

ORGANISING ACTIVITIES POLICY

This document is provided to support the Club Rules and communicate club policy to the members. Policy may be revised from time to time by the committee, and members will be adequately notified of changes.

1. The “Walks Co-ordinator” is the committee member who organises activities on behalf of the committee.
2. Activities are arranged broadly in line with the traditional club calendar (see [Club Calendar](#)). During the walking season there is usually a range of walk length and degrees of difficulty organised, with different start times to minimise confusion at the club carpark. Leaders may elect to have alternative meeting places in addition to the club carpark to minimise travel for members.
3. The walks co-ordinator tables the up to date walks programme at each committee meeting to allow any difficulties or problems to be addressed.
4. The walks programme is organised at least a month in advance (and usually around 3 months in advance) to enable the editor to publish the following month’s programme in the Venturer (see [Newsletter Policy](#)).
5. The walks co-ordinator sends a ‘leader’s pack’ to each leader several weeks in advance of their walk. This pack includes a walks waiver form with risk management form on the reverse side, and a pre-addressed and stamped envelope for return of the forms to the membership secretary for recording after the activity.