

Red Rope Scotland – Trip Organiser Guide

May 2026

The trip organiser plays a crucial role in the running of the club, ensuring that weekend trips are run safely, fairly and efficiently. Each trip is slightly different, but the information below is designed to give guidance on the essential and desirable actions to be carried out. This information will be regularly reviewed by the committee as club practices change over time.

There is also Red Rope [guidance](#) for trip organisers running National Trips. However, there are substantial differences between the way National and Scottish trips are run, so we have developed this Scotland-specific guidance, although it reflects the National guidance as far as possible.

Currently in Scotland all trips are arranged by the Trip Booker for the following year. They liaise with the club who owns each hut and books 2 or 3 nights for each trip. Once this programme is confirmed, volunteers are requested to organise each trip. Trip organisers have the responsibility of promoting the trip, taking bookings, making arrangements for food and transport and liaising with the hut custodian regarding entry on the day, or potentially extending the booking if more people want to come on the trip than there are places booked for the club.

If you are interested in being a trip organiser, the club can pair you up with an experienced trip organiser to act as a buddy during the process.

1. Initial jobs

- Agree with the Trip Booker that you will organise a specific trip.
- Email trip details to MIS@redrope.org.uk, at least six months before the trip. You cannot take any bookings until the MIS has been published with your trip included. The information should include:
 - Arrival/departure dates and number of nights.
 - Trip charge/multiplier if applied*
 - Name of hut/hostel and link to their website.
 - Whether dogs or camping are allowed on the trip.
 - Brief description of area and possible activities - walking, climbing, cycling.
 - Your phone number and email address.
 - Bank account details for Red Rope Scotland and code for bank transfers.
- Once the trip appears in the MIS, email details of the trip to the Red Rope Scotland Google group redropescotlandeast@googlegroups.com.

* a trip multiplier is an additional charge which may be paid by each participant, eg, if there is a ferry involved or a more expensive hut. This is usually agreed when the club decides to book a specific trip which may be subject to the multiplier.

2. Taking bookings

- Respond to expressions of interest by letting people know if there is a place available. They can confirm by sending a completed trip booking form and making an online payment. Note that nobody is booked until payment is received. [Booking forms](#) are downloadable on the Red Rope website.
- Save a copy of each booking form in a folder (online or printed out).
- As the trip fills up, check with the treasurer to ensure that everyone who has booked has

also paid.

- Re-send the email to the Google group if you are getting close to the trip and still have places available. It's worth listing those who have already booked in this email, as people often forget what they've booked on to!
- Keep a waiting list when the trip is full, as people often drop out closer to the time of the trip.
- If the trip is full, you could contact the hut custodian to see whether the booking can be extended to include more places. The original booking is limited, usually to 8 spaces, to ensure we don't risk paying for empty beds. If this can be extended, contact those on your waiting list in order first, then the Google group to readvertise the trip.
- If camping is allowed at the accommodation, this often means that the overall number of people staying in the hut can't be exceeded, whether sleeping inside or outside, or there may be a limit on the number of tents permitted, so keep this information in mind when accepting bookings.
- If the hut is full and you also have a waiting list, you should let the MIS editor know, so they can add 'trip full' to the listing.
- Around three months prior to the trip, email participants to remind them that a full refund is available until this point. It's not unusual to get drop outs at this stage.

3. Non-members

- Non-members pay the standard banded rate. We want to encourage new members to join the club, so non-members should be welcomed!
- To ensure adequate Mountaineering Scotland insurance cover, non-members can join two trips before they must join the club.

4. As the trip approaches

Around 8 weeks before the trip, contact anyone travelling from outwith Scotland (or anyone in Scotland who doesn't live within easy reach of the Central Belt/shared cars) about transport. If they plan to use public transport they should buy their ticket in advance to get a cheaper deal.

Around 3-4 weeks before the trip, email the hut custodian to get information about entry into the hut (ie, keycode or if a key is to be posted to you). Then 2-3 weeks before the trip email all participants and ask them:

- to confirm the time of day that they can travel to the hut, where they will be leaving from and whether they need to be back promptly at the end of the trip.
- if they have a car or will need a lift (this information is on their booking form, but things can change). If they are using a train, they need to book the ticket early to get lower prices.
- for volunteers to cook meals, ie, one person for main course and another person for pudding for each day of the trip. Circulate details of any food allergies, preferences or aversions noted on the booking forms.

Circulate information about the hut, drawing attention to anything of particular importance, such as the need to bring a pillow, fuel for a woodstove, or pound coins for a meter.

5. The week before the trip

By this time you should have gathered all the above information. Send a new email to all participants with the following information:

a. Transport arrangements

- List the cars/drivers and passengers, and also the time/location of their start point. It is

important to know who will be at the hut first in case there is only one key. Make sure you get the key to someone in the first car to arrive. Remind them of any key code.

- As an environmentally-conscious club we try to minimise car use, aiming to have 3 people/each car on the trip (or 4 if possible). This isn't always an option, due to the timings and locations of everyone but should be the objective.
- Transport arrangements can be tricky to manage, so if in doubt as to how to arrange the transport in the most efficient way, ask for advice from more experienced members and/or the club Treasurer.
- Use of public transport should be encouraged, although some places the club stays aren't accessible by public transport (eg, Strawberry Cottage at Glen Affric) and in other cases (such as Roy Bridge or Achnasheen) while the huts are close to the train station, cars are needed to get to the hills. Encourage over-60s to use their bus passes where practicable.
- Each driver is responsible for liaising with their passengers to arrange pick up, including collecting people from a train station en route.
- Note that people may not travel up and back in the same groupings, but you need to ensure that everyone has the transport they need. A driver who is dropping off another member to catch a train or bus home must make sure they leave plenty of time to do this. Otherwise if a train is missed, a walk-on ticket could be expensive and the club may not cover the cost.
- If someone is joining the trip from another location, eg, they have been on holiday in the Highlands and will drive directly to the hut, they are not subject to Red Rope's transport arrangements and won't be reimbursed for their costs to the hut. Likewise, if a trip participant decides not to return home with passengers, but to travel on independently they won't get their return costs covered.

b. Food arrangements

- From those who have offered, choose members to prepare food for each night you are away – main course / pudding. If you don't have enough volunteers, email the group again.
- Remind cooks about any allergies or aversions in the group. It may be possible to ask the member who has a dietary requirement to bring their own, eg, gluten free pasta, if the cook is keen to do a pasta dish.
- Red Rope Scotland differs from other parts of the country as we ask participants to bring food for their own breakfasts and lunches. Make sure this is clear to any newcomers or those from other Red Rope regions. Remind participants to bring their own breakfast/lunch, as well as snacks, alcohol, etc.
- The club has a Red Rope food box of shared items. These vary but generally include tea bags, ground coffee, sugar, milk, spread/margarine/butter, olive oil, salt & pepper, custard powder and tea towels. Other items may include marmalade, spices or leftover rice, etc. Circulate a list of the food box contents to encourage people to use up any contents before buying new items.
- Arrange for someone to buy milk for the trip and potentially spread/margarine and any other shared items. As a general guide, milk allocation is around 200ml pp/pn. Those who use non-dairy milk may bring their own and charge this to Red Rope.

c. Hut and participant information

- Re-circulate any information about the hut, including the key code and postal address/post code, directions, and possibly OS grid ref/google map link, along with any relevant information, eg nearest shop.
- Remind people what to bring, eg, sleeping bag, pillow, £1 coins, ice axe & crampons in winter.
- List all participants and their mobile phone numbers. You will bring the trip booking forms with you (digitally or printed out) which give details of next-of-kin so don't need to list them in this message, but you should remind members to ensure they have completed Red Rope Scotland's In Case of Emergency (ICE) cards and carry a copy with them/leave one in the hut with their belongings.

- You might want to set up a trip WhatsApp/Signal group for communications and sharing of photos.

6. What to take with you

- Booking forms which include emergency contact numbers.
- [Route cards](#) (downloadable from Red Rope website) and spare ICE cards (these may be kept in the RR food box).
- Contact details for the accommodation including the key code or key and postcode.
- A form from the club Treasurer to record expenses and travel details.

7. And finally ...

- You're not responsible for organising each day's activities, but you should make sure that everyone has been included in any walks, cycles, etc. This is especially important for newcomers.
- Ensure Route Cards have been completed for each activity.
- If trip participants split up into different groups for the day's activities, it's good practice to keep in touch with them and text a member of each group where possible to check their progress.
- At the end of the trip, make sure you have completed the expenses form showing travel distance for all participants, their membership bands and any other expenses they have incurred. Forward this information to the Treasurer as soon as possible after the trip, making sure it's clear how many bed nights the club needs to pay for (eg, sometimes a few members may extend the trip and stay longer). Note that this task could be delegated to another trip participant.
- Make sure the Red Rope food box has been taken home by someone on the subsequent trip – or ensure it's passed on to someone on that trip. Check for supplies of Route Cards and ICE cards in the box in case more copies are needed.
- Record any incidents by passing details on to the Scottish committee for their information or further action. If mountain rescue has been called out, the committee should inform the National Committee.
- Pass on any suggestions made by participants for organising trips in a better way, or regarding the club's activities to the committee.
- Return keys to the hut custodian, if needed, and thank them for the use of the hut. Let them know about any maintenance issues that came up on the trip.

8. Miscellaneous

During the Covid pandemic, the club developed processes for running trips as safely as possible once travel restrictions were lifted. In the case of a future pandemic, ensure you are up to date with any requirements, such as asking participants to take a test before travelling.

And thank you for volunteering to organise trips! We can't function as a club without members getting involved.
