



Amateur Geological Society of the Hunter Valley Society Inc.

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GUIDELINES for SOCIETY ACTIVITIES

Introduction.

A special committee meeting was conducted to review the role of leader/s on club activities and general guidelines for participating members. The following were agreed on:

Punctuality.

- (a) Members shall be present at the designated meeting place by the notified time.
- (b) Members not present by the notified time at the designated meeting place, and who have not contacted the leader will be assumed not to be attending.
- (c) Notify the leader of special circumstances if possible. e.g. accident, flat tyre and so on.

Walks.

1. Grading.

Information will be provided on the activity notice as to the difficulty of a walk based on the following guidelines. This will enable members to decide whether they are capable of participating on the walk.

- (a) Easy: Less than 2km on well-constructed tracks.
- (b) Moderate: 2 to 5km on tracks which may be rocky/sandy/uneven in sections.
- (c) Challenging: May be greater than 5km, may be trackless, have steep sections that are rocky, sandy, uneven or muddy.
- (d) Exploratory: Unknown conditions that may be challenging.

2. Procedures.

- (a) Members who intend to participate in an activity shall inform the leader by phone/email that they will be attending, and whether they intend to bring a visitor/s.
- (b) If numbers are to be limited on an activity, this MUST be clearly stated on the monthly notice. In such an event, preference will be given to AGSHV Inc. members before visitors are considered for attendance.
- (c) Members who indicated their intention to attend an activity, and who, through unforeseen circumstances cannot, MUST inform the leader of their non-attendance.
- (d) Name badges SHOULD be worn, as well as club shirts/logos.
- (e) Leader to discuss walk including safety considerations & conduct a head count. He/she will carry a UHF radio.

- (f) All attendees should record their name and emergency contact details on the Attendance Record.
 - (g) A "tail-end-charlie" shall be appointed and supplied with a UHF radio.
 - (h) Walkers endeavour to keep up with the leader and must keep the person behind in sight.
 - (i) When the leader is giving an explanation at a stop, it is walkers' responsibility to be in position quickly and not talk during the explanation unless discussion is encouraged.
 - (j) If leaving the group for any reason, notify the leader before doing so.
 - (k) Leader to write trip report and submit to Geo-Log coordinator within the next calendar month.
- (l) A leader must first obtain permission from the owner before entering private property. All conditions of entry and requests made by the person granting permission shall be strictly observed. The leader should identify him/her self as a member of the Society and ensure that thanks are tendered after departure.
 - (m) All participants shall dispose of their litter in an appropriate manner.

3. Equipment.

- (a) Appropriate footwear and clothing shall be worn.
- (b) All walkers shall carry water and a First Aid kit that must include a compression bandage (in case of snake bite) and a whistle.
- (c) Its suggested that a suitable day pack be carried by all members containing:
 - Snack food such as nuts, fruit bars, fruit etc.
 - Sunscreen and insect repellent.
 - Based on conditions, wet gear and warm clothing.
 - Special medications if needed.

4. Visitors.

- (a) Members to notify leader if bringing a visitor.
- (b) The member shall be responsible for their visitor and ensure that they are suitably equipped for the walk.
- (c) A \$5 visitor fee shall apply to each visitor.
- (d) Visitors must become members after attending more than two single-day outings before attending further outings.
- (e) Only members can attend multi-day outings such as safaris.

5. Grounds for Leader to Refuse Walker.

The leader may refuse a walker if they have inappropriate clothing, footwear and/or equipment, or are behaving inappropriately or are under the influence of drugs or alcohol.

Car Conveys.

Grounds for Leader to Refuse a Vehicle.

If the leader deems the vehicle to be unsuitable for the trip being undertaken because the vehicle is unsuitable for the road/track (rough, muddy, steep, rutted etc.) or if the tyres on the vehicle are unsuitable for the road/track (worn tyres, highway terrain tyres where all terrain tyres are needed), then the occupants of that vehicle should car-pool with the driver of a suitable vehicle.

Convey Procedure.

- (a) Leader will discuss the route to be followed.
- (b) Car-pooling should be undertaken wherever possible.
- (c) Leader to count vehicles and appoint a "tail-end-charlie."
- (d) Tail-end-charlie will be equipped with a UHF radio, as will the leader.
- (e) Participants are encouraged to have a suitable UHF radio, or to borrow a club UHF radio.
- (f) A radio check will be performed before the convoy departs.
- (g) The leader shall drive at an appropriate pace and communicate with convoy members by UHF radio where necessary.
- (h) Drivers in the convoy shall keep up with the vehicle in front and NOT drop back out of site by driving too slowly. Thick dust will be an exception.
- (i) Drivers shall keep the vehicle behind in sight at all times where possible.
- (j) At an intersection, drivers will indicate if they are turning left or right, and wait until the following vehicle sees them by flashing their headlights or engaging their indicators. This is to prevent drivers getting lost in unfamiliar territory.
- (k) If a gate is opened the leading car must notify the convoy that the gate is to shut by the "tail end Charlie". Each vehicle following must block the gateway (to prevent stock from changing paddocks) until the next car arrives. "Tail end Charlie" is to shut the gate and then notify the leader.
- (l) Members shall be organised and ready to leave at the designated time.
- (m) Activities such as going to the toilet, cup of tea etc. shall be performed before departure time and not at departure time.

AGSHV Activity Leader Guidelines.

When organizing an outing, the secretary must be supplied with information to be sent out to members.

This should be forwarded to the secretary 3 WEEKS before the activity.

When preparing a notice, you should consider and include:

- (a) DATE
- (b) VENUE
- (c) MEETING PLACE
- (d) MEETING TIME
- (e) LEADER/S
- (f) DETAILS of ACTIVITY. Consider and include:
 - Any limits on the number of participants.
 - Grade of the walk.
 - Approximate duration of walk/activity.

- Special equipment.
 - Lunch, morning tea etc.
- If an ACTIVITY REQUIRES ACCOMMODATION, details IN THE FORM OF A DRAFT ITINERY must be given to the Secretary for distribution to members at LEAST TWO MONTHS BEFORE the activity so accommodation can be booked.
- INCLUDE ACCOMMODATION details in the notice:
- Name of accommodation.
 - Location.
 - Contact details (phone, email).
 - Approximate cost.
 - Time needed to get to the accommodation.

Geo-Log Reports.

Trip leaders are expected to submit a report to the Geo-Log coordinator within 3 weeks of the activity they led.

Follow the following guidelines when preparing your report:

- (a) NAME of activity.
 - (b) DATE of activity.
 - (c) ATTENDANCE number – both members and visitors.
 - (d) DESCRIPTION of the activity.
 - (e) PHOTOGRAPHS you want included:
 - Indicate in your report where the photographs are to go.
 - Include the caption for each photograph.
 - Photographs can be sent separately as a *.jpeg file. Please number them.
 - (f) If applicable, REFERENCE/S used.
 - (g) EMAIL the report to the Geo-Log coordinator as a WORD DOCUMENT or PLAIN TEXT DOCUMENT. If emailing is not an option, then provide the report on a USB drive.
- **See published Geo-Logs for ideas, layouts and photograph information.**