# WELLS U3A WALKING GROUP

Group Leader: Bleddyn Davies Tel: 01749-678722

Group Secretary: Keith Jenkins Tel: 01749-344232

Thank you for volunteering your time to prepare and lead walks; we hope these guidelines will help you plan successful walks. It may be helpful to take a look at the Walking Group page on the Wells U3A website (https://u3asites.org.uk/wells/home). Go to ‘Groups’ and then select the ‘Walking Group 1’. There you will be able to read walk descriptions and reports on recent walks and also download the list of ‘Previous Walks’ that the group have walked since we started to keep records. This downloads and opens as a pdf file.

Please don’t hesitate to ask if you need any help with any aspect of the walks.

**Guidelines for Walk Leaders (Aug 22)**

These guidelines will help you plan your walk and also detail procedures to be adopted to provide consistent and successful walks.

**Planning the Walk**

The distance should be between 4 and 6 miles for morning walks. Check the schedule of previous walks to avoid any duplication and once you have an idea of a location, double check with Patsy Patterson (01749 676141) to ensure that no other Walk Leader is planning the same walk! Choose a season friendly location, ie. try to find reasonably mud-free walks during the winter months. Walk Leaders must be prepared to walk the **entire** length of the walk, in advance, to acquaint themselves thoroughly with the route, terrain and any obstacles. Petrol expenses will be paid to the leader for **one** exploration journey or recce. Always carry the relevant OS map so that a grid reference can be quoted in an emergency. Location apps such as ‘What 3 Words’ are also very useful. Please confirm the walk location with Patsy Patterson (01749 676141) once decided.

You will need to have a back-marker for your walk. Ask for volunteers if needed.

Approximately two weeks prior to the walk date, the following information regarding your walk, needs to be sent to the Secretary (keithedwardjenkin@gmail.com). This can be sent either as text within an email, as a separate Word document attached to an email or there is a template Word form that can be completed. Either of these formats is acceptable.

* Date and location of walk, including map grid reference
* Pub name, post code & telephone number
* Length of walk and starting time
* Parking information and availability of toilets
* Terrain: steep hills, state of ground (eg muddy, uneven, slippery), and lane/road walking
* Obstacles: number of stiles [noting whether dog-friendly] and/or gates to climb, livestock.
* Outline of walk including special points of interest [historical, archaeological, flora/fauna]
* Date when booking for the walk will close any limit on numbers
* Walk Leader’s contact details (email and phones) including mobile number for emergency contact on the day
* An electronic copy of the pub menu (or the weblink) needs to also be sent to the Secretary

The Walk Leader may limit the number of walkers. If this is the case this must be clearly stated in the walk description.

The pub selected for lunch must be able to cater for our size of group (usually between 15-20 walkers) and be able to produce our lunches so that we all eat together. Most pubs will want meal orders in advance. Make a provisional booking for up to 20 lunches - large tables are preferable, as experience has shown this arrangement helps to foster friendships within the group. At the present time, the publican should be asked if there are any particular Covid regulations that diners should adhere to. Agree with the publican that we can use the car park and have access to toilets prior to the walk, and advise him/her of the expected time of arrival for lunch. Also agree the timing for notification of menu choices and final confirmation of numbers. It is the responsibility of the Walk Leader to collate this information and advise the pub before the walk.

On receipt and after the completion of the previous walk, the Secretary will send the Walk Description together with the pub menu out to the walking group members so that they may decide whether the walk is suitable for their individual level of fitness.

Walkers must contact the Walk Leader directly to book in for the walk, giving their lunch choice. With our growing numbers no one can just turn up for a walk unless previously booked in with the Walk Leader and all walkers must be members of the Walking Group. Should you have any query check with the Walk Leader.

The Secretary will provide you with a list of names, telephone numbers (including mobiles), Emergency (ICE) contacts and an expenses form in plenty of time before the walk.

Walk Leaders must acknowledge receipt of any emails or telephone messages received regarding booking and menu choices.

Always work with your back-marker so they can take your place in an emergency. You should both wear Hi Viz jackets on the walk – the group has several of these. Any walker requiring a lift will contact the Walk Leader to be put in touch with another walker who is willing to offer transport. Car sharing arrangements are the decision of the car owner.

## On the Walk

1. At the start of the walk record those present and collect the £1 subscription from each walker. The walk leader & back marker go free.

As the Walk Leader **YOU** are in charge. Do not heed siren voices encouraging you to make detours from your planned route. Keep to the route that you have researched and which is familiar to you. The back-marker should ensure that nobody gets lost and that all farm gates are closed. A mobile phone, which should be switched on during the walk, is necessary in case of any emergency, and secateurs would be useful. Keep the list of walkers & their contacts & ICE contacts as well as the telephone number of the pub with you on the walk so that contact can be made if necessary.

Also on the day it is recommended that an extra copy (or copies) of the walkers’ menu choices is available to everyone to look at (many people forget what they have ordered!)

You should appoint a member to write a walk report. This report and a copy of the list of attendees and any photos taken on the walk should be forwarded to the Archivist, Nicky Davey for uploading to the U3A website.

You should complete the expenses form to show income received and deduct mileage expenses to cover the cost of research of one recce at the rate of 45p per mile. The completed form, and any cash collected should be given to the Treasurer, Allan Caldwell.

With all that careful planning the walk will be a success.

Enjoy.

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