



Trip Organiser's Checklist	Done?
Before the trip	
Pick the cave(s) and date(s)	
Other club members can help choose a suitable cave.	
Get permission from the landowner(s)	
The committee can help get the right contacts.	
Get cave location, access route, equipment requirements, and precautions	
The club has rigging gear and cave locations. Is the cave weather dependent? If so, consider a backup option for wet weather.	
Find a leader	
You (if you're comfortable with the cave) or another person that can help out on the day.	
Advertise your trip	
Send a group email and get it added to Team Reach & the website.	
Attendees	
Keep track of attendees and help sort out transport & gear.	
Print maps	
Warehouse Stationery Duraprint paper is great for cave maps.	
Set call out time and emergency contact	
On the day	
Assess weather conditions	
Encourage self-sufficiency	
Cavers should take spare clothing, food, and a backup light. Newcomers may not have a backup light, but this is ok if you have spares in the group.	
Take a first aid kit	
Check if any attendees have any medical conditions	
Talk about cave conservation	
Avoiding touching formations, stay within any marked paths, take only photos and leave nothing in the cave. Consider using a groundsheet under where you eat to avoid leaving crumbs.	
Buddy check each other's gear	
<i>Belts</i> (not excessively worn), <i>Buckles</i> (fastened correctly), and <i>'Biners</i> (properly closed) + check everyone has the gear they need to the trip.	
Take a handline	
Take any other required equipment	
Keep an eye on people in the cave	
Check how people are doing during the trip. Use handlines as needed and be willing to modify the planned route if any attendees have difficulty.	
After trip	
Let your emergency contact know you're out of the cave	
Send owner a 'thanks for letting us visit, we're out of the cave' message	
Remind attendees to pay their hut and gear fees	
Get someone to write a trip report and send photos to the newsletter editor	