

Administration for EBWC Leaders

Administration involved when leading walks for our club, are summarized as follows:

1. Plan your activity and make notes of the main details – including your contact details, time and location to meet at the beginning of the event.
2. Choose a suitable date and add the event to the online Event Booking system on the website.
3. If your event is in a remote area (particularly overnight), you'll need to complete a Trip Intension form for the club secretary, nominate a club contact (who is not on your event), contact the local authorities regarding details of your event; and, it's recommended you carry an Emergency Locator Beacon – which can be loaned from the club.
4. 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.
5. Members who have registered (booked) into your event are requested to confirm their intentions at least 3 days prior to assist the leader with car-pooling – however, some members forget to confirm – so you can assume they will attend. If you intend to cancel or change details of your event, then you should contact registered each member advising them of the changes.
6. 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 on anticipation they will 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 for appropriate qualifying walk on page 2 on the Membership application. Return the Acknowledgement of Risk form to the club secretary and advise the visitor to retain the Membership Application for their next qualifying event.
7. You will need to complete an Incident Report if there are any incidents during the event and forward these details to the club secretary.
8. Upon completion of the event, the leader completes the details on page 2 of the Activity Sheet and at the earliest opportunity return the sheet, and visitor fees to the Treasurer or other committee meeting – usually at the next club meeting.