

# Skibbereen Walking Group

## Walk Leader Guidelines for Registration, Insurance, Fitness to Walk & Safety

1. **Registered and Insured:** Ensure we comply with our insurance by ensuring all members are logged and all guests are signed on to the register.
  - a. New members are encouraged to walk with the group as guests on RW, IW level three times as tasters; and then must join the group or become an associate. Recommend leader asks guests to make themselves known as walkers assemble. The Guest register asks the guest to complete the number of times they have walked; and the club will check to ensure this is not abused.
  - b. Member's guests (family and other visitors) may walk with the group. They will be covered for insurance in the same way as members for three walks in any year.
  - c. Guests may only join a HW if they are known to the leader or vouched for by a member (that they are fully able and equipped to undertake the level of walk).
  - d. Inform guests - if they have exceeded the three tasters (for any reason) and participate in a walk with SWG, should an incident happen which reverts back to them, the MI policy will not pick up their liability. Leaders note, any actions against SWG will be covered.
  - e. Return (physical or scan) the completed registers to Secretary or PRO for group records.
2. **Fit to walk:** Ensure all walkers are properly equipped for the appropriate level of walk. For IW and HW walkers must have walking boots and all weather clothing. Road walkers wear hi-viz jackets. The leader has the right to refuse anyone who is not a member or guest as described above, or is inadequately equipped or anyone who in the leader's opinion is unfit to walk. A refusal will happen rarely, but when it does it should be made clear this is not a personal decision by the leader, rather compliance with Skibbereen Walking Group policy.
3. **Safety:** Ensure adequate safety measures are in place at all times.
  - a. The group has a first aid kit.
  - b. There is clarity over leader and sweeper (if relevant) roles.
  - c. Do a headcount before and after a walk.
  - d. There are reasonable stops to allow slower walkers to catch-up and rest.
  - e. Walkers keep together; do not stray off the route or dawdle; stop at decision points to allow the entire group to gather; alert the leader or sweeper if they need to stop momentarily, or have a problem.
  - f. Control walk group movements in coordination with the sweeper when crossing roads, to ensure that walkers don't create or get into dangerous situations with road traffic.
  - g. The first aid kit is passed on to next leader or agreed intermediary.