



GUIDELINES FOR MEET LEADERS (MAGALIESBERG SECTION)

PreMeet	- Portfolio committee member to send meet leader <u>Meet Info</u> more than 2 weeks before meet (<u>this document, meet list & leader report templates, access notes</u>) Meet leader to arrange <u>access</u> with portfolio manager/L &A convenor. Meet leader to prepare meet information eg, planned route, costs, meeting spot, equipment required, food, water availability etc. Make the meet look appealing! Get friends to attend and help advertise. Advertise meet with all the info needed on Google Calendar, Facebook and e-news, at least 2 weeks in advance (longer for longer trips). - Check Parking <u>Fee amounts</u> with Admin. - Write names of <u>interested people on Meet List</u> (NB email and mobile) - Remind members to bring <u>own First Aid kit</u> - Advertise meet on Tuesdays at <u>club meetings</u> - Circulate meet list - Please coordinate transport amongst participants. (if you really cannot be the meet leader, find a standin and <u>inform meets convenor asap</u>)
Getting there	Give participants info to location - give maps (GPS coords) and/or by meeting in well-known locations en-route, or at difficult turnoffs and then proceeding in convoy.
At parking	<u>Get group together</u> at parking. - Complete <u>Meet List</u>. - Non-members to sign the <u>indemnity</u> column on form. - Collect temporary membership fees on MCSA land & mark off on meet list . - Do safety briefing explain about S&R and what to do in case of emergency to newcomers. - If other land has to be crossed, treat <u>landowners</u> respectfully; keep to access rules
At campsite / venue	<u>Arrange climbing parties</u> or hiking groups. (Try to match people of similar abilities.) - Explain ablution protocol, other conservation issues, safety and responsibility. - Make sure that your event is done at a <u>level that participants can handle</u>. Monitor hiking pace so that you can keep the group together. - Keep an eye on the climbing & hiking skills of the group.
On leaving	- Check that the venue is left clean (no litter etc.) - You should be the last to leave to <u>ensure that everyone is out safely</u>.
Post Meet	- Complete and submit <u>Meet List</u> and <u>Leader Report</u> forms to portfolio committee member (Scan & e-mail or complete electronically). Deposit meet fees in club bank account and send proof of payment to admin - Write a short feedback report for e-news / FB / Website/ Peglerae or ask someone to do it
1. MCSA Search and Rescue: 074-125-1385; 074-163-3952 Gauteng http://cen.mcsa.org.za/home/searchrescue . 3. Admin: MAG Section 083 845 1573 admin@mag.mcsa.org.za 4. Portfolios: Hiking: hiking@mag.mcsa.org.za Climbing: climbing@mag.mcsa.org.za Youth: youth@mag.mcsa.org.za Conservation: conservation@mag.mcsa.org.za In an Emergency please give the following information: Your Name Phone number you are phoning from What happened and when Number of victim(s), their names and injuries Condition of injured Exact location (Area, Kloof), GPS co-ord if possible Local Weather First Aid given <i>Gauteng MSAR also provides assistance to the Free State, North West, Limpopo and Mpumalanga.</i>	