



3. NOTES FOR WALK LEADERS

To complement the information in this document, see **4.Posting a Walk Description**, **5.Leadng a Walk: Frequently Asked Questions**, which can be found under the **Walk Leaders** tab on the ECR website. See also section 9 below for additional resources.

1. Registration as a Ramblers Volunteer and Walk Leader

Before you can start leading Ramblers walks you need to be registered as a volunteer and to complete some online leadership training modules. Volunteers have found these to be interesting and useful (see “Walk Leader Registration”, for the details).

The Membership Secretary can arrange registration and provide you with details of how to access the training modules. New leaders must complete these requirements before they lead any walks.

2. Recce your walk

Before leading a walk you should do a recce but this will vary depending on how familiar you are with the route and area. The walk can be anywhere in reasonable travelling distance, usually not much more than about an hour from Macclesfield/Wilmslow. In the winter we tend to walk closer to home, and the walks tend to be at the lower end of the distance scale because of daylight constraints. The categories of our walks by length and difficulty are detailed in “Posting a Walk Description”

Risk Assessment: While you are carrying out the recce and after you have completed it, consider what hazards or potential risks there could be and how you can mitigate them. You can use the Ramblers Risk Assessment checklists as a starting point to think about your specific walk. **You can find the checklists on Ramblers website: Sign in> Support Us> Volunteering> Walk Leadership>Resources for Walk Leaders> Risk Assessment.**

Refreshments: It is useful to identify suitable places to stop for drinks and lunch breaks; the number of breaks depends on the length of the walk and the needs of the walkers. Breaks tend to be at least 10 minutes for the drinks breaks and 20 minutes for lunch but could be longer or shorter depending on the weather or needs of the walkers.

Medium and Long walks usually have ‘coffee break’ in the morning (about 11am) and a lunch break. Long walks usually have an additional short drink break in the afternoon.

Short and Stroller walks usually just have a drinks break about half way round, as these walks usually end before lunch time.

3. Post your walk on ECR website

Click on 'Notice Board' and it will give you 'Click here to post details of your walk'. The walk needs to be posted at least 7 days beforehand, 14 days if possible. In winter notice tends to be at the shorter end because of the chance of weather changing. See “Posting a Walk Description” for what to include.

If you have a GPX file of your route this can be attached to your walk details on the website by emailing it to gp@ramblerseastcheshire.org.uk thus enabling potential participants to view the route of the walk in advance. This is an optional step, not a requirement.

4. At the start of the walk

- Gather the group together to say hello, introduce new walkers and provide an overview of the route.
- Highlight potential hazards on the route so walkers can keep themselves and others safe.
- Check that everyone has ICE/emergency contact details with them.
- Appoint a back-marker and consider appointing a middle-marker if you are leading a larger group.

5. During the walk

- Stay in sight or communication with your back marker, stop and make sure you can see the back marker when you make any turns
- Take regular headcounts and make sure you stop for people to regroup if the walkers are getting spread out

6. After the walk

- Let new walkers know when the next walk is, and the steps to join the group or stay in touch.
- If you're going to a post-walk social, make sure everyone feels welcome to join
- Submit number of walkers: email the appropriate walks coordinator (see section below) with the number of walkers (to include the leader) for inclusion in group walk statistics:
- Report incidents or new misses: **you must inform ECR Secretary/Chair who can provide the link to the Incident Report Form** on the Ramblers website. It must be completed as soon as possible and within a maximum of 10 days.

When you open the incident report form: scroll down to the bottom of the form and click 'Download'. Save the form and complete it electronically offline, save again and forward it to the ECR Secretary who will send it to the Ramblers Association (don't send it to the address given on the form). The Chair, Coordinator or Secretary can help you.

7. Cancellation

If you find you cannot lead your posted walk, contact the relevant Walk Coordinator as soon as possible. If between you, you can't find a substitute leader, post a message on the notice board to say that the walk is CANCELLED. If there is time for this to go through the system, a little while later a red CANCELLED will also appear over the entry on the programme page. If it's safe, and you are able to do so, you may decide to go to the starting point to ensure everyone knows the walk is cancelled.

8. Contacts

Walk Coordinators for the different length walks

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| Stroller: Maggie Swindells | chaireastcheshireramblers@gmail.com |
| Short midweek: Dave Collorick | collorickdj@talktalk.net |
| Short weekend: Jane Gay | jane.gay@icloud.com |
| Medium midweek: Andy Davies | chaireastcheshireramblers@gmail.com |
| Medium weekend: Paul Higinbotham | paulhiginbotham@yahoo.com |
| Long midweek: Anne Ball | walkscoordinator.midweeklong@gmail.com |
| Long weekend: John Galligan | john.galligan@btinternet.com |
| Evening: Ralph Atherton | ralph1060@gmail.com |

ECR Chair: Maggie Swindells at chaireastcheshireramblers@gmail.com

ECR Secretary: Nigel Hersee at nigel.hersee@gmail.com

ECR Membership Secretary: Anne Ball at memsec.ecr@gmail.com

9. Supplementary Resources

ECR documents on the ECR Website (ramblerseastcheshire.org.uk)

On the Home Page, click 'Walk Leaders' where you can find:

- 1. What a volunteer needs to do before leading a walk
- 3. Notes for Walk Leaders
- 4. Posting a Walk Description
- 5. Leading a Walk - Frequently Asked Questions
- 6. OS App Phone Instructions
- 7. How to register your phone for text SMS to emergency services

On Ramblers website (ramblers.org.uk)

You will find there is a wealth of information to help you lead safe, welcoming and enjoyable walks.

Sign in and click: Support Us >Volunteering>Walk Leadership