Women’s Adventure ACT – Walk Leader Checklist – **Urban walk**s

These instructions are for walks close to or within suburban Canberra (within 30 minutes of an Ambulance response), where you’ll have mobile phone reception, AND the walk is easy to moderate in grade, distance and elevation (eg. you’re not walking off-track or climbing mountains).

If you’re volunteering to lead an activity, the date and time that you run the activity, is completely at your convenience and discretion – thank you! 😊.

**WALK PREPARATION**

1. Ensure you’ve completed the walk previously and are aware of any risky areas (e.g where someone can take the wrong turn and lose the group / other risks – see list below).
2. We’ll post the activity info up on meet-up for you – just prepare us a brief summary about the activity. Try and give people enough information so they can self-select to their own limitations and capabilities. Include information about the distance, walk surfaces, elevation and so on. Also provide driving and parking instructions, and lastly, any toilets nearby. We’ll post the walk on meet-up, make you the activity lead and you can answer any questions on meet-up that people might have about the activity. If you’re unsure – just message us.
3. If you walk fast and this is going to be a fast-paced walk, please let people know that in the activity description. Similarly if this is a really slow amble, let people know that too. We try and walk to the slowest member, to make sure people feel included and for safety reasons.
4. In the activity summary information, include a list of any special gear that people will need, as well as any equipment. Essentials are always: Water / Hat / Sunglasses / Sun cream / Rain jacket / Warm jacket / Personal medication including snake bite bandage / Pea-less whistle and Emergency blanket
5. **ALWAYS** check the [weather](http://www.bom.gov.au/act/forecasts/canberra.shtml) and [bushfire warnings](https://www.esa.act.gov.au/) before the walk, and on the day of the walk. If there is an extreme bush-fire rating on the day OR thunderstorms are predicted, the walk must be cancelled. Contact me if you need to cancel for that (or any other reasons), and we can notify attendees.
6. Check on your mobile phone provider’s website, whether you’ll have mobile coverage at any point during the walk duration. If you won’t likely have mobile phone reception, we have a Personal Locator Beacon that can be borrowed and we’ll show you how to use it. PLBs are required on walks that are conducted outside of mobile phone reception and are >1 hour from an ambulance.

**AT THE COMMENCEMENT OF THE ACTIVITY**

1. Ensure you bring your own essentials, including your own personal first aid kit and snake-bite bandage. We have a group kit we can loan you if you don’t have one.
2. We recommend you screen shot attendees and note how many people are attending - as per meet-up.
3. In the activity description on meet-up, we’ll include a link to the group’s Disclaimer & Liability Statement, and ask people to certify they agree with that, on RSVP’ing.
4. Arrive at the meeting location around 15 minutes earlier than the designated start time, and greet people as they arrive. It might be someone’s first time with the group, and they may be feeling hesitant or anxious. Try and be friendly, and make people feel comfortable and welcome 😊. It does make a difference.
5. Ask attendees to sign the Attendance and Liability Waiver Form (if that’s required – we generally only use one for overnight walks but if you feel you’d like that completed, just print it out from our website and take it along: [www.womensadventure.net/groupresources](http://www.womensadventure.net/groupresources)
6. We only ever wait 5 minutes past the start time of an event if people are late, so as not to penalise those who did turn up on time.
7. At the start time, commence a short briefing:
	1. Introduce yourself and today’s activity – talk about the distance, what people can expect on the walk, any interesting features, where you might stop for a break or turn-around for example, approximate time of return and toilet etiquette:
		1. Remind people not to just sneak off for a toilet stop - let someone know and the group will stop up ahead, not to leave toilet paper in the bush, or to walk off too far at the front.
	2. Ask the group if they can all check that they have water / raingear / warm gear (if autumn or winter)
	3. If you don’t have first aid qualifications:
		1. Ask if anyone in the group has first-aid skills and would be willing to be the first-aider for the walk.
		2. If no one is forthcoming with first-aid skills, let people know that first-aid can’t be provided on the walk, and in the event of an emergency an ambulance will be called.
		3. Remind the group to watch out for each other and tell the group if anyone is having problems of any kind, to stop and let you know. You may have to stop and assess their situation and call an ambulance if necessary (e.g breathing difficulties, dizziness, chest pain, nausea)
8. Take a final headcount before setting off
9. As the Group Leader, you have absolute authority to prevent someone commencing on the activity, if you have any concerns whatsoever, about their ability to safely participate.

**DURING THE WALK**

1. Pace the walk appropriately – make sure no one is dropping off at the back, or walking off too far at the front.
2. If there are slower walkers at the back, bring that person up front with you, to set a slower pace for the entire group. If you drop to the back, it is likely that faster walkers will then set the pace and break off from the group. The person walking slower might feel embarrassed with the group walking off. Take a break, ask the group to stay together, and set the pace at the front.
3. Take regular breaks, and check in with the group.
4. Stop at junctions, ensuring everyone takes the right path turn.
5. Do a headcount at formal rest breaks

**AFTER THE WALK**

1. Do a final head count, to ensure everyone has returned.
2. Thank people for attending
3. Give yourself a big pat on the back for contributing back to the community! Thank you!

We practice good risk management and safety is our key priority - if there are any concerns or incidents on the walk, please contact the Group Organiser as soon as is practicable.