



## **GUIDELINES for SKYLINE WALKERS Inc.**

Welcome to the **Skyline Walkers Inc.** which is an Incorporated Club with a constitution and organizes walks for members. A committee of nine people elected from the Club membership runs it.

### **OBJECTIVES: The objectives of the Club are:-**

- to hold regular walks with a Walk Leader
- to promote goodwill, friendship and respect between all members of the Club

**MEMBERSHIP:** The annual membership fee is payable on January 1 and by January 31st each year to the Treasurer. This fee covers insurance, walks and one subsidized function i.e. December AGM.

### **GUIDELINES FOR WALKERS**

- Walkers are to ensure they have signed the attendance roll before the beginning of each walk.
- Walkers are responsible for their own safety.
- Walkers are responsible for their **own ambulance cover**.
- Walkers must ensure their capability and preparedness for the walk. It is the responsibility of each walker to choose a walk suited to his or her level on the day. The A3 walk is a three-hour walk and the A2 walk is a two-hour walk, both at a steady pace. For those who are comfortable walking at a slower pace a B walk may be offered. If in doubt, contact the leader for advice prior to the walk.
- The Walk Leader can preclude a person from walking if they do not comply with the walking guidelines (e.g. not wearing appropriate clothing/shoes or suffering ill health)
- An injured walker should report the injury and fill out appropriate forms on the day of the injury or as soon as possible.
- No dogs are allowed on the walk.

### **On the Walk**

- Obey all reasonable instructions of the **Walk Leader and Back-marker**.
- Do not walk ahead of the leader or leave the group without advising the Walk Leader or Back-marker.
- Ensure that the walkers behind you are in view and if not, alert the Walk Leader.
- If you are experiencing discomfort or illness, tell the Walk Leader or Back-marker as soon as possible.
- Use of a whistle: 3 blasts mean, "I need help". Listen for the return "1 blast". Walkers stop while Walk Leader and Back-marker check the situation.
- On roads where there are no footpaths, walkers should walk on the right hand side in single file or as directed by the Walk Leader.
- If you go into the bush for a comfort stop, you should tell someone, perhaps the back-marker and leave your bag on the path.

### **Equipment**

- Clothing: Sturdy, lace-up boots/shoes with a good tread, comfortable layered clothing (jeans are unsuitable), a warm waterproof jacket, hat and sunscreen in warmer weather.
- Daypack: Food and nibbles, plenty of water (1 litre at least), whistle, small torch.
- **First aid kit (see guide below) and personal medication, clearly labelled.**

- **An emergency medical information booklet**, listing personal details and contact information must be carried at all times. Have the Medical ID App with medical information on mobile phone.
- There is an 'Emergency App' for walkers with a smart phone, which is invaluable for reference details in an emergency. This app is "**Emergency Plus**" and it is recommended that walkers upload the app to their mobile phone and know how to use it.
- List of Skyline Walkers information and mobile phone numbers including the Walk Leader's mobile phone.
- Walkers should always carry their own personal mobile phone.

### **ATTENDANCE AT "FIRST AID AND SAFE BUSHWALKING" SESSIONS**

Our Club, like all other clubs, is required to show due diligence in relation to insurance. Therefore to fulfill that requirement, it is recommended that members attend a First Aid and Safe Bushwalking session at least every 2 years. The Committee organizes an annual First Aid session.

### **FIRST AID KIT - (Guide only)**

Personal medication	Sunblock
Triangular bandage with safety pins	Blister kit
A medium wound dressing	Tweezers/scissors
Elasticized bandage	Cotton buds
Assorted adhesive dressing strips	Panadol tablets
Saline 10mls	Rubber gloves
Aspirin/Disprin (in case of heart attack or Stroke)	Space blanket
	Betadine

### **A WALK IS CANCELLED IF:-**

- The temperature forecast on the Friday evening 6.00 pm news for the morning of a walk, is **32° C or higher**.
- If there is a **declared fire ban** in the area to be walked, regardless of the temperature of the day. (Remember that the Mt Lofty Fire Ban district includes the foothills and some outer suburbs.)
- Weather conditions indicate that it may be unsafe to walk, e.g. severe storm warnings or an extremely inclement weather forecast, then please check your email regarding the cancellation of the walk.
- Reference for temperature or fire bans can be obtained on the following links:-  
<http://www.bom.gov.au/sa/forecasts/adelaide.shtml>  
[https://www.cfs.sa.gov.au/site/bans\\_and\\_ratings.jsp](https://www.cfs.sa.gov.au/site/bans_and_ratings.jsp)

### **PHONE APPS that may be useful:-**

<b>Emergency +</b>	(Gives emergency phone numbers plus Latitude and Longitude) (Phone number for emergency 112)
<b>CFS</b>	(Information on Fire Bans by districts)
<b>Medical ID</b>	(Lists name, medical information, emergency contact etc)

### **POLICY RE BRINGING CHILDREN UNDER 16 YEARS ON CLUB WALKS**

- The Club adheres to the Walking SA requirement for insurance purposes that nobody under the age of 16 years of age participates in Club walks.

**Note: the following guidelines for Walk Coordinators, Walk Leaders and Back-markers can also be found in the document called "Guidelines for Coordinators, Walk Leaders & Back-markers".**

## **GUIDELINES FOR WALK CO-ORDINATORS**

- The walk planner is divided into four sections: March-April-May, June-July, August-September and October-November. The two Coordinators must organize the section of the walk planner allocated to them. This involves contacting the Walk Leaders, checking the information makes sense, is accurate and the Coordinates are correct. Forward the information to the president and secretary for checking and distribution.
- Coordinators must give notice to Forestry SA regarding walks in their forests.
- The Coordinators are responsible for bringing the roll to each walk (and passing them on to the secretary at the next committee meeting).

## **GUIDELINES FOR WALK LEADERS**

### **Planning**

- Be familiar with the route and the terrain of the walk and when planning the walk, note and comply with any seasonal or other trail closures (community activities ie car rallies, mountain bike events etc.)
- Where practicable, have a deputy who can take over if required.
- Know how help may be summoned and be able to describe the location of the walking party.
- When walking in National Parks and Forests operated by Forestry SA, they request notification of the date/s of the club's walks in Forest SA areas. This also gives early warning of area closures due to logging or other activities.
- Be aware of Fire Ban restrictions and the impact on your walk.

### **On the day**

- Arrive at the meeting place early to greet the walkers and answer any questions.
- Ensure that all walkers have signed the walking roll.
- Ensure that visitors have filled out a 'Casual Walkers Indemnity Form'.
- Fill out any 'Incident Forms' as necessary.
- Both the Walk Leader and Back-marker collect a walkie-talkie, ensure they work and you know how to operate them.
- Both the Walk Leader and the Back-marker should exchange mobile phone numbers for use on the walk if needed (*There may not always be a signal*).

### **A few minutes before starting time**

- Introduce yourself, your deputy and the Back-marker.
- Identify visitors or new members.
- Explain the features of the walk, nature of the terrain, highlight any items of interest and advise your procedures for comfort and drink stops.
- Ensure walkers are fit and in good health (*for walking*).
- Ask walkers to observe these "Guidelines for Walkers".
- Count the group and appoint a Back-marker (*if you have not already done so*).
- Start the walk on time.

### **During the walk**

- Realise the importance of retaining the group as a cohesive unit.
- If necessary, adjust the pace or alter the position of individual walkers in the party and stop for drink breaks.
- At regular intervals and track junctions, pause and allow the group to close up.
- Use the club's walkie-talkies if available, for keeping the group together.
- Walk Leader and Back-marker to communicate via their mobile phones if required. Signals may vary according to the locations.

### **After the walk**

- Ensure that all walkers are present or accounted for.
- Fill out an Accident/Incident Report form (*if necessary*).

- Make sure the head-count is correct at the end of walk.
- Complete attendances roll and have Walk Leaders A3 & A2 sign the roll for receipt of Leader payments.
- Give walkie-talkies to the Walk Leaders for the following week or the Coordinator.

#### **GUIDELINES FOR BACK-MARKERS**

- Note the number of people on the walk.
- Keep note of people leaving the group.
- Take appropriate action by contacting the Walk Leader via the walkie-talkie (or mobile phone) if the group becomes too spread out.
- Be alert for walkers experiencing difficulty and take appropriate action, including advising the Walk Leader.

#### **GUIDELINES FOR AN ACCIDENT OR OTHER EMERGENCY**

In the event of an incident

- **Initial risk assessment** of situation to identify dangers to injured person(s) and people to provide assistance
- **STAR** Stop, Think, Act, Review.
- **Leader delegates** roles and tasks to other experienced members., (and avoids trying to do everything)
- **Attend to injured person:** ensure any person at risk, ill or injured is safe
- **Provide first aid** following standard procedures
- **Ensure other group members are safe** and bring them together
- **If no phone cover** send fastest walker for help
- **If ambulance needed call**