

Motueka 50 Plus Walking Group

Policy and Guidelines



www.motueka50pluswalkers.org.nz

Revised August 2019

Welcome

Welcome to the Motueka 50 Plus Walking Group. We hope you enjoy walking in our local area and getting to know other members of the Group.

Introduction

The main activity of the Group is walking each Thursday, when a range of walks are offered to meet varying levels of fitness and ability.

The Group gathers for all walks at the Recreation Centre carpark, Old Wharf Rd, Motueka where transport sharing can be arranged. A set passenger koha is paid to drivers. Out-of-town pickups can be arranged.

Information about walks, including meeting times, is published in a quarterly club programme, which is emailed to all members. The programme is also on the Group website www.motueka50pluswalkers.org.nz. The programme contains information about each walk, and this information is supplemented in the weekly email to members and on the website with more specific information about each week's walks. **It is recommended members use this information when making their decision as to whether they will join a particular walk or not, and which group they will join for that particular day.**

Prospective members and member's guests are welcome on the walks, and have the same privileges and responsibilities as members. Hosts are responsible for making sure their guests are aware of these conditions.

Walks are intended for a mature age group, and wherever possible there will be a choice of outings of varying levels of difficulty. **By paying their subscription and joining in Group activities members agree to abide by all rules, guidelines, and our Health and Safety Policy.**

In addition to regular Thursday walks there are occasional longer trips away to experience walking in another locality. The Group also organises some social events and training courses throughout the year.

A regular business meeting is held on the last Thursday of each month at the RSA Hall, High Street, Motueka. The meeting starts with morning tea at 9.30 am, usually lasts for about 1.5 hours, and is followed by an optional (shorter than usual) walk. Members are rostered to assist with morning tea, etc. A bring-and-buy sales table assists with Group funds. The previous month's walks are reported on, and the following month's detailed.

The Motueka 50 Plus Walking Group is not aligned with any other organisation or cause, and does not act as a pressure or fundraising group. The subscription is payable annually. New members initially pay an additional charge to cover the cost of their name badges and membership pack.

Health and Safety Policy

Motueka 50 Plus Walking Group, as an organisation, has a duty of care to its members, and our rules and guidelines set out how this duty is to be carried out.

The safety and wellbeing of each walker is of paramount importance, and members are not only responsible for their own safety, but share a responsibility for all other Group members. A willingness to co-operate and show empathy to fellow members is a hallmark of the Group. All members have an obligation to preserve the reputation and integrity of the Motueka 50 Plus Walking Group.

A Leader and Tail-end-Charlie (TEC), with skills and experience appropriate to that walk, will be appointed for each walking group.

Leaders will also give information at the beginning of each walk, outlining the route, potential hazards, any planned alternatives, and likely stopping points for refreshments.

Radios are used to communicate between Leader and TEC on main walks.

Group sizes may vary according to route, conditions, and walkers' ability, recognising that smaller groups are more efficient and more easily managed. Sub-groups may be organised by the Leader as necessary.

Guidelines for Leaders and Tail End Charlies (TECs)

Leaders should review the walk-map (if available) to familiarise themselves with the route and suggested stops. They should have a good working knowledge of the intended walk route, and be flexible about morning tea and lunch stops. It is a good idea to do the walk a short time before the official Group walk, to refresh memory, to get an idea of timing, and to be aware of any recent changes to the route.

Leaders do not have to be experts at everything. If a walk requires particular skills (e.g. map and compass, GPS navigation, first aid, etc) leaders should ensure that there is someone in the group with the necessary competencies. If there is doubt about the weather Leaders should consult with Walks Coordinators and make a decision about cancellation.

Leaders should meet their group at the Rec Centre carpark, welcoming any visitors and guests; then make sure everyone has transport and is aware of the transport koha. Leaders who are not able to be at the Rec Centre carpark should arrange a substitute to do this. Leaders must brief their groups at the start of each walk about the route, distances, times, potential risks and hazards, and likely stopping points for refreshments.

If a group appears too large for safety and enjoyment, Leaders/TECs may confer with Walks Coordinators about selecting a second Leader/TEC and moving as two parties.

Leaders/TECs should manage the speed and progress of their group in terms of the guidelines. In some situations it may be OK to spread out along an uncomplicated easy path provided lead walkers wait at a certain point, but in most cases it is better to keep together.

Leaders/TECs should have their group take breaks for drinks, snacks, catchup, etc at regular intervals. It is unwise to travel for more than one hour without a stop, but stopping frequency will vary according to terrain, weather (particularly temperature), party fitness, track conditions, etc. Leaders need to be alert and sensitive to individual needs. When taking breaks, make sure everyone has caught up and is rested; don't start moving the moment the rear walkers have caught up!

Leaders/TECs should be familiar with the use of 2 - way radios and conduct a functional test to confirm operation at the start of the walk.

Leaders/TECs should be sure the Personal Locator Beacon (PLB) is with the group, and all members know who is carrying it.

Leaders should provide feedback about the track and the walk to the Walks Coordinators.

Leaders should select someone to provide a brief report at the next monthly meeting of the Group.

Rules for Walks

Intending walkers have a responsibility to check walk information and to take a realistic view of their ability to successfully complete a walk

Walkers shall abide by the Leader's and TEC's decisions.

Any person wishing to deviate from the planned walk must discuss with, and get clearance from the Leader and TEC in accordance with the Group's Guidelines.

Walkers must carry their own personal medication.

Walkers must carry adequate food and liquid for the planned walk together with a basic First Aid kit, a whistle, emergency food, and survival clothing.

Walkers leaving the track for a toilet stop should notify another walker and leave their pack trackside.

If a walker becomes lost they should stay put and use their whistle to attract attention.

Walkers must leave all gates as found.

Walkers should carry out all rubbish and abide by the Environmental Care Code.

Dogs, firearms, smoking and alcohol are not permitted on walks.

The Group always gets permission to walk on private properties and forests, and members should do all in their power to uphold the good name of the Group and to maintain the goodwill that has been established.

A Leader who considers a walker to be unfit, or not equipped, for a trip, should try to dissuade that member from starting, and has the right to refuse to take them.

Emergencies

Although most of the Group's walking is in relatively benign areas, the age profile of the membership increases the chances of an unforeseen predicament. Members should do their best to avoid misadventures, but also be prepared to act appropriately in the case of an emergency.

Walkers should carry an up-to-date “In Case of Emergency” form enclosed in a good quality waterproof envelope, and carry it in an obvious place in or on their pack on all walks, so that it can be easily accessed.

Even if walkers don't have a known medical condition, it is important that this form is carried in the event of concussion or loss of consciousness occurring.

Walkers who become separated from the group (i.e. lost) should remain in one place and use their whistle to attract attention. Three strong blasts wait one minute, then repeat, is an accepted protocol.

The Personal Locator Beacon (PLB) should be activated in emergency situations which are potentially fatal, or where there is no other means of contact and the group has limited chance of self-rescue. If in doubt, the beacon should be activated.

Mobile phones can operate in some walking areas, but should not be relied on as a means of emergency communication.

Land Access Responsibilities

The Group representative will contact the farmer or landowner to seek permission to enter private properties and forests, and to be notified of the hazards and risks of the property. The Group representative will advise the Leaders of the hazards/risks pertaining to the property.

The Motueka 50 Plus Walking Group will ensure they will:

- Not interfere with plant or equipment, including electrical installations or fences
- Not enter unauthorised areas or farm buildings
- Not disturb or unnecessarily approach farm animals or work activities
- Obey instructions or warnings
- Leave gates as found and not damage fences

Walks Grading System Explained

This is only a guideline. It gives an indicative description of what a walk, of a given grade, might involve.

Category	Grade	Likely Distance (km approx.)	Total Ascent (m)	Possible Gradients	Likely Time (hrs)
Very Hard	H3+	18 - 20	<1200	Very Steep	6 - 8
Hard	H3	12 - 18	<1000	Often steep	6 - 8
	H2	12 - 16	<1000	Some steep	6 - 8
	H1	10 - 15	<900	Moderate to steep	6 - 7.5
Medium	M3	9 - 14	<800	Steep pinches	5 - 6.5
	M2	8 - 13	<500	Steady grades	4 - 6
	M1	7 - 12	<300	Moderate grades	4 - 5.5
Easy	E3	6 - 10	<150	Gentle with slopes	3.5 - 5
	E2	5 - 8	<100	Gentle	3 - 5
	E1	4 - 6	<50	Flat to Gentle	3 - 5
Very Easy	E	Under 5	Flat	Level	

Underfoot going	Route type (typical)	Other typical features that could be part of the walk... <i>and some examples</i>
Rough, uneven	Poled route Open rocky tops	Exposed areas, drop-offs, narrow sections, loose scree, open rock, high winds, weather changes (<i>e.g. Mt Arthur</i>)
Rough, uneven	Marked route Open tops	Multiple river crossings, exposed roots, mud, narrow sections, open rock (<i>e.g. Beebys Knob</i>)
Rough, uneven	Tramping Track Open tops	River crossings, mud, roots, rocky sections (<i>e.g. Lodestone</i>)
Firm, uneven	Formed Track Open tussock	River crossings, mud, roots, gravel (<i>e.g. Brown Acre, Mt Campbell</i>)
Firm, Rutted	Farm Track Open grassland	Mud, water, loose sand, gravel (<i>e.g. Moa Park – Mt Evans</i>)
Loose, Gravel	4WD Road Pasture	Fords, mud, gravel, sand (<i>e.g. Pepin Island over Stuart Hill</i>)
Firm, pine needles	Forestry Road	Wind fallen trees, mud, gravel, cyclists (<i>e.g. Hacket Hut</i>)
Gravel, smooth	Walkway Path	Cyclists, other users (<i>e.g. Twrds Spooners Tunnel, Coquille Bay</i>)
Packed gravel	Formed path	(<i>e.g. Milnethorpe, Whispering Falls</i>)
Seal or concrete	Road or footpath	(<i>e.g. Lower Maitai Walkway</i>)
Tar seal	Road	(<i>e.g. Snowdens Bush</i>)

Responsibilities

The Motueka 50 Plus Walking Group does not accept responsibility for any accident, misadventure, or unforeseen circumstances that may occur during Group activities.

Walkers shall abide by the Leader's and TEC's decisions. Members who will not follow these decisions will be told that they are no longer part of the trip.



Guidelines for Walks

The coming month's walks are outlined in terms of difficulty and length on www.motueka50pluswalkers.org.nz, at each monthly meeting and supplemented in weekly emails to members.

Members joining a walk at places other than the Motueka Recreation Centre have a responsibility to catch up on information given earlier.

Intending walkers have a responsibility to check information and to take a realistic view of their ability to successfully complete a walk. Those walking with the Group for the first time may not join a Hard (H) walk.

If bad weather threatens, or there is withdrawal of access, Leaders, Walks Coordinators and Group Officers may confer to consider cancellation. The Leader will make the final decision. If a walk is cancelled in advance, walkers will be advised by email.. In all other cases a final decision will be made at the start of the walk by the Leader.

Group members should keep in reasonably close contact with each other (again dependent on route and conditions). In areas of restricted visibility walkers should call or whistle if they lose sight of the person ahead of them, and should keep contact with the person behind them by stopping if they cannot see them.

Walks should be considered a group activity, and in the event of an adverse incident the skills and strengths of all group members may be

required. For this reason members should not get out of touch with the main group.

Any walkers deviating from the main group, for any reason, (turn back, short cut, own interest, etc) may do so only with the Leader/TECs' agreement, ideally in a group of no less than four.

When anyone is unable to complete a walk that returns by the same route, they may be required to wait until the group returns. No one should be expected to sacrifice their walk to make up a group to return to the cars; therefore sufficient warm clothing to be able to wait, safely and comfortably, should be carried.

Coloured arrows indicating correct route may be placed on the ground at track junctions (usually by Leaders). TEC is to pick these up and return the arrows.

Please wear name tags during walks.

Please ensure that drivers are made aware if for any reason transport plans change during a walk.

Drivers please ensure that all passengers are with them or accounted for at the end of a walk.

At the end of each walk please ensure that all cars are mobile, and that no car is left alone in the carpark.

Prospective members and member's guests are welcome on walks. It is the responsibility of members to ensure that their guests comply with our Policy and Guidelines during the walk.



Clothing, food and equipment recommendations

What is carried will vary from person to person and according to the walking conditions. The following suggestions are in line with National Mountain Safety Guidelines. Expect all kinds of weather and make adequate provision for emergencies that may keep you out for longer than expected.

Unpreparedness in terms of food, water, and clothing creates the risk that YOU become a liability that will affect the whole group.

Clothing recommendations

Wear a pair of boots or sturdy walking shoes with a good tread and thick woollen or thermal socks. Spare shoes may be taken and left in a car to change into after walks. A plastic bag for wet or muddy walking boots is a good idea.

A comfortable day pack. A pack with a waist belt and sternum strap can be more stable. A large pack liner or a pack cover can keep gear dry in wet weather.

A plastic or foam mat sheet as a ground sheet (sit - upon).

One, or even two, walking poles are useful in many situations.

A good waterproof parka or similar sound raingear is recommended.

Warm outer clothing as altitude can cause colder temperatures.

Merino wool or polyprop undergarments are light and provide good body temperature control.

Cotton (underwear, T shirts, jeans etc) is a poor insulator, and can be a major contributor to hypothermia when wet. Cotton also chafes when wet, and is best avoided.

Several layers of light clothing are better than one heavy layer at coping with varying temperatures during the day.

A woollen or thermal hat and gloves should be taken in cold conditions.

Some members prefer to walk in shorts, even in colder weather. "Long Johns" can be worn under shorts. Zip-off pants cope well with changing conditions.

Gaiters are useful in muddy or hook-grass areas.

Waterproof over-trousers are useful in wet conditions.

A sunhat or cap is always advisable.

A small towel for drying feet after crossing streams may be useful, but wearing your footwear through water crossings is safest and less time consuming.

Food recommendations

Fatigue during a walk of more than 2-3 hours will depend upon fitness level, age, general health, length of walk, and other related factors. Therefore the replacement of body salts and fluids, and the control of blood sugar levels are very important. Regular controlled intakes of both liquids and solids will maintain energy, reduce the possibility of cramps, and look after general health.

Take morning tea and lunch, plus plenty of liquids and extra high-energy snacks.

It is far better to have many small drinks than a few large drinks

Plain water is OK on shorter walks where fatigue is unlikely.

Water with added sugar (e.g. cordial) is useful to give immediate energy.

Water with electrolyte is essential if there is a tendency towards cramps or heavy perspiration.

On longer walks or tramps it is not sufficient to rely on the lunch break for solids input. A regular small intake of solids is essential, but a good lunch break is still needed.

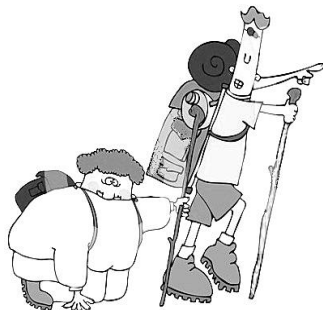
“Scroggin” is very good – made from a mixture of nuts, seeds, raisins, dried fruits and chocolate.

Chocolate has high energy.

Energy snack bars are also useful.

You should always carry extra food in case an emergency causes a delay.

Consider an extra flask, etc to leave in the car as a reviver before heading home.



Recommendations for your First Aid Kit

A basic First Aid Kit and any personal medication should be carried in your pack.

Your First Aid Kit should contain:-

- A sling which can also be used as a bandage.
- Plasters.
- Small scissors
- Painkillers
- Medication for allergies (stings, bites, etc)
- Needle for prickles.

You should also consider:-

- High SPF sunblock
- Antihistamine
- Insect repellent
- Antiseptic hand sanitizer
- Lip salve
- Elastic strapping bandage or knee support.

It is a good idea to inform the leader if you have a medical condition that may need treatment during the walk, and to carry any medication that has been prescribed to you.

In cases of bleeding tourniquets should not be used. Direct pressure through a pad is better at stemming blood flow.

Ointments should not be applied unless prescribed.

Splints for fractures can be made from walking poles.



Equipment recommendations

Members may consider carrying other survival items in their pack. These could include, but are not limited to:

- Survival blanket (foil or thermal wrap) recommended
- Whistle required. See Rules for Walks above
- Pencil and paper
- Pocket-knife
- Candle or firelighter
- Map
- Compass
- GPS
- Waterproof matches or light

Group Organisation

The Chairperson, Vice-chairperson, Secretary, and Treasurer are elected each year at the AGM in March.

The elected officers, together with the Walks Coordinators and Walks Planners, form the committee which guides and manages the affairs of the Group.

Other members may be co-opted to this group if the need arises.

A voluntary sub-committee is formed every three months to work with the Walks Coordinators and Planners to plan the next quarter's walks. A Social Committee is elected annually to organise Group social events throughout the year.

New Zealand Environmental Care Code

The New Zealand Environmental Care Code is a checklist of ten guidelines to help you protect the natural environment.

Protect plants and animals

Treat New Zealand's forest and birds with care and respect. They are unique and often rare.

Remove rubbish

Litter is unattractive, harmful to wildlife and can increase vermin and disease. Plan your visits to reduce rubbish and carry out what you carry in.

Bury toilet waste

In areas without toilet facilities, bury your toilet waste in a shallow hole well away from waterways, tracks, campsites and huts.

Keep streams and lakes clean

When cleaning and washing, take the water and wash well away from the water source. Because soaps and detergents are harmful to water-life, drain used water into the soil to allow it to be filtered. If you suspect the water may be contaminated, either boil it for at least 3 minutes, or filter it, or chemically treat it.

Take care with fires

Portable fuel stoves are less harmful to the environment and are more efficient than fires. If you do use a fire, keep it small, use only dead wood and make sure it is out by dousing it with water and checking the ashes before leaving.

Camp carefully

When camping, leave no trace of your visit.

Keep to the track

By keeping to the track, where one exists, you lessen the chance of damaging fragile plants.

Consider others

People visit the back country and rural areas for many reasons. Be considerate of other visitors who also have a right to enjoy the natural environment.

Respect our cultural heritage

Many places in New Zealand have a spiritual and historical significance. Treat these places with consideration and respect.

Enjoy your visit

Enjoy your outdoor experience. Take a last look before leaving an area; will the next visitor know that you have been there?

This ten point checklist is taken from ‘NZ Trumper’s New Zealand Environmental Care Code’.

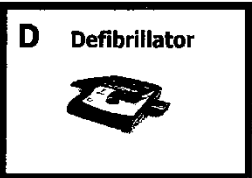
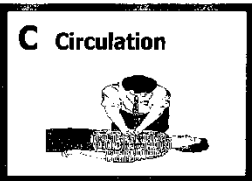
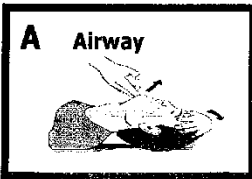
The full version of the Code is available at:

<https://trumper.nz/73/new-zealand-environmental-care-code>



Cardiopulmonary Resuscitation (CPR)

D Dangers
R Responsiveness
S Send for help



Check for dangers



Eliminate
Isolate
Minimise

Check for responsiveness



Tap and shout

Shout for help



Ask a bystander to
dial 111 and ask
for an ambulance

Open airway
(Head tilt / chin lift)



Lift chin with one
hand with
pressure on the
forehead with the
other hand

Check for breathing
for up to 10 seconds



If breathing, place in stable
Recovery position



If not breathing/non responsive start CPR

If breathing, check for severe bleeding



Heel of both
hands on the
centre of the
chest. Press
straight down
5cm

Give 30 chest compressions
at a rate of 100 a minute



Give 2 effective breaths

If unwilling/unable to perform rescue breaths continue chest
compressions

Sufficient to make
the chest rise &
fall

Attach Defibrillator (AED) as soon as
available and follow its prompts.
Continue cycle of 30-2 until help
arrives, or recovery

Infant and Child CPR is at 30-2 Compressions to 2 breaths

**Important: Any CPR attempt is better than
none**