



Club Tread

Event Telephone Checklist

(Revised October 2003)

Preamble:

- Thank them for calling
- Be enthusiastic!
- Tell newcomers that Club events are for enjoyment and good exercise
- Briefly describe the event, including highlights, length, terrain, amount of climbing, etc.

Ask:

- Their name and phone number - make a note of it in case you have to call them
- Are they a club member?
- If not, have they been on similar trips?
- Assess fitness — if not very fit, suggest they go on an easier event
- Inquire if there are any medical issues that could interfere with the event

Suggest they bring (especially for newcomers):

- Hiking boots - sneakers are not allowed on club hikes, they are allowed on walks
- Daypack
- Water - 2 litres suggested
- Lunch and snacks
- First aid kit
- Hat and sun tan lotion - if sunny
- Rain gear - if rainy
- Warm clothes - fleece, gloves if cold
- Extra shoes and a plastic bag for hiking boots, to keep driver's car clean
- Discourage cotton clothes such as jeans

Inform them (especially for newcomers):

- The idea is for everyone to be comfortable on an event
- If participants are uncomfortable, they are responsible for saying so
- If they want to rest, have a drink, or change clothes they should say so
- They are expected to stay with the group and not go off on their own
- Event leaders are not experts in first aid or survival
- Participants are responsible for ensuring their own safety and fitness

Inform them:

- Start time and place
- Approximate end time
- Event details, including any potential situations that could cause discomfort
- Requirement to sign waiver
- Pub stop - for a drink, coffee, tea, etc.
- Club events are non-alcoholic - except for the pub stop
- Approximate travel costs - 5¢ per km to driver, minimum \$2.00