



*ACT Walking for Pleasure Inc.*

## **RESPONSIBILITIES AND GUIDANCE FOR THE AWAY TRIPS ORGANISER**

The Away Trips Organiser is a volunteer of ACT Walking for Pleasure Inc. (WFP).

### **Background:**

An event, if it utilises some or all of the following, should be regarded as being under the umbrella of WFP and be eligible for coverage under WFP's Public Liability Insurance policy:

- WFP's name
- WFP's equipment (including first aid kit, PLB – Personal Locator Beacon)
- Disclaimer

The event must be listed in *The Capital Wanderer*. If there are limitations on the number of participants, in the interest of fairness and transparency, the list should be filled on a first-come-first-served basis, with the exception of the Organisers.

When organising "Away Trips" the following may be claimed by the Organiser:

- Cost of petrol Canberra/destination/suss-out/destination/Canberra
- One "free" seat on a bus
- Incidentals, e.g. fruit, morning tea, "prizes", printing of itinerary etc.

Accommodation costs etc. are **not** claimed.

### **Primary duties and responsibilities:**

- Organise Away Trips in accordance with WFP's guidelines including, in particular, the safety of participants and an indication of the nature and length of walks to be undertaken
- Maximise achievement of Rule 2.1[D] of WFP - "to encourage ... social interaction"
- Maximise the cost-effectiveness of the Trip for participants
- Effectively publicise the nature of, and what is covered by, the cost of the Trip, and how to secure a place on the Trip
- Manage EFT payments to Organiser's account, then transfer to ACT WFP Treasurer
- Ensure participants sign WFP disclaimer at start of journey
- Ensure that first aid equipment, PLB, etc. are available in the interests of safety for those attending

### **Knowledge and skills required:**

- Good communication skills
- Good organisational skills
- A desire to encourage social interaction and enjoyment among members of WFP so that their walking may be for Pleasure!

### **Estimated time commitment required:**

Varies considerably, bearing in mind that a suss-out to destination is almost always necessary. Also understanding that sometimes venues, accommodation, itinerary etc fall into place easily, at other times that's not the case. However, nothing is too onerous when working for our appreciative members!

This information is correct as at September 2018.