

# Newcastle Ramblers Bushwalking Club

## Guidelines: Use of a Contact Person

### BACKGROUND

The Club participates regularly in day, overnight and extended bushwalking and other activities. It is possible a group may take longer than expected to return due to weather conditions, injury, difficult terrain, or becoming lost. If a group is in fact delayed **it is essential that it is missed**.

The reverse may also occur: it is possible that during a trip, the group, or an individual in the group, may need to be contacted because of an urgent personal emergency. To deal with these contingencies there are two sorts of Contact Persons:

- **Member's Contact Person** – this is usually a friend or relative and is the person you nominated on the membership form.
- **Leader's Contact Person** – this is usually an experienced Club member, not on the activity, who is informed of the group's participants, where they are going, their equipment and resources.

This guideline should be read in conjunction with the Club's other guidelines, especially those on

**Emergency Response  
Group Becomes Overdue, and  
Participant Becomes Separated from the Group.**

### OBJECTIVE

The objective of these guidelines is to provide guidance to Leaders and participants on the nomination and use of a contact person referred to on the Sign-on Sheet and in other Club Guidelines.

### ROLES AND RESPONSIBILITIES

#### Leader

- Where necessary, nominate a Leader's Contact Person who should have knowledge of the activity, the participants, and the group's resources. **A Leader's Contact Person may be another Club member who has a copy of the completed walks Activity Sheet. They should be informed of the estimated return date and time.**
- Route details should be provided and the title of the 1:25,000 topographical map(s) nominated. On more difficult or extended walks a copy of the map(s) with the route marked on it should also be left with the Leader's Contact Person.
- On more remote or extended walks the Leader should choose a person with a good knowledge of the walk, if possible, and discuss appropriate contingency and overdue actions. In some remote situations this may be a government officer, such as local National Parks officer, visitor's centre, trail logbook, or Police station.
- Notify the Contact Person (or place) when the walk has been completed.
- In the case of trips where long driving is involved, check that all participants have arrived home safely.

#### Activity Participants

- Leave details of the walk and Club's contacts e.g. Leader's Contact Person (if known), Club President or office bearers as shown on the Club Program with your personal contact.
- Make them aware that there are Club guidelines in the event of a group becoming overdue, and that it is not uncommon for a Club walk to return later than that estimated by the Leader.

**Leader's Contact Person**

- If it appears that a Group is overdue, attempt to contact the Leader or other members of the Group to check if they have returned, but omitted to report in.
- If that fails, contact one of the Club Officers, (refer to names on the top of the Club Program) to discuss and seek further advice.

**CONTACT INFORMATION**

The Club current officers are listed on the Club Program and may be contacted in relation to this Guideline. They are also listed on the Club's web site at [www.bushwalking.org.au/newcastleramblers/](http://www.bushwalking.org.au/newcastleramblers/)