

## MELBOURNE WALKING CLUB INCORPORATED

### ADVICE FOR LEADERS – SUNDAY WALKS

One of the regular Club activities is Sunday walks. They are classified as Country Day Walks and are generally located beyond 50km of the Melbourne GPO in areas requiring private cars for access.

The minimum age for any participant with the Club is 18 years but a child under this age may be allowed to attend at the discretion of the leader and with the proviso that the child is the sole responsibility of a parent or guardian. In this case a note must be made on the Attendance Sheet by the leader which sets out the name of the child and the name of the parent or guardian.

No dogs are allowed on walks.

Note that all visitors attending day walks are required to pay a fee of \$5.00. The leader should collect this as cash and record the payment on the Attendance Sheet (the blue or white form) next to the visitor's name. Internet banking should be used to transfer the money to the club's account within one week.

As leader of a club activity please note the following:

1. Use the enclosed/attached sheet (Circular – Details of Activity) as a guide to type up details of your walk and email the documents to the Circular Editor. Avoid abbreviations. Normally the Circular Editor requires details by the first Wednesday of the month prior to the walk date. If the walk occurs early in the month then forward the details two months prior. When providing details of the walk take note of examples in past circulars and the following comments:  
  
Distance: A reasonably accurate indication of the walk distance is essential for some members.  
Transport: State type of transport and route. Usually people coming on Sunday walks arrange their own transport. If rail or bus are to be used please indicate details such as method of booking, cost, times, and location of departure and return journey details.  
Morning Tea: To assist late comers, identify where morning tea will be held.  
Walk Details: Provide a short summary of the route and its highlights. Describe the general environment and note any steep grades and rough or slippery surfaces. Refer to item 15 below. Identify any escape routes if applicable or note "No escapes".
2. Prior to the date of a walk ensure that you are familiar with the route and have completed a reconnaissance walk. Remember that track conditions and routes can change over time.
3. Be prepared to provide information (e.g. geographical, historical etc.) relative to the location of the walk, where this is interesting and appropriate.
4. Be at the rendezvous well before the time noted in the Circular.
5. Before starting the walk ensure that each member prints his/her name on the enclosed Attendance Sheet and that each visitor prints his/her name, postal address, email address and telephone number and signs the form. Welcome visitors. Appoint a Whip.

6. Ensure that the whole group is present for announcements which are usually made at the start of the walk or at lunch time.
7. Adhere to the route of the walk as published except in cases of unforeseen difficulty. Be decisive in leading the walk, particularly where alternative routes are possible.
8. Be aware of the extent that the group may spread out during the walk. Always keep sight of the Whip. If necessary, stop to allow slower walkers to catch up and regroup. Also regroup on any change of direction.
9. When walking along roads keep the group on the right hand side to face on-coming traffic.
10. Within 7 days of the walk send the completed Attendance Sheet to the Membership Officer. Transfer payments made by Visitors to the Club's bank account via Internet Banking. (Details are on the slip attached to the Attendance form).
11. For walks in alpine areas advise members to bring appropriate clothing and footwear for cold and/or wet conditions.
12. If a day of Total Fire Ban is declared in a walk area the walk is cancelled. The leader should attempt to contact any known participants to confirm that the walk has been cancelled.
13. It is now a requirement that all members or visitors who intend to come on a Sunday walk or other activity must contact the leader a reasonable time beforehand to advise that they intend to come on the walk. The leader should obtain a contact phone number from all people intending to come on a walk or other activity.
14. In the event of extreme weather conditions other than a fire ban, the leader may decide at his/her discretion that an activity be cancelled.
15. WALK DESCRIPTION: The leader shall include brief details of the walk in the notes for the Circular, including whether the route traverses built up or suburban areas and/or reserves, or clear grassed areas, or open forest, or thick forest with undergrowth, or gorges or beaches etc. Denote whether walking surfaces are paved, dirt, grass, sand, rock, swampy etc. Describe the extent of any steep or sustained climbing or steep descents on wet, loose or rocky surfaces. In addition the walk shall be classified by one of the following grades.

<u>EASY</u>	<u>MEDIUM</u>	<u>HARD</u>
Terrain level or gently undulating	Moderate hills	Sustained ascents and/or descents
Paved or well-formed paths	Defined walking tracks or paths, and/or unsealed roads	Route may not follow defined tracks, may be rough terrain or thick scrub
Relaxed pace	Moderate pace	Brisk pace
Actual walking time not to exceed 3-4 hours	Actual walking time not to exceed 4-5 hours	Actual walking time not to exceed 5-6 hours