# Melbourne Walking Club Inc

# Guidelines for Activity Coordinators.

The Activity Co-Ordinator's role is to produce a program of Activities and Leaders for their specified time slot such as a Sunday Walk, or a Mid-Week Walk. The yearly Melbourne Walking Club (MWC) Activities Program is split into three 4-month periods; Jan/Apr, May/August and Sept/Dec.

Initially, the Activities Officer will request from each Activity Coordinator, a list of the dates, the name of the Activity, the leader's name and phone number, about 3 months before the next activity spreadsheet is needed for the next 4 month period, for example, for the Sept/Dec Program, the Activity Officer will ask the Activity Coordinators to start putting their program together at the beginning of June so they can send their program to the Activities Officer by about the 24th June. If the details of the activity or the name of the leader is not yet available, insert **TBA** for that Activity date and the details can be added later when the information is available.

Once the Activity Excel Spreadsheet is completed for the specified 4-month period, it is presented to the Executive Committee for approval, then emailed to Charlie Freedman to put on the MWC Website.

The next stage is for the nominated Leader of an Activity to email a more detailed description of the activity to Charlie Freedman as ***a word document*** to put into the Circular. This more detailed description of an Activity is usually written after the leader has done a recce of the activity. The Details of the Activity need to be sent to Charlie Freedman on the first Wednesday of the month prior to the month of the Activity, for example, activities in September need to be sent to Charlie Freedman by the first Wednesday of August to go into the September Circular. The Activity information format required for the Circular can be found on the MWC Website in the Gallery/Downloads section under "Circular - Details of Activity Form", or by looking at examples in the MWC Circular of the way activity descriptions are formatted.

The types of detailed information required are:

- Walk type, eg. *Sunday West Walk, Midweek Walk*
- Day and date of the activity, eg. *Sunday 31st August 2025*
- Name of the walk, eg. *Cape Woolamai Circuit -Philip Island*
- The leader's name and phone number
- Transport arrangements, eg. *Car travel time, train departure time*
- Meeting time and the rendezvous location, eg. *9.30am at Cape Woolamai car park*
- Morning tea, lunch and afternoon tea arrangements
- A detailed description of the walk*: grading, distance, toilet availability, maps*
- Any recommendations, such as *poles, gaiters, warm clothing, sunscreen*

If a leader finds that he/she can no longer lead their Activity, the leader should contact their Activity Coordinator, who will then try to find a new leader for that walk. If a new leader is found, then the Activities Officer is notified to revise the Activity Program.

**An Activity is cancelled,** when no leader is available, there are dangerous weather conditions forecast or there is a Total Fire Ban, and then **Charlie Freedman is notified** to send an email to the membership about the Activity being cancelled. If Charlie Freedman is unavailable, then contact John Rankin or Neale Oxley to send out the email.

Please direct Activity Leaders to the "Guidelines for Activity Leaders" to be found on the MWC Website in the Gallery/Downloads.

09/09/2025