

## **For Leaders**

1. In addition to the walks already included in the programme, leaders can volunteer other group walks by sending details to Programme Secretary and/or Webmaster. Details must include the following, but no need to send contact details as these will be taken from the completed GDPR forms (if changes are needed, then amended GDPR forms need to be sent to Programme Secretary):
  - i) Start point – this won't be included in the programme if you are limiting numbers
  - ii) Distance
  - iii) Start time
  - iv) Date
  - v) Preferred booking method if walks are for a limited number of walkers
  - vi) Any deviation from the normal plan for the day of the week for your walk
  - vii) Additional restrictions that you want to place on the walk
  - viii) Maximum number of people that you are happy to accept on the walk or unlimited
2. Programme Secretary and Webmaster will alert you if any other walk is planned for the same area on the same day so that you can check with the other leader to try to make sure that your walks do not overlap.
3. Currently the maximum group size is decided by the leader.
4. Leaders must complete a Risk Assessment using the standard form provided by Ramblers (available from the Walks Programme page on our website or Assemble). This should be sent to the Programme Secretary by email before the walk starts.
5. Walks can be any length, any day, any time and organised by the leader under current RA guidance, and must be circular
6. Walk leaders can add their own restrictions since it's their walk
7. Where booking is required, please confirm bookings as soon as you can so that walkers know if they are on a walk.
8. When your walk is full, contact Webmaster so that we can mark the walk as fully booked on the website. This should reduce the number of subsequent requests.
9. Don't allow anyone to book a place for anyone else.
10. Don't be pushed into taking more people than you stated as the maximum.
11. At the end of the walk, please delete walkers' contact details if booking was required

## **For Walkers**

### **For all walks:**

1. Look at the walk listings to help you choose a walk.
2. Some days there could be more than one walk so choose the one best suited to you.
3. Listen to the walk leader's briefing so you know what to do and follow the latest guidelines
4. When other walkers are passing, remember to stand back and give way
5. Carry alcohol-based hand sanitiser and a face covering or masks. You might want to wear gloves too
6. Bring your own food or snacks and plenty of water, as cafes or pubs will not be guaranteed.
7. Let the walk leader know if you are having problems, feel unwell, or need to slow down or stop

### **For Bookable walks where numbers are limited**

1. The walk listing will include details of how to book a place
2. Contact the walk leader directly to request a place on the walk
3. Your place is not guaranteed until the leader confirms it and gives you the full location details
4. Don't turn up to a walk without booking as you will be turned away.
5. Remember you can't bring any additional people along if they haven't booked
6. If you can't make it, please cancel your place so that someone else can take it
7. No walk can be booked more than 7 days before it starts
8. You can only book a place on a walk for yourself.
9. Walk leaders will only use the contact information you provide to them in order to get in touch with you about the walk.

**Contact Details** (also available on our website)

Programme Secretary – [programmeivw@gmail.com](mailto:programmeivw@gmail.com)

Webmaster – [webmasterivw@gmail.com](mailto:webmasterivw@gmail.com)

Membership Secretary – [membsecivw@gmail.com](mailto:membsecivw@gmail.com)

Chairman – [chairmanivw@gmail.com](mailto:chairmanivw@gmail.com)

Further Guidance for Leaders and Walkers can be found on the Ramblers website.