

THE BUSH CLUB INC.

NOTES FOR LEADERS

PLANNING A WALK

1. Provide an accurate description of walk, taking into account the intended walkers' abilities and forward to Walks Secretary.
2. Pre-walk the route if possible taking into account any potential difficulties and morning tea and lunch spots. If you wish to do a recce for a walk, you will be covered by Bush Club insurance if you notify the Walks Secretary by email beforehand and have a total of at least 2 Bush Club members on the walk.
3. Try and have an alternate plan in case of unforeseen circumstances. e.g. flash flooding, track erosion, transport changes etc.
4. Choose areas and walk levels that are within your capabilities as a leader.
5. 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.
6. A few days prior to walk check transport details, expected weather conditions and in summer, fire conditions, park closures etc. **All day walks must be held unless conditions are unsafe.**

DURING THE WALK

1. Carry map, compass, first aid kit and any other equipment appropriate for the planned activity.
2. Ascertain if anyone is carrying a mobile phone for emergency use and whether any participants have a first aid certificate and/or medical training.
3. Sign-on for walks - Ensure all participants fill out walks attendance form, and guest waiver form for visitors. Without it both the member and the leader may be vulnerable to claims, and not protected by the Bush Club insurance arrangements.
4. A minimum of four (4), including leader, is required for a Club walk. If fewer than four, including leader, a walk, if continued, is not an official Club activity and the Club's insurance arrangements do not apply.
5. However, a recce will still be covered by Bush Club insurance if there is a total of at least 2 Bush Club members and you notify the Walks Secretary by email prior to the walk.
6. Ensure that you have accounted for all those you know are coming, or have thoroughly checked the advertised meeting place(s) if no prior contact with the leader was required.
7. Hold an introductory circle prior to setting out and advise details of walk including expected terrain, distance, possible hazards, expected return time etc. and that all participants are able and suitably equipped 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.
8. Ensure everyone has adequate water, at least one litre. In hotter conditions carry two litres or more.
9. Have a reliable person act as "tail" for the group and advise participants never to fall behind this person.
10. 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.
11. Have regular drink/rest breaks and allow walkers to regroup.
12. 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

1. Ensure that all participants have arrived at the finishing point.
2. Forward completed walks forms including reports of any unusual incidents/injuries to Bush Club Report Secretary, 3 Ridge St, Epping 2121 or scan and email it (pdf preferred) to eppingmead@gmail.com.

SEARCH AND RESCUE

Contact the police or other emergency agency only if life or limb is endangered.

In the event of a party being overdue, or some other incident, phone Bush Club contacts Kaye Birch 0407 115560 or Dick Weston 4753 1003.

Contact may also be made with the Bushwalkers Wilderness Rescue by phoning 132 222. Ask the operator to page 627 7321, leave your message and a return telephone number. If no reply within fifteen (15) minutes please call again and repeat the message.

Further information can be obtained by contacting any of the club's officers.

CONDITIONS

1. All day walks must be held unless conditions are unsafe.
2. A minimum of four (4), including leader, is required for a Club walk. If fewer than four, including leader, a walk, if continued, is not an official club activity.
3. To be covered by insurance all bush walks conducted under the auspices of the Bush Club must either be listed on the regular Bush Club or Short Notice Programs. For any other unpublished change eg a change of route, a second leader, contact with the Walks Secretary or a committee member must be made prior to the walk commencing in order to ensure insurance coverage.
4. If a leader is unable to lead his/her walk, he/she should arrange for a substitute leader and inform the Walks Secretary accordingly.

For a non-contact leader walk, if a substitute can't be arranged, someone must travel to the starting point of the walk to inform the walkers. (Send/take a Report Form in case a volunteer leader can be found amongst the group.)

See list of volunteer substitute leaders on the back page of the current printed Walks program.

5. **Joint walks** can be listed on the Bush Club program, but only if they are held in conjunction with another club that is affiliated with the Confederation of Bushwalking Clubs, and holds appropriate insurances (check at <http://www.bushwalking.org.au/clubs.html>). If this is not the case, the activity cannot be listed as a Bush Club event.

PROSPECTIVE MEMBERS

are expected to phone the leader before attending any walk: they are advised to commence with Easy/Medium grade walks.

VISITORS

may take part in walks only if invited by a full member (who must be present on the walk) and subject to the leader's prior approval. Approval should be requested by the member, not the visitor. A leader has the right to refuse to take visitors on walks. Visitors will be granted temporary club membership to enable them to take part in the activity, after signing the Guest Waiver form (this can be printed from the For Leaders web page).

*Prepared July 2002
Amended November 2010*

*Graham Conden
Training Officer
On behalf of the Management Committee*