



LEADERS CODE

Activity leaders are the Club's most important resource and the key to the Club's success.

1. Leader development & recognition

The Club's activity leaders are required to have experience and skills appropriate to any activity they lead. Much of the Club's training is therefore focused on existing and potential new leaders. They are encouraged to participate in the opportunities the Club provides for skills development through internal and external training courses and practical mentoring of potential new leaders during activities. Leaders are given first priority in attending courses and may be subsidised by the Club to attend external courses

2. Conducting an Activity Policy

The activity leader is responsible for making all arrangements and obtaining all necessary clearances for their activity, and for ensuring they are conversant with all relevant Club policies and guidelines. The leader must follow the step-by-step guidelines provided in the Conducting an Activity Policy (P5) during the planning and conducting of a Club bushwalk or related activity

3. Risk management

As an essential part of planning and conducting an activity, the leader must assess the risks associated with their activity, and address these risks. As per the Risk Management Policy, the Club encourages activity leaders when planning an activity to complete the Club's Activity Risk Assessment form to assist in formally identifying hazards, assessing risks, and deciding appropriate actions or strategies if needed to control the risk.

The leader must consider the fitness and skills in the group on the day. This may mean making adjustments to the proposed walk plan if the group lacks the necessary skills or numbers. If the activity is not within mobile phone coverage and/or the group is not equipped with a PLB or SPOT device or other emergency communication device, the traditional minimum number in a bushwalking party to isolated areas is four. (i.e. If one person is incapacitated then two people can go to get help and one person may stay with the incapacitated person to give care. This means that at least two people with sufficient navigation skills to find their way out and back with help, plus at least one person with first aid skills is needed in the group. If it is necessary to go with a lesser group the leader should have a clear management plan to deal with the risks.

The leader is in charge of the party and thus has the final say in who participates and whether the event proceeds.

In the case of 'Unusual' activities such as canoeing, abseiling, rock climbing, and mountaineering which require skills that are not within the skills base or training regime of the Club, the leader must submit a completed Risk Assessment Form and a Management Plan to the Walks Coordinator at least one month prior to the scheduled activity (as per Risk Management Policy).

4. Incident reporting

In the event of an incident or near miss, the leader is responsible for appropriate reporting in accordance with Club guidelines (see Conducting an Activity Policy).

5. Walk form

The walk leader must ensure all participants are recorded on the Walk Form at the start of the activity and upload the completed Walk Form as soon as possible after completion of the activity (see Conducting an Activity Policy).