

- Walk participants have an obligation to make sure the walk is within their capabilities, and to acknowledge that the leader has responsibility for the safety of the whole party and agree to abide by the leader's decisions.
- Walk participants are asked to carry details of next of kin contact and emergency medical information.
- Walk participants must advise the activity leader if they are taking any medication or have any limitation that might affect their participation in the activity.

Prior to the walk

- Ensure you are fit enough for the degree of difficulty of the walk—even some day walks can be quite strenuous. If in doubt discuss with the leader well prior to the walk.
- Arrive at the starting point on time.
- Carry sufficient water for conditions of walk - generally a minimum of one litre per person, or two litres or more in hotter conditions.
- Ensure you are suitably equipped including first aid kit, sunscreen, hat, food, rain gear, whistle, torch and appropriate clothing and footwear. A map and compass may also enhance your enjoyment of the walk.
- Ensure you complete the sign-on sheet after reading the Risk Waiver and noting any risk warnings.
- Remember to bring a sense of humour and adventure. Our leaders are all volunteers so please remember to be patient and kind.

During the walk

- Follow the leader's instructions. Remember your leader has your welfare at heart. Be courteous, cooperative and helpful to other walkers in the group. Follow Confederation's Bushwalkers' Code.
- Generally you should not leave the walk early unless prearranged, but if it is necessary you must advise the leader and if requested, sign off on the activity sign-on sheet. You must accept a leader's decision to send someone with you to accompany you out.
- Do not allow yourself to become separated from the group. If experiencing any difficulty such as pace, blisters or shortage of water, advise the leader immediately. Participants should maintain a line of sight with people in front and behind them.
- Contribute to car costs if you are a passenger in another member's vehicle. See Walks Program for details of costs of transport.
- It is your responsibility to allow sufficient distance between yourself and the walker in front so that you are not injured by branches flicking back.
- Do not leave the track if on a track walk, or fall behind the person appointed "tail" for any reason without advising the "tail".

At the end of the walk

- Ensure the leader is aware you have made it to the end.
- Remember to thank the leader.

Guidelines for Leaders and Walkers



CONTENTS

LEADER GUIDELINES 2

Planning a walk 2

Prior to the walk 3

At the end of the walk 3

WALKER GUIDELINES 3

Prior to the walk 4

During the walk 4

At the end of the walk 5

Leader Guidelines

Leaders' responsibilities

- Leaders must accurately advise participants on the general degree of difficulty of a walk, and undertake a proper written risk assessment prior to each activity. The club's trip report form has detailed information on this procedure.

Planning the walk

- Provide an accurate description of the walk, including the activity grade and forward the details to the walks co-ordinator or committee for approval.
- Pre-walk the route if possible taking note of any potential risks. Locate pleasant morning tea and lunch spots - this will be appreciated by the walkers. If the walk is "exploratory" plan the walk from reference to the map or by reference to other information sources.
- Have an alternate plan in case of unforeseen circumstances, eg, flash flooding, track erosion, transport changes, etc.
- Choose areas and walk grades that are within your capabilities as a leader.
- Clearly describe potential hazards to all intending participants and exclude any participant who in the leader's judgement may have difficulty completing the planned activity.
- Leave comprehensive details of the walk with a reliable person including instructions on what to do if you do not return at the expected time.

- A few days prior to the walk check transport details if applicable, expected weather conditions and in summer, fire conditions, park closures, etc.

Prior to the start of and during the walk

- Ensure a map, compass, first aid kit and any other appropriate equipment are taken.
- Children under 18 attending any activity must be accompanied by a responsible adult who has completed Risk Waiver forms RWC1 and RWC2.
- Ensure all participants sign the Risk Waiver form.
- Hold an introductory circle prior to setting out and advise details of the walk including expected terrain, distance, possible hazards and expected return time. Ensure all participants have the requisite experience, equipment and fitness for the activity. The leader has the right to refuse participation to any persons they consider may present a risk to themselves or other participants or do not have the necessary skills for the activity.
- Ascertain if anyone is carrying a mobile phone, GPS or EPIRB for emergency use and whether any participants have a first aid certificate and/or medical training.
- When relevant, ensure cars are secured, lights off and keys securely put away.
- Ensure everyone has adequate food and water—at least one litre for a day walk (and more as required for overnight trips). In hotter conditions carry two litres or more per day.

- Have a reliable person act as "tail" for the group and advise participants not to fall behind this person for any reason without advising the "tail".
- On track walks, appoint a person to wait at track junctions to ensure nobody goes the wrong way. Carry out regular head counts to ensure you have everyone.
- Have regular drink and rest breaks and allow walkers to regroup.
- Manage the group, and monitor any unexpected hazards. Ensure everyone is comfortable with the pace and conditions. Remember it is easier for faster walkers to slow down rather than slow walkers to speed up.

At the end of the walk

- Ensure that all participants have arrived at the finishing point, and that all vehicles will start before anyone leaves.
- Forward the completed Trip Report and Risk Waiver forms including reports of any incidents/ accidents to the club secretary.
- Contact the person with whom trip details were left to inform them of your return.

Walker Guidelines

Participants' responsibilities

- In voluntarily participating in any activity club members also have responsibilities. They must be aware that they may be exposed to risks that could lead to injury or illness, or to loss of or damage to property.