

Armidale

Bushwalkers

Leader's Kit

01 Overview Armidale Bushwalker's Club Leader's Kit

Compiled by David Lawrence (President) and Peter Rodger (Walks Coordinator)

Included: This overview

1. 1 copy of the Walk Leader Guidelines
2. 2 Group Waiver/Incident Report sheets
3. 1 copy of the Walk Participant's Guidelines
4. 1 copy of Suggested Daypack
- 5: 1 copy of Suggested Overnight Backpack
- 6: 1 Armidale Bushwalking Club Membership form (see separate file)
7. 1 Multiwalk Gradings
8. 1 Child Membership Risk Waiver Form
9. 1 "Responsible Adult" form (to be signed by adult responsible for a child on a walk)
10. 1 Child Protection Prohibited Employment Form

It is mandatory that you read the Group Waiver form (2) to the assembled walkers at the start of a walk, and then have them sign it.

The Child Protection Policy of **The Confederation of Bushwalking Clubs NSW Inc** is applicable to all Committee members, staff (paid, voluntary, permanent or casual), leaders and volunteers of **The Confederation of Bushwalking Clubs NSW Inc**, and is thus supported and implemented by Armidale Bushwalking Club.

A child is defined as a person less than 18 years of age. The child's parent must have signed a Child Membership Risk Waiver Form (8) before the child's first walk. If the parent is not on the walk, they must fill in and sign a Responsible Adult form (9) along with the adult to whom they have delegated to be responsible for the child on the walk. The accompanying adult must sign the Risk Waiver Form (2) beside the child's name. You, as Leader, must sign a Child Protection Prohibited Employment Form (10) before taking a child on a bushwalk.

Please wait at the initial rendezvous point for 15 minutes past the agreed time if there are any unnotified No-Shows. At the end of the walk, fill in the rest of the Waiver form, sign it- remember to note the names of "No-Shows", and when they notified you of their cancellation- and hand it (and any Forms 6, 8, 9, &10) in to the President to store with other club records. If you follow the Walk Leader Guidelines, and complete the above paperwork, the walk should go well, and you should be pretty well covered legally if any problems arise.

The Participant's Guidelines (3) will be sent out to new members, though you might like to pass them out with trip information.

Gear lists (4, 5) are the subject of many wrangles amongst bushwalkers, and no doubt these two will provoke more. The Suggested Day Pack (including a section of extra Leader's gear) should be useful for any new members. The same applies to the Suggested Overnight Backpack- participants should carry no more than 20% of their (fit!) body weight- hence the inclusion of the weights of various gear. (Some clubs weigh participant and pack before the walk, and enforce the 20% limit!) . There are two versions of Number 5, available on disk. The MSWorks version (5B) has a database embedded in it which allows you to alter the weight of the listed gear, or add new gear/weights, and the total is then recalculated.

*Please let us know of any suggestions for improvement. Happy and Safe Leading.
Initial version David Lawrence, Peter Rodger, Wednesday 2nd March, 2005.
Last modified May 2008- David Lawrence/Colin Wood.*

1Walk Leader Guidelines

(From Confederation of NSW Insurance/Legal Subcommittee –*Italics-Updated May 2010*)

Leader Guidelines APPENDIX 1

PLANNING A WALK

1. Provide an accurate description of the walk, taking into account the intended walker's ability and forward the details to the walks co-coordinator or committee.
2. Pre-walk the route if possible taking note of any potential difficulties and morning tea and lunch spots. If the walk is 'exploratory' plan the walk from reference to the map.
3. Try to have an alternate plan in case of unforeseen circumstances. E.g. Flash flooding, track erosion, transport changes etc.
4. Choose areas and walk levels that are within your capabilities as a leader.
5. Clearly describe potential hazards to all intending participants and exclude any who in the leader's judgement may have difficulty completing the planned activity.
6. Leave comprehensive details of the walk with a reliable person including instructions on what to do if you do not return at the expected time.
7. A few days prior to the walk check transport details, expected weather conditions and in summer, fire conditions, park closures etc. *ABC: Photocopies of maps and track notes should be prepared. Participant's Guidelines, Risk Waiver for a Child, and DayPack/Overnight Backpack sheets should be circulated to intended participants where appropriate.*

DURING THE WALK

1. Carry map, compass, first aid kit, *EPLB (mandatory)* and any other equipment appropriate for the planned activity.
2. Ascertain if anyone is carrying a mobile phone for emergency use and whether any participants have a first aid certificate and/or medical training.
3. Ensure all participants complete the *Group Waiver sheet, and if children under 18 are participating, have the responsible adult present/sign the Risk Waiver For a Child sheet. (In this case, you-the Leader- must also sign a Prohibited Person Form).*
4. Hold an introductory circle prior to setting out and advise details of the walk including expected terrain, distance, possible hazards, expected return time etc. and that all participants are able and suitably equipped for the activity. The leader has the right to refuse participation to any persons they consider may present a risk to themselves or other participants.
5. Ensure everyone has adequate water, at least one litre. In hotter conditions carry two litres or more.
6. Have a reliable person act as 'tail' for the group and advise participants not to fall behind this person for any reason without advising the 'tail'.
7. Appoint a person to wait at track junctions to ensure nobody goes the wrong way. Carry out regular head counts to ensure you have everyone.
8. Have regular drink/rest breaks and allow walkers to regroup.
9. Ensure everyone is comfortable with the pace and conditions. Remember it is easier for faster walkers to slow down rather than slow walkers to speed up.

AT THE END OF THE WALK

1. Ensure that all participants have arrived at the finishing point.
2. Forward the completed activity sign on sheet including reports of any unusual incidents/injuries to the walks co-coordinator or committee.

ABC: For all "off-track" walks, sufficient copies of the relevant track notes and maps (1:25000 Contour maps or similar) should be available to participants.

3 Walk Participant's Guidelines

(From Confederation of NSW Insurance/Legal Subcommittee Date: March 11, 2004

(Modified 2008- ABC addenda in italics)

APPENDIX 2 -11-

PRIOR TO WALK

1. Ensure that you are fit enough for the degree of difficulty of the walk. Contact the leader to discuss your fitness and confirm details well prior to the walk (*Note cut-off dates on program*).
2. Arrive at starting point on time.
3. Carry sufficient water for conditions of walk, generally a minimum of one litre, or two litres or more in hotter conditions.
4. Ensure you are suitably equipped including first aid kit, sunscreen, hat, food, rain gear, whistle, torch and appropriate clothing and footwear. A map and compass may also enhance your enjoyment of the walk
(*see 4Daypack April 2006 or 5AOvernight Backpack*)
5. Ensure you complete the sign on sheet after reading the Risk Waiver and noting any risk warnings (and *if you are responsible for a child - under 18 years-participating in the trip, their parent has completed an "8 Child Membership/Risk Waiver Form", and has given consent and had you complete a "9Responsible Person Risk Waiver Form"*)
6. Remember to bring a sense of humour and adventure. Our leaders are all volunteers so please remember to be patient and kind.

DURING THE WALK

1. Follow the leader's instructions. Remember your leader has your welfare at heart. Be courteous, co-operative and helpful to other walkers in the group. Follow Confederation's Bushwalkers' Code.
2. Generally you should not leave the walk early unless pre-arranged, but if it is necessary you must advise the leader and if requested, sign off on the activity sign on sheet. You must accept a leader's decision to send someone with you to accompany you out.
3. Do not allow yourself to become separated from the group. If experiencing any difficulty such as pace, blisters, shortage of water, advise the leader immediately. Participants should maintain a line of sight with people in front and behind them.
4. Car pooling is recommended. Contribute to car costs if you are a passenger in another member's vehicle.
5. It is your responsibility to allow sufficient distance between yourself and the walker in front so that you are not injured by branches flicking back.
6. Do not leave the track, if on a track walk, or fall behind the person appointed 'tail' for any reason without advising the 'tail'.

AT THE END OF THE WALK

1. Ensure the leader is aware you have made it to the end.
2. Remember to thank the leader.

4 DayPack April 2006

Good Day Pack

(ideally with waterproof cover or waterproof bag inside)

Wallet/purse with cash/credit cards

Underclothes

Shirt

Long Loose Pants

Kneeguards?/Socktops?

Hankies

Sox

Boots

Polarfleece

Rainwear (Waterproof coat and pants for winter)

Hat (gloves and beanie in winter)

(Thermals also in winter)

Emergency Shelter egg Space blanket, cord

Watch

Sunglasses

Spectacles, case

Walking Sticks?

Lunch (egg Sandwiches,

Fruit Bars, Apples /Dried Fruit)

Water + Container (2-3 L)

Map Pouch

Maps in Waterproof cover

Track Notes

Compass?

First Aid

Elastic Bandage & Keeper

Stingose

Antiseptic

Elastoplast

Eyewash

Headache tablets

Antihistamine for toxic shock?

Fine Tweezers

Splinter Needle

Individual Medication?

Pencil, Waterproof Notebook Whistle

Lighter, Firelighters

Pocket Knife

Toilet paper, digging tool

Sunscreen

Torch, spare bulb

Specific Interest gear egg

Binoculars?

Collection Bags? Hand Lens? Video Camera? Waterproof Camera? Film? /Pouch?

(with extra batteries!)

Additional Party Gear/Leaders

Car keys and driver's licence

(carry spare key)

Addresses, phone nos, pickup times for all party

Addresses, phone nos, meeting times & places for all field contacts

Medical information about party

Waiver Forms

Membership Forms

Incident/Trip Report Form

Firelighting Gear

(one of these three- 1 GPS with extra batteries OR 2 X UHF Radio with extra batteries OR 1 EPIRB)

Repair- Duct Tape, Fine wire, Nylon Cord, Large Safety Pins, Other?

5A Overnight Backpack

Count every gram! Note this includes only 1 day's food, but includes 2 litres of water and everything you are wearing and carrying. The rule about carrying less than 20% of your fit body weight excludes the clothes you're wearing. That makes the "pack weight" below = 13.55 kg (15.19-1.64 kg). You will need to lighten the pack below if you are under 68 kg. {Try an Ultralite backpack (800 grams), sharing a tent, perhaps lighter camp shoes.....}

	Mass (kg)		Mass (kg)		Mass (kg)
Camp Essentials	6.945	Toilet Bag (total)	0.105	Map Pouch (incl.3 maps)	0.2
Backpack	2.4	Toothbrush/Paste	0.02	GPS	0.24
Tent/Pegs/Wand/Rope	1.86	Soap	0.01		
Extra Groundsheet	0.19	Towel (Chux)	0.05		
3 season Sleeping Bag	0.71	Mirror	0.02		
Sleeping Bag Sheet	0.1	Razor	0.005	FoodBag (daily total)	0.81
Thermarest	0.54			Cereal	0.06
Down Pillow	0.11	First Aid (Leader)-total	0.25	Powdered Milk	0.06
Torch	0.02	Elastic Bandage & Keeper		Milo/Tea/Coffee	0.02
		Stingose		Sugar (8 tsp)	0.04
Kovea stove	0.09	Antiseptic		Tinned/Dried Meat	0.1
Windshield	0.1	Elastoplast		Packet Pasta/Rice	0.12
Gas, 3 days	0.25	Eyewash		Carrots/Peas/Corn	0.06
Big Billy & Lid	0.22	Panadol		Cheese	0.05
Small Billy(use Big lid)	0.15	Sleeping Tablets		Fruit Bars (2x0.05)	0.1
Mug	0.08			Apples/Dried Fruit	0.1
Bowl	0.025			Rice/Custard	0.1
Spoon	0.025	Belt Pouch (total)	0.62		
Billy Lifter	0.03	Ball Point, Pencil	0.015		
Chux	0.005	Waterproof Notebook	0.065		
Nylon Scourer	0.02	Compass	0.03	Water (2L)+2 Containers	2.2
Puratabs	0.02	Whistle	0.03	Wear/Carry	1.64
		Hand Lens	0.02	1 Pair good Joggers	0.9
		Lighter	0.01	Hat	0.1
		Firelighter	0.03	Sunglasses	0.03
		Pocket Knife	0.09	Watch	0.01
Clothesbag	1.972	Comb	0.02	Walking Stick(s?)	
Flyveil	0.002	Toilet paper	0.03	1underpants	0.05
Rainwear incl. pants	0.6	Money+Credit Card	0.02	Light long pants/Shorts	0.2
1underpants	0.05	Sunglasses	0.03	Longsleeved Shirt	0.2
1 pr light long pants	0.2	Sunscreen	0.02	Hanky	0.01
1 T-shirt	0.15	Camera	0.21	1 light/1 heavy sox	0.13
2 Hankies	0.02			Kneeguards?/Socktops	0.01
1 light sox	0.04	Spares (total)	0.21		
1 heavy sox	0.09	Wire	0.02	Grand Total	15.192
Light (Sleep) Thermals	0.3	AA battery (25g x4)	0.1		
Camp Shoes	0.52	Bulbs	0.01	Winter -Add/Substitute	
		Compass	0.03	Polar Fleece	0.6
		Pencil	0.01	Goretex Raincoat	0.89
		Repair Tape	0.03	Heavy Thermals	0.4
		Safety Pins	0.01	Winter Sleeping Bag	1.9

7 MultiWalk Gradings (adopted August 2006; modified May 2008)

<u>Walk Type</u>	<u>Approx Daily Km.</u>	<u>Terrain</u>	<u>Fitness</u>
DW- One Day Walk BP (3d2n) – Backpack, 3 days, 2 nights CC (2d2n)- Car Camp, 2 days, 2 nights	S - Short - Less than 10km M - Medium - 10-15 km L -Long -15-20 km XL - Extra Long - over 20 km	1 - Graded track, some incline 2 - Graded track, hills, creek crossings 3 - Rough track, steep sections, creek crossings 4 - Off track, moderate terrain 5 - Off track, thick terrain 6 - Rock climbing and exposure	A - Low fitness B - Moderate fitness C - Good fitness D - Good fitness with agility E - High fitness level F - Strenuous - experienced walkers only!

The table above is inserted into the Walks Program distributed to members and posted on the website. Leaders may wish to add explanatory notes. Two examples below:

Date	Leader Contact	Venue	Details
September 2 nd	Lorraine Hecker 6832 9532 (by 29th August)	Threalfall Walk	<i>Classification</i> DW S 1 A . An easy 6 km stroll along a fairly level well-formed path. Limit of 20
May 23rd- 25th	David Lawrence 67753164 by (by 16 th May)	Oven Camp Backpack	<i>Classification</i> BP(3d2n) L 5 E (5E=the off-road section, Day 1; remainder 3C-D) Exploratory . Suitable for well-equipped, fit and experienced backpackers. Need to carry water for one dry camp. Limit 10.

(The version below may be easier to follow)

WALK GRADING

This grading system is divided into trip type, approximate daily distance, type of terrain, and fitness level required. All walk participants should check the grading to ensure they have suitable fitness level before undertaking a walk.

WALK TYPE

DW- One Day Walk; BP(3d2n) Backpack, 3 Days,2 Nights ; CC(2d2n)= Car Camp,2Days, 2 nights

APPROXIMATE DAILY DISTANCE

S - Short - Less than 10km; M - Medium - 10-15 km; L - Long - 15-20 km; XL - Extra Long - over 20 km

TERRAIN

GRADED TRACK WALKING - These walks are on formed and maintained tracks for walking or for vehicles.

OFF-TRACK WALKING - These walks are over territory where there are no formed or maintained tracks.

1 - Graded track, some incline

2 - Graded track, hills, creek crossings;

3 - Rough track, steep sections, creek crossings

4 - Off track, moderate terrain

5 - Off track, thick terrain

6 - Off track, rock climbing and exposure

FITNESS

A - Low fitness ; B - Moderate fitness; C - Good fitness; D - Good fitness with agility

E - High fitness level; F - Strenuous - experienced walkers only!

RISK WAIVER FOR A CHILD ON THE CLUB MEMBERSHIP APPLICATION FORM OR BEFORE THE FIRST CLUB ACTIVITY

(To be signed by parent or guardian before the child’s FIRST activity with the club)

..... (Name of Club)

I am the parent/guardian of (Name of child)

whose date of birth is / / .

I consent to..... (name of child)

participating in the activities of (name of club) *in my company or the company of an adult who has signed the 9. Responsible Adult RISK WAIVER FORM appended.*

I understand that (name of child) may be exposed to risks that could lead to injury, illness or death or to loss of or damage to my child's property.

Those risks may include but are not limited to slippery and/or uneven surfaces, rocks being dislodged, falling at edges of cliffs or drops or elsewhere, risks associated with crossing creeks, hypothermia and heat exhaustion.

To minimise these risks I will endeavour to ensure:

That any activity in which (name of child) participates is within his/her capability, that she/he is carrying food, water and equipment and wearing clothing and footwear appropriate for the activity, that she/he will obey the directions which are given by the leader. I will advise the activity leader if the child is taking any medication or has any physical or other limitations that might affect his/her participation in the activity.

I have read or heard and understand these requirements; I have considered the risks before choosing to sign this form. I still wish (name of child) to participate in the activities of (name of club) I agree by signing this form to waive any claim for damages arising from this activity that I or my child may have against the club, the leader or other participants in tort or contract.

My consent is binding on (name of the child)

Signed: (PARENT/GUARDIAN)

.....(PRINT NAME)

.....(ADDRESS)

.....(PHONE)

..... (DATE)

RISK WAIVER FOR A CHILD TO BE COMPLETED WITH THE SIGN ON SHEET BEFORE AN ACTIVITY BY THE ADULT RESPONSIBLE FOR A CHILD

..... (Name of Club)

.....(Name of Walk/Activity)

I (name of person) am over the age of 18 years and undertake to be responsible for (name of child) whose date of birth is / / .

I have been authorised to be responsible for (name of child) by the child's parent/guardian.

I understand that (name of child) may be exposed to risks that could lead to injury, illness or death or to loss of or damage to the child's property.

Those risks may include but are not limited to slippery and/or uneven surfaces, rocks being dislodged, falling at edges of cliffs or drops or elsewhere, risks associated with crossing creeks, hypothermia and heat exhaustion and (Leader to insert any known additional risks for the day.)

To minimise these risks I will ensure that (name of child) will obey directions which are given by me and the leader of the activity. The activity is within the child's capabilities and she/he is carrying food, water and equipment and wearing clothing and footwear appropriate for this activity.

I do not believe that the child is taking medication or has limitations which will prevent the child from successfully completing this activity.

If the child is unable to complete the activity or is having difficulties then I undertake to notify the leader and make arrangements if necessary to shorten the activity for the child. I will make every effort to ensure that I and the child remain with the rest of the party during the activity and accept the instructions of the leader of the activity.

I have read or heard and understand these requirements. I have considered the risks before choosing to sign this Risk Waiver form. I still wish to join the activity with the child. I agree by signing this form to waive any claim for damages arising from this activity that I or the child may have against the club, the leader or other participants in tort or contract.

Signed: (DATE)

.....(PRINT NAME)

.....(ADDRESS)

.....(PHONE)

-10. CHILD PROTECTION (PROHIBITED EMPLOYMENT) ACT 1998

The Child protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (a prohibited person) or a Registrable Person under the Child Protection (Offenders Registration) Act 2000, to apply for, undertake or remain in, child-related employment. It does not apply if an order, from the Industrial Relations Commission or the Administrative Decision's Tribunal, declares that the Act does not apply to a particular person.

Section 5 of the Child Protection (Prohibited Employment) Act 1998 defines a serious sex offence as an offence involving sexual activity or acts of indecency that was committed in NSW and that was punishable by penal servitude or imprisonment for 12 months or more even if the sentence was not served, or, an offence involving sexual activity or acts of indecency that was committed elsewhere and that would have been punishable by penal servitude or imprisonment for 12 months or more if it had been committed in NSW.

Child-related employment means any employment where at least one of the essential duties of the position, involves direct contact with children where that contact is not directly supervised. Section 1 of the Child Protection (Prohibited Employment) Act 1998 specifies that child-related employment is employment:

- involving the provision of child protection services
- in pre-schools, kindergartens and child care centres (including residential child care centres)
- in schools or other educational institutions (not including universities)
- in detention centres (within the meaning of the **Children (Detention Centres) Act 1987**)
- in refuges used by children
- in wards of public or private hospitals in which children are patients
- in clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership
- in any religious organisation
- in any entertainment venues where the clientele is primarily children
- as a babysitter or childminder that is arranged by a commercial agency
- involving fostering or other child care
- involving regular provision of taxi services for the transport of children with a disability
- involving the private tuition of children
- involving the direct provision of health services
- involving the provision of counselling or other support services for children
- on school buses
- at overnight camps for children

Under this Act:

- **it is an** offence for a prohibited person to **apply for**, or **remain in** child related employment.
- employers must ask existing employees, both **paid** and **unpaid**, and preferred applicants for employment to declare if they are a prohibited person or not.
- All child-related employees **must** inform their employers if they are a "prohibited person" or remove themselves from child-related employment. A prohibited person is someone who has been convicted of a serious sexual offence or, who has had a finding for a charge of a serious sexual offence proven in court, even if a conviction was not recorded.
- penalties are imposed for non compliance.

I am aware that I am ineligible to apply for, or remain in, child related employment if I have been convicted of a "serious sex offence" as defined in the Child Protection (Prohibited Employment) Act 1998 or if I am a "Registrable Person" under the Child Protection (Offenders Registration) Act 2000.

I have read and understood the above information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand my responsibilities and obligations under this Act.

I declare that I am not a person prohibited by the Act from seeking, undertaking, or remaining in child related employment.

Name (Block letters): -

Signature: _____

Date: _____.

Note: This form should be returned to your employer / potential employer