

Guidelines for Leaders

Before the walk

1. Prepare the note for the Circular using the Yellow form or, **preferably**, prepare a Word file using the following headings.

Day of week: Monday, Wednesday, etc

Date:

Title of Activity: Metro walk, Sunday walk, Peninsula walk, etc

Leader:

Phone/mobile:

Rendezvous: Give the location and time of where to meet; include the Melway reference.

Maps: relevant Melway maps Grading: easy, medium or difficult Distance: ... km

Transport: State type of transport and route; if by rail or bus provide departure, arrival AND return times, booking arrangements if necessary; if by car, request Members to contact Leader regarding travel arrangements for cars and passengers, if necessary.

Morning tea: For the benefit of late arrivals, identify the location and include the Melway reference.

Walk details: Give a brief description of the walk and mention any steep grades or slippery surfaces or other difficulties. Note the location or absence of toilets.

Escapes: Identify possible escape routes, or points of entry for late starters. If there are no escapes, write 'No escapes'.

2. Forward the note to the Circular Editor by email: editor@melbournewalkingclub.org

The note is required by the Editor no later than the first Wednesday of the month prior to the walk.

3. Ensure you are familiar with the route. If necessary, obtain permission to enter/cross private land before the walk. Be prepared to supply information (geography, history, etc) relevant to the locality of the walk.

On the walk

*The minimum age for any participant with the Club is 18 years but a child 5 years or older may be allowed to participate at the discretion of the Leader and with the proviso that the child is the sole responsibility of a parent or guardian, **this to be noted on the Blue sheet.***

1. Be at the Rendezvous well before the time noted in the Circular.
2. Carry a mobile phone for maintaining contact and make sure you have all relevant phone numbers.
3. Before starting the walk ensure all Members print their name legibly and sign the Attendance Sheet. **Ensure Visitors provide all details required on the back of the Attendance Sheet and that their name and email address are legible. Tick the box if they are interested in finding out more about the Club.**
4. Collect \$5.00 in cash from each Visitor (except children under 18 years). Write \$5.00 against the name of each Visitor on the Blue sheet and the total amount. The cash should be deposited in the Club account after the walk (details are given in the 'After the walk' section).
5. Appoint a Whip before leaving the Rendezvous.
6. Ensure the whole group is present for any announcements, usually made at Morning tea. Introduce and welcome any Visitors at Morning tea.
7. Adhere to the route as published in the Circular, except for any unforeseen difficulty. Be decisive when leading the walk, particularly where alternative routes are possible.

8. Before crossing a road stop until all the group is together then cross as a group. Cross at lights or a zebra crossing wherever possible.
9. Be aware the group may spread out during the walk. Always keep sight of the Whip. *Stop regularly to allow slow walkers to catch up.*
10. Near the end of the walk, regroup briefly and give any final information about buses, trains, coffee, etc and allow everyone to say their farewell. This is important as experience has shown that unless this is done walkers tend to disperse in different directions as they approach the end.
11. Generally, on days of transport strikes or restrictions walks will not be cancelled. The Leader should endeavour to be at the Rendezvous at the nominated time.
12. If a day of total fire ban is declared in the walk area, the walk is cancelled. The Leader should, provided it is safe to do so, be at the rendezvous at the nominated time in case any Members or Visitors arrive unaware the walk has been cancelled.

After the walk

Within seven days after the walk:

1. Forward the completed Attendance Sheet to John Rankin. Either post it to 13 Verdi Court, Templestowe, 3106, OR email a good quality PDF (NOT an image) to wjrankin@outlook.com.
2. Transfer the Visitor fees to the Club account (BSB: 063 000; Account number: 1078 3218; Account name: Melbourne Walking Club Inc; Reference: Visitors year-month-day; e.g., Visitors 2022-01-14).
3. Prepare a description of the walk, with a map, for use by the next Leader of the walk. Preferably, prepare this as a Microsoft Word file so it can be easily updated by the next Leader of the walk.
4. Forward the description and map (preferably by email as an attachment) to the appropriate walk Coordinator. The Coordinators are:
 - Midweek Walks: Doug Swinbourne (dougrayswin@gmail.com)
 - Peninsula Walks: Ron Anderson (ronaldand24@gmail.com)
 - Third Wednesday Walks: Graeme Barker (grbark@yahoo.com.au)
 - Sunday Walks East: Trevor Rosen (kimtjrosen@yahoo.com)
 - Sunday Walks West: Susan & Colin Crook (crook.family@bigpond.com)
 - Sunday Peninsula Walks: Colleen Simpson (colsimpson@gmail.com)
 - Easy Metro Walks: Gordon Proudfoot (marathonman7063@gmail.com)
 - Bike Rides: John Rankin (wjrankin@outlook.com)