*Leading and participating in Greenway Walks is a fantastic and easy way to improve community connections and wellbeing. For new walk leaders the following guidance may assist you in preparing, leading and safely managing your walk.*

**BEFOREHAND**

1. Ensure that you are familiar with the route. Checking the route in the lead up to the walk will help you lead the walk with greater confidence and increase your ability to warn walkers about any hazards and allow you to identify suitable places where you could offer rest breaks.
2. Dress for the weather. All walkers should wear comfortable, sun-smart clothing on walks including suitable covered shoes. Bring plenty of water.
3. If a guest speaker is presenting, plan if they will speak at the beginning or the end of the walk.
4. Monitor the weather forecast in the days leading up to the walk - if the weather is unfavourable, contact resilientbywongwamboin@gmail.com as soon as possible to arrange cancellation of the walk.

In the event of light rain the Walk will not be cancelled. Pre-Walk advertising will contain reference to having suitable rain gear for such circumstances.

1. Please contact resilientbywongwamboin@gmail.com as soon as possible if you are unable to be the Leader of the walk.

**INSURANCE**

Walkers are insured by Bywong Community Inc. Walk attendees are required to register on the sign in sheet (HERE). By signing in walkers agree that they are sufficiently fit to complete the walk without difficulty. Personal information will be retained for one month.

**RISKS AND EMERGENCIES**

An assessment of the risks associated with the walk will be made available to you.

Simple precautionary measures are:

1. Ensure someone has a mobile phone with them. Be aware that phone reception may not be available throughout the walk.
2. During your planning walk observe where vehicle access is possible, noting that motorised vehicles are not permitted on the Greenways.
3. Carry a map with you to allow you to describe your location in case of illness or an emergency.
4. Carry the provided first-aid kit.
5. Depending on the size of the group and the terrain, leaders may consider using UHF radio transceivers (walkie talkies) available by contacting resilientbywongwamboin@gmail.com.

**WALK LEADER CHECKLIST**

The **Front Walk Leader** leads the walkers along the planned route. They help set an appropriate pace of the walk.

The **Back Walk Leader** motivates and encourage the slower, less experienced walkers at the back of the group and checks on walkers who may have stopped to take photographs.

1. Aim to start not more than 10 minutes after the advertised time.
2. As Front Walk Leader introduce back walk leader and guest speaker/s.
3. Check everyone has registered (for insurance) and complete the attendance sheet with names and contact information.
4. Give details of the walk route with a map, the walk grade, opportunities for stopping, distance and approximate finish time.
5. Highlight any hazards or where extra care may be required e.g walking road side.
6. Emphasise that walkers should walk at their own pace and should not leave the group. Ask walkers to let you or the back leader know if they need to leave the walk early.
7. Dogs to be on leash at all times.
8. Invite declarations from anyone who think they may have difficulty completing the walk. Make reasonable adjustments e.g. the back leader to offer support.
9. Ask participants with first aid knowledge to make themselves known.
10. Mention walkers will be asked to complete a walk evaluation at the completion of the walk.
11. Count the party and signal the start of the walk.

**ON THE WALK**

1. Set a pace to suit the fitness and capabilities of the group. As a general rule people should be able to talk while they are walking.
2. Frequently check that you can see the back walk leader and allow for re-grouping. Ensure no-one is left to walk alone.
3. Where there is opportunity for people to walk ahead of the main group, e.g. up a steep hill, indicate where they need to stop to allow regrouping before moving off again.
4. Manage the group over stiles, through gates, along and across roads.
5. Periodically count the group to ensure all are present and look out for anybody with problems.
6. Point out any places of interest.
7. Ensure that appropriate rest breaks are taken.
8. Back walk leaders to keep slower walkers company.

**AT THE END OF THE WALK**

1. Check everyone has returned and thank them for coming. Where possible, encourage some social time.
2. Ask walkers to complete a Walk monitoring/ evaluation (HERE).
3. Encourage walkers to bring a friend next time.
4. Inform walkers of the time and place for the next walk and opportunities for volunteering.