

North Staffordshire National Trust Association

Organising a WALK

BEFORE THE DAY OF THE WALK

- (1) It is our usual policy to ask for a donation of £3 per person from members of the NSNTA, or £4 from non-members. Donations to be paid to the organiser on the day at the beginning or end of the walk.
- (2) Write a brief account for the Newsletter of where we are going and add a photo if possible. Include mention of the price per person and the time and place to meet. Ask that applicants contact the organiser (by either email/phone/letter) to express their interest and intention to attend, and then the organiser can contact those people nearer the date of the walk.
- (3) If the plan is, for example, to offer a lunch at the end of the walk, then begin a conversation with the pub/restaurant and clarify their booking policy. Obtain a menu.
- (4) Complete a Risk Assessment Form and send to the Programme Coordinator.

BOOKING ADMINISTRATION

- (1) Keep a list of names of people who are intending to come on the walk, (and a list of people who wish to join the group for lunch if this is an option offered). Then, nearer the date, contact each person and confirm where to meet, the time, and any other details, such as their emergency contact details in case of incident, menu options, details of suitable footwear for the walk etc.
- (2) At an appropriate interval before the date of the walk, make the table reservation with the restaurant/pub if a lunch is part of the plan.
- (3) Inform John Spriggs (01782 791360) if the walk is not going ahead so that he can post this information on the website.

ON THE DAY OF THE WALK

- (1) Pack the following in your bag:
 - Your mobile phone – switched on to receive calls from people running late etc.
 - List of attendees to tick off names when people arrive.
 - Details of people's emergency contact details.
 - Phone number of the pub/restaurant in case of emergency.
 - A printed "Event incident form".
 - A printed "Newsletter report write-up instructions" sheet.
- (2) Be the first to arrive at the meeting point. Tick people's names off your list as they arrive and collect their donations.

- (3) At the start time, welcome the group and talk through the agenda for the day. Say where we are going and how long it will take. Give information about refreshments, toilets etc. Remind people of trip hazards and other dangers like uneven surfaces.
- (4) Mention that Kay Williams, the Archivist, would appreciate photos for the Association's archives, as would the Newsletter Editor (John Spriggs) for the Newsletter and website.
- (5) Enlist a member to help you if necessary. For example, to act as back-marker.
- (6) Hand to a willing volunteer, the "Newsletter report write-up instructions" sheet and thank them.

IN CASE OF ACCIDENT

- (1) Obtain the help of emergency services and inform a Committee member.
- (2) Complete the Incident Form.

AFTER THE WALK

- (1) Send a copy of the Incident Form, if used, to the Programme Coordinator.
- (2) Inform the Programme Coordinator and John Spriggs of the name of the person writing the report for the Newsletter.
- (3) Hand over the donations collected to the Treasurer.
- (4) Claim personal expenses from the Treasurer.