



## Cave Exploration Group (South Australia) Incorporated (CEGSA)

### Explanatory notes for Trip Leaders

There are four categories of CEGSA 'Trip Leader'. These are:

- Trip Coordinator
- Trip Leader – Horizontal
- Trip Leader – Laddering
- Trip Leader – Vertical

The requirements of a 'Trip Coordinator' and the remaining categories of Trip Leader are different, and listed on the agreement forms accompanying these notes. CEGSA Trip Leaders are Office Bearers of CEGSA.

All dependant parties taking part in any single caving activity underground as part of an official CEGSA trip must be led by a Trip Leader accredited at the appropriate skill level (that is, Horizontal, Laddering or Vertical) by CEGSA or by another caving club that is a member of the Australian Speleological Federation (ASF). A dependant party is one in which one or more participants is a novice or is under 18 years of age. A non-dependant underground party (ie one comprising a peer group of experienced cavers) may, at the discretion of the Trip Coordinator, also be led by a Trip Leader accredited at the appropriate skill level, and must be so led when specifically required by the relevant land owner/cave manager, or by the CEGSA Committee.

As the names suggest, the Trip Coordinator is responsible for the organisation of one or more caving activities over a set period. This could include several activities not necessarily run by the same Horizontal, Laddering or Vertical Trip Leader, or not taking place on the same day (eg, weekend at Naracoorte, Nullarbor trip etc). A member who organises a trip involving caving activities at different levels does not have to be competent to lead trips at each of those levels. If a party is a dependant party or if so required by the relevant land owner or by the CEGSA Committee, the Trip Coordinator should make sure that each individual caving trip is led by a Trip Leader accredited at the appropriate skill level. (Horizontal, Laddering or Vertical with CEGSA or by another caving club that is a member of the ASF) In many cases, the Trip Leader accredited at the appropriate skill level and the Trip Coordinator will be the same person.

All caving activities will need to be organised by a Trip Coordinator to be registered as an official CEGSA trip.

For an indication of the skills required to be a Trip Leader at the Horizontal, Laddering or Vertical level, members should consult the following ASF documents:

- Australian Speleological Federation Horizontal Caving Leader Training Outlines.
- Australian Speleological Federation Laddering Caving Leader Training Outlines
- Australian Speleological Federation Vertical Caving Leader Training Outlines

Copies of these may be obtained from CEGSA, or from the ASF.

As well as having the necessary skills, a minimum amount of caving experience is required to be accepted as a CEGSA Trip Leader. This minimum is 20 caving trips, each of not less than three hours duration, in a variety of caves plus:

- For Trip Leader - Laddering status –an additional five trips of not less than three hours each, in which the member has used the skills required of a Laddering Trip Leader.
- For Trip Leader - Vertical status –an additional ten trips of not less than three hours each, in which the member has used the skills required of a Vertical Trip Leader.

The onus is on the member applying for Trip Leader status to ensure that they have, and maintain, the necessary skills and experience for such status. However, the Committee may request

supporting information to accompany the completed Agreement forms should they have reason to question the applicants level of experience or skill. The Committee will also consider other factors, such as the likelihood that the member is willing and able to abide by the terms of the signed agreements. Additionally, applications for Trip Leader status will be subject to peer review. Applicants will have their applications noted in the CEGSA newsletter, and all members of CEGSA will then have the opportunity to pass comment to the Committee on the suitability of the applicant to hold such status. Lists of approved Trip Leaders will be published in CEGSA's Annual Report. All CEGSA members shall be entitled to request the Committee to reconsider the Trip Leader status of any member at any time.

Trip Coordinators and Trip Leaders at the 'Horizontal' and 'Laddering' levels will not need to renew this status until and unless required by the Committee. Trip Leaders at the 'Vertical' level shall be required to provide evidence of continued activity at an appropriate skill level in order to maintain their status. This status will be reviewed every five years, or sooner if required by the Committee. It will be necessary to show evidence that the member has used the skills required of a Trip Leader at the Vertical level on several occasions over the period of review. Trip reports in the CEGSA news may be sufficient for this purpose.

Non-financial members of CEGSA will be deemed not to hold CEGSA Trip Leader status. Trip Leaders must also be covered by the ASF insurance scheme or by an equivalent insurance scheme. A former CEGSA Trip Leader who has lost Trip Leader status as a result of no longer being a financial member of CEGSA will be able to reacquire previously held Trip Leader status, subject to the agreement of the Committee, once they have regained financial membership of CEGSA.

The Committee reserves the right to withdraw the Trip Leader status of any member at any time and for any reason.

All CEGSA members who wish to obtain Trip Leader status in one or more categories should fill out an application form as indicated and forward it to CEGSA. Please read the list of CEGSA Rules and sections of the CEGSA Constitution that are specifically relevant to CEGSA Trip Leaders.

Note that to become a Trip Leader at the Horizontal, Laddering and Vertical levels, a Trip Coordinator form must be submitted.

The Committee  
Cave Exploration Group, South Australia  
October 2006



**Cave Exploration Group (South Australia) Incorporated**

**TRIP LEADER APPLICATION  
RESPONSIBILITIES AND INDEMNITY AGREEMENT  
at the HORIZONTAL, LADDERING and VERTICAL LEVELS.**

I, (please print full name in **CAPITALS**) \_\_\_\_\_

CEGSA Membership Number \_\_\_\_\_

of (residential address) \_\_\_\_\_ p/code \_\_\_\_\_ ,

hereby declare that I:

1. will endeavour to make sure that all participants in any caving activity, for which I am the nominated Trip Leader, understand that they are mutually responsible for the safety and welfare of all persons taking part in the caving activity, and for the protection of all caves, flora, fauna, and property;
2. will ensure that all participants in any caving activity, for which I am the nominated Trip Leader, are aware of their own limitations in skill and fitness, and that they should not take part in a caving activity if the requirements of the caving activity exceed their limitations;
3. will ensure that the outcomes of all caving activities, for which I am the nominated CEGSA Trip Coordinator are reported in a timely manner to the CEGSA Committee or their delegate following completion of the trip;
4. will abide by the Australian Speleological Federation (ASF) Code of Ethics and Conservation and Minimal Impact Caving Code;
5. will abide by the Constitution and Rules of the Cave Exploration Group of South Australia (CEGSA);
6. will ensure that any required landowner/manager approval is obtained before entering onto any property (except where entering to obtain such permission). This includes written approval and permits where required from land owners/managers and native title holders/site managers. This also includes verbal approval from landowners/managers where a permit/pass system does not apply;
7. will abide by the wishes of the landowners/managers at all times and ensure that I am aware of the access requirements;
8. will indemnify the manager of any cave or property and the management committee of CEGSA and elected officers against any claim action suit or damage which but for this statement I or those affected by the caving activity would have been entitled to bring against the above for loss damage or injury;
9. will report all accidents/incidents that occur during a trip, for which I am the nominated Trip Leader, to the Trip Coordinator and the CEGSA Safety Officer and complete and forward an ASF accident/incident report form to the CEGSA Safety Officer as soon as possible after the event;
10. have the necessary skills to lead caving activities at the level for which I have applied;
11. have read and understood the accompanying document 'Explanatory notes for Trip Leaders of the Cave Exploration Group of South Australia', and
12. have completed a Trip Coordinator responsibilities and indemnity agreement form.

Trip Leader categories are 'Trip Coordinator' and:

- Trip Leader - Horizontal;
- Trip Leader - Laddering
- Trip Leader - Vertical

I declare that I have the necessary skills and knowledge to lead caving activities at the following level(s) (enter by hand):

.....

DATE: ..... Signature: .....

Witness Signature: ..... Full Name: .....

of: .....

.....

Approved: ..... (for committee) Date: .....



**Cave Exploration Group (South Australia) Incorporated**

**TRIP COORDINATOR APPLICATION  
RESPONSIBILITIES AND INDEMNITY AGREEMENT**

I, (print full name) \_\_\_\_\_

CEGSA Membership Number \_\_\_\_\_

of (residential address) \_\_\_\_\_ p/code \_\_\_\_\_ ,

hereby declare that I:

- 13. will ensure that all caving activities, for which I am the nominated CEGSA Trip Coordinator and which involve dependant parties, are led by a Trip Leader accredited at the appropriate skill level by CEGSA or by another caving club that is a member of the ASF;
- 14. will ensure that a caving trip, for which I am the nominated CEGSA Trip Coordinator, is notified to the CEGSA Committee or their delegate prior to the commencement of the trip;
- 15. will ensure that the outcomes of all caving activities, for which I am the nominated CEGSA Trip Coordinator are reported in a timely manner to the CEGSA Committee or their delegate following completion of the trip;
- 16. will abide by the Australian Speleological Federation (ASF) Code of Ethics and Conservation and Minimal Impact Caving Code;
- 17. will abide by the Constitution and Rules of the Cave Exploration Group of South Australia (CEGSA);
- 18. will obtain any required landowner/manager approval before entering onto any property (except where entering to obtain such permission). This includes written approval and permits where required from land owners/managers and native title holders/site managers. This also includes verbal approval from landowners/managers where a permit/pass system does not apply;
- 19. will abide by the wishes of the landowners/managers at all times and ensure that I am aware of the access requirements;
- 20. will indemnify the manager of any cave or property and the management committee of CEGSA and elected officers against any claim action suit or damage which but for this statement I or those affected by the caving activity would have been entitled to bring against the above for loss damage or injury;
- 21. will report all accidents/incidents that occur during a trip, for which I am the nominated Trip coordinator, to the CEGSA Safety Officer and complete and forward an ASF accident/incident report form to the CEGSA Safety Officer as soon as possible after the event;
- 22. will only use the CEGSA name in obtaining cave access for CEGSA approved caving activities, and
- 23. have read and understood the accompanying document 'Explanatory notes for Trip Leaders of the Cave Exploration Group of South Australia'.

DATE: ..... Applicants Signature:.....

Witness Signature:..... Full Name:.....

of: .....  
.....

Approved:..... (for committee) Date: .....