



CATHOLIC WALKING CLUB OF VICTORIA INC.

LEADERS HANDBOOK

This handbook has been prepared for the guidance of leaders of activities organised by the Catholic Walking Club of Victoria Inc.

The language and terms used are applicable to walks but the principles apply equally to other activities such as ski trips and bike rides.

Edition Four

June 2024

Introduction	3
Taking bookings for the walk.....	3
Visitors	4
Meeting places	5
Transport	5
Planning the walk.....	5
At the meeting place	6
At the start of the walk.....	6
During the walk.....	7
The whip	7
In camp.....	8
Off track walking	8
After the walk	9
Hints on leading	9
Bushwalking etiquette.....	9
Duty of care.....	10
Walk gradings.....	10
The paperwork.....	10
Search and Rescue contacts	11
Travel cost policy.....	11
Total fire bans and/or extreme weather.....	11
Minimum party size	11
Emergencies	12
Medical Emergencies.....	12
Defibrillator	13
Lost party	13
Lost or overdue individuals.....	14
Reporting accidents, incidents or near misses.....	14
Insurance.....	14
Articles and photos for the Club magazine	14
Appendix 1 – Equipment list.....	15
Appendix 2 – CWCV Walks Grading Sheet.....	17
Appendix 3 – Walks Report.....	18
Appendix 4 - Acknowledgement of risks and obligations of temporary members	20
Appendix 5 - Incident Form	21
Incident Report Form.....	21
Privacy Note	22
Appendix 6 – Participant’s emergency contact & medical information.....	23
Appendix 7 – Essential Guidelines on use of CellaED.....	24

Introduction

Thank you for contributing to the life of the Club by becoming a leader. Accepting the responsibility of leading trips plays an important part in the successful running of the Club and can greatly enhance your experience of bushwalking.

As the leader of a walk or other activity you are the Club's representative. It is your responsibility to ensure the smooth running of the event for the safety and enjoyment of all participants and to provide a welcoming environment for visitors / prospective members.

This booklet is a guide to the basic requirements of a leader and incorporates the "Leader's Duties" set out in the Club's bylaws, but it cannot cover all possible eventualities. Never hesitate to ask for help or advice from experienced members if you are uncertain of how to deal with a situation. If you are new to leading, the Club can arrange for an experienced leader to accompany and assist you.

Taking bookings for the walk

When people make contact to book for the walk make sure they understand the date, location, approximate distance, terrain and degree of difficulty / grading of the walk as well as the meeting place and walk start time.

Record the names, telephone numbers and whether they are Club members or visitors.

Enquire whether they are prepared to drive their own car or require transport.

If the person is not known to you, make some enquiry about their fitness level in relation to the proposed walk. If you have any doubts about the ability / suitability of any member or visitor who wants to participate you are welcome to call the Walks Secretary or another committee member to discuss the issue.

As leader, you have the discretion to refuse a place on the walk if you believe the person enquiring does not have the required level of fitness. (See additional comment under Visitors). If appropriate, suggest an easier walk on the program to build and demonstrate fitness.

Explain the equipment required and the need to carry food, water, etc. as appropriate for the walk. A suggested equipment list is set out in Appendix 1.

You have the discretion to limit the number of participants on the walk if appropriate.

Visitors

When responding to an enquiry from a visitor it is advisable to make a general enquiry regarding the person's fitness level, and any health conditions/ allergies that could be a concern in the context of the walk. Reassure the visitor of confidentiality of what they disclose to you as leader.

Provide information about clothing/ equipment/ food and water requirements and the option of hiring equipment from the Club if appropriate.

Visitors must sign an Acknowledgement of Risks and Obligations of Temporary Members (see Appendix 4) before the commencement of the walk. Signing the form makes the visitor a Temporary Member for the duration of the event and brings them under the personal accident and public liability insurance policies held by the Club.

Visitors must also complete an Emergency Contact form (see Appendix 6) and carry that in their pack. If possible, email that form to the visitor before the walk.

The Club expects that visitors will have completed at least two day walks with the Club prior to participating in base camps or pack carries (multi-day events).

Visitors are potential members of the Club. Make them welcome, introduce them to other members of the group and check periodically during the walk that they are coping.

A visitors' fee of \$5 applies to all visitors except those under the age of 18 or immediate family of Club members.

Meeting places

Arrange to meet at either at the starting point of the walk or, if that could be difficult to find, an easily identified / located place where people can gather and then drive in convoy to the starting point.

Transport

The usual transport to walks is by private cars. If it suits participants, leaders can arrange car-pooling to maximise the number of people per car to limit the number of cars to a safe minimum. Where possible, drivers should be Club members.

When car-pooling is adopted, the Club has adopted the following formula for the calculation of travel costs: "Multiply the cost of petrol used by two and divide by the number of people using the car". The extra allows for maintenance costs and wear and tear.

Planning the walk

Learn as much as possible about the area the walk will cover by studying maps, books, track notes and articles, and talking with others who are familiar with the area.

Plan and, whenever possible, reconnoitre the route, including tracks, possible escape and/or alternative routes, water, huts, campsites, etc. as appropriate.

Your planning should include contingency plans to shorten the walk in the event of miscalculation of walk times, extreme weather or other emergency.

Obtain any permits that may be needed.

Obtain the latest possible weather forecast.

Find out where and when Mass may be attended, if practical, on weekend and extended walks.

Check the walking experience of prospective starters to be satisfied they are fit and well enough to do the walk.

Check that prospective starters have the right clothing, footwear, and equipment, and are aware of the nature and grading of the walk and of any costs involved.

For day walks, advise the Club's Search and Rescue contacts (details on the back of the walks program) if there is to be any change to the walk as described on the Walks Program. For weekend or extended walks advise the Search and Rescue contacts of the names of the members of the party, where cars will be parked, details of the planned route and estimated times/dates of start and return.

At the meeting place

Check that all attendees have arrived.

Have visitors sign the Acknowledgement of Risks and Obligations of Temporary Members. (See Appendix 4) If they don't sign they are not allowed on the walk.

Check that members and visitors are carrying their Emergency Contact forms in their packs.

Collect visitors' fees.

If necessary, organise vehicles/drivers to convey walkers to the starting point of the walk.

At the start of the walk

Have an introductory circle and include the following elements:

1. Account for and welcome all members and visitors who have booked for the walk.
2. Ensure members of the party are introduced to each other, taking particular care of visitors.
3. Acknowledgement of Traditional Owners - As part of your welcome and explanation of the day or weekend's activities please acknowledge the traditional owners of the area with the following:

'We acknowledge the Traditional Owners of the land on which we are meeting and walking today, the people, and pay our respects to their Elders, past, present and emerging.'

4. Explain the itinerary for the day, advise the party to stay together, to keep to tracks and to wait at all track junctions for re-grouping.
5. Tell everyone to maintain visual contact with the people in front and behind.
6. Explain the need for walkers to let another member of the party know if they intend to leave the party for a toilet stop during the walk or during any walk break.
7. Explain the need to take home any rubbish. "What you carry in you can carry out."
8. Appoint and introduce an experienced walker as whip for the party.
9. Where one is provided, sign the intentions book at the start (and end) of the walk.

During the walk

Have regular rest breaks, check the head count and check the party frequently for any physical or other problems.

Regulate the walking pace and keep an eye on the “racehorses” and slow walkers.

Inform the group of any upcoming difficulties and arrange assistance if needed.

Keep in contact with your whip. He or she will probably be in the best position to let you know of any walker experiencing difficulty during the walk.

Be alert for changes in weather conditions.

In hot weather be aware of the risks of dehydration and heat exhaustion. In cold weather be aware of the risk of hypothermia. Know the signs of and correct treatment for these dangerous conditions.

Keep a check on the party's time and progress in relation to the planned timing of the walk.

If unsure of your position or if other problems arise, discuss the matter with the more experienced members of the party.

If it is a large party it may be necessary to nominate another experienced walker as a leader of a “sub-group”.

Be open to the party's suggestions and make the walk more enjoyable by pointing out matters of interest along the track.

The whip

The person selected to be the whip should be an experienced walker who has a good understanding of the planned walk, including planned rest and lunch spots.

The whip:

- Stays at the back of the party and ensures that no one is behind them.
- Needs to be able to assist any slow walker and to encourage any that may need to be “pushed” a little.
- Makes sure that any walker who leaves the track (e.g., for a toilet stop) rejoins the party and is not left behind.
- Ensures that the leader gives all slow walkers a reasonable time to rest at any drink or rest break.

During the walk, keep in regular contact with your whip. He or she will probably be in the best position to let you know of any walker experiencing difficulty.

The whip should be capable of taking over the walk from the leader should the need arise.

In camp

On trips that involve overnight camps:

- Account for all members of the party.
- Find a suitable, clean, flat site near water.
- Make sure the party is aware of hygiene and cleanliness requirements, e.g., no toileting within 100 metres of a campsite, watercourse or track.
- Comply with regulations, e.g., observe Total Fire Bans.
- Keep any fire small, encourage the use of stoves, use existing fireplaces and replenish any wood used from stockpiles.
- Avoid excessive noise, especially if near other campers.
- Advise the party of the next day's itinerary and starting time.
- In snow or other cold conditions be aware of the dangers of alcohol consumption.
- When leaving make sure the campsite is clean and that any fire has been thoroughly extinguished.

Off track walking

In difficult terrain or thick vegetation

- Regroup often (say every 15 minutes).
- Keep the party bunched up.
- Check navigation regularly.
- Alternate the person in front (give them a rest).

On steep slopes

- Maintain safe separation of walkers.
- Move diagonally across slopes so dislodged rocks do not endanger walkers.
- Tell group to yell "ROCK" if a stone/rock starts to roll down.
- Place confident experienced walkers at difficult spots to assist others.

Steep slopes and scrambling require CAUTION. Plan moves in advance and, if necessary, stop the group to check the route. DON'T RUSH.

After the walk

Account for all members of the party.

If applicable, “sign out” in the intentions book.

Complete any financial arrangements, including visitors’ fees.

Report back without delay to the Club’s Search and Rescue contact. If the party has been delayed, telephone at the first opportunity from a country town or by mobile telephone.

Pass the names of all the members of the party and visitors’ Acknowledgement of Risks and Obligations of Temporary Members to the Membership Secretary.

Pass visitors’ fees to the Treasurer or bank them by direct deposit to the Club’s bank account and advise the Treasurer.

Write an article about the walk for the Club’s magazine “The Catholic Walker” or arrange for a member of the party to do so. Send it, with any suitable photos, to the Club’s Editor.

Hints on leading

- Think ahead and be prepared
- Give directions clearly
- Be encouraging
- Show confidence
- If in doubt, consult and seek advice
- Encourage a caring attitude
- Discourage inappropriate or dangerous behaviour
- Encourage members to share knowledge and interests

Bushwalking etiquette

- Always seek permission in advance to access private property
- Leave gates as you find them
- Do not disturb stock and take care not to damage fences
- Tread lightly and leave the environment as you found it
- Carry out ALL rubbish
- Keep to established routes and tracks where possible
- Take only photos and leave only footprints

Duty of care

A duty of care is a legal obligation imposed on an individual requiring that they adhere to a reasonable standard of care while performing any acts that could foreseeably harm others.

In bushwalking terms all walkers need to take reasonable care to avoid exposing any person, including other walkers, to unreasonable risk of injury or loss.

The test of a walk leader's duty of care could be:

What a reasonably prudent walk leader would do to take reasonable care to avoid exposing fellow walkers (considering their age, experience, skill and other individual matters) to unreasonable risks of injury or loss.

Walk gradings

Each walk on the Club's program is graded as beginner, easy, easy/medium, medium, medium/hard or hard according to a matrix considering the distance and the difficulty of the terrain.

The matrix is set out in Appendix 2.

The paperwork

There are three pieces of paperwork that the leader needs to be familiar with:

The Walks Report – used to compile the names and details of the participants on the walk and sent to the Membership Secretary for updating the Club's records. A sample is in Appendix 3.

The Acknowledgement of Risks and Obligations of Temporary Members – which must be read and signed by all non-members/visitors before they commence the walk. This form is also to be sent to the Membership Secretary. A copy of the form is in Appendix 4.

The Incident Form – If an incident which did, or could have, resulted in injury or property damage occurs during your walk you should obtain and complete an Incident Form and return it to the Club Secretary. Incidents include "near misses" when things could have gone seriously wrong, not trivial items.

The information contained in Incident Forms serves two purposes; firstly, it may be needed in the event of an insurance claim and secondly, it provides lessons which may indicate a need for a change in procedures or practices. A copy of the form is in Appendix 5

Search and Rescue contacts

The Club maintains two Search & Rescue contacts. Their contact details are on the reverse of the Walks Program.

Before you leave to go on the recce of your walk you should inform someone of where you are going and your intended walk route. If necessary, use one of the Search & Rescue contacts for this purpose.

For Club day walks, advise the Club's Search and Rescue contacts if there is to be any change to the walk as described on the Walks Program. For weekend or extended walks advise the Search and Rescue contacts of the names of the members of the party, where cars will be parked, details of the planned route and estimated times/dates of start and return.

For all walks, remember to advise one of the Search & Rescue contacts of your safe return.

If the party has been delayed, telephone at the first opportunity from a country town or by mobile telephone.

Travel cost policy

The Club has adopted the following formula: "Multiply the cost of petrol used by two and divide by the number of people using the car". The extra allows for maintenance costs and wear and tear.

Total fire bans and/or extreme weather

On days of total fire ban or other extreme weather (e.g., extreme weather including hot, cold or wet conditions) it is at the discretion of the leader, having regard for the location of the walk and the anticipated conditions for that area, as to whether:

- the walk is changed to an alternative location, or
- the walk is cancelled.

It is recommended leaders check the web site at emergency.vic.gov.au for details of any fire or flood warnings if appropriate.

If in doubt discuss your concerns with a committee member.

Allow yourself ample time to inform all intending participants if you decide to change the location or cancel the walk.

The safety of members and visitors is of paramount importance.

Minimum party size

A minimum of four is recommended for safety. In an emergency requiring external assistance, one member can care for the injured or ill person while two walk out to safety to raise the alarm.

Any reduction in number should only be undertaken when the level of experience and the potential hazards of the trip are taken into consideration.

Emergencies

Your planning should include contingency plans to shorten the walk in the event of miscalculation of walk times, extreme weather or other emergency.

Should an emergency arise during your walk remember, you are not alone; use the skills and expertise of party members where possible.

Assess the situation:

- Are you in a remote area or can you get outside assistance readily?
- Do you have a short cut / escape route available to you?
- Do you have mobile telephone access to call 000 or 112 (112 will connect to the emergency agencies via whichever mobile carrier provides coverage of your area regardless of your personal service provider)
- When connected ask for the Police – they will organise all the services needed in the circumstances.

Medical Emergencies

If someone is injured or ill:

- Assess the casualty – do you need outside assistance, or can you manage the problem without it? Is the patient conscious or unconscious?
- Check the casualty's pack for their "Participant's Emergency Contact & Medical Information" form. It should be in a labelled waterproof container. (See Appendix 6)
- Nominate one person to take charge – usually you as leader – and another to look after the patient. As far as is practical, make sure the rest of the party is warm/dry/under shelter/in a shaded area as appropriate and that no one wanders off from the group.

Management of the casualty:

- Apply first aid / nurse the patient until help arrives, or they can resume the walk.
- Be aware of the need for:
 - Re-assurance
 - Rest
 - Comfort and warmth
 - Meals
 - Toileting
 - Pressure care
 - Fluid balance
 - Companionship
 - Continuing treatment
 - Regular observation of vital signs
 - Privacy

Sending for help:

- Use a minimum of two people.
- Make sure they have maps and the ability to use them.
- Make sure they can identify your location.

When assistance arrives:

- Who accompanies the patient?
- How is their transport returned home?
- Make the necessary decisions to get the rest of the party back to your transport and home.
- At the first opportunity, advise a committee member of the situation.
- Once home, advise the Club full details of the emergency by completing an Incident Form.

Defibrillator

The Club has a small, lightweight CellaED Defibrillator to use in the event of a person suffering cardiac arrest. It is available to leaders to take on walks. A party member, other than the leader, may choose to carry the AED. See Appendix 7 for Guidelines on use of the CellaED

Lost party

If you and your party are lost:

Stop and think.

Stay together and pool your knowledge and expertise.

Identify your last known position and estimate your present location.

Trust your compass.

If possible, retrace your steps to a place where you knew your position.

Alternatively, if possible, proceed on a course that **MUST** bring you to a known feature such as a road or stream in a reasonable time.

Otherwise, stay where you are and make phone contact with police if possible.

Keep calm, warm and seek shelter while waiting for assistance.

Be prepared to devise ways to attract the attention of searchers in the air or on the ground.

Listen for calls or whistles from ground search parties.

Remember that ground searchers are listening as well as looking. Attract attention to your location by using the recognised distress signal of three regularly spaced “calls” made by whatever means possible such as shouts, whistles, or torch flashes at night.

Lost or overdue individuals

Should a person or persons go missing you need to determine if the missing person(s) is truly lost or missing or simply running late.

If they are deemed lost:

Undertake a search in the immediate area and the location where the missing person(s) was last seen or likely to have made a wrong decision.

If they are not found within 3-4 hours (longer in a remote area) seek external assistance.

If communication by telephone is not possible, a competent sub-group should be sent for the nearest help with the others remaining as visible as possible near the last point of contact.

The Police are responsible for all search and rescue operations in Victoria and should be the first point of contact for assistance in an emergency.

Reporting accidents, incidents or near misses

Accidents, other incidents that result in injury to participants or property damage or when things almost went seriously wrong (near misses – but not trivial issues) are to be reported by completing an Incident Form (See Appendix 4).

The information in the form may be required for insurance purposes. The data is also useful from a risk management perspective. Lessons learnt may indicate a need for a change in procedures or practices.

The completed Incident Form is to be passed on to the Club Secretary.

Insurance

The Club and its members participate in both Public Liability and Personal Accident insurance policies as a consequence of our affiliation with Bushwalking Victoria.

The insurance covers financial members of the Club and visitors who have signed an Acknowledgement of Risks and Obligations of Temporary Members during activities organised by the Club in Australia and New Zealand. Overseas activities, other than in New Zealand, are not covered.

An incident on a walk recce is covered provided the person doing the recce supplies the Club, via a committee member, with details of the proposed date and location by text message, email, or other written form.

Articles and photos for the Club magazine

Please remember to write an article (or delegate the task) about your trip and send it with any suitable photographs to the Editor of The Catholic Walker.

Appendix 1 – Equipment list

The following is a BASIC EQUIPMENT LIST for a weekend walk. Make suitable allowances for extended walks. Items for day walks are marked*.

It is essential that you use **good quality** equipment and that it is **light and small**; it must keep **you comfortable** and **safe**, and it is **your back** it goes on!

CLOTHING – extended and day walks

*Boots – well fitted and lace ups, and gaiters (your preference)

*Socks (thick)

*Trousers (no jeans), shorts, overpants (waterproof pants)

*Shirt

*Jumper

*Waterproof jacket (Gortex or similar) – preferably long enough to cover bottom

*Hat (wide brimmed)

WINTER add:

*Beanie/ gloves (winter)

Thermals

*Clothing for travelling to and from the walk

EATING AND DRINKING

Plate/bowl if required- depending on cooking set

Mug, fork, knife, spoon

*Water bottle – up to 1 litre

Water bag (wine bladders are useful)

Billies and billy grip

Stove, fuel to suit matches

Pots/ grips as needed

FOOD

Sufficient nourishing food for the duration of the walk plus an “emergency” allowance to cover contingencies such as delays in completing the trip.

HYGIENE

Soap, toothbrush, toothpaste, comb

Towel, washcloth

Pot scourer, tea towel

Toilet paper and pooh shovel

First aid kit including snake bandage

Sunscreen, insect repellent, sunglasses,

Hankies

SHELTER AND SLEEPING

Tent, poles, pegs, groundsheet

Sleeping bag with liner,

Sleeping mat

GENERAL

Backpack – usual minimum is 50l for overnight

*Pack liner – waterproof

*Waterproof pack cover

Map, compass, whistle
Torch & spare batteries
*Pencil or biro, paper
*Camera and accessories
*Mobile phone
*Charger

SEASONAL

*Swimming togs, thermal underwear, balaclava, mittens or gloves

ADDITIONAL EQUIPMENT

Depending on the Leader's risk assessment - and if required by CWCV policy
– these items may be carried:

PLB

CellAED (DEFIB)

Good humour, common sense, willingness to put up with unexpected difficulties

Appendix 2 – CWCV Walks Grading Sheet

CWCV Walks Grading Sheet.

The aim of this document is to aid participants in choosing appropriate walks. As such it sets upper distance limits for walks of differing grades based on the difficulty of the terrain they will pass through.

Terrain

- Gentle** Level and easy walking containing no significant difficulties. Suitable for all walkers no matter what their level of fitness.
- Moderate** Could contain some hills or other difficulties like soft sand, rock scrambling or mud but suitable for all people with a moderate level of physical fitness.
- Difficult** Would contain significant difficulties; steep climbs or extreme rock scrambling, climbing etc. even if the difficulties cover only a small percentage of the walk. Such difficulties must be noted in the Walks Program.
- Note** Allowances should always be made for weather conditions and availability of water along the track etc. Check first with the leader when signing up for a walk.

DAY WALKS.

Grading:	Terrain:		
	Gentle	Moderate	Difficult
Beginner	<7km.	<5km.	
Easy	<10km.	<8km.	
Medium	<20km.	<16km.	<12km.
Hard	20+km.	16+km.	12+km.

PACK CARRIES. (Distances for Pack Carries are per day)

Grading:	Terrain:		
	Gentle	Moderate	Difficult
Easy	<9km.	<7km.	
Medium	<18km.	<14km.	<10km.
Hard	18+km.	14+km.	10+km.

BIKE RIDES.

Grading:	Terrain:		
	Gentle	Moderate	Difficult
Beginner	<20km.	<15km.	
Easy	<50km.	<40km.	<30km.
Medium	<100km.	<80km.	<60km.
Hard	100+km.	80+km.	60+km.

(Gravel, even on level terrain would constitute moderate to difficult terrain for bike rides.)

Appendix 3 – Walks Report

CATHOLIC WALKING CLUB OF VICTORIA INC. WALKS REPORT

DAY:	DATE:	TRIP:
GRADE:	DISTANCE: km	LEADER: PHONE:
MEETING POINT & TIME:		STARTING POINT & TIME

SEARCH AND RESCUE CONTACTS: 1) Mary & Julian Conheady 9570 5367. 2) Shirley & Peter Wilson 0413 403 220

VISITORS' FEES: \$5 per event. Immediate family members and visitors under the age of 18 are exempt.

[illegible]

NAME	COMMENTS	CAR	Permission to publish photographs on Public Forums		MOBILE PHONE No	MEM (x)	VIS (x)	VIS FEE (X)
			Yes (X)	No (X)				

LEADER'S CHECK LIST

PRIOR TO TRIP – DISCUSS WITH PARTICIPANTS; ESPECIALLY VISITORS

- Trip details and conditions to be expected.
- Their ability to complete the trip (experience, fitness, medical conditions)
- Required equipment for trip and suitability of participant's own gear.
- Transport arrangements and meeting places.

AT MEETING PLACE OR START OF WALK

- Collect visitors' fees.
- Have visitors read and sign "Acknowledgement of Risks".
- Have introduction circle, welcome visitors and confirm numbers.
- Appoint Whip and explain procedure to visitors.

AFTER THE TRIP

- Ensure all vehicles start, including your own, before everyone leaves.
- Contact one of the Search and Rescue contacts to let them know the party has returned.
- Send the Walks Report with the list of participants as well as the visitors' fees to the Membership Secretary.
- Write an article (or delegate the task) about the trip and send it with any suitable photographs to the Editor of the Catholic Walker.

☐

Tick the box if you need an Incident Form to report any accidents or near misses to the Club Secretary

Appendix 4 - Acknowledgement of risks and obligations of temporary members

Before commencing any activity with the member club all temporary members (visitors) are to sign this acknowledgement of risk form.

Leader's Name:

Grade of Walk or Activity:

ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS OF **TEMPORARY** MEMBERS

In voluntarily participating in _____ on ____/____/20__ an activity of this Club which has been described by the activity leader, I am aware that my participation in this activity may expose me to hazards and risks that could lead to injury, illness or death or to loss of or damage to my property. In particular when participating in abseiling or above the snowline activities I am aware that these activities expose me to the following additional hazards and risks.

(Leader to insert details of risks)

To minimise risks I will endeavour to ensure that:

1. Each activity is within my capabilities
2. I am carrying food, water and equipment appropriate for the activity.

In addition:

1. I will advise the activity leader if I am taking any medication or have any physical or other limitation that might affect my participation in the activity
2. I will make every effort to remain with the rest of the party during the activity
3. I will advise the leader of any concerns I am having, and
4. I will comply with all reasonable instructions of club officers and the activity leader.

I have read and understand these requirements. I have considered the risks before choosing to sign this acknowledgement of risk. I still wish to join this activity. I accept that in signing this form I will take responsibility for my own actions and also acknowledge that I have been granted temporary membership of the above named club for the duration of this event only.

Leader: Submit this form with other trip documentation to: Membership Secretary

Name	Mailing Address and Email	Telephone	Signature	Date

Appendix 5 - Incident Form

CATHOLIC WALKING CLUB OF VICTORIA INC.

President: Bernadette Madden 0408 505 387

Secretary: Peter Wilson 0413 403 220

Email: info@catholicwalkingclubvic.org.au

Incident Report Form

To be completed by the activity leader/s as soon as practical after the incident. This report should be kept by the club secretary as a formal club record. Complete a report even if an insurance claim is not likely to occur, or an incident is a 'near miss'.

Please email the completed form to safety@bushwalkingvictoria.org.au for our Safety Committee to evaluate the incident and extract any learnings that will be useful to the wider bushwalking community.

CONTACT DETAILS	
Club Name:	
Report prepared by: (name and club role):	
Date prepared:	
Date & time of Incident:	
Activity leader details: (full name, phone, email)	
Full Name of affected person:	
Address of affected person: (home address, email)	
Witness details: (full name, phone, email)	
Did the person sign the Club's Acknowledgement of Risk Form (as part of annual membership renewal or prior to the activity in the case of temporary members):	
Does the affected person have Ambulance Cover?	
ACTIVITY DETAILS	
Type of Event: (Day walk, base camp, multi-day walk, special event, etc.)	
Activity Location (Name of park, forest or area of the walk):	
Track Name:	
Track Conditions at the time of the activity:	
Weather Conditions at the time of the activity:	

Relevant potential hazards identified prior to the activity: (i.e. river levels, crossings, slippery rocks, roads, elevation, etc.)	
INCIDENT DETAILS (attach separate report if required)	
Location on the track where the incident occurred:	
Describe the incident and any resulting injuries, if applicable:	
Actions Taken:	
Details of emergency response teams: (Who, how long did they take to reach the affected person/s, how were they contacted)	
Post incident follow-up with affected person/s:	
Any suggestions on how the likelihood of such an incident might be reduced?	
SUPPLEMENTARY INFORMATION	
Please include any maps, photos, witness statements, etc.	

Privacy Note

The inclusion of the names of individuals and their contact details in this report must be done in accordance with relevant Privacy laws.

Signed: _____
Activity Leader

Name: _____

Signed: _____
Witness

Name: _____

Appendix 6 – Participant's emergency contact & medical information

PARTICIPANT'S EMERGENCY CONTACT AND MEDICAL INFORMATION

This information is for emergency use only. This completed form must be carried with you at all times during an activity, in a sealed plastic envelope. It is your responsibility to update the information if there is a change in details.

Name:			
Home Address:			Post Code:
Telephone:	Home:	Mobile:	

MEDICAL INFORMATION			
Medical condition/s:			
Current Medications:			
Allergies:			
Action required in event of allergic reaction (if known):			
Current Immunisations:	Tetanus Y / N	Hep A Y / N	Hep B Y / N
Medicare number:		Ambulance Cover: Y / N	
Private Health Fund			

YOUR EMERGENCY CONTACT			
Name:			Relationship:
Home Address:			Post Code:
Telephone:	H:	W:	M:

Your Signature: _____ **Date:** _____

Privacy Statement: The information contained in this form is for emergency use only and will be used if you are ill or injured whilst participating in an activity. The information will only be accessed by the Activity Leader or their delegate and given to the relevant medical or emergency services personnel.

Appendix 7 – Essential Guidelines on use of CellaED

1. **WHY?** An AED can be lifesaving when a person has a sudden cardiac arrest. Without it, a person may die, even if CPR is administered.
2. **WHEN?** The CellaED is for use when a person is unresponsive, unconscious and not breathing, or not breathing properly. **If in doubt, it is best to use the unit.**
3. **WHO?** Anyone participating in a club activity can choose to carry the CellaED. If you are not the leader, tell the leader, and other participants, that you are carrying it and where it is stored in your pack. **No special training is needed to safely use it.**
4. **HOW?** The CellaED has voice prompts to guide you through the steps.

The steps are simple:

- a. Remove Clothing and Jewellery to expose the patient's chest. This may require the use of scissors to cut clothing and for females remove bra.
- b. SNAP (open the unit),
- c. PEEL (the pads apart)
- d. STICK (the pads onto the person as shown on the unit).
- e. Follow the voice prompts including standing clear when told to do so. **NB: It is impossible to harm a person using the CellaED. The CellaED will know when a patient needs to be shocked and will only deliver a shock if required.**
5. **DE-ACTIVATION?** The unit is de-activated by holding the pads together.

Notes;

Scissors are included to cut through clothing including bras. A bra is fully removed by cutting the centre of the bra and both straps so that the bra can be completely removed.

Paper towel, a towel or piece of cloth may be used to wipe sweat or moisture from the chest.

If available a razor may be used to shave excessively hairy chest.

Reading of the User and Operating manuals is recommended. A copy of the User and Operating Manuals may be found on the Rapid Response Website; rapidresponserevival.com or from the CWCV Walks Secretary.

