

# Walk Leader checklist



## Initial planning

- Setting the program – this should be set six months in advance and a copy sent to your local NSW Sport and Recreation office at least one month prior to program commencement in order for printing to be completed.
- Preliminary walk conducted – ensure you have up-to-date knowledge of the walk.
- Establish a cancellation procedure – understand the steps to take if you have to cancel the walk for any reason.

## On the day of the walk

### Before the walk:

- Check the weather conditions and decide if the walk will go ahead as planned
- Follow the club's cancellation procedure if you have to cancel the walk. This may be that the walkers phone the Walk Leader at a certain time or an announcement on the local radio is made
- Check that walkers wear appropriate clothing, footwear, a hat, sunglasses and sunscreen
- Develop a Walk Leader's pack to take with you. This pack may include copies of registration forms, a first aid kit, cancellation procedures, safety and emergency procedures, a route map, a mobile phone or coins for a payphone, camera, attendance sheet and pen.

### At the start of the walk:

- Welcome the walkers and introduce new walkers to the group
- Introduce yourself and the other Walk Leaders to the group
- Ask everyone to sign the Attendance sheet
- Ask new walkers to complete the Walker registration form
- Check that all walkers have appropriate clothing, footwear, water and sun protection
- Ask the group if there are any new injuries or health conditions that you should be aware of
- If a walker is unwell they should not walk. Ask them to come to another walk when they are fully recovered
- Check you have the first aid kit
- Read out the safety and emergency procedures
- Explain the route to the participants, including rest stops, facilities and hazards
- Conduct a warm up session
- Count the participants.

For more information call

**13 13 02**

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## On the walk:

- Watch out for hazards, particularly those that are unexpected, and inform other walkers
- If the route crosses a busy street, make sure all walkers understand how to cross safely
- If there is an accident or injury, keep participants calm and follow the emergency procedures
- Ensure that the pace you set is acceptable to all members
- Allow for water breaks or rest stops
- Remind walkers to stay together and always have a leader at the front and back of the group
- During long walks, participant numbers should be checked to ensure no one is missing.

## At the end of the walk:

- Count all participants
- Conduct a cool down session
- If any injuries occur during the walk, complete an Incident and Witness report forms take photos and send these to NSW Sport and Recreation
- Collect any Walker registration forms and Attendance sheets and send to NSW Sport and Recreation.

## Substitute Walk Leaders

- All Walk Leaders must have read the Walk Leader's training manual and signed the training declaration before taking the walk.
- If you are unable to lead a walk, try and arrange a Substitute Walk Leader to fill your role. Make sure that this person is a trained Walk Leader, not just a fill in.
- On each walk there should be a minimum of two Walk Leaders. The first Walk Leader leads and organises the walk. The second Walk Leader is responsible for staying at the back of the group and ensuring the participants are kept between both leaders.

**Please note:** Substitute Walk Leaders must be registered with NSW Sport and Recreation. In the absence of a registered, qualified Walk Leader the group must not embark on the Walking for Pleasure walk.

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