

TRIP PLANNING AND MANAGEMENT

rev. 8-18

Pre-Trip Planning

The following are things to consider when planning a trip:

1. Know your own capabilities
2. Determine the trip
 - a. Destination
 - b. Route & Class rating
 - c. Date
 - d. Alternate routes and bail out points
 - e. Estimate the length of trip (time) & Energy requirements (Pace)
3. Select a co-leader if desired
4. Establish trip times (starting time, turn around time, finish time, etc. allow time for actual trip)
5. Set up meeting time and place
6. Decide on your party size (safety, minimum & maximum)
7. Seasonal considerations (temperatures, daylight hours, driving conditions.
8. Establish equipment, food & water requirements
9. Check on fees for parks, tolls & transportation
10. Establish a home base checkpoint (could be meeting point)
11. Determine what to do if trip is canceled (time of decision, contacting participants, etc.)
12. Evaluate parking lots (Is car pooling needed?)

Once you've determined the trip, you must prepare and publish a trip notice with the following:

1. Destination
2. Distance
3. Elevation change
4. Class of hike (degree of difficulty & pace)
5. Leader &/or Co-leader phone number(s), e-mail(s)
6. Special activities or interests

Hike ratings consist of a number-letter-number system indicating PACE-TERRAIN-MILEAGE.

PACE

- 1 - Leisurely (nature walk)
- 2 - Moderate (steady, comfortable pace)
- 3 - Brisk (firm pace)
- 4 - Fast
- 5 - Extremely fast

TERRAIN

- A - Solid pavement, sidewalk
- B - Soft ground, sand, carriage trails
- C - Hiking trails, gentle rolling hills
- D - Steep hills, scrambling possible
- E - Rough terrain, exposure, thick brush
- F - Extremely difficult terrain, possible sustained exposure

MILEAGE is estimated, plus or minus a mile.

Example of a trip description:

Sat. Aug. 18. NJ-AT Culver Gap to Blue Mt Lakes Rd (2C10)

Early morning start for day hike of 10 miles on NJ-AT Section 5, moderate pace and elevation gain.

Participants should be prepared to assist with shuttle. Severe weather cancels. Contact leader to register. Leader's name, phone number, email address.

Registration

1. Give information about the trip
 - a. Meeting place(s)
 - b. Times
 - c. Car pool information
 - d. Equipment/clothing required
 - e. Food & Water needed
 - f. Physical condition required
 - g. Length, difficulty, and pace

2. Screening callers
 - a. Name and phone number(s)
 - b. Related experience
 - c. Question the equipment they have
 - d. Obtain information on physical condition

The Trip

Getting to the meeting place:

1. Determine the weather early enough to cancel, if necessary
2. Have a list of the participants that registered

At the meeting place:

1. Sign in
2. Review equipment (Especially food, water [1 quart for 5 miles], rain gear)
3. Introductions
4. Outline trip plan: Review goals, pace, destination, rules, time, stopping at trail junctions, breaks whenever needed, staying together, environmental considerations
5. Assign responsibilities (ask for volunteer to act as sweep)

On the trail:

1. Maintain the pace
2. Keep group together
3. Watch the weather
4. Watch actions of group for problems
5. Maintain communication

6. Be aware of your surroundings (alternative routes)
7. Take action in an emergency

At the end of the trip:

1. Account for all members of the group
2. Make sure everyone has transportation
3. Return, sort or collect equipment (Any items left in the cars?)
4. Trip closure (Thanks, Good Bye, Congratulations)
5. Determine if group is getting together down the road
6. Review trip with Co-leader
7. Submit trip report

Planning a Trip Itinerary

1. Defining your trip
 - a. Your interests
 - b. Pace
 - c. How far and how long
 - d. How early to start
 - e. Weather factors
 - f. Accommodations needed or desired
2. Selecting routes
 - a. Distance, travel time, degree of difficulty
 - b. Availability of water
 - c. Terrain conditions
 - d. Route flexibility
 - e. Bugs
3. Making a trip plan
4. Re-evaluate itinerary during trip
5. Conclusion