

South East Australian Naturalists Association Inc

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EXCURSION FACILITATOR GUIDELINES

Excursion Facilitators should ensure that the logistics of the excursion run efficiently and safely. The success of the camp and the enjoyment of participants will be enhanced by well organised and run excursions.

Roles of the Facilitator and Leader during the excursion (and during the planning) can vary a little, according to individual backgrounds, familiarity with the sites and experience in leading excursions. Camp organisers should ensure that both Leader and Facilitator are agreed on who will do what.

Excursion participants should meet at the designated assembly point 15 minutes before the scheduled departure time.

Before Excursion:

- Liaise with your excursion leader to discuss any particular assistance they would like and ensure leader is familiar with convoy rules.
- Collect first aid kit (bottle of sanitiser if required), and bag containing convoy ribbons, participants list, safety briefing sheet if prepared, gift for excursion leader, book and pen to write excursion report. If appropriate, collect Cinnamon Fungus spray bottles and brushes.
- Make known the time and area for convoy assembly.
- Meet participants at designated time and place for convoy organisation.
- Check list of participants.
- Provide a mobile phone number in case anyone becomes separated.

If using convoy:

- Organise convoy into minimum no. of cars, ensure that people without cars have a ride.
- Count cars and number of participants.
- Distribute ribbons for convoy identification.
- Identify any hazardous stretches of road en route.
- Appoint a tail-end Charlie who is familiar with the route.

If site unsuitable for use of convoy:

- Distribute maps or ensure all cars have a map. Identify any hazardous stretches of road and key stopping points to ensure group can stay together.
- Depart promptly so that maximum time is spent in the field.

During excursion

Discuss with the leader which administrative aspects each will cover.

- At the start of excursion ask if any participants are prepared to assist by maintaining plant or bird lists or taking notes to write up the excursion afterwards.
- Advise/ remind participants of any State/Federal health emergency rules currently in place. If there are no current restrictions, recommend suitable prevention measures such as maintaining personal space, wearing masks in cars if agreed to by occupants, using sanitiser etc.
- Be aware of the time and ensure that excursion concludes to allow participants to meet future commitments.
- Advise participants of toilet stops, morning/ afternoon tea, lunch spots, etc.
- Remember that safety is paramount. *In conjunction with the leader*, do not hesitate to cancel the excursion if the weather is unsuitable, or becomes unsuitable.
- At beginning of all walks: inform participants of the nature, duration, length and difficulty of walk, warn of any hazards (refer to Safety Briefing sheet). Also indicate the attractions of the area.
- Check group attendance at strategic points in an excursion.

After Excursion

- Thank leader.
- Arrange a written report of the excursion. The reports will be put together for a camp report on the SEANA website by the SEANA webmaster.
- Collect ribbons.
- Return bag and excursion report.

Thanking you in anticipation.