



# THE BUSH CLUB INC.

## NOTES FOR LEADERS

### PLANNING A WALK

1. Choose areas and walk levels that are within your capabilities as a leader.
2. Submit your walk details preferably via the online form on our website under For leaders or Forms to download. Use the Grading guide.
3. Pre-walk the route if possible and identify hazards and assess risks. Look for good morning tea and lunch spots. If you wish to do a recce for a walk, you will be covered by Bush Club insurance if you notify the Walks Secretary by email beforehand and have a total of at least 2 Bush Club members on the walk.
4. Control and manage risks.
  - Try and have an alternate plan in case of unforeseen circumstances. e.g. flash flooding, track erosion, transport changes etc.
  - Check latest forecast & National Park closures as close as possible to day of walk
  - Consider whether appropriate to walk and cancel if necessary
5. Leave comprehensive details of the walk with a reliable person including instructions on what to do if you do not return at the expected time.
6. A few days prior to your walk check transport details, expected weather conditions and in summer, fire conditions, park closures etc. Walks should be altered or cancelled if conditions are unsafe.

### DURING THE WALK

1. Carry map, compass, first aid kit, torch and any other equipment appropriate for the planned activity.
2. Ascertain if anyone is carrying a mobile phone for emergency use and whether any participants have a first aid certificate and/or medical training.
3. Ensure group have adequate warm clothing e.g. hats, thermals, jacket
4. Ensure group have adequate water, electrolytes, hats, sunscreen
5. Sign-on for walks - Ensure all participants fill out walks attendance form, and guest waiver form for visitors. Without it both the member and the leader may be vulnerable to claims, and not protected by the Bush Club insurance arrangements.
6. A minimum of four (4) Bush Club members or prospective members, including leader, is required for a Club walk. If fewer than four, including leader, a walk, if continued, is not an official Club activity and the Club's insurance arrangements do not apply.
7. However, a recce will still be covered by Bush Club insurance if there is a total of at least 2 Bush Club members and you notify the Walks Secretary by email prior to the walk.
8. Ensure that you have accounted for all those you know are coming, or have thoroughly checked the advertised meeting place(s) if no prior contact with the leader was required.
9. Hold an introductory circle prior to setting out and advise details of walk including expected terrain, distance, possible hazards, expected return time etc.
10. Control and manage risks.

The leader has the right to refuse participation to any persons they consider may present a risk to themselves or other participants.

- Ensure everyone has adequate water, at least one litre. In hotter conditions carry two litres or more, plus electrolytes
- Check that all participants are able and suitably equipped for the activity.

- Have a reliable person act as “tail” for the group and advise participants never to fall behind this person.
- Wait at track junctions to ensure nobody goes the wrong way or appoint a person to wait.
- Carry out regular head counts to ensure you have everyone.
- Take extra time over crossings and assist inexperienced walkers
- Consider alternate route if possible
- Have regular drink/rest breaks and allow walkers to regroup.
- Ensure everyone is comfortable with the pace and conditions. Remember it is easier for faster walkers to slow down rather than slow walkers to speed up.
- Take regular drink stops
- Carry snake/pressure bandage
- Wear gaiters

## **SEARCH AND RESCUE**

**Contact the police or other emergency agency only if life or limb is endangered.**

In the event of a party being overdue, or some other incident, phone Bush Club contacts

Graham Conden 0418 647951; Keith Maxwell 0431 262101; Lynn Dabbs 0408 214669

**TEXT EMERGENCY CALL - Dial 106**

**Bush Search and Rescue NSW 0427 455 897.**

Wait for the number to connect. It takes around 10 seconds to do so as its rings through a few phone diversions, so don't hang up! The previous BWRS paging service has been shut down.

## **AT THE END OF THE WALK**

1. Ensure that all participants have arrived at the finishing point.
2. **Send in your walk report**
  - Include reports of any unusual incidents/injuries.
  - If there are prospectives on a qualifying walk, mention whether they completed it satisfactorily.

**Preferred method:** Send email to Jacqui Hickson bushclubwebmaster@gmail.com, listing the members, prospectives and guests in a paragraph ie across the page, separated by a comma and space. Add a brief comment to be included in the online report (optional).

You don't need to send the original form unless you can't read the names.

If you have to send the original, scan and email it to bushclubwebmaster@gmail.com. or post completed walks forms to Bush Club Reports, 32 Bellevue St Chatswood 2067

## **CONDITIONS**

1. All day walks must be held unless conditions are unsafe.
2. A minimum of four (4), including leader, is required for a Club walk. If fewer than four, including leader, a walk, if continued, is not an official club activity.
3. To be covered by insurance all bush walks conducted under the auspices of the Bush Club must either be listed on the regular Bush Club or Short Notice Programs. For any other unpublished change eg a change of route, a second leader, contact with the Walks Secretary or a committee member must be made prior to the walk commencing in order to ensure insurance coverage.

4. The leader must advise the cancellation or rescheduling of a walk via the online program. This can be done without waiting for the update email.
  - The Leader has no responsibility to turn up at the start of a walk if a cancellation notice has been recorded with the online program, even for a non-contact walk.
  - Before the walk is cancelled, the leader should try to find a substitute (list available from the online program) or advertise for one in the Program updates email (contact bushclubsnw@gmail.com)
  - An alternative walk can also be offered if there is a substitute leader who is not familiar with the original walk.
  - Some of the more difficult walks cannot have leader substitutes. In such cases these walks should be listed as Contact Leader Walks and all members notified that the walk has been cancelled.
5. **Joint walks** can be listed on the Bush Club program, but only if they are held in conjunction with another club that is affiliated with the Confederation of Bushwalking Clubs, and holds appropriate insurances (check at <http://www.bushwalking.org.au/clubs.html> ). If this is not the case, the activity cannot be listed as a Bush Club event.

## **PROSPECTIVE MEMBERS**

are expected to phone the leader before attending any walk: they are advised to commence with Grade 2 or easier grade 3 walks if new to bushwalking, to work up to qualifying walks.

## **VISITORS**

may take part in walks only if invited by a full member (who must be present on the walk) and subject to the leader's prior approval. Approval should be requested by the member, not the visitor. A leader has the right to refuse to take visitors on walks. Visitors will be granted temporary club membership to enable them to take part in the activity, after signing the Guest Waiver form (this can be printed from the For Leaders web page as part of the Walk Report form).