



Sutherland Bushwalking Club Inc.

Activity Organiser's Guidelines

Bushwalking

PLANNING AN ACTIVITY

- ❖ Provide an accurate description of the activity, including the relevant grade and forward the details to the program secretary for the next program or to info@sutherlandbushwalkers.org.au for short notice new walks.
- ❖ Survey 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 other information sources.
- ❖ It is recommended that all activities be a min 3 people
- ❖ Have an alternate plan in case of unforeseen circumstances. eg. flash flooding, track closures, bushfire warnings, extreme heat & transport changes etc.
- ❖ Choose areas and a walk grade that is within your capabilities as an Activity Organiser.
- ❖ Clearly describe potential hazards to all intending participants and exclude any participant who in the activity organiser's judgement may have difficulty completing the planned activity.
- ❖ Size the participant numbers in line with the grading and terrain to ensure the group is manageable for the organiser.
- ❖ For remote areas with no phone coverage, leave comprehensive details of the activity with a reliable person including instructions on what to do if you do not return at the expected time.
- ❖ A few days prior to the trip check transport details, expected weather conditions, bushfire warnings, park and track closures etc.
- ❖ Familiarise yourself with the current club public health guidelines (eg COVID-19) which are available on our website homepage.

PRIOR TO THE START OF AND DURING THE ACTIVITY

- ❖ It is a requirement that a Risk Waiver and Trip Report be filled in for each activity. Ensure all participants details are on the Risk Waiver form. For visitors, include their name and address.
- ❖ Visitors are not allowed on overnight or multi-day activities.
- ❖ If a child is on the activity you must familiarise yourself with the Child Protection Policy and the specific children's form, both of which are on the Forms & Information page of our website.
- ❖ In the event of an incident/accident occurring on a club activity, the Post Trip Incident Report section of the Trip Report should be completed by the activity



organiser with witness details, and forwarded to the Club Secretary for attention as soon as practicable after the incident/accident.

- ❖ Ensure a map, compass, first aid kit, mobile phone and any other appropriate equipment (eg a smartphone GPS App) are brought on the activity. This may include a PLB and GPS which are available to borrow from the club.
- ❖ Hold an introductory circle prior to setting out and advise details of the activity 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 activity organiser 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.
- ❖ Inform the group if a PLB is being carried and where it is located.
- ❖ Ensure everyone has adequate food & water. In hotter conditions carry 2 litres or more.
- ❖ 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.
- ❖ 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.
- ❖ Have regular drink and rest breaks and allow participants to regroup.
- ❖ Manage the group & monitor any unexpected hazards. Ensure everyone is comfortable with the pace and conditions. Remember it is easier for fast participants to slow down rather than slow participants to speed up.

AT THE END OF THE ACTIVITY

- ❖ Ensure that all participants have arrived at the finishing point.
- ❖ Ensure all cars start, especially in remote areas, before all participants leave.
- ❖ Forward the completed Risk Waiver & Trip Report, including details of any incidents/accidents to the Club Secretary.

Organising a Bike or Cycling Activity

REFER TO THE CYCLING AND KAYAKING PAGES OF THE CLUB WEBSITE