

## POLICY FOR CONDUCTING AN ACTIVITY

*This document is provided to support the Club Rules and communicate club policy to the members. Policy may be revised from time to time by the committee, and members will be adequately notified of changes.*

This Policy is intended to assist the leader by providing a step by step guide to leading activities.

1. When scheduled to lead an activity each leader must ensure they have done the following:
  - Determined a suitable location and plan for the activity in conjunction with any requirements of the walks organiser
  - Undertaken risk assessment and determined a suitable risk management plan in accordance with club policies and guidelines
  - Provided the club editor with a suitable walk description for publication in the Venturer in the month before the activity
  - Obtained a walk form for the activity.
2. Before leaving the activity meeting point (usually the club car park) the leader should,
  - Introduce themselves to the group,
  - Check for adequate attire and water for each participant
  - Consider the availability of skills within the group considering the assessed risks of the walk, and take appropriate executive action as required (vis. Changes to the walk plan to accommodate any skill shortfall)
  - Outline where the group will be walking
  - Ensure all drivers know where to meet for the walk, or how to get to any interim meeting point.
3. At the start of the activity the leader should,
  - Introduce themselves again,
  - Outline in more detail where the group will be walking
  - Ask each member to keep a safe distance from the person in front, not walk away from the person behind them, and to not leave the group without telling either themselves or the tail end Charlie.
  - Appoint / introduce the tail end Charlie.
4. Whilst on the walk the leader should endeavour to keep the party in one group, and at each 'way point' stop to allow the party to regroup and do a headcount.
5. The leader (assisted by the tail end Charlie) must monitor the condition of members to pick up people who may be having trouble 'keeping up' with the group and take appropriate remedial action by slowing the pace or shortening the walk to minimise the risk of group separation or injury. Making people hurry increases risk.
6. In the event of any accident or near miss, the leader must, at the first opportunity, verbally notify the club president or other committee member, and may be required to provide a written report of the incident.
7. Within one week of completion of the activity, the leader must forward the walk indemnity and risk assessment forms, along with any fees collected, to the membership secretary (via the club postal address).