



ACT Walking for Pleasure Inc.

RESPONSIBILITIES AND GUIDANCE FOR WALK COORDINATORS

It is the responsibility of walk coordinators to be in attendance and supervise their weekly walk or to organise for a member to be there in their place and undertake the duties listed below. It is also the responsibility of walk coordinators to put together the 4 season (summer, autumn, winter and spring) programs for the day for which they are coordinator.

WEEKLY WALKS

Arrive at least 20-30 minutes before the start time. If you are not sure of the meeting place, do a recce beforehand. If you are not able to attend, arrange replacement by another co-coordinator, committee member or other responsible volunteer. Arrange for the 'box' to be handed over before the walk start.

Before the walk

- Ensure all walkers sign the attendance/disclaimer sheet and introduce yourself to any new walkers
- Welcome everyone, include specific mention for new walkers
- Check that all have signed the attendance/disclaimer sheet
- Ask for volunteers to carry First Aid kit
- Ask for a tail ender and supply a whistle for them to use for communication with the front of the group
- Make announcements as requested by committee members and ask if there are any other announcements
- Mention the next week's walk
- Hand over to walk leader and make sure the coffee venue is announced

New walkers

- Encourage prospective members to join via the website. New or replacement badges can now also be ordered directly from the badge maker via the website
- New members receive the current Capital Wanderer in the format/s they choose. You should have some spare hard copies to provide as well and a New Walkers handout. For interested walkers who have not yet joined, there is an outline of the program for the next four weeks walks on the website, and they can request the current/next week's program. The Capital Wanderer is to be provided to financial members only.

The First Aid kit must be maintained and is taken on all walks. If there are any falls or other incidents during a walk, you should complete an Incident Report Form and submit to the Vice President as soon as possible after the walk.

Walk statistics are collated on the template supplied by Vice President and submitted to the same as soon as possible after the end of each season program.

WALK PROGRAMS

Walks follow an alternated North, South, Other location pattern to ensure an even spread of locations each week. This is a guide only and each program will depend on the walks volunteered. As it can take some time to fill the program, it's a good idea to start asking for walks in the first month of the preceding season e.g. during March start to collect walks for the winter program.

The program should be entered on to the template provided by the Editor and submitted by the end of January (for the winter program), April (for autumn program), July (for spring) and October (For Summer).

LIAISON WITH THE WFP COMMITTEE

Committee members and relevant contact details are on the back page of the Capital Wanderer. Templates mentioned above are sent to coordinators. The Vice President is the liaison between the committee and walk coordinators, although you may wish to discuss matters with any committee member during a walk. Contact the Treasurer for reimbursement of any out of pocket expenses. This information is correct as at September 2018.