

# Cambridge University Rambling Club

## Walk Leaders Responsibilities

### Definition

A Walk Leader is a Club member who is in charge of taking a group on a walk. They are appointed by the Executive Committee. A Walk Leader will automatically remain a Walk Leader until they either:

- Have not led a walk for more than one year
- Are disqualified by a majority of the Executive Committee for poor conduct or significant failure of their responsibilities (they may appeal this to the Senior treasurer if they wish)

### Responsibilities

The responsibilities of a Walk Leader are detailed below:

#### Planning walks

- Produce a route (or pick an existing one to reuse). When planning the walk, the walk leader should think about potential hazards. They can talk with the Club's Safety Officer to get advice about this
- Think about what to do if a problem is encountered on the walk, if they need to adapt the route or cut the walk short
- Come up with a description and title for the termcard
- Plan which trains/buses to get and how much this will cost and check train/bus times again close to the day of the walk
- Submit the required information via the walk planning spreadsheet before the start of full term if possible
- Make sure they have access to a suitable first aid kit to take (they should consult the safety officer if they do not have access or wish for clarification on what is suitable)

#### Leading walks

- Buy (or assist in buying) train tickets for the group if going by train or delegate to another committee member who may be present and ensure everyone pays the buyer the necessary amount (collecting emails if anyone is unable to pay while on the walk)
- Check everyone in the group has the necessary food and water, and appropriate footwear and clothing for the trip before leaving. Discuss any concerns with the participant.

- Ensure the whole group makes it to and from the destination
- Follow the preplanned route to the best of ability, adapting if necessary due to conditions on the day
- Provide a basic first-aid kit if necessary, (i.e. bring a first aid kit)
- Ensure hazard mitigations mentioned in the risk assessment are implemented
- Report any incidents, injuries or near-misses which may occur on the walk to the club safety officer
- Advertise membership to everyone on the walk, encouraging anyone who is not on their first ramble to become a member if not already

## **Becoming a walk leader**

A member who is interested in becoming a walk leader must have been on at least one walk with the club and then may express interest to the Club's Committee and discuss the role with them. They should then organise a walk for the Club in the same way as a Walk Leader. An existing walk leader should accompany them on this walk and report back to the Committee on whether they think the potential Walk Leader fulfilled their responsibilities appropriately. If so, the Club's Committee will appoint them as a Walk Leader for the Club. If not, they will be given the opportunity to meet with the Executive Committee to discuss the walk and what further steps could be taken to become a Walk Leader.

*Last edited: 20<sup>th</sup> March 2024:*

*-changed President to (Executive) Committee for consistency with Constitution*