



Walk Leader Checklist

Thank you for offering to lead a walk – this list should assist in planning

Before the walk:

1. Familiarize yourself with the planned club walk you are leading. This may be from previous knowledge, reconnoitering the walk beforehand, or by examining relevant maps and discussing with previous walk leaders or the Walk Coordinator. (Club maps – Preston 0427 458 567)
2. Reconnoitering of the walk is recommended as track conditions often change from year to year due to mining, forestry activity, fires etc.
3. Check Dept. Parks & Wild Life website for controlled burns in the intended walk area on the day before the walk.
<https://www.dpaw.wa.gov.au/management/fire/prescribed-burning/burns>
4. Consider alternative walks if the planned walk is not accessible for any reason. The Walks Coordinator may be able to suggest alternatives.
5. If there are features of the walk not on the Walk Calendar that will be useful to members, contact the club secretary to advise members by Email. (E.g. changed arrangements, off-track walking etc.)
6. Print out the Walk Register form and the Tail End Charlie checklist. If new walkers are expected, also print the First Walk Registration and Liability Waiver form. (All these are available on the YAHOO website)

On Walk Day: You need to take with you:

1. The relevant map/s and the Walk Description if there is one. Take an extra copy for Tail End Charlie.
2. The Walk Register form and the TEC checklist from the website.
3. The First Walk Registration and Liability Waiver form from the website if required.
4. A magnetic compass.
5. Your GPS if you have one. (This does not replace the magnetic compass.)
6. Your First Aid Kit or arrange for the Club First Aid Kit. (Preston – 0427 458 567)



At the Meeting Place: (As specified on the Walk Calendar)

1. Ensure the Walk Register is filled out by all walkers, and carry it with you.
2. Ensure any new walkers fill out the First Walk Registration and Liability Waiver form.
3. Inform the group of where the walk start is located.
4. Arrange car pooling if it doesn't sort itself out.
5. Check the number of cars going to the walk start and check that they are all following at significant turns. (Convoy rules.)

At the Walk Start:

1. Receive your handheld CB radio from the Keeper of the Radios. This will be set up ready to use, and if you wish a demonstration will be given of radio attachment and procedures for calling and receiving.
2. If there are more than 8 walkers, or if off-track walking is involved call for a Tail End Charlie (TEC) volunteer.
3. Remind members of the requirement for additional Walk Leaders and Tail End Charlies in the Club, and call for volunteers to assist the WL or TEC and to gain experience in those roles.
4. If radios are not supplied for any reason then the TEC needs to be familiar with the proposed walk, in case the front and back groups become separated. If this is not possible then consider slowing the walk and checking at all turns and track junctions such that all walkers stay together. Advise the walk group of this requirement.
5. Give a brief description of the proposed walk including any likely hazards or items of interest.
6. If there are new walkers, explain walk protocols e.g.:
 - a. Notify the Walk Leader or TEC if leaving the group for any reason.
 - b. Backpack to be left by the side of the track if leaving the track temporarily.
 - c. Notify the Walk Leader or TEC if you are having difficulties of any sort.
 - d. There will be stops at significant turns and regular drink stops.
7. Arrange for the walkers to count off and remember the total number for checking at stops.

**During the walk:**

1. Monitor any less fit walkers as the walk progresses.
2. Unless all walkers are clearly in sight of each other, wait at all junctions and check numbers.
3. If walkers get too strung out, stop the front walkers.
4. Arrange periodic rest/drink/comfort stops depending on the weather, how hard the walk is and what stage of the walk you are at.
5. At drink/rest stops check with the TEC that all back walkers are ready to go before starting again.
6. Select tea and lunch stops according to the time of day, available seating, prevailing weather and views. It is often impossible to tick all the boxes!
7. Do not rush the tea and lunch stops.

After the walk:

1. Check everybody is back.
2. Return the CB radio to the Keeper of the Radios.
3. Check that all car drivers are familiar with the return trip, if not adopt convoy rules.