etc.
- Local amenities (shops, phone, pub, petrol, towns etc)
- Character & possible walking/climbing routes in area (brief note)
- Any equipment or food/catering/special diet notes.
- Any children or other safety considerations.

### Transport:

Remember, vehicles must be full if used as official trip transport (and therefore get petrol & mileage payments). If people want to arrive or leave at different times than the rest of the trip, or visit friends/relatives along the way, they pay their own transport costs

# RED ROPE ROUTE CARD for walkers, scramblers and climbers

<b>Day:</b> <b>Date:</b>  <b>Number in party:</b>  <b>Vehicle type:</b>  <b>Colour:</b>  <b>Registration number:</b>	List all members of party and check off equipment carried. Give children's ages.  <b>NAMES</b>	Waterproof (state colour)	Overtrowsers	Hat / balaclava	Map	First aid kit	Emergency food	Compass	Whistle	Rope (state length)	Head torch	Gloves or mitts	Bivi bag	Spare warm clothing	Ice axe	Crampons	Sleeping bag	Helmet	Drinks	Watch	Boots and gaiters		

**Route / objective:**

From (Name / Grid Ref)	To (Name / Grid Ref)	Bearing	Dist (km)	Height gain (m)	Time
For fit adults, allow 5 kilometres per hour plus 1 minute for every 10 meters ascent			<b>TOTALS:</b>	Add 10 mins per hour	
<b>Escape routes:</b>			<b>Time started:</b> <b>Estimated time of finish:</b> <b>Dark at:</b>		
<b>Nearest telephone:</b>		<b>Vehicle parked at (grid ref):</b>			
<b>Weather forecast:</b>		<b>Wind direction:</b>		<b>Speed:</b>	<b>at (height):</b>
<b>RESCUE SERVICES TO BE CALLED AT</b>		<b>ON</b>		<b>Dial 999 and ask for the police or mountain rescue</b>	