Women’s Adventure ACT - Informal Activities Host Guide

Informal activities are ones we don’t post on meet-up, that are relatively low risk. So let’s just keep it simple.

If you’d like to organise a simple, low-risk group activity (ie urban walk / urban bike ride / movie night / etc), Facebook can be used to discuss / advertise the activity.

Give people some clear instructions about the activity: When will it be held / what time / where you’ll meet / what you’ll do / how long for, what level of fitness is required and what items should people bring.

Keep group numbers to a reasonable size. If it looks as though attendance numbers are going to be larger than 12, it’s better to run it formally. We don’t want a group of 40 people on nature walks or on bike paths together, plus it makes managing the group, very difficult.

At the start of the activity:

1. Arrive a bit earlier so you can greet and welcome everyone
2. Wait 5 minutes after the designated start for any latecomers, before setting off
3. Ask people to let you know if they are struggling or need to stop the activity or leave the group early
4. Check if there is anyone in the group who is first-aid qualified (and willing to provide help if needed), otherwise, let people know that there is no first-aid coverage on the activity, and in the event of a medical emergency, 000 should be called.
5. Give people a brief run-down about how the activity will proceed (ie things to look out for, break times, locations of toilet stops, etc)

During the event

* Do a brief group welfare check to make sure everyone is okay

After the event

* Thank people for attending
* Share any photos that people are ok with, on the Facebook Page

And give yourself a massive pat on the back for giving something back to the community. Thank you!

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Legal Liability / Insurance:

As a meet-up group isn’t a legal entity able to purchase insurance, we don’t have liability coverage. Providing you’re not giving people coaching or instruction in the activity, we run on the same principle as organising a group of friends to join in on an activity. That said, the law still expects us to provide a Duty of Care irregardless of insurance which means we need to manage risks in every activity.

If you’re hosting an activity, ensure you:

* Give people enough information in advance, about what the activity involves, so they can appropriately self-select according to their skills, fitness, conditioning and experience
* Do a check on any critical equipment required, before the start (e.g. water)
* Check in with the group during the activity
* Give people sufficient rest opportunities
* Manage the hazards on the activity