

# Walk Coordinator checklist



The Walk Coordinator is responsible for the administration of the Walking for Pleasure (WFP) club. They may also be a Walk Leader and they are usually the first point of contact for the club.

## Responsibilities

- Serves as a contact for the walking club
- Sets the program – Walk Leaders provide details to the Walk Coordinator who coordinates and sets the program. The program should be set at least six months in advance and a copy sent to your local Sport and Recreation office at least one month prior to program commencement in order for printing to be completed.
- Sends all relevant paper work to Sport and Recreation:
  1. Club registration – annually
  2. Walk Leader/Substitute leader registrations – annually
  3. Walker registrations – annually
  4. Incident and witness reports – when required
  5. Attendance sheets – each month.

**Please note** – registrations are based on the financial year, not a calendar year and are valid from 1 July through to 30 June of the following year. Walking Clubs will be sent an annual reminder when it is time to register.

- Provides information to all walk leaders and club members
- Answers phone enquires from interested walkers
- Distributes walk programs.

The Walk Coordinator also establishes club procedures in conjunction with Walk Leaders and club members, and makes sure all members are aware of them. These procedures may include:

1. Cancellation procedures
2. Emergency procedures
3. Club rules and expectations.