

## **The Phoenix Walking Club – Information:**

### **Procedures, Guidelines, Etiquette.**

#### **General**

The club website (<https://phoenixwalkingclub.org/>) contains all up-to-date information.

Members are communicated regularly by email and have an individual page on the WebCollect online management system used by the club. Access to this page is free but requires a personal password which is linked to their registered email address.

The club also hosts a weekly get-together currently held in the Community Rooms of North Shields Central Library each\* Wednesday between 10.30 – 11.30. During this social event, walks can be booked, latest information discovered and there is the chance to chat with other members.

(\*Not on Wednesdays when a walk is in progress.)

#### **Membership**

Application for membership can be made in person, in writing or online.

Applicants for membership must be over 18 years of age.

Once membership has been granted then the annual subscription is due.

The executive committee may refuse to accept, an application for, or renewal of, membership.

#### **Guests & Prospective Members**

Members may book a maximum of two adult guests on a walk. Such guests will presumably participate on the same walk as their host, unless by prior arrangement with a different walk leader.

Adult guests (over 18 years of age) may only participate in two guest walks.

Guests aged 16- 17 years may also be permitted to join a member on a walk. Such guests (Max 2) must be known to the host member (relative / close family friend) and must undertake the same walk as their host, who will assume full responsibility for their behaviour and safety.

Guests aged 16 – 17 years may participate in unlimited walks.

Prospective members can ask to have two trial walks – choosing the walk best suited to their ability.

All guests and prospective members are required to pay the current walk fee.

## **Subscriptions & Walk Fees**

The executive committee shall propose the annual membership subscription fee and a per person walk fee. As per the constitution, the proposed annual membership fee is agreed by members at the AGM.

The executive committee shall decide the arrangements and methods for the payment of subscriptions and fees.

The annual membership fee is due by the 31<sup>st</sup> of January each year. (Pro-rata rates are applicable for those joining later during their first year.)

This subscription may be paid in person (cash or cheque) or online via WebCollect / GoCardless.

The walk fee can be paid in person (cash or cheque) or online via WebCollect / GoCardless.

Refunds for walks cancelled by members are only granted in cases of close family bereavement or hospitalisation / medical appointments.

Walks cancelled by the club will be refunded in full.

## **Walk Programme and booking walks.**

The club plans walk destinations in three-month blocks, the details of which are issued in advance in print form and online.

At the decision of the Leader of the Day, and the Walk Secretary, occasionally the destination of a walk may need to be changed. Members will be informed of such alterations.

Each walk day is under the direction of a 'Leader of the Day' who is assisted by 'Walk Leaders' who plan walks of varying length and difficulty. The details of these individual walks are normally published (online) a few days before the walk day and are also available on the day in printed form (on the coach) to allow members to make a considered choice.

A walking group generally must consist of a walk leader and three others. However, a group of two is permitted for short walks of 7 miles or less, where the route is always within 2 km of a road and there is no significant moorland or ascent.

Members are expected to follow the directions of their walk leader and must not leave the group without the permission of the walk leader.

Generally, members who have booked a walk, must undertake a walk, they cannot remain on the coach.

Members may join a walk without travelling on the coach. This requires prior arrangement with their relevant walk leader, and they are still required to pay the walk fee.

Walks can be booked in person (on a Wednesday morning) using the appropriate form and paying the walk fee, or through the WebCollect / GoCardless online system.

Walks that have been booked are not transferable.

Members and walk leaders will follow the Countryside Code.

## **Travel**

Once booking numbers are known, the club will decide whether to operate one or two coaches.

If the decision is made to change to one coach, all those booked shall be informed.

Pick up points and pick up times are viewable on the club website – members must arrive 10 minutes beforehand.

The coaches will aim to leave the walk destination at the times stated on the walk plans. However, the Leader of the Day has the authority to alter the declared leaving times, both earlier or later, depending on circumstances which occur during the day. Such changes will be notified to the walk leaders and to members.

Whilst on the coach, safe and sensible behaviour is expected. Those carrying walk poles must have the tip protected.

Bikes and/or pets are not permitted.

## **Safety**

The club will consider the safety and ability of members as far is practical.

Members, regardless of the weather forecast, must carry a waterproof jacket.

Each member is responsible for personal safety and on each walk must carry with them the following: basic first aid, whistle, and torch, all of which may be essential.

Members and guests must also carry an up-to-date Emergency Contact Card. This is supplied by the club and must be placed in an easily accessible outer pocket. (Jacket or rucksack.)

Members and guests must not jeopardise the safety of others.

The club is not responsible for injuries sustained during a walk, although every precaution will be taken by walk leaders to ensure the safety of all.

## **Termination of Membership**

Members may terminate their membership by informing officials of the club.

Failure to pay the annual membership subscription shall also be deemed as automatic termination.

A member should not bring the Phoenix Walking Club into disrepute. Any member who is thought to have done so, shall have a written warning issued. Two written warnings within 12 months will result in termination of membership.

Repeated contravention of these guidelines may result in termination of membership.