

Sutherland Bushwalking Club

Guidelines for Activity Organisers on Overseas Trips

An activity organiser for an overseas trip that is listed in the Club's program must ensure that an itinerary and participant information is provided to the Club Secretary prior to departure. This is to ensure the necessary information is available to the Club Committee should an emergency on the trip occur.

- Activity organisers must provide a day by day detailed itinerary to activity participants with accommodation plans and transport plans detailed (each person must be able to continue on the trip independently in the event that it becomes necessary).

- Activity organisers are to collect the following details from activity participants by completing the Overseas Pre-Trip Information:
 - Name of participants
 - The participant's emergency contact details in Australia and their relationship
 - If any participant is not completing the trip as per the itinerary, when and where they are joining or leaving the trip.

The itinerary and a copy of the Overseas Pre-Trip Information **must** be lodged with the Club Secretary at least 14 days prior to departure.

- It is recommended that activity organisers collect the following details from activity participants:
 - Passport number
 - Travel arrangements including when they are joining and leaving the trip
 - Insurance contact numbers
 - Details of any medical conditions that may impact on the activity

- Prior to departure, activity organisers **must** identify the Committee Member who will act as a central point of contact in Australia for use in an emergency. The name and contact number of this committee member must be given to all participants.

- It is recommended that activity organisers:
 - obtain Consulate details and their emergency contact numbers for the countries being visited. These details should be provided to all activity participants.

 - hold preliminary meetings with activity participants before leaving the country.

 - provide activity participants with an estimate of the costs expected to be incurred on the trip and the currency required.

 - arrange for participants to be accommodated at a common location while on the trip

