



Strzelecki Bushwalking Club Inc.

Guide For Club Leaders

Fifth edition June 2015

Introduction

This guide is intended to inform leaders of the club's requirements and to share some experience from other leaders to help you run successful walks.

Leadership is a large topic and there are many books on the subject. The excellent Handbook of the Bushwalking and Mountaincraft Training Advisory Board, "Bushwalking and Ski Touring Leadership" is strongly recommended. There are several copies in the club library.

Becoming a Leader

If you are interested in leading trips with the club please discuss this with the Walks Secretary or another experienced leader. There may be areas of your knowledge or skills you would like to improve before leading a trip. They will be happy to help you. We have a mentor system to assist new leaders and training activities are offered to members from time to time. Otherwise there is no formal process; the Walks Secretary puts your name up to the committee and if accepted you're an SBWC leader.

Safety and Risk Assessment

The main issues that you need to consider are listed here:

Vehicle accident - road safety, driver fatigue

Getting Lost - one person or whole party overdue

Extreme Climatic Conditions - Hypothermia or heatstroke

Bushfire

Difficult Terrain or Activities e.g. arduous or very steep ground. (injury or fatigue)

Participant requiring First Aid

Flooded Rivers, ocean tides (drowning or swept off rocks)

Medical Emergency - asthma, heart condition, diabetes

It is not possible to list all the issues. The leader must consider what other hazards may exist when planning the trip and how to control the risk. For example, people have been killed by falling trees. A short discussion with another club leader who has done the trip before will raise most problems you need to consider.

The club has reviewed these major issues by the Risk Assessment method. The results are attached. Each hazard has the controls listed. Most of the controls are in the leaders hands. Each control is also mentioned in this guide. The leader should consider what dangers there might be and plan accordingly.

There is also a responsibility on club members to follow the leader's directions and bring sufficient and appropriate gear for the trip being undertaken.

Knowledge and Skills Required

A leader needs to know about many things: planning, identification of hazards and how to control them, weather, equipment, first aid, navigation, group control, campcraft, the club's Emergency Contact System and emergency response. The BMTAB Handbook has more details on these topics, or contact the Walks Secretary if you feel you need to improve your skills. Generally, the leader should have a skill level sufficient for the trip. It is not the intention here to try to specify the level of skill and knowledge required. It is, however, recommended that leaders have done a first aid course at some time. The club has first aid kits that may be borrowed.

Most leaders have acquired their skills by going on trips and constantly seek to improve their skills particularly in leadership.

Trip Planning

(This checklist is based on Chapters 1, 2, 3 and 57 in the BMTAB Handbook.)

Before the Trip

- Discuss your plans with the Walks Secretary, agree on the grade of the trip and the description, dates and Overdue Contact person for inclusion in the Trips Program. The Walks Secretary would appreciate the details in writing.
- Learn all you can about the area. The best source is other club leaders. They will be happy to help you. Ideally, you will know the area already.

- Specifically check - campsites, water, times, tracks, escape routes and hazards. Travel times can be estimated using Naismith's rule. See the box below and Handbook for more details.
- Be sure all of your party is capable of the trip. Ask about any medical conditions.
- Obtain any permissions or permits from land owners or National Park staff.
- Arrange or co-ordinate transport, usually we car pool to save fuel costs.
- Plan for the possibility of an emergency, consider the number of participants, how many are experienced and any escape routes. Consider what first aid items might be needed and taking a mobile phone or the club PLB, GPS unit or hand held UHF radios.
- Nominate your Overdue Contact and fill in and email or give them the Trip Intentions Form. Refer to the Emergency Contact System for the details.
- Use the Trip Participants sheet to record details of participants. Email or give a copy to the Overdue Contact as close as is practical to departure
- Write a Trip Preview for the Club Newsletter in good time. Include the location, dates, leader's name, contact number, grading, distance. A brief description will help promote the trip and encourage people to come along.
- Inform all participants of details of the trip, any special gear, water points and meeting times. You may wish to distribute an information sheet, including a copy of the map. Remind participants of the expectation that they carry their up-to-date "Emergency Contact and Medical Information" form in a sealed plastic envelope in their pack.
- Check the weather forecast and any warnings such as flood, strong winds, road closures.
- Check for any warnings related to Fire Danger Ratings or fuel reduction burns.

On the Trip

- Bear in mind that the car travel is probably the most dangerous part of the trip.
- Check everyone is together, brief the party before setting off.
- Ensure visitors sign the "Acknowledgement of Risk and Obligations of Temporary Members" Form.
- Keep the party together as far as practical and appoint a whip if necessary. Very large parties may be split into smaller groups, each with their own leader.
- Encourage Minimum Impact Bushwalking by example.

At the end of the Trip

- Make certain everyone has arrived.

- Check that all vehicles will start before anyone heads home. It is usually the last to leave who has problems.
- Notify the Overdue Contact of your safe completion of the trip.
- Arrange a trip report for the next club night and the Newsletter.
- Give a copy of your Trip Participants Form and any “Visitor” Forms to the Walks Secretary for filing, and any visitor fees to the Treasurer.
- Discuss any incident of concern, such as an injury, with the Walks Secretary, and complete the “Incident Report Form”.

Legal Questions and Insurance ref 1. Chapter 58

All good leaders have a responsible attitude and apply common sense. In law this is expressed as a duty of care: “The duty of care on the part of a leader is to take reasonable care to avoid acts or omissions which he/she can reasonably foresee would be likely to injure persons who are closely and directly affected by them. The standard of care is that of a reasonable or prudent leader.” Our best guide on this point is to imagine what another competent leader would do in the circumstances.

Leaders should also note that they are not guarantors of safety. That is, an accident is not automatically the leader’s fault. The injured party must prove that the leader was negligent in their duties and that the negligence led to the injury.

The club has Public Liability and Personal Accident Insurance through Bushwalking Victoria. The insurance company will not provide cover for certain activities such as rockclimbing. These exclusions may change from time to time, so check current BWV documentation for details. The insurance also covers visitors. Visitors (referred to as “Temporary Members”) are required to sign an “Acknowledgement of Risks and Obligations of Temporary Members” Form *for each trip undertaken*. An “Acknowledgement of Risk” form is also required to be completed *annually* by members and by new members at the time of joining the club.

Any incident of concern should be raised with the Walks Secretary, for the benefit of all leaders. In the event of an incident on a trip such as a serious injury, write down all the details in case of an insurance claim. There is an “Incident Report Form” for recording these details.

The trip leader should check, to the extent possible, that participants have the skills and equipment appropriate to the level of difficulty of the trip. They have the right to

refuse participation if it is their opinion that this is not the case. A trip leader must report his or her decision to preclude a participant from a trip to the Walks Secretary, stating the reason(s).

If during a trip it becomes apparent to the trip leader that a participant has

- been inadequately equipped for the trip being undertaken OR
- behaved in a manner detrimental to the group (such as wandering off or ignoring the instructions of the leader)

the trip leader must report this situation to the Walks Secretary and complete an “Incident Report Form”.

The club will support a leader’s right to refuse to accept anyone on a trip.

Emergency Contact System

You must be familiar with the Emergency Contact System.

Navigation and Communication Equipment

The club has a range of navigation and communication devices available for club trips if the leader considers it worthwhile – PLB (Personal Locator Beacon), GPS, UHF hand held radios and compasses. The club’s PLB policy is posted on the club’s website (www.sbwc.org.au). There are many maps for borrowing in the Clubs library.

Hire Equipment

The club has several items of equipment available for hire to members.

Forms for Leaders

- Emergency Contact System
- Trip Intentions Form
- Trip Participants Form
- Acknowledgement of Risks and Obligations of Temporary Members Form
- Incident Report Form
- Trip Planning Checklist for Leaders

Samples are attached - current editions are available at club nights, from the Walks Secretary or from the club’s website, www.sbwc.org.au.

The Committee wish you a good trip!

References

1. Bushwalking and Ski Touring Leadership third edition 2000
published by the Bushwalking and Mountaincraft Training Advisory Board

Naismith's Rule Predicting Walking Time ref 1 page 14

For an average walker with a medium pack, allow one hour for:

Every 4km of easy going

Every 3km of easy scrambling

Every 1.5 km of rough country, deep sand, soft snow or thick bush.

Then add: one hour for every 500m up;
 one hour for every 1000m down.

For example 2km each way on the track, 3km return scramble to the peak, 500m climb
1 hour + 1 hour + 1 hour up + 30min down = back in camp in 3 ½ hours.

Trip Planning Checklist for Leaders

Before the Trip

- ❑ Discuss your plans with the Walks Secretary, agree on the grade of the trip, description, dates and Overdue Contact person for inclusion in the Trips Program. The Walks Secretary would appreciate the details in writing.
- ❑ Learn all you can about the area. The best source is other club leaders. They will be happy to help you. Ideally, you will know the area already.
- ❑ Specifically check - campsites, water, times, tracks, escape routes and hazards. Travel times can be estimated using Naismith's rule.
- ❑ Be sure all of your party is capable of the trip. Ask about any medical conditions.
- ❑ Obtain any permissions or permits from land owners or National Park staff.
- ❑ Arrange or co-ordinate transport.
- ❑ Plan for the possibility of an emergency, consider the number of participants, how many are experienced and any escape routes. Consider what first aid items might be needed and taking a mobile phone, the club PLB, and the club's UHF radios.
- ❑ Nominate your Overdue Contact, fill in the Trip Intentions Form and email or give them a copy. Refer to the Emergency Contact System for the details.
- ❑ Use the Trip Participants sheet to record details of participants. Email or give a copy to the Overdue Contact as close as is practical to departure.
- ❑ Write a Trip Preview for the Club Newsletter in good time. Include the location, dates, leaders name, contact number, grading, and distance. A brief description will help promote the trip and encourage people to come along.
- ❑ Inform all participants of details of the trip, any special gear, water points and meeting times. You may wish to distribute an information sheet, including a copy of the map. Remind participants of the expectation that they carry their up-to-date "Emergency Contact and Medical Information" form in a sealed plastic envelope in their pack.
- ❑ Check the weather forecast and any warnings such as flood, strong wind, road closures, Fire Danger Ratings and fuel reduction burns.

On the Trip

- ❑ Check everyone is together, brief the party before setting off.
- ❑ Ensure visitors sign the "Acknowledgement of Risk and Obligations of Temporary Members" Form.
- ❑ Keep the party together as far as practical. Very large parties of course may be split into smaller groups, each with their own leader. Consider appointing a "whip".
- ❑ Encourage Minimum Impact Bushwalking by example.

At the end of the Trip

- ❑ Make certain everyone has arrived.
- ❑ Check that all vehicles will start before anyone heads home. Notify the Overdue Contact of your safe completion of the trip.
- ❑ Arrange a trip report for the next club night and the Newsletter.
- ❑ Give a copy of your Trip Participants Form and any Visitor Forms to the Walks Secretary for filing, and any visitor fees to the Treasurer.
- ❑ Discuss any incident of concern, such as an injury, with the Walks Secretary. Complete the "Incident Report Form"

Hazard Identification, Risk Assessment & Control Form

Please note: other hazards may exist for a particular trip and these may require other controls.

Hazard	Likelihood	Consequence	Rating	Controls
Vehicle Accident	Moderate	High	High	Drivers of vehicles to be licensed. Planning to avoid driving late at night. Awareness of dangers of fatigue.
Getting Lost (one member or entire party)	Moderate	High	High	Leader must ensure there are sufficient people with navigational skills and sufficient navigation and communication equipment (maps, compass, GPS, mobile phone, PLB etc.) appropriate to the remoteness, terrain and conditions of the activity. Leaders assess and monitor participants and where necessary employ controls e.g. "Whip". Emergency contact system employed to take appropriate steps if group is overly delayed.
Extreme Climatic Conditions e.g. cold, heat, electrical storm, severe winds	Likely	Critical	High	Leaders to assess weather conditions. Leaders to assess suitability of potential participants. Leaders available to advise potential participants on equipment requirements. Leaders can cancel activity if conditions are extreme. Leaders can alter activity to minimise effects of climatic conditions. On hot days leader to encourage participants to drink adequate water.
Bushfire	Moderate	High	High	Leaders to assess weather conditions and Check Fire Danger Ratings. Leaders can cancel activity if conditions are extreme. Leaders can alter activity to minimise effects of climatic conditions. Leaders to research the walk area in terms of fire zone and emergency exit routes.
Difficult Terrain or Activities eg, arduous or very steep ground (injury or fatigue)	Moderate	Medium	Medium	Appropriate grading of activities so that participants know what to expect. Leaders assess suitability of potential participants and can reject anyone if they deem they are unsuitable. Recommended that the party contain a participant who has done a first aid course.
Participant requiring minor First Aid treatment	Moderate	Low	low	Leaders to ensure appropriate First Aid items are carried. Leaders available to advise potential participants on personal First Aid items.
Flooded Rivers, ocean tides (drowning or swept off rocks)	Unlikely	High	Low	Leader checks status of river crossings and plans alternative route. Leader checks tides and local weather conditions for coastal walks.
Medical Emergency	Unlikely	Critical	Low	Leaders to ensure that the number of participants is appropriate for activities i.e. Minimum numbers 4. Leaders to assess First Aid items appropriate for the activity. Planning to consider exit routes. Leaders to assess the merits of carrying a mobile phone and/or a PLB.
Health condition or disability	Moderate	High	High	Participants to advise leader in advance of any condition or disability that may affect their ability to participate safely in the activity. Leader can deny participation if participant deemed unsuitable for the activity. Participants to carry an up-to-date copy of their "Participants Emergency Contact and Medical Information" form.
Children	Moderate	High	High	Parents or designated adult responsible for children's behaviour and safety. Parents must inform leader in advance if they wish to bring children on certain activities.

STRZELECKI BUSHWALKING CLUB - TRIP PARTICIPANTS

Trip	Grade	Date[s]	Leader
Overdue Contact	Phone		

P – Passenger D – Driver C – Consent to Publish Images

	Name	Phone	Emergency Contact Name, phone	Member or Visitor	Fee	P	D	C	Other e.g. medical, equipment appropriate for specific activity [eg PLB, tent, stove etc]
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

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CHECK LATEST EDITION OF THIS DOCUMENT

Reminder to leaders: Visitors are welcome but Club members have priority where numbers are limited. Visitors pay \$5 per trip - please collect and pay to the Treasurer. Visitors must sign an “Acknowledgement of Risks and Obligations of Temporary Members” form. Please leave a copy [email or hard] of this form with your overdue contact as close as possible to the departure date. It is acknowledged that changes after this might still occur. Completed “Trip Participants” and “Acknowledgement of Risks and Obligations of Temporary Members” Forms to be returned to the Walks Secretary.

STRZELECKI BUSHWALKING CLUB
“EMERGENCY CONTACT SYSTEM”

WALKS SECRETARY

- Ensure that leaders are aware of and have access to the necessary planning forms:
 - “Trip Intentions”
 - “Trip Participants”
 - “Acknowledgement of Risk and Obligations of Temporary Members” (visitors)
 - “Trip Planning Checklist for Leaders”

Current versions of these forms are available on the club’s website.

- Ensure that the leader is aware of the club’s “Emergency Contact System”

TRIP LEADER

- Nominate an Overdue Contact when discussing the trip with the Walks Secretary. This person could be, for example, a family member or friend, or another Club member who will generally be available for contact by phone over the duration of the trip, and particularly around the expected time of finishing.
- Arrange for this information to be published in the Trips Program in the Club's monthly newsletter.
- Advise participants to let their Personal Contact know the name and phone number of the Overdue Contact for that walk.
- Give the Overdue contact a copy of the Trip Intentions form, which contains details of dates, times, route and any other relevant information
- supply a copy of the Trip Participants form to the overdue contact as close as possible to the start of the walk

OVERDUE CONTACT

- Ideally you will be able to be contacted throughout most of the activity, but particularly around the pre-arranged time for notification of the completion of the trip. If a mobile phone no. has been given as the contact number it is essential that you be in a service area.
- You will have been provided with details of the trip, including a copy of the leader’s Trip Intentions form.
- In the event that the leader has not contacted you and the return is delayed, then:

If delayed by 2 hours, attempt to contact the leader in case s/he has forgotten to call.

If unable to contact the leader, telephone the Walks Secretary or if s/he is unavailable contact one of the other nominated Emergency Coordinators below. They will require details from the leader’s Trip Intentions and Trip Participants forms. If it is decided that the situation is serious, the emergency services (police) should be contacted. **This should be done by the Emergency Coordinator.**

If contacted by any concerned friend or relative of a party member, advise them of the situation and this Emergency Contact System, and ask them NOT to contact the police.

EMERGENCY COORDINATOR

- The Overdue Contact will contact the Walks Secretary (or if unavailable then another Emergency Coordinator), when concerned about an apparently overdue trip.
- You will have the sole responsibility for calling & liaising with emergency services.
- You should raise the alarm with the authorities sooner if children or the elderly are involved, if the weather has been poor, or if it is a snow trip.

Police contact numbers (24 hrs): Police Communications Centre (5127 4997, 000)

At a convenient time, notify the president if emergency services become involved.

2014/2015 EMERGENCY CO-ORDINATORS

Tim Clarke 5627 8477	
Ron Cann 5623 5358 0408 105 015	Wayne Burge 5174 8295
Ed Dyt 5127 4337	Graham Bolton 5195 5125(h) 5136 0782(w) 0411 203 787
Rob Bentveltzen 56253 586 0438279556	Cathy Almond 5623 4612 0478 672 647



STRZELECKI BUSHWALKING CLUB INC

ACKNOWLEDGEMENT OF RISK FORM FOR TEMPORARY MEMBERS (VISITORS)

Before commencing any activity with the member club all temporary members (visitors) are to sign this acknowledgement of risk form.

Activity _____

Date(s) _____

Location _____

Grade of Activity _____

Leader's Name: _____

Acknowledgement of Risks and Obligations of Temporary Members

In voluntarily participating in (Insert activity name) _____ on (Insert date of event) _____ an activity of this Club which has been described by the activity leader, I am aware that my participation in this activity may expose me to hazards and risks that could lead to injury, illness or death or to loss of or damage to my property. In particular when participating in abseiling or above the snowline activities I am aware that these activities expose me to additional hazards and risks. (Leader to insert details of these risks)

To minimize risks I will endeavour to ensure that:

1. Each activity is within my capabilities
2. I am carrying food, water and equipment appropriate for the activity.

In addition: **CHECK LATEST EDITION OF THIS DOCUMENT**

1. I will advise the activity leader if I am taking any medication or have any physical or other limitation that might affect my participation in the activity
2. I will make every effort to remain with the rest of the party during the activity
3. I will advise the leader of any concerns I am having, and
4. I will comply with all reasonable instructions of club officers and the activity leader.

I have read and understand these requirements. I have considered the risks before choosing to sign this acknowledgement of risk. I still wish to join this activity. I accept that in signing this form I will take responsibility for my own actions and also acknowledge that I have been granted temporary membership of the Strzelecki Bushwalking Club for the duration of this event only.

Leader: Submit this form with other trip documentation to: the Walks Secretary.

Name	Address	Telephone	Signature	Date



STRZELECKI BUSHWALKING CLUB INC INCIDENT REPORT FORM

To be completed by activity organisers / walk leaders as soon as practical after any incident occurring on a club activity, even if no injury is reported at the time. This report is to be tabled at the next available meeting of the Committee and kept by the Club Secretary as a formal club record.

In the event of an incident which may or may not give rise to a claim, details of the incident should be forwarded to Bushwalking Victoria's insurance broker Marsh Advantage staff, Marie Saliba, email:

marie.saliba@marshadvantage.com. Copy your email to insurance@bushwalkingvictoria.org.au and the Strzelecki Bushwalking Club Secretary secretary@sbwc.org.au

Part 1

Report Prepared By:	Date Prepared:
Date of Incident:	Time of Incident:
Type of Event: <i>Day walk, canoe trip, bike ride etc</i>	
Location:	
Type of Incident: <i>Injury, missing person, damage to property, theft, fire, etc.</i>	
Incident Details:	
Action Taken:	

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Part 2

<p>External Involvement: Were authorities or other agencies notified at the time? If so who, by whom, and how? Did they then take a role in managing the incident? If appropriate have the Insurers been notified?</p>

<p>Final Outcome: What was the final outcome of the incident? When was it resolved?</p>
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<p>Future Prevention: Can this incident be prevented at future Club activities? If so, how?</p>
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<p>Supplementary Information: This section can include a list of attachments, such as a map, witness statements etc.</p>

Privacy Note

The inclusion of the names of individuals and their contact details in this report must be done in accordance with relevant Privacy laws.

STRZELECKI BUSHWALKING CLUB
PARTICIPANT'S EMERGENCY CONTACT AND MEDICAL INFORMATION

This information is for emergency use only. The club requires that this completed form be carried with you at all times during a club activity, in a sealed plastic envelope. It is your responsibility to update the information if there is a change in details.

Name: _____

Home address: _____

_____ Post code: _____

Telephone: Home _____ Mobile: _____

Medical Information:

Medical condition/s: _____

Current medications: _____

Allergies: _____

Action required in event of allergic reaction (if known): _____

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Do you have current immunization against: Tetanus Y/N HepA Y/N Hep B Y/N

Medicare Number: _____

Private Health Insurance Fund (name): _____ Ambulance cover: Y/N

Your Emergency Contact

Name: _____

Home address: _____

_____ Post code: _____

Telephone: Home: _____ Work: _____ Mobile: _____

Relationship: _____

Your Signature: _____ **Date:** _____

Privacy Statement: The information contained in this form is for emergency use only and will be used if you are ill or injured whilst participating in an activity of the Strzelecki Bushwalking Club. The information will only be accessed by the walk leader or their delegate and given to the relevant medical or emergency services personnel.