

## Su3a Walking Group 'W' (Monday mornings)

Coordinator: Fran

Admin Team: Shirley, Kevin, Dave

<b>Last week of each month</b>	A programme of walks for the following month will be issued to all members by email. Shirley will also post it in the WhatsApp group.
<b>Mid-month</b>	<p>Dave will put a note in the WhatsApp group (and will email any others who are not on WA) inviting members to lead a walk if they wish. At this stage, members should provide Dave with available dates, meeting place and a very brief resumé of the route (ie the basic details included on monthly programmes).</p> <p>There is no pressure on members to lead a walk, but we do encourage everyone to have a go. If a member is unsure, one of the regular leaders would be happy to act a co-leader.</p>
<b>Several days before a walk</b>	Each walk leader should send to Kevin the specific details of their upcoming walk, so he can compile the weekly email in good time.
<b>Each Friday or Saturday</b>	<p>Kevin will send out a walk reminder email to all members. This will contain the specifics of the walk and other useful information such as Google map link, weather information, members willing to give lifts from certain areas, etc.</p> <p>Shirley will then put the same message on our WhatsApp group. She will also put up a poll for members to indicate if they will be attending the walk or not. It is important that all members respond to this poll. The response will tell the walk leader the names of all members who will be walking, and can therefore allow time to wait for any member who may be running late.</p>
<b>Last minute changes</b>	<p>If a member has indicated that they will attend the walk but then find they cannot, they should inform the walk leader as soon as possible via WhatsApp or phone call.</p> <p>Equally, if a member has indicated that they will not be walking but then find they can, they should preferably WhatsApp or call the walk leader, or turn up at the meeting point in good time.</p>
<b>Changes or cancellation to walks</b>	It is the walk leader's prerogative to change or cancel their walk in case of adverse weather conditions. In such cases the leader should let the group know as soon as possible.