This form is to be used by the Trek Coordinator to apply for and notify the Committee of pre-trek activities (eg. track marking) or reconnaissance trips. For insurance purposes, the Committee must have approved the Pre-Trek Reconnaissance to enable it to be conducted.

Please complete, save on your computer, and email a copy to the Committee (wahorsetrekkers@gmail.com) for approval at least a week prior to commencing the pre-trek reconnaissance.

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| Your name (as Trek Coordinator): | Anita Britza and Robin Lonsdale |
| Phone number:  | 0447 264 822 and 0428 101 264 |
| Name of planned trek: | Donnelly River Weekend |
| Dates of planned trek | 23/08/24 to 25/08/24 |
| Address of planned trek base: | Donnelly River Village |
| Trail Boss names: | Steady Eddies:       Nimble Neddies:       |
| Date/s of Pre-Trek Activity: | 23/03/24  |
| Are you camping for the Pre-Trek Activity? | [ ]  Yes [x]  No  |
| Form of transport for the Pre-Trek Activity | If a vehicle, it must be licenced for the road[x] Car/4WD [x] Horse riding [ ] Harness driving  |
| Name/s of other person/s accompanying you:  | Sharon Edward – club member? [x]  Yes [ ]  No Tracey ? – club member? [ ]  Yes [x]  No  |       – club member? [ ]  Yes [ ]  No       – club member? [ ]  Yes [ ]  No  |

**Reimbursement**

|  |  |
| --- | --- |
| Will you be claiming reimbursement for any expenses incurred during the Pre-Trek Activity? (generally only if doing the reconnaissance by vehicle) | [x]  Yes [ ]  No  |
| **Expense Description** | **Amount** |
| If yes, please estimate your expenses here (calculate mileage at 85 cents/km. Reimbursements can be claimed on the WAHTC Reimbursement Claim Form available by clicking [here](https://secureservercdn.net/198.12.145.38/d90.72b.myftpupload.com/wp-content/uploads/2022/09/WAHTC-Reimbursement-Claim-Form.xlsx). | Mileage from Picton to Donnelly River & return (226km) | $192.10 |
|       | $      |

* Before undertaking organising a trek, obtain the WAHTC Trek Organisation Plan, and familiarise yourself with the [WAHTC Club Rules](https://secureservercdn.net/198.12.145.38/d90.72b.myftpupload.com/wp-content/uploads/2021/02/WAHTC-Club-Rules-updated-February-2021.pdf), the ATHRA [Trail Ride Organisation Plan](https://www.athra.com.au/forms/ride-forms-1/216-ims-gu-020-trail-ride-organisation-plan-v20220126/file.html) (Form IMS-GU-020) and the ATHRA [Code of Conduct](https://www.athra.com.au/forms/governance/538-ims-gu-010-athra-code-of-conduct-v20220126/file.html) (Form IMS-GU-010).
* For insurance purposes, no person may do any Pre-Trek Activity on their own.
* There must be a minimum of two people, one of whom is an accredited Trail Boss. A [Ride Attendance Register](https://www.athra.com.au/forms/ride-forms-1/474-ims-f-009-ride-attendance-register-v20190203/file.html) must be completed on the day.
* A [Medical Information and Emergency Contact Form](https://secureservercdn.net/198.12.145.38/d90.72b.myftpupload.com/wp-content/uploads/2022/09/WAHTC-Medical-Info-and-Emergency-Contact-Form-Fillable.docx) must be completed by the Trek Coordinator and all accompanying persons and taken out on the trip.
* The Pre-Trek Reconnaissance must have been sanctioned by the committee, with a Trail Boss appointed.
* Non-Club members can be the accompanying person/s on the trips and will be classed as volunteer helpers for insurance purposes. They must sign the Ride Attendance Register.
* Accompanying person/s must be a minimum of 18 years old.

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| Trek Coordinator: | Name: Anita Britza and Robin Lonsdale | Date: 17/03/24 |
| Approved on behalf of Committee by: | Name:       | Committee Position:       | Date:       |