

LEADING A WALK

Before the walk

- Do a pre-walk/recce if required
- Manage the registrations for the walk. Members will phone you in the week or so leading up to the walk to register their interest and ask any questions. Make sure they understand anything they need to know about the walk – leaving time, car requirements, degree of difficulty, pack requirements, cost (including fuel contribution if vehicle sharing). This is not usually so much of an issue for easier walks or for experienced members, but is vital for new members. Check that new members/guests have read the information in the newsletter, will come prepared with the pack requirements and
- Manage the travel arrangements. If 4WD required, ensure you have enough cars for the people interested. If people will be meeting you someone other than the departure venue (eg South Kolan, Biggenden, Childers) ensure they know the meeting place, time and contact details.
- Before the walk, arrange for the collection of the club radios/GPS/PLB. PLB is to be taken on all walks, even easy walks, unless mobile phone coverage is absolutely guaranteed.
- Prepare paperwork (walk sheets)
- If the walk is cancelled or plans change, notify anyone who has RSVP'd to the walk as well as the club Facebook page/editors so that Facebook can be updated.
- If appropriate, appoint a Safe Return contact, someone who:
 - isn't walking but is within phone range
 - knows details of where you are going and when you are expected to return
 - can contact authorities if you do not return.

Day of the walk

- Get everyone to sign walk sheet
- Collect walk fees
- Organise cars and discuss with everyone the procedure for driving to walk point. This may include:
 - Ensuring lead and trail cars have radios
 - Directions
 - Convoy procedure (stopping at each turn to ensure car behind you follows)
 - Any stopping points (for example to collect other walkers who are joining)
- Check everyone has the appropriate equipment and is capable of completing the walk
- At the beginning of the walk (when all members are present) give an overview of the walk and the plan for the day. This is needed, even if all walkers are members and experienced. This includes:
 - Introducing everyone, especially new members/guests
 - Expectations (stick together, not a race, frequency of stops, lunch stop etc)
 - Appoint a leader/tail-end Charlie and make sure both have radios
 - Explain radios, GPS and PLB
 - Letting everyone know they can ask you if they have any questions or problems during the walk.
- During the walk, be aware of everyone's enjoyment and safety. Ensure the pace is appropriate for the group, everyone is present and safe. If necessary, you may need to change plans to ensure safety (eg return to cars if bad weather closes in).

After walk

- Hand walk fees in to Treasurer
- Return PLB/radio/GPS
- Send walk report to newsletter editor (or arrange for another member on the walk to do so)

General notes

- If appropriate for the walk, it is OK to limit numbers
- Recce's are to ensure you know where you are going, and also to ensure the terrain has not changed (eg water in a creek, tree fallen across the track, thick vegetation etc). It is not compulsory to do a recce, but if you have not done one you may need to let the other walkers know this if it is possible the track has changed since you last visited.
- Try and ensure that the walk description is accurate in the newsletter to attract the right people
- It's OK to change plans on the day to account for safety. Safe return is more important than the destination.