Hike Norfolk

Current Policy Elements
As at April 2011

Policy 1: Fuel cost sharing

For trips out of the region of Norfolk, Suffolk and Cambridgeshire car drivers will be encouraged to participate in a joint cost scheme. However, individual drivers may wish to make their own arrangements with their passengers. The exact arrangements should be agreed upon before departure.

Policy 2: Expenses for Reccys

When a walk leader is Reccy'ing a walk to be lead for the Hike Norfolk, he or she is entitled to claim mileage for a single vehicle in getting from his/her home address to the walk start and back again. The mileage rate will match that currently offered by Norfolk Area.

The maximum mileage that can be claimed for a single walk is 120 miles for the round trip. If travel expenses are required for a greater distance, then this will be required to be approved by the group council before the journey is made.

Whilst this money is available, it is suggested that this only be claimed by those who would suffer hardship in the cost of making the journey, as the group is unable to afford the expense claims for Reccy'ing all of our walks.

Policy 3: Withdrawal from events where expenses have been incurred

If a member has agreed to go on an event for which expenses have been incurred (for example accommodation bookings, event fees) and then for any reason is unable to attend, this member will remain liable to pay these costs in full, unless the member himself/herself is able to transfer the booking to another member who meets the criteria for the event.

There will be no responsibility for the event organiser to facilitate such a transfer, so the arrangements would have to be made by the withdrawing member.

Policy 4: Non attendance of a walk or other event

If a member has stated on the forum, or by other means, that they will attend a walk or other event, and subsequently decide that they will not attend, then every effort should be made to inform the walk leader of the change of plan, so that the event start is not delayed by waiting for a non-attending member.

Policy 5: Age limits

In keeping with Norfolk Area's policy of any Norfolk member being able to walk with any group, Hike Norfolk does not impose any age upper age limit on the walks or events that it runs.

There is a minimum age limit of 18 on all events, although younger participants can be permitted at the discretion on the event leader, but only when accompanied by an adult who will be responsible for this person at all times.

Policy 6: Dogs on walks

In general dogs are allowed on Hike Norfolk events, but in every case a member planning to bring a dog should check that the walk leader is happy for dogs to be brought along. The walk leader has the right to state that no dogs will be allowed on a particular walk. Anyone bringing a dog on a walk should take care that their dog is kept under control at all times.

Policy 7: Joining the Rambler's

Once a potential new member has been on five walks with the group, they would be expected to join the Rambler's before coming on any further walks. No walker will ever be stopped from walking with the group due to non-membership, but such a person should be encouraged by the walk leader to join as soon as possible.

It will furthermore be part of the job of the secretary to seek out people who are due to join, and encourage them to do so!

Policy 8: Adoption of the Rambler's Walk Leader's Checklist

Hike Norfolk formally adopts the Rambler's Association Walk Leader's Checklist as best practice for walk Leaders on its walks. (See below) Should the be changed at the 2011 General Council, the new checklist will automatically be adopted.

Policy 9: Multiple Ids on forum

It is not acceptable for any member to have more than one website forum account. There is one exception to this rule in that forum administrators may have one non administrator account for testing purposes. Whenever this account is used for posting, it should be made clear that this is a test post.

Policy 10: Walk Leader's Report form

All walk leaders will be required to download and print a walk leaders report form, to be completed at the start of each walk. The form will list all participants of the walk, it is recommended that the walk leader fills in the expected participants before arriving at the walk start. Against each name will be a set of tick boxes, as follows: Member, trial member and guest. The walk leader should tick the appropriate boxes against each name and after the walk, send the form to the secretary.

Walk Leader's
CHECKLIST

BEFORE THE WALK

Choose the Route

- area, length/timing, circular/linear, consider terrain/elevation/ascent/season/strength of party
- from map or guidebook or combination, research points of interest
- transport options, check timings, lunch options, rest stops, bad weather alternatives/escape routes
- write route card

Recce (preferably with backmarker)

- walk full route, note critical navigation points and bearings, assess risks, adjust route/escape routes if necessary, check timings, check rest and toilet stops
- describe in Group programme, following its usual format

THE DAY BEFORE

- check and assess weather forecast, review alternative routes if necessary
- check personal gear and first aid kit
- check public transport, warn pub

ON THE DAY — AT THE START

- be early, be welcoming, especially to newcomers
- check fitness and equipment of party, identify anyone with special needs
- appoint a backmarker
- look after non-RA people, give membership details
- advise dog-owners of Group policy
- introduction: welcome, yourself, walk details, points of special interest, refreshment and rest stops, estimated return time
- count party and signal the start

ON THE DAY — THE WALK

- stay at or near the front, check often you can see your backmarker
- set a reasonable pace, watch for stragglers
- concentrate on navigation, check timing against route card
- manage: flow of party/regrouping/passage past gates and stiles/impact on countryside/rest stops
- be alert to problems (individual, weather, road walking, etc.), involve others in party as necessary
- enjoy the walk!

AT THE END OF THE WALK

- check everyone has returned and can get home
- report any incidents and obstructions to Group officers