**Check Sheet for Walk Leaders**

**Planning a walk:**

1. Agree a date for the walk and type of walk (ramble/easy hill walk / hill walk) with the walks co-ordinator Mary Collins (marycollins20120@gmail.com). The walk will then be entered in the walks spreadsheet and in the club calendar
2. Complete the recce well in advance.

**Communication of a walk:**

1. Once details of the walk (location, distance) are known let Mary Collins and Pat Furlong (furlongp@gmail.com) know so that the calendar can include these details. Also feel free to forward a few photos of the walk to Pat from the recce.
2. Notification of walks for the coming week will be issued each Monday by the club Secretary. Therefore Walk Leaders to send the walk details to the club Secretary Yvette Payne (skerries.walking@gmail.com) whenever available but no later than the Sunday prior to the walk. (Note: template for same is available on the clubs web site on the INFO section) Also copy Pat Furlong on the notification so that the calendar can be updated.
3. Once the Club Secretary has issued the walk notification the walk is open for members to reserve a place by contacting the Walk Leader.
4. The Walk Leader is responsible for ensuring that the number accepted for the walk are within guidelines (currently 15).

 **Managing a Walk**

1. Ensure the 3 questions relating to Covid (available on the Walk Notification template) are asked before the walk starts.
2. If there is any accident / incident during the walk the walk Leader should ensure that records of the events are taken and photos taken (equipment / material) if relevant.

**Post Walk Communication:**

1. Complete the attendance form and send to the club Secretary (Note: Attendance Form is available on the INFO section of the club web site).
2. Send a summary of the walk and some photos to Pat Furlong for inclusion in the newsletter. Note: feel free to delegate this to one of the walk attendees.
3. Any incident / accident to be communicated to the Club Chairperson as soon as possible (necessary for insurance claims if they arise). (Note: Accident/Incident form on the INFO section of the website).

**Contact details:**

Club Chairperson – Pat Furlong furlongp@gmail.com

Club Secretary – Yvette Payne skerries.walking@gmail.com

Club Walks Coordinator – Mary Collins marycollins20120@gmail.com

Website: [www.skerrieswalking.com](http://www.skerrieswalking.com)