



## Sutherland Bushwalking Club

### Activity Organiser's Guidelines

#### Bushwalking, Skiing, Canyoning

##### PLANNING AN ACTIVITY

- ❖ Provide an accurate description of the activity, including the relevant grade and forward the details to the program secretary or committee for approval.
- ❖ Survey the route if possible taking note of any potential risks and morning tea and lunch spots. If the walk is 'exploratory' plan the walk from reference to the map or by reference to other information sources.
- ❖ Have an alternate plan in case of unforeseen circumstances. eg. flash flooding, track erosion, transport changes etc.
- ❖ Choose areas and trip levels that are within your capabilities as a Activity Organiser.
- ❖ Clearly describe potential hazards to all intending participants and exclude any participant who in the activity organiser's judgement may have difficulty completing the planned activity.
- ❖ Leave comprehensive details of the activity with a reliable person including instructions on what to do if you do not return at the expected time.
- ❖ A few days prior to the trip check transport details if applicable, expected weather conditions and in summer, fire conditions, park closures etc.

##### PRIOR TO THE START OF AND DURING THE ACTIVITY

- ❖ It is a requirement that a Risk Waiver be signed prior to each activity. It is recommended that no children or inexperienced persons be permitted on abseiling and skiing activities as they can not fully understand the risks that they are being asked to waive.
- ❖ In the event of an incident/accident occurring on a club activity, the Post Trip Incident Report Form should be completed by the activity organiser and forwarded to the Club Secretary for attention as soon as practicable after the incident/accident.
- ❖ Ensure a map, compass, first aid kit, mobile phone and any other equipment appropriate for the planned activity are brought on the activity. This may include a PLB
- ❖ Ensure all participants complete the sign on sheet which includes the Risk Waiver form.
- ❖ Hold an introductory circle prior to setting out and advise details of the activity including expected terrain, distance, possible hazards, expected return time etc. and that all participants have the requisite experience, equipment and fitness for the activity. The activity organiser has the right to refuse participation to any persons they consider may present a risk to themselves or other participants or do not have the necessary skills for the activity.



- ❖ Ascertain if anyone is carrying a mobile phone or GPS for emergency use and whether any participants have a first aid certificate and/or medical training.
- ❖ When relevant, ensure car is secured, lights off and keys securely put away.
- ❖ Ensure everyone has adequate food & water, at least one litre for a day trip (& more as required for overnight trips). In hotter conditions carry 2 litres or more.
- ❖ Have a reliable person act as 'tail' for the group and advise participants not to fall behind this person for any reason without advising the 'tail'. Ensure you maintain a line of sight with the participants.
- ❖ On track walks, appoint a person to wait at track junctions to ensure nobody goes the wrong way. Carry out regular head counts to ensure you have everyone.
- ❖ Have regular drink and rest breaks and allow participants to regroup.
- ❖ Manage the group, & monitor any unexpected hazards. Ensure everyone is comfortable with the pace and conditions. Remember it is easier for fast participants to slow down rather than slow participants to speed up.

#### **AT THE END OF THE ACTIVITY**

- ❖ Ensure that all participants have arrived at the finishing point & that all vehicles will start before anyone leaves.
- ❖ Forward the completed sign on sheet including reports of any incidents/ accidents to the Club Secretary or committee.
- ❖ Contact the person with whom trip details were left to inform them of return.

## **Organising a ski trip**

*In addition to the above it is recommended that you:*

- Ensure all cars carry and can fit snow chains
- Ensure all participants have dry warm clothes such as thermals
- Ensure that you can navigate the trip and carry a compass
- For day trips away from the trails/resorts carry a piece of closed cell foam/extra warm clothing/shelter such as a down jacket/bivvy bag/space blanket
- Have a thorough knowledge of map and compass procedures (for navigation during a white-out)
- Do not rely on huts for shelter – take sufficient tentage for overnight trips
- Know how to construct emergency snow shelters
- Know how to avoid the dangers of carbon dioxide and carbon monoxide poisoning arising from the use of stoves in enclosed spaces
- If building a snow cave know how to construct a sound structure, in a safe location and how to properly ventilate the space.
- Make enquiries of the anticipated weather and conditions and cancel/postpone the trip if necessary



## Organising a canyon or abseiling trip

*In addition to the above it is recommended that you:*

### **Basic Rope Sports Guidelines (climbing, abseiling, canyoning, caving)**

- Decide minimum group equipment requirements (including emergency equipment). Consider if you have sufficient equipment available for the trip or if the scope of the trip needs to be revised.
- Carry additional prussik loops, carabiners, rope etc to facilitate an effective rescue.
- Carry spare slings to replace suspect slings.
- Each member of the party should have their own personal equipment - sharing is unacceptable.
- Advise participants to wear suitable protective clothing.
- Carry a knife for use in emergencies.
- Know, as a minimum, how to tie and the correct use for a tape knot, bowline, double fisherman's knot, prussik knot and figure eight knot.
- Be competent at choosing and setting up anchors and belays.
- Attempt to load all anchors equally.
- If possible arrange the belay point so that should an anchor fail that the other anchor is not shock loaded.
- When abseiling using two ropes, make absolutely sure that the end to be pulled to retrieve the ropes is clearly marked and remembered, (eg by putting a distinctive knot in it.)
- Know rope rescue procedures.
- Ensure all participants know the call "ROCK!"
- Where appropriate ropes should have a knot tied in the end to prevent accidentally abseiling off the end.
- Instruct inexperienced participants on the dangers of a fall whilst getting onto or off a rope.
- Instruct participants in the use of clear and agreed communication signals.
- Where appropriate set temporary belays at the top of pitches to aid in getting onto the main rope.
- Double check each other's harness, buckles and knot before climbing or before committing to the rope.
- Ensure the first and last person to abseil has the equipment and the ability to prussik.
- Ensure that long hair, loose clothing, straps etc are tied back whilst abseiling.
- Bottom belay abseilers where this is possible and where the belayer is safe from rock falls.

### **Guidelines for the Care of Ropes and Equipment**

- Before using a rope, run your hands along the entire length to check that the inner part of the rope is intact and free of soft spots or other defects.
- Instruct participants to avoid treading on a rope.
- Beware of sharp or jagged rock edges and other sources of rope damage. Use a rope protector if appropriate.
- Check metalwork, prussik loops, tapes etc for signs of damage.
- After use, re-check the rope for wear, wash if necessary, dry in the shade and coil neatly before returning them to the gear keeper.
- Destroy any gear that may have had its strength compromised.

**Climbers' Belaying Guidelines**

- The climber must be kept on a reasonably tight belay at all times.
- Inexperienced participants should not belay inexperienced participants.
- Never take your brake hand off the rope.
- Belay in line with the anticipated direction of pull.
- Tie into an anchor.
- Stay alert and focused on the climber.

**Canyon Leaders' Guidelines**

- Take account of the likely weather conditions (ie potential for flash flooding) before commencing.
- In canyons where swimming may be necessary advise participants that they should be strong swimmers.
- Instruct participants in the dangers of aerated water at the base of a falls - where a swimmer can more readily sink.
- It is advisable to do a test pull of the rope to ensure you can get it down before the last person descends.