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## INFORMATION FOR LEADERS

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A bushwalking club can only carry on through the goodwill of its volunteer leaders.

The last thing that the *Springwood Bushwalking Club* wants to do is encumber leaders with rules and regulations. However, there are many things to be considered if the Club is going to run smoothly - and if the leader is to have a trouble-free time in the outdoors. Nowadays, a large and growing club such as ours cannot afford to operate on a completely informal and casual approach. As a legally constituted organisation, with obligations to manage risk for insurance purposes, we are required to manage ourselves in a competent manner.

The Club is tackling this in a number of ways. One way has been to tighten up membership entry.

Prospective members are required to attend an induction session, regardless of prior experience. This provides an opportunity for at least one member of the committee to meet the prospective member, and for the prospective member to learn about the Club and its expectations of members. Most importantly, it provides an opportunity to remove the expectation by some new members that leaders are there to provide a service as if the Club were a commercial operator. Prospective Members are encouraged to become helpful, supportive team members rather than a burden on leaders.

Other things the Club has done are to develop a training policy, adopt various risk management and recording procedures recommended to us on the basis of legal advice by *Bushwalking NSW*. The Club also wants to assist you, the leader. You are encouraged to improve your skills by attending training courses or seeking advice.

If you are a new leader perhaps you'd like to have a 'mentor' along on your first trip as a leader. Contact the *Activities Secretary* or the *Training Officer* to discuss this.

And whether you're new or you've been around for decades, we'd like you to study the following pages. It is not a comprehensive operations manual, nor a guide to practical skills - but you will probably find something to help you become an even better leader for the Club.

The document provides:

- A checklist for leaders for planning and undertaking their activities,
- A summary of relevant Club rules, and
- Advice on legal and other issues.

It is intended to assist current leaders, and to provide a tool for training aspiring leaders, and should be lead in conjunction with other SBC documents, including:

- *Information for Members,*
- *Information for Prospective Members,*
- *Booking an Activity,*
- *Participating in an Activity,*
- *Activity Gradings and Party Sizes,*
- *Responsible Bushwalking,*
- *First Aid,*
- *Risk Management,*
- *Emergencies,*

- *Incident Response Guidelines*, and
- *Incident Report Form*.

## LEADERS CHECKLIST

### Planning the Activity:

- Be clear about the objectives of the activity. There will probably be several, including having a pleasant, relaxing time; experiencing a quiet bush setting; training or encouraging inexperienced members; exploring some new ground; or tackling some difficult terrain. A key objective should be to get everyone home in one piece!
- Consider the activity type – “*Normal*”, “*Short Notice*”, or “*Expression of Interest*”, etc . For more information see the SBC document – *Activity Definitions*.
- Identify the risks associated with the activity, and consider whether the risks are acceptable in view of the activity’s objectives and the club’s rules.
- Check that the area / track is currently open. Check road conditions for cycling. See <http://www.environment.nsw.gov.au/NationalParks/FireClosure.aspx>  
For information about hazard reduction burns see <http://www.rfs.nsw.gov.au>
- Set a grading and group size for the activity in accordance with SBC By-Laws. See the SBC document – *Activity Gradings & Party Sizes*. If uncertain about the grading or party size, discuss it with the *Activities Secretary*.
- List the activity on the *Activities Program* using the Club website. Provide enough detail for a potential participant to understand your activity, and in the unlikely occurrence of an emergency, for a searcher to make a reasonable appraisal of your intended route.
- All proposed activities are reviewed by the Club Committee before they can proceed.

### Preparing for the Activity:

- Are you competent to lead all parts of the proposed activity? If you have concerns, think about inviting a more experienced member to help with navigation and/or as a co-leader or mentor.
- Do you have First Aid skills? If not, it is wise to see that someone else in your party does.
- Think through the possible emergency situations that might arise during the activity (adverse weather, bushfire, flooding, injury, slow person, person separated, etc) and consider your response to those situations (getting help, escape routes, First Aid requirements, etc). For more information see the SBC document – *Risk Management*.
- Identify extra equipment that you might carry, as the leader - such as extra First Aid equipment, navigation aids, whistle, PLB, handline, spare thermals, spare snacks, etc.

### Booking Process:

- Most Members wishing to participate in your activity will book on-line. This process will result in you receiving an email saying that this member would like to join your activity. You should respond as soon as practicable advising that they are confirmed on the activity or placed on a waiting list.
- You may wish to ask Prospective Members about their fitness level, past experience, clothing and equipment.
- If people book into your activity by direct contact with you, by phone, or by direct email, you should add these bookings to the *Activity Sign-Up* form on the SBC website. This means that the Committee will have all necessary details about your activity and party in the case of an emergency. If you maintain the participant list manually on the *Activity*

*Sign-Up* form, leave a copy of the form with a “responsible adult”, and please advise this person when you have returned from the activity.

- Stick by the advertised party-size limit - if there are too many applicants, compile a waiting list in case of drop-outs.
- Make sure each applicant is a paid-up member, paid-up prospective, or Life Member. You can check this on the Member list on the SBC website.
- As required by club rules, ensure that at least 50% of participants are full members.
- If special skills are required (such as abseiling or swimming), satisfy yourself that each person is competent - once again, do not accept someone if you have serious doubts.
- If you are concerned about an applicant’s ability, make inquiries - do not accept someone if you have serious doubts. Club rules give leaders the right to refuse aspiring participants.
- In the rare occurrence that you are not prepared to accept a person into your activity, you should tactfully explain why by phone or email.
- Make sure you have the participant’s mobile number, and they have yours, so that you can make contact in case of unexpected delays or last minute cancellations prior to commencing the activity.

### **Confirming details with Participants:**

Subject to the required minimum number of three club members to undertake the activity, advise each participant by email:

- The description of the activity and its location (as per the program)
- The name and contact details of the leader (as per the program)
- If relevant, the name and contact details of the leader’s “responsible adult” (a reliable person not participating in the activity)
- If relevant, any special or safety equipment the party will be carrying (eg PLB)
- Indication of the time when the activity should have been safely completed
- Indication of when an emergency “call-out” should occur (usually this is the next morning for day walks, and at least 24 hours after the expected contact time for multi-day activities)
- Details of the SBC *Emergency Contact Officers* (listed on Club website and on the back page of the newsletter), with instructions for the participant’s “responsible adult” to contact a committee member if the leader or others on the activity cannot be contacted at the emergency “call-out” time.
- Meeting time and location
- Transport arrangements (such as car pooling)
- The intended route, and any relevant details such as proposed parking location for the start of the activity, (and parking location for the finish if different), proposed campsites, etc – *this information is critical in the case of a search and rescue mission and **must be provided** for all “hard”, “very hard”, “exploratory”, and multi-day activities*
- Any particular things that might be risky, or you think might be seen as risky by the applicant, such as use of roads with busy traffic,
- Food and water requirements,
- Special clothing or equipment requirements (such as harness, helmet and descending gear for abseiling, wetsuit for swimming, etc).
- The arrangements for any last-minute cancellations or changes due to inclement weather, bushfires, etc. (eg *leader will SMS your mobile by 7am in the case of cancellation or postponement of the activity*)
- Remind prospective members to bring their *Prospective Member Record* form along on the day.

Request participants:

- To provide you with their mobile phone number for contact in the event of last minute cancellations or changes.
- To advise you of any known medical conditions that may affect their performance on the activity.
- To call or SMS your mobile on the morning of the activity in the event of last minute inability to come, or running late.
- Forward details of the walk to a responsible adult

It is often easy to send a single email with all details to all participants and the responsible adult after a reasonable time for booking has closed.

### **Risk Management Procedures:**

If the location of the activity is changed immediately prior to or during the activity the leader should, if possible, inform two members of the committee who can and will update the activity details using the club web site. This will automatically inform other committee members of the walk change. This may be done by SMS

If you are taking people on the activity that have not been entered via the Club website, leave a copy of the *Activity Sign-up* form and a detailed copy of the route and emergency contact details with the responsible adult. This list may prove to be crucial if there is a significant delay or emergency. If there is an emergency or delay it is useful to have a copy of the sign on form and a charged mobile phone with the party.

### **At the start of the Activity:**

- If concerned about the weather or other adverse factors, don't hesitate to cancel or alter the walk.
- Cancel the activity if extreme bushfire danger conditions have been declared, or if bans have been placed on entry by NPWS or other land managers.
- If you change the route of the activity, two Committee members must be advised in advance, preferably by email or SMS.
- Brief the group:
  - Introduce yourself, and have each person briefly introduce themselves,
  - Ensure that everyone has signed the *Activity Sign-Up* form. Mark *No Show* or *Cancelled* on the waiver form against relevant names. Do not leave any blanks. This information is used to report to insurance companies and for any activity competitions the club may have running.
  - Outline your plans for the activity, including your intentions for stops, for morning tea, lunch, special features, etc.,
  - Remind everyone about the things to be encountered that involve risk (real or perceived), and tell them how those things will be dealt with. Make sure the risks are listed on the *Activity Sign-Up* form.
  - Verbally check that each person has appropriate warm clothing, food, drinking water and equipment, especially any specialised equipment required for the activity.
  - Explain how you want to manage the party: for example, your expectations about keeping together, your expectation that each person will look after the person behind him, appointment of tail-end Charlie, etc.
  - Cyclists using busy roads should be instructed to spread out and maintain single file.
  - Ask Prospective Members to produce their *Prospective Member's Record* form, and check that the 'Date Fees Paid' section has been completed and initialled.
  - Pay special attention to prospective members and visitors.

- Turn away any person:
  - Who turns up without prior booking,
  - Who, in your judgment, is unfit or inadequately equipped, or may be a risk to themselves or other party members
  - Who refuses to sign the *Activity Sign-Up* form.
- If anyone has last minute second thoughts about doing the walk or ride, do not pressure them to proceed - consider making arrangements for them to drop out.
- Identify someone who can take over the leadership if you are incapacitated during the walk.

### **During the Activity:**

- Ensure that ethical standards are maintained.
  - For more information see the following SBC documents – *Responsible Bushwalking*, *Responsible Abseiling*, *Responsible Canyoning*, *Responsible Camping* and *Responsible Cycling*.
- Keep the party together. Check with head-counts. Allow faster members to go on ahead only if clear instructions have been given about waiting points and whistle signals. (Three blasts means trouble or return to the leader).
- Facilitate social interaction between members of the party, particularly during morning tea and lunch breaks.
- Pay particular attention to ensure safety, progress and opportunity to socialise for Prospective Members, visitors, and the less experienced.
- Draw each person's attention to hazards along the way, and provide help where appropriate. Ask other party members to do the same for others
- Avoid taking any risks that the participants were not forewarned about.
- Avoid pressuring anyone into doing anything they don't want to.
- Keep watch for any unexpected risks that may arise from environmental factors; equipment and clothing factors; and people factors.
- If an adverse situation arises (accident, lost person or group, slow person, hypothermic person, overdue, etc), deal with it sooner rather than later - to delay may worsen the situation.
- In case of emergency or other problem, don't be afraid to ask for help from any member of the party or to ask for more experienced participants to help or take charge.
- If search or rescue is required, your first responsibility is to contact the police (call 000).
- Also contact a Committee member so that the *Bushwalkers Wilderness Rescue Squad* can be notified. (BWRS contact information: Phone 132 222 - Ask for pager number 6277 321 - Leave a brief message including a return phone number - One of the BWRS people will phone back).
- If medical assistance is required contact the Ambulance service (call 000).
- Carry all emergency phone numbers in your wallet or pack. Keep a copy of the waiver form with you as it has many emergency numbers
- If there is a significant accident or other mishap, as soon as possible write down details and if possible make a photographic record of what happened, and encourage other party members to do likewise. Fill out the *Incident Report* form, get it witnessed and send to the activities secretary or committee member.
- Ensure that the group carries out all their rubbish, and where possible rubbish generated by others!

## After the Activity:

- Check that all participants complete the walk and all cars get safely back to a main road.
- Check whether the group to wish to meet at a café or pub to 'debrief'.
- Remind participants:
  - To help avoid the spread of phytophthora (die back) by scrubbing the soil from the soles of their footwear (in a sewered drain), and
  - To pay any travel expense contributions and / or rope fees.
- If a Prospective Member was on the walk, sign their *Prospective Member Record* form.
- If someone has been injured to the point of needing medical attention, advise them about the requirement to make an accident insurance claim within 30 days. A committee member should be contacted for further details.
- Report accidents and other potentially serious incidents to the committee as soon as possible.
- In the case of a significant injury, illness, death, or damage to property, an *Incident Report* should be prepared by the activity leader, or by the leader's nominee. The report should be completed as soon as possible after the incident and forwarded to the SBC Activities Officer. Any incident referred by a Club member to our insurers (which must take place within four weeks of its occurrence) must have an *Incident Report* prepared. For guidelines on the preparation of an Incident Report see the SBC documents – *Insurance*, *Incident Response Guidelines*, and *Incident Report Form*.
- Report any matter requiring maintenance to the relevant land manager (NPWS, BMCC, etc).
- Send your completed *Activity Sign-Up* to the *Activities Secretary* within 30 days by scanning & email, mail (PO Box, 126 Springwood NSW 2777), or by hand.
- Finally, if something occurred which is troubling you, don't hesitate to contact a committee member or other senior member of the Club to discuss it.

## CLUB RULES LEADERS SHOULD KNOW ABOUT

The Club doesn't have many rules, but it's important that as a leader you understand some of them. The key matters are outlined below. If you want to see the details, see the SBC *Constitution* and *By-Laws* and the broad range of explanatory documents on the website.

Remember that when we talk of an 'activity', we are talking about any outdoor pursuits, including 'bushwalking'. If an activity doesn't fall within the Club's rules, and is not approved in advance by the Committee, you and the other participants may not be covered by the insurance policy if anything goes wrong.

### How must the Activity be Advertised?

All activities must be listed on the *Activities Program* which is published in the *Newsletter* and included on the SBC website, except as follows:

- A walk may be organised at "Short Notice", or altered from what's on the program, providing it is approved by the Committee, and is listed in the *Activities Program* on the website. Generally all members will be notified in advance of any *Short Notice* activities by email.
- If a walk is a reconnaissance for a future walk it need not be advertised, but details must be provided in advance and approved by two Committee members.

Activities which are not covered by insurance such as horse-riding, using motorised equipment, parachuting or skydiving must be clearly indicated on the program. See the SBC document – *Insurance*. If you have any doubts about this, discuss it with the *Activities Secretary*.

### Activity Definitions

In addition to the "normal" activities listed in the SBC Activities Program, there are five other categories of activity – "short notice", "other organisation", "combined", "expression of interest", and "social". Leaders should ensure that their activities are correctly defined in the Activities Program. For more information see the SBC document – *Activities Definitions*.

### Activity Gradings and Party Size Limits

The SBC has adopted an activities grading system, and party size limits based on NPWS regulations, quality of experience objectives, and party management considerations. Leaders should ensure that their activity is correctly graded and has an appropriate party size. These limits are for the maximum party size.

For more information see the SBC document – *Activity Gradings and Party Size Limits*.

A leader is at liberty to adopt a lower limit if he thinks a particular walk demands it for reasons of party management or practical considerations, such as limited camping sites. For example, a lower limit should be chosen if a riding group is going to be using significant lengths of heavily trafficked roads. However, the Club would frown on the adoption of a lower limit if it were really designed to make the walk 'exclusive' and preclude a broader membership from attending.

Note that in accordance with our Constitution there is a required minimum of three members of the club for any activity.

## Who can go on an Activity?

- There must be at least three people in the party – (Note: a PLB cannot be used as a substitute for one member of the party.)
- The leader must be a paid-up member.
- Each participant must be a club member. This includes paid-up members and paid-up prospective members, as well as invited visitors who have signed the waiver form and have attended no more than two walks in the past year and is either:
  - a child or genuine friend of a member also attending the walk, and/or
  - a person invited by the leader because of his or her special skills.
- At least half the participants (including the leader) must be either a member (not prospective member) of the Club or of other clubs affiliated with *Bushwalking NSW*.
- For a party of three people, all must be either a member (not prospective member) of the Club or of other clubs affiliated with *Bushwalking NSW*.
- Every member of the party or their legally recognized parent or guardian must sign on the activity form before participating.

If you are leading a walk around late August or September, remember that people become unfinancial if they haven't renewed within 6 weeks of the end of June. If in doubt as to someone's status, check the waiver form or with the *Membership Secretary* or *Treasurer*.

## Prospective Members

Someone new to the club must become a paid-up Prospective Member before going on a walk. Prospective Members are not necessarily inexperienced - they are just new to the Club. However, as a leader you need to pay close attention to their needs. The process that they have to undergo (Induction Course and three activities) is a familiarising and socialising one, rather than a comprehensive training program or proficiency test. The aim is to help the newcomer integrate into the Club.

The Club is too large for leaders to be familiar with all the Members, let alone Prospective Members. Hence, each Prospective Member is issued with a *Prospective Member Record* form that serves as a record of the Induction Course and three activities that must be undertaken to qualify for full Membership. It also has a '*Date Fees Paid*' section that provides evidence that the person is paid up. If a Prospective Member attends one of your walks, please remember to ask for and sign their form as evidence that they attended your walk.



## LEGAL ISSUES

As a leader you have a responsibility to take due care of your party. Under common law, you are expected to maintain the standard of care of a reasonable or prudent leader.

If a person suffers damages or injury as a result of an action you shouldn't have taken (or lack of an action you should have taken), and those damages or injury would have been '*reasonably foreseeable*' to a '*reasonable person*', you may be found negligent. That could mean having to pay damages.

The fact that you are a volunteer does not affect your duty of care. While participants must accept the inherent risks associated with bushwalking and other outdoor activities, we cannot escape the duty of care as long as we have new members, or participants who are relatively inexperienced in what they are undertaking. Even if all participants are highly experienced, if something goes wrong - a belay fails for instance - someone could well be held responsible.

But the good news is you are very unlikely ever to find yourself in court if you:

- are thoughtful and aware,
- only undertake things within your competence, and
- follow the advice in these notes and generally follow other club guidelines. Club documentation is based on what are agreed to be best practices, at time of writing, by the club's most active and experienced leaders and participants. They are guidelines and cannot apply in every circumstance, hence the need for sound judgement and consideration of multiple factors or risks. Where circumstances allow, party consultation and consensus is appropriate.

Leaders and those providing First Aid who act responsibly and in good faith are provided with legal protection through the *Civil Liability Amendment (Personal Responsibility) Act 2002*.

### Insurance

*Bushwalking Australia* operates a National Insurance Scheme providing Public Liability, Personal Accident and Associations Liability Insurance cover. Members of the *Springwood Bushwalking Club* are covered by these policies through SBC's affiliation with *Bushwalking NSW*.

There are three forms of insurance cover - Personal Accident, Public Liability, and Associations Liability.

The Personal Accident and Public Liability policies cover the following club related activities:

- bushwalking,
- recreational walking,
- walking,
- track / hut construction and maintenance,
- canyoning / liloing,
- alpine walking (summer & winter),
- canoeing / kyaking,
- boating / rafting,
- swimming,
- cycling,
- rock scurrying and use of hand held ropes and safety belay equipment as part of a bushwalk,
- snow skiing,

- abseiling,
- caving,
- orienteering / rogaining,
- leader training and other related instructions,
- rescue training activities,
- voluntary work for various charities and not for profit organisations, and
- for Property Owners / Occupiers, the provision of canteen, social and sporting clubs, first aid and any other occupation incidental thereto.

Cover may not be provided for activities not listed above.

As there is a time limit of 30 days for submission of claims, if you think that an incident may give rise to a claim the potential claimant should be advised of the situation and the matter discussed immediately after the walk with a Committee member.

For more information see the SBC document – *Insurance*.

### **Crime Scenes**

It is possible, particularly when you are on an off-track walk, that you may come across a crime scene such as a deceased person, bones, dumped vehicles, or illegal plants. All bushwalkers, and in particular leaders, should be aware of some simple guidelines to fulfil their legal obligations:

- do as little as possible, and avoid touching anything, however a photographic record of the site may be useful for the police,
- as soon as possible inform the Police of the location (preferably Lat. / Long) - (call 000)
- Avoid contact with the media. Remember, the media don't like silence. If you are put on "the spot" the safest thing to say is "no comment". Sometimes you may be guided by the Police in what can be said.

Fines can apply when evidence has been tampered with.

## OTHER ISSUES FOR LEADERS

### The Activity Sign-Up Form

The SBC **Activity Sign-Up Form** (often referred to as the “Waiver” form) and the electronic database associated with it fulfills a number of important roles:

- It provides the waiver that must be signed by all participants before participating in a Club activity as required by our insurers,
- It is a management tool for leaders, such as organizing and contacting participants, and making suitable arrangements if the activity is over-subscribed,
- It is used by the committee in the case of an incident such as an accident, medical emergency, or missing participant or group, and
- It provides statistical records for the club, including data relating to some of the Club awards.

Leaders must ensure that an **Activity Sign-Up Form** signed by all participants is forwarded to the Activities Secretary as soon as possible after the completion of the activity. It is important that this accurately lists participants. Any “no-shows” listed on the form should be struck through to indicate non-participation.

### Protocols for Multi-Day Activities

Multi-day activities where the leader/s and group participate in a single approved activity that runs over multiple days are managed in a similar way to day activities.

However special protocols have been developed by the Committee in relation to those multi-day activities (such as car camping, staying in ski lodges etc.) where day walks or other significant sub-activities are conducted which may be led by other leaders. These day activities conducted within the umbrella of multi-day activity are often organised spontaneously, and the prior approval of two committee members (as required for most Club activities) is impractical. Therefore the Committee has decided to grant delegated authority to the overall activity leader to approve (or not approve) all such day activities.

For the reasons listed above, it is essential that accurate records of all such day activities are provided to the Activities Secretary.

It is recommended that the overall leader takes a number of blank **Activity Sign-Up Forms** and uses them for those booking into day walks. It is the responsibility of the overall leader to ensure that the completed forms are submitted to the Activities Secretary.

Activities that require a separate **Activity-Sign Up Form** to be submitted are those significant activities that involve a sub-group of those at the campsite or lodge and/or a different leader.

The rules relating to such activities should be similar to normal program activities:

- The activity should be made available to all possible participants at least the day beforehand.
- The leader and route should be identified.
- A grading and party size limit should be nominated.
- It must involve at least three participants.

It is difficult to precisely define what constitutes a “significant activity”, however as a general guide it should involve at least a half-day of activity. Generally it would be one continuous walk, but it may comprise a bundle of short walks.

An accurate list of participants in these activities should be kept at the campsite or lodge.

It is not necessary to manage very short walks, lunches, shopping trips, or activities organized ~~spontaneously (such as walking to a ridge to view sunset) in such a strict fashion, because they~~

are covered by overall **Activity Sign-Up Form**. However this does not remove the obligation for the overall leader to maintain some form of register of people leaving the lodge or campsite.

Leaders of day walks are reminded that the overall leader of the multi-day activity has overall responsibility and authority throughout the event. Day walks or other sub-activities should not be placed on the program and should not proceed without the prior approval of the overall leader.

## **Ethical Practices**

In keeping with the conservation objectives of the Club, we should all adopt ethical practices to do with the conservation of flora, fauna, rock formations, water quality and archaeological sites. We should also behave with regard for the quality of experience of other people and groups.

Appropriate practices are detailed in the *Bushwalker's Code of Ethics* which is available on the *Bushwalking NSW* website.

For more information see the following SBC documents:

- *Responsible Bushwalking*
- *Responsible Cycling*
- *Responsible Camping*
- *Responsible Abseiling*
- *Responsible Canyoning*
- *Responsible Cycling*

## **Electronic Devices**

Reliance on phones, radios, PLB's and GPSs seems to contradict the traditional bushwalking ethos, which emphasises self-reliance and wilderness values. On the other hand there is growing community expectation (with legal implications) that outdoor recreationists will carry phones or other communication devices. The Club's position on the matter is as follows:

- Mobile phones, PLBs and GPSs should not be regarded as a substitute for sound navigation, bushcraft and First Aid skills.
- Every walk should be planned on the assumption that electronic devices may fail.
- No recommendation is made on the carrying of mobile phones, but bear in mind that a fully charged, regularly checked, mobile phone and activity sign on form with emergency contacts will likely be useful at some stage in an emergency – especially to send and receive SMS. All electronic gear should remain on silent, vibrate only, or switched off except in an emergency.
- It is Club policy that leaders (or a member of the party) carry a PLB on all activities graded hard, very hard, exploratory, multiday and exploratory activities, and all activities that have an increased element of risk such as abseiling, remote locations, water activities or poor weather. The Club owns a number of PLBs that are available to leaders. Police stations have these available free of charge. Katoomba police can refer you to other locations (such as the tourist info at Echo Point) that also loan out PLB's.

See the SBC Document – *Guidelines for Using PLBs*

## **Children Participating in Activities**

A child (other than a Junior Member) must be in the care of a member who is either a parent or legal guardian. If this is not the case, the child must be in the care of an Ordinary or Life Member who has signed the *Child Protection (Prohibited Employment) Act (1988) Declaration* to indicate their responsibility for the child's safety. If a parent or legal guardian Member is not participating in the same activity, there should be at least two adult Members participating.

The *Activity Sign-Up* form should be signed by the Member responsible for the child.

## Training

The best way to train is to participate in lots of activities, but all leaders should look to ways of brushing up their skills. For instance, you might try the following books, all held by the Club's librarian:

- Brown, Ian; *Paddy Pallin's Bushwalking and Camping*, Paddy Pallin, 1996.
- Victorian Bushwalking and Mountaineering Training Advisory Board; *Bushwalking and Mountaineering Leadership*, Sport and Recreation Victoria, 1994.
- Phillips, R., et al; *Rogaining - Cross Country Navigation*, International Rogaining Association, 2000.

You are also encouraged to undertake practical training in the following areas, depending on the sorts of walks you are leading:

- Navigation
- Abseiling
- First Aid
- Remote Area First Aid
- Search & Rescue

The Club runs or organises training courses from time to time that are advertised in the walks program. Courses are also organised through *Bushwalking NSW*. These are advertised in their magazine *The Bushwalker*.

Subsidies may be provided by the Club for courses run by external organisations.

## Search and Rescue Accreditation

If you wish to be part of bushwalker search teams you must attend the weekend courses which are run by *Bushwalker's Wilderness Rescue* twice each year - watch out for dates in *The Bushwalker*.

## Leading Abseil and Canyoning Activities

Leaders taking abseiling and canyoning trips are expected to have comprehensive skills in these areas including self-rescue techniques. Courses in these skills may be run by the Club from time to time, and are available from private operators. The Club may subsidise the cost of such courses.

## Leading cycling activities

As cycling conditions may vary from off-road on tracks using mountain bikes, to quiet roads, or to busier roads with faster continuous traffic and no significant separation between vehicles and riders, leaders should be aware of the different skills required of riders. They should be satisfied with the confidence and competence of all of the riders particularly for exposure to busier traffic, as the consequences of either the rider or motorists making a mistake may be much more serious.