

# **DRONFIELD & DISTRICT U3A WALKING GROUP**

## **GUIDELINES COMMENCING 1 APRIL 2019**

### **GENERAL**

The Group is wholly supportive of the general ethos of the U3A in seeking to foster friendship between retired and semi-retired people of all ages through the pursuit of walking.

The aim of the Group is to provide a programme of walks for walkers of all abilities, i.e. the leisurely walker (up to 4 miles), the medium pace walker (4 to 6 miles) and the confident walker (6 miles plus),

### **SUBSCRIPTIONS**

Each member is required to pay a nominal annual walking group subscription from which any costs incurred by the group will be paid. This nominal fee is currently set at £1 but can be changed from time to time by agreement of the committee.

The walking group subscription shall be paid by no later than the 30th April of each year or immediately if on joining the group at a later date.

### **MEMBERS RESPONSIBILITIES**

1. All members are encouraged, over time and with experience, to become involved in promoting, leading or co-leading walks.
2. Members are reminded not to walk more than a short distance ahead of the leader and that they must not leave the group without informing the leader.
3. Members should, out of consideration to their fellow members, only participate in walks which they consider are within their physical capabilities. (SEE ITEM 7 UNDER HEADING "RESPONSIBILITIES OF WALK LEADERS")
4. It is for the individual member to contact the leader if he/she suspects that a walk may be cancelled for any reason.
5. Members are called upon to always carry the names and telephone numbers of their next of kin. Mobile phone holders should enter the contact telephone number of their next of kin as ICE (IN CASE OF EMERGENCY)
6. It is the Walking Groups policy to be inclusive of non-car owners and of drivers who do not feel confident to drive to a walk starting point. Walkers are therefore called upon, subject to personal circumstances, to assemble at the designated 'Local Assembly point' to consolidate cars and to then proceed to the starting point of the walk.
7. Members should, if necessary by conferring with the walk leader at an earlier stage, ensure that their footwear and clothing are suitable for the walk.
8. To ensure a good degree of personal safety when walking, it is recommended that every walker consider carrying/wearing the following items on every outing, appropriate to the weather:
  - Waterproof walking boots with good tread and ankle support.
  - Waterproof jacket and trousers.
  - A rucksack
  - Hot drinks for morning breaks and lunch

- Cold drink/water to make sure you stay hydrated, especially on hot days.
  - Food for the day
  - Spare warm clothing (it is best to use a layering system so you can add or take off layers)
  - Hat for protection from rain or sun.
  - Personal medication.
  - Sun block or cream.
  - Gloves and warm hat.
  - Whistle.
  - Map and compass /GPS and know how to use them to navigate or guide emergency services.
  - Walking pole(s) – NOTE: this is entirely a matter of personal preference.
9. Let the walk leader know if you have any allergies or medical condition which is relevant to you walking with the group. Also, advise the leader of details of any medical conditions or medication and if carrying medication, where it can be found.
  10. Each walker is responsible for their own actions. You must take care of your own safety and the safety of others. You should follow the countryside code and common sense walking guidelines at all times.
  11. We should leave gates as we find them – the last person in the group should close gates unless they know or are told that the gate was open to begin with.
  12. Take care of livestock, wildlife and crops.
  13. Members not having a computer should organise an Email forwarding address or obtain details of the Walks Programme by accessing the Group’s website ([u3asites.org.uk/dronfield](http://u3asites.org.uk/dronfield)) at Dronfield Public Library. NOTE. Members are reminded that the group’s database and computerised Email address book are strictly private and maintained solely to facilitate communication between members on the group’s affairs.
  14. Dogs are not allowed on walks unless the walk is designated specifically as a “dog walk”.
  15. In order to reduce the risks of contracting Lyme disease from tick bites, we recommend to our members that they:
    - Take steps to avoid getting bitten, by covering up and by use of insect repellent, particularly when walking in long grass or bracken.
    - remove the tick as soon as possible if you do have a tick bite, Our first aid kits all contain tick extractors.
    - In addition, after a tick bite, look out for any potential symptoms and see your GP if necessary.
    - See <http://www.nhs.uk/conditions/Lyme-disease/> for further information.

### **NON-MEMBERS**

Potential new members to the Walking Group who are members of Dronfield & District U3A are welcome to join walks on two occasions before deciding whether they wish to join the group.

Potential new Walking Group members who are not yet members of Dronfield & District U3A may attend up to a maximum of two D&DU3A meetings before deciding whether they wish to join the Walking Group and/or D&DU3A . One or both of these meetings may be an organised Walking Group walk.

### **PROGRAMMING OF WALKS**

The Walks Programme will be circulated on a regular basis and provide a short description of each walk together with the mileage and grade of walk, advice on whether a packed lunch should be taken and any other relevant information. It should be understood that the publicised grading of a walk may, however, be altered at short notice due to weather conditions, ground works, diversions etc. Walks will be graded as follows:-

- Grade 1 ... good mainly level footpaths
- Grade 2 ... mainly even footpaths with moderately easy ascents/descents
- Grade 3 ... hilly/undulating - uneven underfoot
- Grade 4 ... tough challenging terrain

### **RESPONSIBILITIES OF WALK LEADERS**

1. The walk leader is responsible for checking the route of the walk in advance of the publicised date. Before commencing the walk, the leader should give a short description of the walk together with points of interest and including arrangements for tea/coffee or lunch breaks and the availability of toilet facilities (if any).
2. The walk leader should ensure that all walkers are members of the Walking Group or that any attendance by a non-member does not continue beyond the enjoyment of two walk/meetings (SEE HEADING "NON-MEMBERS").
3. The walk leader will, having counted the number of walkers in the group, commence the walk promptly at the advertised time.
4. The walk leader must strive to give adequate notice by calling upon any committee member to make use of the group's gmail facility ([ddu3awalking@gmail.com](mailto:ddu3awalking@gmail.com)) via Beacon to contact all members if he/she decides that the walk is to be cancelled.
5. If, for whatever reason, the walk leader is unable to lead the walk it is his/her responsibility to find another member to deputise.
6. The walk leader is responsible for ensuring that the group's first aid kit is carried by a member of the walk. The holders of the first aid kits should acquaint themselves with the contents of the kits which are only to serve as the most basic of treatment for minor injuries. Any first aid supplies consumed should be notified to the first aid kit co-ordinator (currently Barbara Higginbotham).
7. The walk leader will, if appropriate in the case of a large group, appoint and maintain contact with a 'back marker' and to walk at a pace comfortable to the whole group within the pace parameter of the walk as advertised.(SEE ITEM 3 UNDER HEADING "MEMBERS RESPONSIBILITIES")
8. The walk leader should ensure that he/she or a member of the group carries a fully charged mobile telephone. NOTE: IN THE EVENT OF A SERIOUS EMERGENCY, THE WALK LEADER SHOULD TELEPHONE 999 TO SUMMON HELP FROM THE POLICE, AMBULANCE OR MOUNTAIN RESCUE SERVICES. IN THE CASE OF NON-EMERGENCY SITUATIONS, TELEPHONE No. 111 SHOULD BE CALLED.

### **PUBLIC LIABILITY INSURANCE**

The U3A Public Liability Insurance indemnifies all members of the walking group against all sums you could become liable to pay as a result of:-

- accidental injury to or death of any person
- accidental loss or damage to material property not belonging to you, which arises or is caused in connection with U3A activities

The indemnity limit is £5 million which carries an excess of £250 per claim.

The policy is set up to protect all U3A members and includes 'member to member' cover so if somebody is injured whilst undertaking a U3A activity and legal liability could be proven against another member, the insurers would deal with it.

However, in practical terms the insurance cover is *mainly* to indemnify a walk leader against claims made by a member participating in the walk as a result of the leader's negligence. All members should be aware that

public liability insurance does not cover pure accidents where no legal liability has been established and it is therefore for the individual member to take out personal accident cover if he/she considers it necessary.

The U3A Public Liability Insurance covers any incident involving dogs belonging to members on a U3A walk.

### NON-MEMBERS

If a non-member wishes to join a group walk prior to deciding whether to become a member of the walking Group this is permissible under the Trust's insurance cover provided the group coordinator is kept informed to ensure that any attendance by a non-member does not continue beyond the enjoyment of two walks/meetings (SEE HEADING "NON-MEMBERS").

### INSURANCE (CAR OWNERS)

The group is inclusive of all whether or not they be car owners or perhaps lack the confidence to transport fellow members to a walk starting point. U3A members can offer lifts to other members and accept money towards fuel costs without compromising their car insurance policy. Car drivers are, therefore, encouraged to offer lifts in their cars to other members and to avoid embarrassment to their passengers to accept voluntary routine payment of car expenses as a normal routine. It is considered appropriate (and the agreed policy of Dronfield & District U3A) that the total cost of the fuel for the journey be calculated at 15 pence per mile in each direction. This sum (plus the cost of parking) should be divided by the number of occupants (including the driver) to give a cost per person, which shall be regarded as a voluntary contribution.

### THE COMMITTEE

The Group will be managed by a committee elected by and from the membership of the Walking Group comprised of a Chair (the Coordinator), a Programme Organiser and representatives of the three walking sub groups. In addition, a Membership Secretary and a Treasurer shall be appointed.

### THE COORDINATOR

The Coordinator will chair general meetings of the membership and of the committee. The Coordinator has power to co-opt members to serve on the committee which is responsible to the Steering Group of the Dronfield & District U3A for the general policy and management of the Walking Group.

### THE PROGRAMME ORGANISER

The Programme Organiser is responsible for compiling suggestions for walks promoted by individual members and by the representatives of the three Walking Sub Groups into a Programme of Walks and for circulating the programme on a regular basis to all members.

### REPRESENTATIVES OF THE WALKING SUB GROUPS

The Walking Sub Group Representatives will be responsible for encouraging members of their groups to lead, co-lead, or promote suggestions for walks and to maintain a communication with the Programme Organiser.

### MEMBERSHIP SECRETARY

The duties of the Membership Secretary calls for maintaining the database of members on Beacon which includes the computerised Email address book which facilitates easy contact between all members and members of the committee.

## TREASURER

The Treasurer will be responsible for holding the group's balance of monies, collecting members' annual subscriptions and making such disbursements as the committee deems appropriate.

## NOTICE OF MEETINGS, ETC.

General meetings of members will be held as and when called for and at least once annually. Committee meetings will be held as and when required. A minimum of two weeks' notice must be given for general meetings of members. The quorum for general meetings will be seven members whilst the quorum for committee meetings shall be three committee members. Decisions will be made on a simple majority of those present with the Chair having a casting vote.

Signed Brian Healy (Coordinator)

Dated 16 April 2019