

## **LEADER CHECKLIST**

### **BEFORE THE WALK**

Choose areas and walk levels that are within your capabilities as a leader.

Pre-walk the route if possible, taking note of any potential risks.

Obtain any permissions or permits from land owners or National Park staff.

Provide details, including the walk grading to the Outings Officer.

At the Club Meeting give a short description of the walk and mention any potential hazards or special gear to be taken. Give a time and meeting point for the walk.

Exclude any participant who may have difficulty completing the planned activity.

Accept suitable participants by phone until the cut-off point eg walker numbers or three days prior to the walk.

Arrange transport details and car pooling with the drivers.

A few days prior to the walk check expected weather conditions and park/track closures etc. Have an alternate plan in case of injury, weather conditions, fire danger etc.

Leave a copy of the Nomination Form with the Emergency Officer including anticipated return time. Alternatively email a copy of the Nomination Form to the Club email address.

### **AT THE START OF THE WALK**

Ensure all participants sign the Event Nomination Form.

Ensure you have the appropriate equipment for the walk, eg map, compass, GPS, PLB, mobile phone etc.

Check if other walkers have additional equipment, eg rope.

Hold an introductory circle where everyone introduces himself or herself.

Advise details of the walk including expected terrain, distance and possible hazards. Show route on map if available.

Ensure everyone has adequate food and at least two litres of water.

Ensure everyone has adequate protection from the weather, eg warm jumper, raincoat, broad brim hat etc.

Do a head count and let everyone know the number.

If eight or more participants appoint a "Tail End Charlie" and explain to new members.

Explain details of how to keep together and what to do if separated ie each walker keeps person behind in sight and use of "HEYBOB" call and whistle.

Before leaving, every driver to check car is secured, lights off and keys safely put away.

### **DURING THE WALK**

Have regular drink and rest breaks and allow walkers to regroup.

Carry out regular head counts to ensure you have everyone.

Manage the group and monitor any unexpected hazards.

Ensure everyone is comfortable with the pace and conditions. Remember it is easier for fast 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 start before leaving.

Advise the Emergency Officer of your return.

Forward the completed Nomination Form including reports of any incidents/accidents to the Outings Officer.

Arrange a trip report for the next Club Meeting and Newsletter.