Redland Bushwalker Inc Leader Checklist

Done?	Planning the Event
☐	Check the club calendar for an open date. Avoid clashes with other events where possible.
☐	Publish your Event on Meetup using the guide *"Publishing an Event Using the Meetup Website"* (there is a similar guide for using the Meetup app if you prefer).
☐	Create a car pool at https://www.groupcarpool.com/ and post link in your description.
☐	Print off the *Acknowledgement of Risk Form for Temporary Members*. Take with you on day.
☐	Understand what to do in the unlikely event of an accident or emergency. Print off the *Bushwalking Incident Form*. Take with you on the day in your First Aid Kit.
☐	Regularly review Meetup for RSVP's and comments/questions about your event as participants may have questions.
☐	Check the weather and, if possible, the track conditions just before the activity. This is vital during bushfire and flood seasons.

Done?	Starting The Event
☐	Conduct a head count before starting - count the number of people present and check against the number of people who registered to attend.
☐	Ensure temporary members have read & signed the *Acknowledgement of Risk Form for Temporary Members* before starting. Non-negotiable – insurance purposes.
☐	Ensure temporary members have paid the $5 fee before starting. Goes to cost of Club's insurance.
☐	Conduct a pre activity briefing. Include introductions and a brief activity overview.
☐	Ask if there are any participants who do not want to be included in photographs posted on the Club's private Facebook and Meetup groups (viewed by members only) or in the Club Newsletter.
☐	Explain rules to keep group together: 1. Role of "tail end Charlie" 2, Stop at track junctions 3. Inform leader or Charlie if leaving track 4. Leave pack on track if leave without informing
☐	Nominate a "tail-end-Charlie" to be at the rear of the group to ensure they understand their role to keep the group together and wait for anyone who leaves track to return.
☐	Check all participants have sufficient food, water and suitable clothing. This especially applies to visitors and new members.
☐	Check that everyone is ready to start.

Done?	During The Event
☐	Move at a pace that keeps the group together. Keep your "tail-end-Charlie" in sight.
☐	Stop as necessary for drink breaks – remember not everyone has a water bladder to keep hydrated while on the move.
☐	Carry out a head count whenever the group halts at rest breaks, meal breaks, or to regroup at track junctions.
☐	Be cognizant of the condition of the participants. Speak directly and privately to anyone who appears to be struggling.
☐	Complete a Bushwalking Incident Form if there is a reportable incident (injury, illness, delay, lost party member)

Done?	Finishing The Event
☐	Conduct a final head count to ensure everyone is accounted for.
☐	If required, (mainly for off track walks) advise the Emergency Contact Officer as soon as possible of a safe return as delay could initiate an emergency response.

Done?	After The Event
☐	Return any completed *Acknowledgement of Risk Form for Temporary Members* and $5 fees to the Club Treasurer (email form and ETF fees, or at next Club meeting).
☐	Report any incidents or activity/participant concerns ASAP to the Safety & Training and Activity Officers or another Management Committee member.
☐	Write a trip report and submit to Newsletter Coordinator by the due date for publishing in the next issue of the Club's Newsletter.