

Responsibilities of Field Trip Leader

1. Negotiate trip **destination** and **dates** with Field **Trip Coordinators** and the **Committee**.
2. Book **venue**/accommodation and arrange **payment of deposit** with **Treasurer**.
3. Provide information for members about the trip to the **Field Trip Coordinators** and **Webmaster**, preferably 2–3 months before the trip so people can sign up in good time.
4. Arrange a **final date for payment**, and check that money is received by NPSNZ.
5. Obtain **list of people** signed and paid up for the trip **2 weeks** prior to departure.
6. Circulate list by email to those signed up, and facilitate **car-pooling**.
7. Provide **information** on recommended clothing, sleeping arrangements, food required, etc. if not supplied earlier.
8. Ensure that field trip participants know where to access a **first aid kit**, receive **health and safety** briefing at the venue if appropriate, and request that they let the Trip Leader know where they are going, and who with, and when they are expected to return. A white board or intentions book can be provided for recording **intentions**.
9. Ensure that the accommodation is left in a **clean and tidy** state, and that all requirements of the host organisation are complied with.
10. Ask someone to provide a short **trip report** to the **Newsletter Editor**.

N.B. Field trip coordinator(s) are available to provide assistance with any of these points, and to take responsibility for them if necessary, especially for out-of-town trip leaders.

Responsibilities of those going on Field Trips

1. Generally **payment in full** is required to cover accommodation costs **in advance** of the trip.
2. Participants are responsible for getting to the venue themselves, but are encouraged to car-pool in order to save fossil fuel as well as money, and to get to know other members.
3. Participants should inform trip leader of **transport** arrangements (e.g. vehicle make model, colour, and registration no.), and expected time of **arrival**.
4. Participants take responsibility for their own **health and safety**, and should observe any instructions given them by the Trip Leader. They should provide a contact number/name for **emergencies** to the trip leader.
5. Anyone with **health issues** or allergies should have appropriate medication with them and inform the **Trip Leader** of any condition they should know about.
6. Once at the venue, people should **let someone know** where they are going, preferably the Trip Leader.
7. Everyone is expected to leave the accommodation in a **clean and tidy** state.