

Advice for IBSC Trip Contacts

All club trips need a volunteer Trip Contact (also sometimes referred to as a trip 'organiser' – the terms mean the same thing), who as well as participating has a role to help ensure the day or weekend runs smoothly. The ethos of IBSC is that there is no formal 'leader' or supervision but instead participating members need to be reasonably self-reliant. The following advice sets this out in more detail.

As trip contact you are only responsible for the day in that you are helping to make the trip happen. You are not expected to be qualified or regarded as a 'technical expert' or act as a 'leader or guide'. Any less experienced members should be aware that they take any advice on this basis, and that the onus of responsibility for deciding whether or not to rely on any such advice lies with the less-experienced member.

Day Trips

Before the Trip:

- Receive a contact list of those who are attending from the Events Officer at least 7 days before the trip. Should this not arrive, then they should contact any member of the committee.
- Set up a WhatsApp group for the trip. Give it a clear title and add all the participants. If a member does not use Whatsapp it is their responsibility to find out arrangements. This can be used to arrange car shares/equipment loans. Weather & snow conditions should be discussed.
- Ensure participants know the meeting point and time and any changes of venue due to conditions.
- Facilitate a discussion about the plan for the day based on the weather, avalanche conditions, participant fitness & skill.
- Make sure that the agreed route for the day is posted to the Trips: Route Cards WhatsApp group.
- Make participants know what equipment they will need - refer them to the club equipment list.
- Ensure that any required group kit will be brought. As minimum there should be enough group shelters to fit all participants, 1 PLB per team and 1 first aid kit.
- Ensure any members cancelling inform the Events Officer so the space can be notified.

At the start of the Day:

- Check participants have all arrived and if someone is running late, facilitate a group discussion about whether to wait or to notify the person running late that the group is setting off.
- See if everyone has brought the right kit for the day including required safety kit (helmet, axe, crampons). It can be a good idea to bring some spare ski poles, axes, hats, gloves and socks as these are often forgotten. If you have one, it can be useful to have a spare transcier also.

- Discuss the weather and avalanche forecasts.
- Ensure you know who is carrying the group safety equipment .
- Ensure the group discusses and mutually agrees a plan for the day. If this is different from a plan already posted to the Trips: Route Cards WhatsApp group, then update the route card before setting off.
- If the group is larger than 6, break down into smaller parties- this is safer and more efficient. Each party can pursue different objectives and should be able to travel independently of each other, but still also have all key group safety kit. Radios can be very helpful here. Each team should have route info posted to the WhatsApp.

On the hill

- Make sure the group stays together and nobody becomes separated or left behind
- If someone does want to turn back make sure the group discusses - someone should never go back on their own and if the weather conditions are bad the entire group should turn around rather than splitting up.

At the end of the day:

- Ensure that everyone is off the hill, especially any who opt to turn back early or follow a different route and post in the trips WhatsApp group that all are off the hill safely.
- If necessary, recover any club or personal equipment that has been loaned to members.
- Facilitate a discussion with the trip participants to get any feedback on how the day went.
- Report and safety or conduct issues that arose at any point during the day to the club Safety and Training Officer

In the event of an accident or emergency

- **Call 999 and ask for POLICE-MOUNTAIN RESCUE**
- **When the situation permits, inform the club President or any other committee member that there has been an incident**

Trip Contacts are NOT responsible for:

- Taking on any supervisory or leadership role on the hill.
- The safety of the members on a trip beyond what can reasonably be expected between a group of friends.
- For checking personal fitness, clothing, gear or individual competence.
- For deciding an attendee is not suited to the day – this should be a group decision by all other participants. If the participant insists on joining the group, the group should jointly inform the individual that he or she cannot join the group. The reasons should be given drawing the individual's attention to the previously provided trip requirements. Failure to bring key safety equipment would be one such reason.

Weekend Trips

The same considerations apply for weekend trips, with the additional points:

Before the Trip

- Make sure accommodation details and access (keys etc) are arranged and participants know when and how to get there.
- Facilitate a discussion on any evening meal arrangements
- On most weekend trips there will be several separate groups on the hill each day, and each should leave route information for each day. This can be with other members in separate groups or in the Trips WhatsApp

During the Trip

- Make sure participants understand any rules and requirements for the accommodation and that it is kept clean and tidy and left in the condition it was found.

After the trip

- Make sure any keys etc are returned correctly
- Make sure any club kit that was loaned is accounted for and promptly returned to the club Equipment Officer.

Any further questions can be directed to the club [President](#) or [Training and Safety Officer](#) or any other committee member.

ISBC Committee, December 2023