

Guidance on the Completion of Trip Tickets

Trip Tickets serve several functions. **Rescue callout** is the most important function. However tickets also allow us to locate missing keys and they are used to compile statistical reports for the Countryside Council for Wales (who own the Ogof Ffynnon Ddu National Nature Reserve).

Please complete tickets in full as shown in this example:

Obvious really but do be absolutely clear!

Keys do get left in oversuit pockets and tackle sacks. Also a useful cross-check for rescue – if the key is back maybe you are back, this could avoid a callout.

Please give full names clearly written. Avoid 'Martel + 2', nicknames etc.

As much detail as possible please – especially if you have a 'Plan B' in mind.

As with Key Nos. this can help us confirm if a party is underground or may actually have left.

Please give this part of your club's name in full. Calcite C.C. would be fine as would Gypsum Uni. S.S.

Date is vital for rescue: especially for mid-week trips.

Times are vital for rescue too. The 'out' time should tally with your chosen hook on the destination board

Once again may be helpful if there is uncertainty as to a party's whereabouts or in case of a missing key

CAVE	<i>OFD1 / 2</i>	KEY	<i>5</i>
ROUTE <i>Through trip via Marble Showers Traverses. May look in Upper Oxbow Series en route. If stream in OFD1 is high will exit via Cwmdwr.</i>			
NAMES LEADER		CAR Nos	
<i>E Martel</i>		<i>X981HMT</i>	
<i>N Casteret</i>			
<i>F Collins</i>			
		CLUB	
		<i>Calcite Caving Club</i>	
ADDRESS OF KEYHOLDER			
<i>25, Calcite Close, London, NW2 5PW</i>			
DATE	<i>06/11/07</i>	KEY RET. TO	<i>CDO</i>
TIME IN	<i>11.00</i>	OUT	<i>18.00</i>

Duty Officer:

Please place green part of ticket in the container in the key cupboard when the party returns.