

## **10 Easy Steps to Running a Club Trip.**

Quick reminder on the club process for running a trip so we are all covered. The reasons for these steps is so everyone is safe and accounted for in the event of a mishap.

Once you have decided where you want to go and have a few ideas, this is how you run it by/to the club.

Step 1. Plan your trip, or even if it is just a drive you would like people to join you on.

Step 2. Download trip form from club site and fill it in, in plenty of time to inform other members of your trip, and plans.

Step 3. Send a copy of the trip form to Trip- Coordinator and Editor

Step 4. Upload info to the Club Forum so people can check for regular updates.

Step 5. Tell members at the meeting, if possible pre-empt any questions!

Step 6. Make sure all starters are on the Trip Participant List with the Trip Coordinator (at the back of the general meeting).

Step 7. Ensure that all starters have a Personal Information Form before heading off. This can be downloaded from the club website.

Step 8. Ensure that you nominate a "Ground Charlie\*" and all members on trip know who this is and contact info for members families.

Step 9. Give the Ground Charlie a copy of the trip plan, Trip Participant List and contact info for all. If it is a long trip, contact the GC with updates regularly.

Step 10. Enjoy your trip!

**Ground Charlie** – Your base contact person. Provide them with your trip details including Emergency Plans, Trip Participant List, Personal Details Forms and Temporary Member / Visitor Forms.

Report to Ground Charlie on an agreed timeframe. Use Sat phone / HF Radio Mobile Phone etc. Reporting method will vary depending on length of trip and destination.

Stick to a pre-arranged schedule *Definition* – Ground Charlie is a person who is contactable at all times (at home or base camp) and who can contact emergency services and / or emergency contacts when and if required

Any questions, queries or complaints, please speak with any committee member at your next club meeting, or via the club forum.

[www.vfwdc.com](http://www.vfwdc.com)