

Organising an SDMC trip

First of all, thanks for volunteering to organise an SDMC trip! The club depends on people like you and it is much appreciated.

Secondly, let me assure you that there is not too much involved. This document is to help you with the bits and pieces that need to be done and let you know what you are and aren't responsible for.

1. Decide on a venue and date

You may be approached by the Climbing/Walking Coordinator (climbingmeets@southdevonmc.org.uk or walkingmeets@southdevonmc.org.uk), or you may volunteer off your own back. Either way, it is a good idea to discuss it with the Climbing/Walking coordinator, to agree on a location and roughly when it should be – just to check that it fits in with other trips which have already been booked in.

2. Accommodation

If you want to stay in a hut, it is your responsibility to get this booked. If a deposit is required, this needs to be agreed with the SDMC Treasurer (treasurer@southdevonmc.org.uk). If agreed, pass them the details and they will send a cheque or arrange a bank transfer.

If you plan to camp, it is a good idea to contact the campsite to check whether you need to book. If so, you can either book for the group (once you have numbers), or let people know that they need to book themselves in.

3. SDMC Calender

Once you have any accommodation booked, update the SDMC Calendar (see website 'How to' page).

4. Let people know!

Around a month in advance, publicise the trip on the Yahoo group. You will be coordinating names, so let them know how they should contact you. It is usually worth sending out a reminder nearer the time, as people often don't decide until a week or so before.

If a deposit has been paid by the club, let people know that they need to also pay a deposit to secure their space on the trip.

5. Coordinate names and help organise liftshares

Keep track of names and make sure everyone is aware of where you are staying and any other required details. Also help organise liftshares – although you will often find people do this themselves. It is a good idea to make sure everyone has your phone number in case of any last-minute changes to plans. It also helps if you have a rough idea of when everyone is leaving, so that you know when everyone is likely to turn up

(and if you're staying in a hut, so that you can make sure the first people to arrive are able to get in)

6. Accident Policy

In the very unlikely event of a serious accident, you may need full details of a participant, e.g. Address, next of kin, etc. These are recorded on the full club database, which is accessible by the President, Secretary and Webmaster. It is essential that you have a way of contacting one or more of them from the meet, E.g. by phone, text or email.

You do not have any responsibilities regarding first aid, either in knowledge or skills, beyond that of the average competent meet participant. All members are responsible for their own safety.

"The BMC recognises that climbing, hill walking and mountaineering are activities with a danger of personal injury or death. Participants in these activities should be aware of and accept these risks and be responsible for their own actions and involvement." (BMC Participation Statement)

7. Enjoy the trip!

Once you are there, you are not responsible for deciding where everyone climbs, although they may look to you for ideas! You are also not responsible for anyone there – everyone attends as independent adults who are responsible for themselves.

8. Payment

If you are staying in a hut, you will need to collect people's payments – please do not all pay in individually to the club account. The only time you should pay into a club account is to repay a deposit – please let the SDMC Treasurer know when you do this, to help them keep track of the accounts.

Good luck and thanks again!