



## Association Policies

*The term “clause” refers to clauses of the club’s constitution*

### 1 Visitors

- 1) A visitor may participate as a temporary member in a maximum of 3 outdoor activities of the club, after which they are required to apply for membership.
- 2) Visitors who attend multiple activities which have been organised as joint walks with other organisations, are not required to join Sydney Christian Bushwalkers
- 3) If a person ceased to be a member of the club by resigning or failing to pay their membership fee, they must re-apply for membership and pay the current membership fee before participating in an outdoor activity,
- 4) A former member may participate in a reunion activity as a visitor.
- 5) Visitors who provide an email address will receive the emailed program for a period of 12 months, after which they must join if they wish to continue receiving the newsletter.
- 6) Visitors may ask to be removed from the email list at any time.

### 2 Register of members

- 1) The register of members shall contain the following additional information (clause 10 (1)(f)) on each member:
  - (a) due date for payment of their membership fee
  - (b) preference for email address privacy
  - (c) method of receiving the club newsletter
  - (d) leadership status
  - (e) first aid qualifications
- 2) A person who became a member of the club prior to 29<sup>th</sup> April 2006 did not require their membership to be approved by the committee. The date of approval for such a member shall be the year in which the member joined.

### 3 Fees

- 1 The annual membership fee shall be:
  - (a) \$30 for a full member
  - (b) \$22 for a full member who is largely dependent upon a Centrelink benefit



- (d) \$45 for a family, which may include up to 2 full members
- 2 The service fee for posting the club newsletter to a member shall be \$5 per annum
- 3 The due date (clause 11 (1)(b)) for a person who became a member prior to 29<sup>th</sup> April 2006 shall be the first day of same month they were previously requested to pay their membership fee.
- 4 When a member decides to pay at the family rate then:
  - (a) the due date (clause 11 (1)(b)) for the other members covered by the payment shall become the same as the due date for the paying member
  - (b) credit shall be given on a pro rata basis for any membership fees paid by the other members of that family during the preceding 12 months

## **4 Affiliation with Bushwalking NSW**

The club shall be affiliated with the Bushwalking NSW Inc and through our delegate(s) shall work constructively on matters of interest to the wider bushwalking community.

## **5 Risk management**

- 1 The club will seek to manage risk by adhering to the principles contained within the Risk Management framework issued by Bushwalking Australia.
- 2 Members are required to sign an annual Risk Waiver Form on joining and on membership renewal
- 3 Visitors are required to sign a Visitor Risk Waiver form prior to each activity
- 4 Leaders should complete a Participants List for each activity
- 5 All waiver forms and Participants Lists shall be kept by the public officer until at least 7 years have elapsed, in case of future insurance claims
- 6 Before the committee gives approval for a member to lead an outdoor activity or type of outdoor activity (clause 49) the committee must be satisfied that the member:
  - (a) Is a Christian who embraces the Christian values of Sydney Christian Bushwalkers as specified in clause 4 of the Constitution
  - (b) Is familiar with the club's risk management policies and willing to abide by them
  - (c) Has suitable experience and map reading skills for the type of activities they plan to lead
  - (d) Preferably holds an appropriate first aid certificate
  - (e) Is familiar with the Bushwalking NSW Bushwalkers Code and willing to encourage activity participants to abide by the code



- 7 Before the committee gives approval for a member to lead social activities the committee must be satisfied that the member is willing to lead such activities in a manner which shows proper duty of care towards participating members and visitors.
- 8 Regardless of the leader's experience, a committee member or person appointed by the committee will attend the New Leader's first 2 walks in the role of Leader Support
  - (a) The Leader Support will talk to the New Leader prior to the activity to discuss walk preparation
  - (b) They will be available for assistance and advice on the walks and will observe whether the New Leader follows the Leaders Guidelines
  - (c) If the New Leader is inexperienced, the Leader Support will give ongoing help to them to gain experience in a supportive environment
  - (d) The New Leader will have their name entered into the Sydney Christian Bushwalkers Leader Register, specifying the types of activity they are competent to lead.
- 9 A Leader can apply to lead different types of activities as their skill level and experience increases.

## **6 Leaders' responsibilities**

- 1) When planning a bushwalk or other outdoor activity the leader should:
  - (a) choose an activity which is within their capabilities
  - (b) research the intended route by various means and, if possible, walk the route prior to the advertised date
  - (c) provide an accurate description of the activity to the Newsletter Secretary
  - (d) decide upon an alternative plan in the event of unforeseen circumstances. Clearly communicate the alternative plan to intending participants and, if possible, exchange mobile phone numbers
  - (e) clearly describe potential hazards to intending participants and exclude any person who, in the leader's judgement, may have difficulty completing the activity. Visitors are not permitted on grade 3 or higher walks or on any walk which has an off-track element, unless they can demonstrate they have successfully participated in such walks with another club or a Sydney Christian Bushwalkers member can vouch for their fitness
  - (f) check for possible problems like hot weather, fire outbreaks, park or track closure and rail maintenance work a few days prior to the activity



- (g) leave comprehensive details of the activity with a reliable contact person including instructions on action to take if the party does not return by the expected time
- 2) Just prior to the activity the leader should:
- (a) ensure that all Visitor Risk Waiver forms have been completed for each activity
  - (b) ensure they have a map, first aid kit, compass or GPS and any other equipment appropriate for the activity
  - (c) conduct an introductory circle to pray and to explain various aspects of the bushwalk, including distance, expected terrain, potential hazards and the expected time of return
  - (d) satisfy themselves that each participant is capable of undertaking the bushwalk
  - (e) ascertain if anyone is carrying a mobile phone or PLB and whether any participants have a current first aid certificate or medical qualifications
  - (f) ensure each participant has adequate food and water
  - (g) when relevant, ensure that cars are secured, lights turned off and keys securely stowed
  - (h) appoint a reliable person as the tail of the group and advise participants that they should not fall behind this person
- 3) During the activity the leader should:
- (a) manage the group and monitor any unexpected hazards by ensuring that each
  - (b) participant is comfortable with the pace and conditions
  - (c) have regular drink or rest breaks to allow participants to regroup and perform a head count to ensure that everyone is present
  - (d) appoint a person to wait at track junctions to ensure that nobody goes the wrong way
  - (e) assist participants to abide by Confederation's bushwalker code
  - (f) organise the reading of a devotional text and/or prayer
- 4) At the end of the activity the leader should:
- (a) ensure that all participants have finished the activity
  - (b) when relevant, ensure that all cars start before anyone leaves
  - (c) advise the contact person of the activity's completion



- (d) forward all completed risk waiver forms to the public officer or a committee member

## 7 Participants' responsibilities

- 1) Participants should ensure, in consultation with the leader, and prior to the bushwalk or other outdoor activity that they:
  - (a) Are fit enough for the degree of difficulty of the walk. If in doubt, discuss with the leader prior to the day of the walk.
  - (b) Should advise the leader of any medical condition which may affect their ability to complete the activity
  - (c) Do not bring visitors without the permission of the leader, who may wish to discuss their prior experience and suitability for the activity.
  - (d) Arrive at the starting point on time.
  - (e) Have the leader's mobile number. Notify the leader as soon as possible if you are unable to attend or running late. You may not be able to attend the walk if running late.
  - (f) Carry sufficient water for the walking conditions, generally a minimum of one litre, or two litres or more in hot weather.
  - (g) Are suitably equipped, including first aid kit, sunscreen, hat, food, rain gear, whistle, torch and appropriate clothing and footwear.
  - (h) Complete the Participants List with contact details for yourself and your Emergency Contact Person
  - (i) Do not attend if unwell or test positive for Covid
  - (j) Bring a sense of humour and adventure. Our leaders are all volunteers so be patient and kind.
  
- 2) During the activity participants should:
  - (a) Follow the leader's instructions.
  - (b) Be courteous, co-operative and helpful to other walkers in the group.
  - (c) Follow the principles of the Bushwalking NSW Bushwalkers' Code.
  - (d) Walk behind the leader unless the leader gives permission for you to walk ahead. If ahead of the leader, ensure you stop at each track intersection so that you don't go off the planned route.
  - (e) Keep the person behind you and the person in front of you in sight. Call out to ask those ahead to stop if you lose sight of others in the group.
  - (f) Allow sufficient distance between yourself and the walker in front so that you are not injured by branches flicking back.



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- (g) Do not leave the track or fall behind the person appointed 'tail' for any reason (including a loo stop) without advising the 'tail'.
  - (h) Don't leave the walk early unless pre-arranged, but if it becomes necessary unexpectedly, you must advise the leader. The leader may send someone to accompany you out if they feel it is necessary for safety reasons. The leader will not be able to give you a map, so it's best to bring your own as a precaution.
  - (i) Advise the leader immediately if experiencing any difficulty such as pace, blisters, feeling unwell, or shortage of water.
  - (j) Contribute to car costs if you are a passenger in another member's vehicle.
- 3) After the activity participants should:
- (a) Ensure the leader is aware you have made it to the end.
  - (b) Remember to thank the leader.



## 8 Activity Grades for Day Walks

### GRADE 1

Opportunity for large number of walkers, including those with reduced walking ability to walk on well-marked and even tracks. Tracks are man-made and may have a few steps. Should not be steep. Suitable for beginners. Distance should not exceed about 10km.

### GRADE 2

Easy walk, mostly on tracks of low gradient. Opportunity to walk easily in natural environments on well-marked tracks. Tracks should not be steep. Distance should not exceed about 15km.

### GRADE 3

Medium walk with some hilly sections and/or rougher terrain. Opportunity to walk on defined and distinct tracks with some steep sections requiring a moderate level of fitness. Suitable for fit and agile beginners with walking experience. Distance should not exceed about 20 km.

### GRADE 4

Steeper, rougher terrain and may have off-track sections (no more than one quarter of the walk) or a longer distance track walk. Opportunity to explore and discover relatively undisturbed natural environments mostly along defined and distinct tracks. Tracks can be steep. There may be short sections of rock scrambling involved. Leaders should have map reading abilities and/or ability to use a compass. Distance depending on circumstances. Not suitable for most beginners.

## 9 Reimbursement of vehicle and park entry expenses

Passengers in private vehicles should reimburse the vehicle owner for reasonable vehicle running expenses and any other expenses incurred by the driver such as park entry fees incurred on an activity.



## 11 Joint Walks

- 1) Sydney Christian Bushwalkers welcomes joint walks with groups from other bushwalking clubs, church groups or other organisations of similar interests.
- 2) Individual Visitors should read and sign the Sydney Christian Bushwalkers Visitor Waiver form, and are covered by the Sydney Christian Bushwalkers insurance policy.
- 3) Members of the joint group should sign their own activity waiver (if applicable) and will be covered by their own insurance policy. If the joint group does not have their own insurance policy, they will be regarded as Visitors and should sign the Sydney Christian Bushwalkers Visitors Waiver form
- 4) Any incidents or accidents on the walk should be reported to the committees of both groups as soon as possible.

## 10 Dogs

For the safety and comfort of all activity participants, dogs are not permitted on Sydney Christian Bushwalkers activities.