

South East Australian Naturalists Association Inc

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EXCURSION LEADER GUIDELINES

Excursion Leaders should ensure that the participants have an enjoyable, educational and safe experience. Leaders have overall control of the excursion on the day, but should work as a team with the Excursion Facilitator.

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. If the Facilitator for your trip has already been identified, they can assist you both in the planning stage and during the excursion. Don't hesitate to contact the camp organising team if you have any queries.

Before Excursion

- Plan the excursion route and sites with safety and interest in mind. It is important to allow for the older age demographic at SEANA camps and consider potential disabilities or reduced mobility of some participants.
- Note any potential site-specific hazards that participants will need to be aware of on walks. Complete supplied risk assessment form and safety briefing form and send to organising committee.
- Ensure stopping points are safe for convoys, e.g. is there off-road parking, particularly on highways? is there a clear 100 metres sight distance from corners?
- Identify any parts of the route that may be difficult/dangerous for car convoys and suggest suitable alternative meeting points such as a post office.
- Plan suitable points for: toilet stops, morning/afternoon tea and lunch.
- Provide excursion facilitator/camp organiser with information on the length of the drive and the length and difficulty of walks.
- Research information which will be interesting to the participants.

During Excursion

Discuss with the facilitator which administrative aspects each of you will cover.

- Outline the sites to be visited, the purpose of the excursion and the attractions of the area.
- Advise participants of toilet stops, morning/ afternoon tea, lunch spots, etc.
- At the beginning of all walks: inform participants of duration, length and difficulty of walk, warn of any hazards (see Safety Briefing sheet).
- Remember that safety is paramount. In conjunction with facilitator, do not hesitate to cancel the excursion if the weather is unsuitable or if it becomes unsuitable during the excursion.
- Describe any relevant emergency procedures including mobile contacts for the excursion.
- Use your knowledge and other resources to explain the natural history of the area and help participants to identify flora, fauna and geological features.

After Excursion

- Announce when the excursion has ended.
- In conjunction with facilitator, either lead return convoy or ensure participants can find their way back with helpful sign posts.

Thanking you in anticipation.