



## **Bushwalk Leader Checklist – September 2018**

### **(To be read in conjunction with Walk Leader Responsibilities)**

#### **Prior to the walk:**

- Determine Start time; Meeting point; Travel costs (8c p/km)
- Take bookings; note contact numbers; advise of requirements and confirm suitability
- Copy maps; minimum 1 for each two walkers
- Collect walks bag from Walk Coordinator Jeanette (0417 546 974)
- Confirm arrangements for afternoon tea with Pat Kuhle (5722 9173)
- Review weather forecast for location/time of walk; determine suitability for walk planned (note: Leaders' discretion for substitution/ cancellation if concerned. If Total Fire Ban: must cancel).

#### **At Meeting Point –preparing for departure:**

- Enlist support of another club member with administrative tasks as required
- All participants to sign in;
- Non-members: collect fees; provide receipts; complete subscription form; provide walks program and newsletter.
- Introductions and map distribution; review walking protocols; answer any questions
- Arrange car-pooling and collect travel contribution from participants
- Allocate club camera to a participant for event photography
- Ensure Personal Locator Beacon, GPS and First Aid Kit(s) are allocated
- Carry Sign-in sheet

#### **The Walk**

- Remind walkers of protocols –appoint a 'tail-end-Charlie'; walkers keep together –wait at intersections to ensure all take same route; appoint walk 'front-marker' who knows the route and/or agreed points to stop
- First rest point early (20mins or so) to check on group, re-assess capabilities, pace and gear
- Allow slowest person recovery time before recommencing walking; provide regular breaks, whilst maintaining walk 'flow' and group comfort
- Allow social time at lunch break –give five minute warning before recommencing walking
- If walkers wish to "break-away" a minimum of three is preferred, leader must be told and confident the break-away group know the route and the intentions of the main group.
- Ensure everyone is accounted for, noting any feedback for inclusion in Walks Report

#### **After the Walk**

- Write up Walk Report, send to Walks Coordinator; Publicity (Andy Kimber: [andynumbat@gmail.com](mailto:andynumbat@gmail.com)) and Website manager (Chris McLaughlin: [boots@warbybushwalkers.org.au](mailto:boots@warbybushwalkers.org.au))
- Walks bag to Walks Coordinator; subscription forms and cash in pre-addressed envelope to the Club Treasurer.
- Incident Report form to be completed and provided to Secretary if required
- Advise Walks Coordinator if any First Aid supplies were used, and any feedback.