

Red Rope Trip Organisation Guide

This pack gives the essentials of organising a Red Rope trip and makes it easier if you are doing it for the first time. All trip organisers must be current members.

If you are unsure at any time about what to do contact your local group or nationaltrips@redrope.org.uk. Arrangements may vary slightly from region to region, with some of the tasks outlined below being done by others; for example, the trip may already have been advertised in the MIS by the hut booker.

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1) **Initial jobs**

- a) Obtain from the person who booked the hut:-
 - Nights booked
 - Name and Grid Reference of hut, hostel etc
 - Hut charges per person per night. If this is £10 or more a multiplier should be applied to the overnight banded charges eg for £11 + 10%, for £12, plus 20%, etc
 - Contact details for the hut custodian including how to get and return the key
 - Deadlines for cancelling the hut
 - If it looks as though the trip will make a loss through lack of bookings you should discuss cancellation with the hut booker before any cancellation deadlines.
- b) Send trip details to mis@redrope.org, including:-
 - Dates and number of nights
 - Trip charge if a multiplier is to be used
 - Name of hut/hostel and Grid Reference
 - Brief description of proposed activities eg mid-level walking, climbing, cycling
 - Your contact details including email and postal address

2) **Taking bookings**

- a) Check that the trip is advertised in MIS before taking bookings
 - A booking form with nightly charge x number of nights is required to confirm bookings. Remind people to post date cheques for 3 months in advance of the trip and to deduct 10% if booking before this time
- b) Overnight charges are refunded if someone cancels up to one month before the trip starts. After that no refund is given.
- c) Keep a reserve list. If people drop out then use discretion replacing them rather than keeping to a strict order of booking on (eg if a driver drops out look for a replacement who can drive).
- d) Children over five on trips are charged at half the parents charge, or Band A. Under fives are charged similarly for the transport element only and are not charged for accommodation but do not get a bed.
- e) Bookings for children under 18 unaccompanied by their parents can only be accepted if the parent/guardian records that another person on the trip as acting "in loco parentis"
 - Some huts do not allow children under 18 unless the renting club subscribes to the BMC child protection policy, which Red Rope does not. Check this with your hut booker or the host club.
- f) People wanting to camp in tents or vans are counted as trip participants and are charged the same rates

3) **Non members**

- a) National trips will give priority to members. Non-members may apply to join a waiting list, but members will be given priority.

- b) Regional trips should also give priority to members but can decide when an application will be accepted
- c) Non members pay E band (including any multiplier) plus 50% for accommodation and food
- d) To ensure adequate insurance cover, non-members may only go on two trips before they must join the club
- e) National Training sessions are only open to members

You can check whether trip applicants are members or not by asking your Regional Contact, who is supplied with an up-to-date list of current members each month.

4) *When the trip is full*

Meeting up before the trip gives the opportunity to share out jobs, but the following can be arranged by email:-

- a) Organisation of shopping and volunteers to cook
- b) Appointment of a trip treasurer and meals co-ordinator
- c) Confirming how charges are calculated, particularly the charges and reimbursement for travelling by car and public transport
- d) Referring new members to the information at the end of this pack

5) *Transport*

The trip organiser is responsible for arranging the most efficient use of transport (.

- a) First decide how many cars will be needed, often less on the trip than for getting there which can allow for a few people to travel by train
- b) Use information on booking forms to choose cars and check this is still ok with the drivers
- c) On long trips two drivers per car will be needed. Costs of adding 'extra driver' insurance is reimbursed
- d) Plan to fill cars with 3 people as early as possible on journeys
- e) Ask passengers to get to pick up points using public transport
- f) Anyone choosing to drive on their own or travelling on dates outside of the trip will not be reimbursed
- g) If possible, enable people showing a preference for travelling by public transport to do so. Train tickets should be booked 3 months in advance. See 'treasuring' section as to how public transport fares are worked out.
- h) Individual regions can choose to set their own transport arrangements

6) *Catering*

- a) Ask for a food coordinator who will:
 - Request cooks for each night to supply recipes, or select recipes from the website
 - Ask cooks to buy ingredients for their meals. If this isn't possible due to their travel arrangements they must make a shopping list for a shopper
 - Create a breakfast & lunches list using the website guidelines and send it to

the shoppers

- b) Allow up to £5 per person per day for food
- c) Do not plan meals for every night of a week long trip as there will be left over ingredients.

7) Trip Circular

Email participants 3 months before the trip with:-

- a) Names & phone numbers of who is on the trip
- b) Who is doing which jobs (including treasuring, driving, shopping)
 - Transport arrangements
 - Details of accommodation - facilities and access
 - Local amenities (shops, phone, pub, petrol, towns)
 - Maps and guides needed - copies of the 1 in 50,000 map and/or a 1 in 25,000 map plus some local guide books
 - Walking/climbing routes
 - Any equipment needed and safety information
 - Any special diet notes
 - Possible sleeping arrangements – there may be room for a women only/family room
 - Alcohol - not paid for from trip funds but often bought communally
 - Discussion of departure times and arrival home
- c) It is also useful to send the Trip Treasurer details of participants, including their band and amount paid, and the cost of the hut so a start can be made on completing the trip treasuring form.

8) Things to take on the trip

- a) Booking forms for details of money paid, date of booking and emergency contact numbers,
- b) Two or three treasurers forms as it is easy to mess them up,
- c) Route cards - you may need 10 for a weekend trip and 40 for a weeklong trip
- d) Hut key, hut warden phone number and access information

9) Arrival

- a) Follow hut instructions for water gas fire safety etc
- b) Ensure that food for meals is labelled separately so that ingredients for dinner aren't eaten at breakfast!
- c) Arrange a welcome meeting - first day's walks/climbs, what time the meal will be, what needs to be done by last person to leave hut each morning (eg windows, heaters, key).
- d) Ask the group to make a decision about 'on-trip' travel - drivers often take responsibility for noting passengers' daily mileage so that totals can be banded but participants may choose to sort this informally.

10) Trip Safety

- a) Everyone on the trip shares responsibility for safety.
- b) Weather forecasts should be checked daily
- c) Groups should check their own gear and be suitably equipped
- d) Route cards (on web-site) are best completed collectively
- e) It is important that the club has a record of incidents. If an accident occurs or mountain rescue is called out the National Secretary should be informed after the trip
- f) You cannot stop people taking risks but you can tell them that if their behaviour becomes dangerous they will cease to be a member of the trip.
- g) Late night noise, breaches of club policy - seek advice and raise it at a trip meeting as soon as possible.

11) Treasuring

- a) The treasuring form and guidelines for completion are on the web-site
- b) Drivers are reimbursed at 3x E band per mile for miles travelled
- c) On regional trips, members from different regions sort and pay for their own transport
- d) Reasonable non car travel costs are dealt with as follows: member will pay the cost of their ticket, as long as the member goes on the trip, then below E band some of the cost will be reimbursed and above E band an additional payment into the trip will be charged,
 - A band – reimbursement of 50%
 - B band – reimbursement of 40%
 - C band – reimbursement of 30%
 - D band – reimbursement of 15%
 - E band no adjustment
 - F band – payment of 15%
 - G band - payment of 35%
 - H band – payment of 54%

Members should consider getting cancellation insurance, (though it is not part of the calculations above), as if they cancel there is no refund from club funds.

12) The end of the trip

- a) Clean the hut and follow the checklist - turning off gas, water etc
- b) Report any breakages to the hut guardian
- c) Arrange for the key to be returned
- d) Ensure that the trip treasurer knows where to send the completed treasurers form and cheques

13) Organising a national trip

The principal difference between national and regional trips is the way transport is arranged and financed. To enable equal access for geographically isolated members all transport on national trips is banded. Making arrangements for this can be challenging.

Your responsibilities are to:

- a) Keep in contact with the National Trips Secretary for support
- b) Send deposits to the National Trips Treasurer one month before the trip date
- c) Ensure that cheques and the treasurer's form get to the National Trips Treasurer after the trip.
- d) It would help if you could also ask about interest in trips for the following year and pass this on to the National Trips Secretary.

14) Information for new members

Red Rope is committed to sharing costs, skills, work, responsibility and decision making. If you can, team people up to do jobs.

If you are not familiar with the area where the trip is based, or going there in winter, ask someone about suitable clothing and equipment. You will almost always need your own sleeping bag.

Breakfast

Most people make their own breakfast and sandwiches

Trip meeting

This is held either each evening or after breakfast to sort out the day's activities. If you are not sure what you want to do, see what ideas come forward. If you don't feel happy about any of them say so.

Evening meal

Someone may have offered to make the meal but will need volunteers to help.

Alternatively a recipe may be left with ingredients for the first group back to the hut to get on with. The food is usually vegetarian and everyone eats together.

Evening

This varies depending on energy levels and the location of the hut. If there's a pub nearby people may go but there are often packs of cards, books in huts. Preparing packs and lunches and filling out route cards can be done in the evening to save time in the morning.

Day 2

As the first day but the meeting is often shorter. On weekend trips times of departure will be decided. Receipts for shopping and mileage totals should be given to the treasurer

After the last day's activities the group packs, cleans the hut and heads for home.