Melbourne Walking Club Inc

Guidelines for Activity Leaders

The Melbourne Walking Club (MWC) has activities in the Melbourne Metropolitan Area and in locations beyond 50km from the Melbourne GPO, which are classified as Country Day Activities and are usually held on Sundays and usually require transport by private car to attend. **Please note that for all Sunday Activities and Monday Peninsular Activities, participants are required to contact the leader if they want to attend the Activity.** No dogs are allowed on MWC Activities.

These Guidelines are divided into three sections: Before the Activity, On the Activity and After the Activity. Please read all sections.

Before the Activity.

1. Ensure you are familiar with the route and Activity you are leading by doing a recce of the intended Activity location. (See "Guidelines for a Reece" on MWC Website in Gallery under downloads). **For the Country Sunday Activities, make sure you have completed a reconnaissance of the Activity location prior to the date of leading the Activity**, as track conditions and routes can change over time. **Check your phone has a signal in this location,** if not, the MWC has a **P**ersonal **L**ocation **B**eacon, which can be borrowed. If necessary, obtain permission to enter/cross private land before the Activity. Be prepared to supply information (geography, history, etc) relevant to the locality of the Activity.
2. **If you are unable to be the leader for your activity, please contact the Activity Coordinator ASAP.**
3. Prepare the Activity Information for the Circular using the "Circular- Details of Activity" form as a guide, which can be found on the MWC Website in Gallery under downloads) or take note of examples in past Circulars. When the Activity Information is completed, send to the Circular editor, as a Word file using the headings and format below:

   Day of week: Monday, Wednesday, Sunday, etc **Date:**

   Title of Activity & General Location:

   Leader: **Phone/mobile:**

   Rendezvous: Give the location of where to meet. **Time:** **Melway Reference:**

   Maps: relevant Melway maps or other maps **Grading:** easy, medium or hard **Distance:** … km

   Transport: State type of transport and route; if by rail or bus provide departure, arrival, and return times, booking arrangements if necessary; if by car, request Members to contact Leader regarding travel arrangements for cars and passengers, if necessary.

   Morning tea: For the benefit of late arrivals, identify the location and include the Melway reference.

   Walk details: Give a brief description of the walk and mention any steep grades, slippery surfaces or other difficulties and the need for walking poles, boots, gaiters. Note the location or absence of toilets. For activities in alpine areas advise participants to bring appropriate clothing and footwear for cold and/or wet conditions

   Escapes: Identify possible escape routes for early leavers, or points of entry for late starters. If there are no escapes, write "No escapes".
4. Forward the Activity Information to the Circular Editor, no later than the first Wednesday of the month prior to the Activity, by email to: **editor@melbournewalkingclub.org**

The Grading of an Activity can be classified as one of the following:

EASY	MEDIUM	HARD
Terrain level or gently undulating.	Moderate hills.	Sustained ascents and/or descents.
Paved or well-formed paths.	Defined walking tracks or paths, and/or unsealed roads.	Route may not follow defined tracks, may be rough terrain or thick scrub.
Relaxed pace. Actual walking time not to exceed 3-4 hours.	Moderate pace. Actual walking time not to exceed 4-5 hours.	Brisk pace, Actual walking time not to exceed 5-6 hours.

On the Activity.

The minimum age for any participant with the Club is 18 years but a child 5 years or older may be allowed to participate at the discretion of the Leader and with the proviso that the child is the sole responsibility of a parent or guardian. The name of the child and the name of the parent or guardian is to be noted on the Attendance sheet.

1. **At the Rendezvous.** Be there well before the time noted in the Circular.
2. **Before starting the Activity** ensure all Members print their name legibly and sign the Attendance Sheet. **Ensure visitors** provide all details required on the Visitor's Attendance Sheet and that their name, email address and emergency contact details are legible. **Ask them to read the risks and obligations before signing the visitor's attendance sheet**. **Remind them to tick the box if they are interested in becoming a MWC member.**
3. **From each Visitor** collect $5.00 in cash (except children under 18 years). Write $5.00 against the name of each Visitor on the Attendance Sheet and the total amount. The cash should be deposited in the Club account after the Activity (see 'After the Activity' section).
4. **Carry a mobile phone** during the Activity for maintaining contact with participants and for an emergency. Take the Attendance Sheets with you with all relevant phone numbers and names of the participants. **For Sunday Activities,** the leader should obtain a contact phone number from all people intending to come on the Activity to be able to contact them, if any changes to Activity or for late arrivals.
5. **Carry a First Aid Kit.** All participants are expected to carry their own small personal First Aid kit in their pack, and to alert the leader of any medical issues, eg. Asthma, Anaphylaxis.
6. **In case of an incident** causing injury and/or requiring First Aid, make notes of the name of Participant, time, and type of injury in case an Incident Report Form is required.
7. **Introduction to Activity.** Introduce yourself and welcome any Visitors.
8. **Appoint a Whip** and introduce the Whip to the group before leaving the Rendezvous. Participants should remain between the Leader and the Whip.
9. **For any announcements** and information about the Activity, ensure the whole group is present.
10. **Adhere to the route** as published in the Circular, except for any unforeseen difficulty. Be decisive when leading the Activity, particularly where alternative routes are possible.
11. **Before crossing a road** stop until all the group is together then cross as a group. Cross at lights or a zebra crossing wherever possible. If walking along a road, always walk on the side facing the oncoming traffic for good visual awareness of approaching traffic.
12. **Always check that you can see the Whip**. Be aware the group may spread out during the Activity. ***Stop at track intersections and as needed, to allow slow participants to catch up.***
13. **Near the end of the Activity,** it is important to regroup briefly and give any final information about buses, trains, coffee, etc and allow everyone to say their farewells, otherwise the participants begin to disperse in different directions as they approach the end.
14. **On days of transport strikes or restrictions**, Activities generally will not be cancelled. The Leader should endeavour to be at the Rendezvous at the nominated time.
15. **An Activity is cancelled,** if a day of total fire ban is declared in the Activity area or there is extreme weather conditions predicted. The Leader should, provided it is safe to do so, be at the rendezvous at the nominated time in case any Members or Visitors arrive unaware the Activity has been cancelled. **For Sunday Activities**, the leader should attempt to contact any known participants to advise them of the Activity being cancelled. In this case, the leader is **not** required to attend the rendezvous. **If the Activity is cancelled the day before or earlier**, then Charlie Freedman is asked to send an email to all members about the cancellation and the leader will contact any visitors who had intended to attend the Activity. If Charlie Freedman is unavailable, John Rankin or Neale Oxley can send out the email to members.

After the Activity.

Within seven days after the Activity:

1. Forward the completed Attendance Sheet to John Rankin. Either by post to:
   13 Verdi Court, Templestowe, 3106 OR by email as a good quality PDF (NOT an image) to:
   wjrankin@outlook.com

2. Transfer the Visitor fees to MWC account:
   (BSB: 063 000; Account number: 1078 3218; Account name: Melbourne Walking Club Inc.
   Reference: Visitors year-month-day, e.g., Visitors 2022-01-14).

3. If possible,save a description of the Activity for use by the next Leader of that Activity, preferably in a word document so it can be easily updated by the next Activity Leader. If necessary, add notes about any changes to the Activity, which may need to be considered.

4. Forward the description and map (preferably by email as an attachment) to the appropriate Activity Coordinator listed below:

   - Midweek Walks: Doug Swinbourne (dougrayswin@gmail.com)
   - Peninsula Walks: Ron Anderson (ronaldand24@gmail.com)
   - Metro Monday Walks: Graeme Barker (grbark@yahoo.com.au)
   - Easy Metro Walks: Alan Manzoori (alan.manzoori29@gmail.com)
   - Sunday East Walks: Trevor Rosen (kimtjrosen@yahoo.com)
   - Sunday West Walks: Susan & Colin Crook (crook.family@bigpond.com)
   - Sunday Peninsula Walks: Colleen Simpson (colsimpson@gmail.com)
   - Sunday Metro Walks: Cynthia Lui (cynthialui@mac.com)
   - Bike Rides: John Rankin (wjrankin@outlook.com)

26/11/2025