

Coffs Hikers - Leaders Activity Checklist

Plan the activity

- Choose a route you know well, or do a reconnaissance if the route is new to you
- Choose a date (taking into account tides, etc as needed)
- Describe the activity (walk, ride)
 - Distance, ascent and descent
 - Terrain - on track, off track easy or hard
 - Challenges such as creek crossings, steep hills, slippery
 - Pace, rest breaks
 - Grade the activity
 - Children allowed? Minimum age?
 - Decide group size
 - Confirm availability of campsite if camping
- Access to an activity
 - 2WD or 4WD?
 - Car parking, car shuffles
 - Meeting place for car pooling, and travel distance and travel time
 - Suggest carpooling contribution for passengers
 - Private property permission if required
- Add the walk to the program
- Make group or own campsite bookings as appropriate

Week before the activity

- Check Park or Forest is open
- Check roads are open (LiveTraffic)
- Check weather forecast, river heights
- Check Hazards Near Me app (fires, floods etc)
- Check list of participants for new walkers
- Send a reminder to walkers 2-3 days before walk with any additional details (if not using automated reminder)
- Cancel the walk if necessary (fire, extreme weather, parks/roads closed)
- Suggest alternative walk if cancelled

Night before for the activity

- Print the Activity Sign on Sheet (emailed automatically the evening before) and leaders clipboard with pen, spare forms
- Print paper map, pack compass
- If you use a GPS app, check GPX is loaded, offline maps have been downloaded, and phone is fully charged
- Inform your emergency contact of your trip intentions and expected return time
- Check first aid kit and PLB (if you have one)
- And the usual hat, water, poles, food, warm/rain layers, shoes, money etc!

Activity briefing

- Wait for everyone to arrive, but not more than 10 minutes after meeting time
- Collect signatures on Activity Sign on form, collect any Child Risk forms
- Welcome and introduce everyone
- Describe the activity, any risks participants should be aware of, and planned rest stops, any questions?
- Ask people to tell you if they have any injuries or concerns
- You may refuse to take any person who you do not think is suitably prepared or capable
- Do a head count (it can also be useful to take a photo of the group in case of emergency like missing person)
- Request a tail end / back marker
- Take a photo of the Activity Sign on Sheet and any Child Risk Waivers, or pack the forms somewhere dry to carry with you

During the activity

- There is a lot for a leader to manage on an activity, co-leaders can help
- Navigate the route, observe the weather and conditions
- Manage pace and energy levels, take rest breaks, regroup as necessary (set limits for fast walkers as appropriate)
- Check in on any new walkers to see how they are doing
- If anyone leaves the group after discussion with leader, make a note on the sign on sheet that they left (time, place) and ask them to text you when safely back at their car
- Do a head count
- Leave no trace (minimal impact)

After the activity

- Do a head count!
- Remind people to pay their carpooling contributions, ensure cars start, no one is left behind
- Notify your emergency contact that you have returned safely
- Email Activity Sign on Sheet and any Child Risk Waivers activity@coffshikers.org for long term storage
- In the event of an incident, complete the Incident Form and send to the committee for discussion
- Optional share some photos on the Facebook Group (if you use Facebook) or email to Karen