

**Northern Rivers Outdoor Adventure Club**  
**WALK LEADERS GUIDELINES AND CHECKLIST**

**Planning A Walk**

1. Familiarise yourself with all Club documents, make an electronic copy if you can;
2. Choose areas and walk levels that are within your capabilities as a leader. If you have not visited the walk area for a long time, discussions with others who know it should be undertaken. Make use of Club maps if appropriate. Pre-walk the route, if possible, taking note of any potential difficulties and morning tea and lunch spots. If the walk is 'exploratory', plan the walk from reference to the map or by reference to other information sources;
3. Have an alternate plan in case of unforeseen circumstances, eg flash flooding, track erosion, transport changes;
4. Walk leaders should provide, for the calendar, sufficient information in the description of the proposed walk to guide prospective walkers in their decision making about their personal suitability for the walk;
5. A leader should enquire about the capability and/or relevant experience of the people registering for their activity if this is not already known to the leader. The leader can also seek supporting information/references from other trip leaders who have had this person on their activities. Consequently, the leader can decline to accept that person on their activity if it is likely that the person does not have the prerequisite skills to participate and therefore poses a degree of risk to themselves or the group. The walk description should provide sufficient information to enable participants to make a decision as to their capabilities (see Walk Leaders Checklist for prompts). The number of participants on a walk should be tailored to suit the length and difficulty of the walk. The recommended minimum number of participants is 3;
6. A few days prior to the walk, check transport details, expected weather conditions, fire conditions, park closures, etc. A chat can be set up in Member Jungle to alert participants of possible cancellation;
7. The walk leader is to state to all participants in an off-track activity that it is the Club's policy that the description of such routes not be shared e.g. via social media, photos or other means. This is to prevent possible injuries from inexperienced walkers subsequently following the route, and to help maintain the pristine state of the area walked.

## **Prior To and During The Walk**

1. Carry first aid, compass, map and/or any other equipment appropriate for the planned activity e.g. GPS, PLB, mobile phone;
2. Hold an introductory circle prior to setting out and advise details of the walk, including expected terrain, distance, possible hazards, expected return time, etc. Remind walkers to take sufficient food, water and insect and sun protection as required. The leader has the right to refuse participation by any persons they consider may present a risk to themselves or other participants, or do not have the necessary skills for the activity;
3. An experienced responsible member, familiar with the route, should be posted at the rear of the party. The duties of this person should be explained to the other walkers at the start of the walk. These duties are to make sure no person loses contact with the group and to assist and encourage any stragglers. Walkers who need to stop should leave their packs by the side of the track as a signal that they have stopped and gone off the track nearby;
4. It is important to have frequent pauses to allow stragglers to catch up and rest before proceeding, and to control speedsters. Pauses at track junctions are essential, especially with large dispersed groups. The pace of the group should be tailored to the slower members, and pauses can be used for refreshments, liquid intake and head counts. Keep the group together, and monitor any unexpected hazards. Ensure everyone is comfortable with the pace and conditions. Remember it is easier for faster walkers to slow down than for slow walkers to speed up.

## **At The End of The Walk**

1. Ensure that all participants have arrived at the finishing point;
2. A report of any incidents/accidents, are to be sent to the Walks Coordinator;
3. Contact the person (if applicable) with whom trip details were left, to inform them of your return;
4. Walk leaders are asked to write a walk report at the end of each walk for inclusion in the Newsletter for that month. This may be delegated to another walk participant. This report is to be emailed to the Walks Coordinator along with a few photos taken on the walk for publishing on the website and/or the club's Facebook page;
5. Let the Walks Coordinator know if all those who registered on the Event were in attendance.

## NROAC Walk Leaders Checklist

The following headings provide Walk Leaders with a guide to information which needs to be given to/obtained from prospective walkers:

- **ESSENTIAL INFORMATION DOCUMENT – GUIDELINES FOR WALKERS:**  
Ensure this has been read and understood by a first time walker prior to their first walk with the Club. This document is available on the Club's Website and a link is provided on each Event;
- **ACTIVITY NAME:** Day walk/ Car camp/Overnight backpack.
- **LOCATION OF WALK:**
- **DATE OF WALK:**
- **MAP(S):**
- **GRADE/DIFFICULTY:**
- **DISTANCE OF WALK (estimated):**
- **SKILLS INVOLVED:**  
Rock hopping, scrambling, abseiling, creek crossing, off-track walking, long walk, navigation, scrub-bashing, track walking, swimming, night walk, pack walking; height exposure.
- **FITNESS LEVEL REQUIRED:** average, above average, endurance
- **AGE LIMIT:**  
Nil OR if children are allowed, specify minimum age.
- **TERRAIN:**  
Flat, undulating, hilly, mountainous, escarpment, gorge, valley, canyon, cliff, pinnacle, creek, river, swamp, rainforest, coastal, waterfalls, rocky, muddy, dry, open forest, cave.

- **BASIC EQUIPMENT THAT MAY BE REQUIRED:** (refer to E.I.D.)  
Raincoat, water <2L, water >2L, food (lunch & nibbles), day pack and liner, hat, appropriate clothes, sunglasses, medication, torch, matches, sunscreen, zinc cream, insect repellent, swimming costume, towel, plastic bags, spare dry clothes, compass, first aid kit; morning/afternoon tea, thermos, car pooling money, driver's license, Medicare card; emergency blanket.
- **FOOTWEAR:**  
Hiking boots, runners, spare dry shoes/sandals.
- **OPTIONAL ITEMS:**  
Mobile phone; GPS, Personal Locator Beacon (PLB), camera, binoculars, harness, helmet, descenders, carabiners, gloves, Prussik cords, backpack, tent/fly, sleeping bag/liner, Bivouac, mat, stove, can opener, dry bag/plastic bags.
- **MEETING PLACES AND DEPARTURE TIMES:**
- **GROUP NUMBER LIMIT:**
- **INCLEMENT WEATHER** (in the event of):  
Press on regardless, decide at meeting place, via chatroom, postpone, alternate activity.
- **NAMES OF WALKERS:**
- **EMERGENCY CONTACT PERSON/EMERGENCY TIME:**