



## **WALK LEADER'S RESPONSIBILITIES (September 2018)**

### **Prior to the walk**

- Check out your walk if necessary.
- Take bookings and offer walk advice (including difficulty; clothing/equipment, food/water requirements, prospective walker's experience etc). Advise cost of mileage (calculated at 8c per km).
- Any children under the age of 18 must be accompanied by a responsible adult.
- Have maps available for participants (at least one between two walkers). Maps can be printed at Office Choice, 9-11 Murphy Street Wangaratta, where the club has an account.
- Collect the walks bag from the Walks Co-ordinator (Jeanette 0417 546 974). Make sure that you have a first aid kit and club camera, plus GPS, PLB and walkie talkies if required. Ensure the batteries for the camera and walkie talkies are charged.
- Check if Afternoon Tea Co-ordinator (Pat Kuhle 5722 9173) is attending, if not arrange for the collection of the "Cuppa Box".
- Be aware, walks are cancelled on Total Fire Ban days, and at a leader's discretion a walk may be substituted or cancelled due to unsafe weather conditions. In Autumn, check for any controlled burns in the walks area.

### **At the Meeting Point on the day**

- Enlist the assistance of another club member(s) to help with signing on, completion of subscriptions, money collection for non-members and mileage \$s into the tin, etc if required.
- Make sure that all participants sign on.
- Check member's and casual member's lists (in Leaders Handbook), take money from non-members, write receipts and ask non-members to complete subscription form. Put \$s and forms in a pre-addressed envelope.
- Give non-members the current program of walks and newsletter.
- Have the walkers introduce each other; we encourage the wearing of name tags.
- Issue maps and outline the walk to participants, ensure drivers are clear on the car route and meet up point.
- Insist that walkers have appropriate clothing (for example, parkas, hats, footwear) and adequate food/water.
- Organise car pooling and distribute mileage \$s to drivers.
- Appoint a photographer who can take charge of the Club's camera for the day.
- Arrange a walker or two to carry the first aid kit/s, and PLB, GPS, Walkie Talkies if required.
- Ensure the Sign-In sheet is carried for the duration of the walk, for use in case of an emergency

## The Walk

- Make sure that walkers understand the rules for keeping together. Appoint a “tail-end-charlie”. Leaders can lead from the front or rear, but if the latter, make sure that there is a reliable person at the front who knows the route and when to stop. Alternate the tail-ender with another responsible person after a rest stop.
- Have a rest stop within 20 minutes of commencement to check on the group. This is the time to assess their capabilities, and at what pace you should proceed. Ensure that the slowest person has a proper rest when the group stops.
- Have a morning tea break early rather than late.
- Depending on how pressing it is to complete the walk, make the lunch stop longer rather than short, as this is a good time for the group to socialise. Give a few minutes warning when you think it is time to move on.
- If any walkers wish to break from the main group (for example, to complete a longer or shorter distance) or if a walker is injured or needs to return, the leader must be told, and must be confident that the “break away” group knows the route, and the intentions of the main group, including where they will meet up. Usually a minimum of three people should be in a “break away” however four is recommended if possible.
- A leader has the discretion to abort the walk if weather conditions deteriorate (for example, impending electrical storm) and return to safety.
- If a walker is experiencing difficulty, allocate a “buddy” to walk with them.
- Check carefully at the end of the walk that all have returned.
- Remember to collect first aid kit/s and PLB etc from volunteer walkers.
- Enjoy a cuppa after the walk.

## After the Walk - AS SOON AS POSSIBLE

- Write up the Walk Report, place in sleeve in Leaders’ Handbook with a map or sketch of the walk.
- Send the Walk Report to Publicity Person and Website Manager or arrange for this to occur via the Walks Co-ordinator.
- Complete an Incident Report form if required, and provide to the Secretary.
- In conjunction with the Walks Coordinator, ensure any first aid items used are replaced at the Club’s expense.
- Return the walks bag with the Leaders Handbook, receipt book and all equipment to Walks Co-ordinator.
- Deliver subscription forms and \$s to the Treasurer, or arrange for this to occur via the Walks Co-ordinator.

**THANK YOU - THE CLUB APPRECIATES YOUR ASSISTANCE**