

Essendon Bushwalking Club (EWBC)

Orientation for New Walk Leaders

Identifying a mentor

- In starting out as a new leader it is important to have a mentor to guide you particularly on your first few walks. This mentor will be an experienced walk leader who is willing to assist a novice walk leader and be a guiding hand. Remember though, it is your walk so make sure you do most of the work and don't leave too much for them!
- There are several experienced leaders in the club who can act as mentors. Contact the secretary or the walks co-ordinator of the club who can provide you with some names and contact details.
- Prior to leading the walk you should provide the agreed mentor with an outline of the proposed walk and seek their advice on how to stage the walk and what other things to think about.
- Before you put the walk on the Club Program it is highly recommended that you do a preview walk (known as a "recce") so that you can confidently navigate the walk with a group. On the day of the recce or programmed walk, the mentor can provide feedback on how you are going and reinforce with you any matters that haven't been covered or need more emphasis.

NOTE: The mentor will usually attend the walk recce and may also attend the actual walk.

Choosing your first walk

When choosing your first walk it is recommended you start with a walk that you have done previously and is graded as easy. As you gain experience you can consider higher grade walks but it is important with your first walk to keep the number of things you need to co-ordinate to a minimum. For example, an easy walk will reduce navigation challenges and help you manage walkers you are unfamiliar with, who may struggle with harder walks. The other thing to consider is undertaking a recce) of the walk as discussed above. This will avoid facing any unforeseen surprises such as a missing sign or not being able to locate the right track!

Visitors and potential new members

You may have visitors and potential new members attending your event. If so, they are required to complete an *Acknowledgement of Risk for Temporary Members* form for the event and are encouraged to complete a *Membership Application* in anticipation they become a member. The visitors must complete three qualifying events to become a member and pay a \$5 visitor fee to the leader prior to each qualifying event. Upon completion of each qualifying event, the leader should sign the appropriate qualifying walk on page 2 of the Membership application.

Adding your walk to the EWBC 's online booking system

You must log onto the website - essendonbwc.org.au to access the Online Event Booking system.

To login, go to the website and use your normal username and password. If you have forgotten your login details, click on either the "Forgot your Username?" or "Forgot your Password?" links to recover or reset your details. If this option fails, contact the website administrator for further action.

To add your walk as a club event, here are some step by step instructions. These instructions are also available on our website.

1. From the “Event Booking” list on the top menu, click on the “Event Calendar” to check for available dates.
2. Then click “Submit Event”, then “Add New Event”. Complete the details as follows:

Basic Information screen (first link under “Apply” button):

- Type Title of the Event
 - Select Category from the drop-down list
 - Upload photo to appear on event details (optional).
 - Select a Location from the drop down list or Add a New Location
3. Add the start and end dates and times (**Note:** the time format is a 24hour clock).
Obviously, a day event will finish on the same date.
 4. Enter a cut-off date for booking (e.g.: 3 days prior to the start date).
 - i. Ignore Tax Rate.
 - ii. Enter Event Capacity. Leave blank for unlimited.

You can add a photo or a map as an Attachment.

5. Ignore Group Registrations.
6. Add first and second reminder emails (optional).
7. Add a short description – including additional requirements including location if not set in step 1 above.
8. If this is single non-recurring event – ignore the “Recurring Settings” link.
9. “Extra Information” screen third link (under “Save” button):
 - i. Add optional meeting places and times 1 and 2. (e.g.:
 - ii. Flinders Street Station at 8:00am and 2. Mernda Station at 9:15am).
 - iii. Add all your contact details as the leader.
 - iv. Enter the event distance.
 - v. Select grade from the drop-down list.
 - vi. Click “Save” and you’ll be taken to “Your Events” list and you will receive a confirmation email.

NOTE: YOU MUST REGISTER (BOOK IN) FOR YOUR OWN EVENT.

Undertaking a Walk Reconnaissance (recce)

Please ensure you provide a responsible person with details of where you are undertaking the recce, your car registration details and what time they should contact emergency services in the event that you have not made contact after the walk. Ideally this should be another leader or club official, but you may decide to make the contact a family member if you are confident they know what to do in an emergency. Don't forget to contact the person on your safe return from the walk.

Minimum number on a walk

Whilst small numbers are easier to manage a minimum of four is recommended for safety. In an emergency requiring external assistance, one member can care for the injured person whilst two members walk out safely to raise the alarm. Generally, the Club requires a minimum of four walkers for insurance purposes and you may also be covered if you have four walkers on a recce.

Keeping the group together

With larger groups it is advisable that responsibility for keeping the group together is taken by both a Leader and an appointed whip. The latter is a person who brings up the rear and keeps track of all the group to ensure that no one is left behind. This is a particularly important role when the Leader is occupied with navigation or the group has mixed physical abilities. It is important to re-group at track junctions and maintain sight contact on untracked or poorly marked routes.

Something else to think about is that while on any event, observe (as if you were the leader) the other members for their behaviour, fitness and abilities. With about fifty regular walkers you will be able over time to judge their weaknesses and limitations.

Upon completion of the event, the leader completes the details on page 2 of the Activity Sheet and at the earliest opportunity returns the sheet to the Secretary, and pays visitor fees to the club bank account, notifying the Treasurer of the details. Alternatively these tasks can be done at a club meeting.

Managing risks

Risk management is about being aware of what can happen when you lead a walk and taking steps to limit the possibility of something not going to plan which could result in injury or loss.

[For further guidance see the following link <https://bushwalkingvictoria.org.au/walksafe>](https://bushwalkingvictoria.org.au/walksafe)

Dealing with an incident

Where someone on your walk has been injured or has gone missing refer to the following plans for the steps you need to take.

EMERGENCY ACTION PLANS

Injury Action Plan		Missing Person Action Plan	
1	Follow DRABC action plan	1	Stop the whole group immediately the person is noticed as missing
2	Prevent other members of group succumbing to injury	2	Attempt to call or SMS the missing person
3	Apply appropriate first aid	3	Determine Point Last Seen (PLS). Return to that point
	If injured person requires ambulance	4	At PLS, use app Emergency+ to determine lat/long location. Write it down
4.1	Use smartphone app Emergency+ to determine lat/long location	5	Make a reasonable attempt to locate missing person. Don't take too long
4.2	Call 000 (Triple zero)		If unable to locate missing person quickly
4.3	If in a bush location inaccessible to normal ambulance, request assistance from Police Search and Rescue	6	Call 000 (Triple zero) and if you are in a bush location request Police Search and Rescue assistance. Provide lat/long PLS coordinates, details of missing person, time last seen, other details as requested <i>Note:</i> Police Search and Rescue prefer to be alerted early then stood down rather than a long delay causing the incident to escalate into a full-scale emergency
4.4	Provide assistance to emergency services as appropriate	7	Make a written record of sequence of events
5	Make a written record of sequence of events as soon as practical	8.1	Inform club Secretary as soon as possible
6	Inform club Secretary as soon as possible	8.2	Lodge an <i>Incident Report Form</i> with the club Secretary. This form is available for download from the <i>Members Only</i> section of the club website
7.1	Injury compensation insurance may be available via club's insurance depending upon the nature and impact of the injury		
7.2	For all injuries except those rated as 'minor', lodge an <i>Incident Report Form</i> with the club Secretary. This form is available for download from the <i>Members Only</i> section of the club website		

Promoting your walk

Leaders are encouraged to attend the monthly club meeting prior to the month of their event so they can provide a summary and answer any questions.

Cancelling your walk

Before cancelling an event, send a Mass Email to the registrants listed on the Activity Sheet advising them of the cancellation. The steps to take to send a Mass Email are outlined below.

1. From the "Event Booking" menu select "Manage Bookings".
2. From the "Select Event" drop-down list, select the event for registrants' email.
3. You must click the check box beside the "First Name" field to select all members on the event, (you can deselect individual members) then click the "Mass Email" button. **Note:**
Scroll to the bottom of the page, and if there are more than 20 members registered (2 Pages), select 30 (or a number greater than the list) in the "Display" box at the bottom right of screen. This will bring all registrants onto one page to select all for the email.
4. An email screen will appear with options for a BCC, Subject, Attachment and to write a Message (e.g.: The car-pooling will start from Airport West at 8:00am instead of Watergardens).
5. The system email address sends these emails, so ensure you include your email address in the message, so members reply to you as the leader.

6. On the Manage Events page, select the event to be cancelled, and click the “UNPUBLISH” button.
7. The event will still be on the system but will not be visible to members.

Happy Leading!!