

8 Leaders' Responsibilities

- Have a good knowledge of the area you are walking in. Plan the route and have alternatives to fall back on in the event of trouble. In the case of adverse weather forecast, the leader may cancel or change the walk
- For tracks that you have not recently walked, it is recommended that it be checked shortly before the date of the walk
- Know your group. As far as possible, be sure they are capable of doing the planned walk
- Ensure that all participants are fully informed on details of meeting places, times and any special requirements regarding clothing, food, water etc.
- Arrange transport for all participants from the meeting place to the start of the walk, unless some participants have advised of other transport arrangements beforehand
- Assess all potential risks and devise strategies to minimise them (refer to website: Members Information/Governance/By-Laws/Section 27 Risk Analysis Considerations)
- Have a list of participants with their phone number, including Temporary Members (list can be downloaded and printed from the website: Events/My Lists/Bookings). Make numerical checks along the track. Keep a copy of the walk list with you on the walk in case you need to refer to it
- Introduce new members and encourage inexperienced participants. Endeavour to talk to all members of the group during the walk
- Inform participants that photos and/or videos may be taken during the activity and could be displayed in any of the Club's publications. A participant who does not wish to have their photo taken is to advise you before commencing the activity
- Appoint a 'Whip'. If there are more than 18 walkers in the group, it is suggested that a deputy leader be appointed
- Control the pace of the group, keep it slow at first until the participants have warmed up
- Try to keep the group together and allow for regular rest periods
- Remind all participants to stop at track junctions and to wait until the rest of the group catches up
- If faced with difficulties, discuss the situation with other experienced members
- Point out features of interest along the route
- Demonstrate map position and progress along the way
- Participation in the activity rests with the leader, who has the authority to refuse to take inadequately equipped (e.g. food, clothing, footwear, water) participants on the activity

- Collect the applicable Temporary Membership Fee and ensure that the Application for Temporary Membership (Form 7) or Application for Temporary Membership for a Child Under 18 Years of Age (Form 7A) is signed before the start of the activity (also refer to website: Members Information/Governance/By-Laws/Section 10 Temporary Membership). Note: Members of other clubs affiliated with Bushwalking Victoria and 'bona fide' travellers are exempt from paying the fee
- Send the completed forms electronically by email, as a scan or photo attachment to: secretary@diamondvalleybwc.org.au
- Transfer the Temporary Membership Fees collected via EFT into the Club's Operating account (BSB 083 232, Account No. 027615451) with the description "participant's last name"
- Grandparent/Parent Walk leaders should ensure that the Grandparent's/Parent's Day Walk (Form 7GP) is signed before the start of the activity (also refer to the website: Members Information/Governance/By-Laws/Section 11 Temporary Membership for Grandparent/Parent Day Walks
- After the activity, update the list of participants for use by the Walks Records Co-ordinator (refer to website: Events/My Lists/Bookings)
- Complete an Incident/Serious Injury Form (Form 11) when required (refer to website: Members Information/Governance/By-Laws/Section 9 Completion of an Incident/Serious Injury Form) and
- Ask for a volunteer to write up an activity report, to be forwarded to bushtelegraph@hotmail.com