**Geelong Bushwalking Club** — **Day Walk Leader’s Timeline and Checklist**

**In the month before your walk:**

* Be familiar and confident with your walk route including planned breaks
* Send a description of your walk in time for the next Newsletter using the Walk Description Form (available from the website under Other Stuff)
* Develop a plan of action in case of accidents, including short-cut exit points back to the cars, or a last minute need to revise the route

**Within 10 days of your walk:**

* Check for planned burns at https://plannedburns.ffm.vic.gov.au/
* Scout your walk for eg recent track closures, fallen timber, check of water levels

**A few days before your walk**

* Fill in your list of walkers on the Activity Attendance Form,
  + Four walkers are sufficient to run an activity from a safety perspective. Fewer walkers may be taken subject to an assessment of risk, especially to do with communication in an emergency.
* Check the experience of your walkers – you have the right to refuse walkers if you have doubts about their capability
* Contact your walkers and provide
  + details of the meeting place (avoid relying on local knowledge) and time of departure
  + reminder re appropriate clothing, equipment, food, water
  + detailed weather forecast if available
  + your mobile number

**On the day of your walk**

* Carry attendance list (including Visitors), charged phone with GPS and Emergency+app
* Maps – one copy for you and one for your whip
* First Aid Kit
* Additional map and/or track downloaded on phone (optional)
* Compass (optional)
* Topographic map 1:50000 minimum (optional)
* Published track notes for the walk (optional)
* Personal Locator Beacon or Satellite phone (optional, advised if no mobile coverage)

**At the meeting place**

* Check that all your walkers are present, and try to contact any stragglers
* Visitors to sign Acknowledgement of Risk form
* You are not obliged to wait for missing walkers after the stated time of the walk start

**At the walk start**

* Provide a brief description of the activity including highlights, breaks, tricky bits, and anticipated completion time
* Complete introductions in the circle
* Assign whip (co-leader)
* Explain Safety Rules
  + Stick together and keep the person behind you in sight at all times
  + If you can’t keep up - shout out or tell the co-leader
  + If you are in front, do not go past a track junction until the group has closed up
  + If you need to go to the toilet leave your pack beside the track and tell the co-leader
  + Action if Lost: Stay where you are
* Ask for any announcements from the group

**During your walk**

* Stay attuned to the group: regulate rest stops accordingly, be mindful of your walkers’ welfare and spirits, be conscious of safety
* Keep the group together. Particularly, do not allow one person to separate from the group.
* Keep in touch with your co-leader

**After the activity**

* Complete the back of the Activity Attendance Form, including the Incident report section if required, and forward this to the Activity Coordinator
* In the case of an injury requiring medical treatment, an additional Incident report must be completed as soon as practicable on a separate form (available from the Club Secretary)
* Write up a report of the activity for the newsletter (optional but strongly encouraged!)