

Check Sheet for Walk Leaders

Planning a walk:

1. Agree a date for the walk and type of walk (ramble/ easy hillwalk/ hillwalk) 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.
3. In the case of a Hillwalk allocate the appropriate Grade to the proposed walk. Hillwalks are classified as Easy, Moderate, Difficult, Strenuous, or Challenging in alignment with Mountaineering Ireland criteria. See page 3 of this checksheet for the grading criteria.

Communication of a walk:

- Once details of the walk (location, distance, type of walk) 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 and to Shona Geraghty (shona.geraghty@gmail.com) so that the Facebook page can include these photos to promote the walk.
- Notification of walks for the coming week will be issued each Monday by the club secretary. Therefore walk leaders should send the walk details to the Secretary at skerries.walking@gmail.com whenever available but **no later than Sunday prior to the walk**. (Note: template for this notification is available on the web site under INFO section.) Also copy Pat Furlong on the notification so that the calendar can be updated.
- Once the Club Secretary has issued the walk notification the walk is open to members to reserve a place by contacting the walk leader.

Guests:

Guests can attend a walk provided they have not already participated in more than 3 walks in that membership year.

In advance of the walk or at the start of the walk the Leader should ensure that the guest has completed the Guest Walker Form. This Form is available on the club web site under INFO and can be filled out on-line using a phone or other device. It is important that this form is completed in advance to ensure the guest attendance is recorded and to comply with insurance requirements.

Managing a walk:

1. In the event that there are more than 15 participants on the walk it is recommended that the leader assign a co-lead who will support the leader during the walk
2. If there is any accident or incident during the walk the walk Leader should ensure that records of the events are taken and photos taken if relevant. These can then be used to support and complete the Accident or Incident Form which will need to be completed following the walk.

Post Walk Communication:

1. Complete the attendance Form and send to the Club Secretary (skerries.walking@gmail.com)

Note: Attendance form is available on the INFO section of the club web site.

2. It would be appreciated if the leader or a delegate sends some photos of the walk to Pat Furlong.

3. Any incident or accident to be communicated to the Club Chairperson as soon as possible (necessary for insurance claims should they arise). The walk Leader should ensure the Accident/ Incident report is completed by relevant parties and self as soon as possible after the walk.

Note: this Form can be found 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