



## **LEADER GUIDELINES**

### **LEADER OBLIGATIONS**

1. Get all walk participants to fill out the NPA Attendance form and sign accordingly.
2. Send the Attendance form to Head Office as soon as possible. The form is a central component of our insurance validation and it is required that we keep them on file for 3 years.
3. Stick to NPA walks number limits that depend on the nature of the walk – see guidelines. This number can be revised downwards as required but the upper limit is as stated.

### **PLANNING A WALK**

1. Provide an accurate description of the walk, including the activity grade and forward the details to the walks co-ordinator or committee for approval.
2. Pre-walk the route if possible taking note of any potential risks 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. Accidents/illness, flash flooding, track erosion, transport changes etc.
4. Choose areas and walk levels that are within your capabilities as a leader.
5. Clearly describe potential hazards to all intending participants and exclude any participant who in the leader's judgement may have difficulty completing the planned activity.
6. Leave comprehensive details of the walk with a reliable person including instructions on what to do if you do not return at the expected time.
7. A few days prior to the walk check transport details if applicable, expected weather conditions, fire conditions, park closures etc.

### **PRIOR TO THE START OF AND DURING THE WALK**

1. Ensure a map, compass; first aid kit, mobile phone, PLB and any other equipment appropriate for the planned activity are brought on the activity.
2. Ensure all participants complete the sign on sheet (NPA Attendance form) that includes the Risk Waiver form.
3. Hold an introductory circle prior to setting out and advise details of the walk including expected terrain, distance, possible hazards, expected return time etc. and that all participants have the requisite experience, equipment and fitness for the activity. The leader has the right to refuse participation to any persons they consider may present a risk to themselves or other participants or do not have the necessary skills for the activity.
4. Ascertain if any participants have a first aid certificate and/or medical training.
5. When relevant, ensure car is secured, lights off and keys securely put away.
6. Ensure everyone has adequate food & water. The weather conditions should be considered in this regard.
7. Have a reliable person act as 'tail' for the group and advise participants not to fall behind this person for any reason without advising the 'tail'. Ensure you maintain a line of sight with the participants.

8. On track walks, appoint a person to wait at track junctions to ensure nobody goes the wrong way. Carry out regular head counts to ensure you have everyone.
9. Have regular drink and rest breaks and allow walkers to regroup.
10. Manage the group, & monitor any unexpected hazards. Ensure everyone is comfortable with the pace and conditions. Remember it is easier for fast walkers to slow down rather than slow walkers to speed up.

### ***AT THE END OF THE WALK***

1. Ensure that all participants have arrived at the finishing point, & that all vehicles will start before anyone leaves.
2. Forward the completed sign on sheet including reports of any incidents/ accidents to the walks co-ordinator or committee.
3. Contact the person with whom trip details were left to inform them of return.