

For Leaders

1. Leaders to volunteer small group walks and send details to Programme Secretary who will pass these on to Webmaster. Details must include the following but no need to send contact details as these will be taken from the completed GDPR forms (if changes are needed, then amended GDPR forms need to be sent to Programme Secretary):
 - i) Area of walk – not necessarily the exact location as you can send this information to walkers that have been successful in booking to come on the walk and therefore reduce the risk of someone turning up without booking.
 - ii) Distance
 - iii) Start time
 - iv) Date
 - v) Preferred booking method – the recommendation is by text as that should be less disturbing, but it is up to individual leaders
 - vi) Expected refreshment breaks – ie. Are you planning just a short coffee/tea stop or will walkers need to bring lunch? You could handle this by stating morning/afternoon walk or all-day walk.
 - vii) Indicate the level of the walk – eg. Leisurely, moderate. Remember that we are not sticking to our normal walks programme standards so walkers will need this information
 - viii) Additional restrictions that you want to place on the walk – eg, walkers must wear masks
2. Programme Secretary and Webmaster will alert you if any other walk is planned for the same area on the same day so that you can check with the other leader to make sure that your walks do not overlap. Overlapping walks cannot be allowed as it is likely that the two groups will meet, and it will be very difficult to keep people apart
3. Currently the maximum group size is 6 including the leader and Ramblers are suggesting extra measures to keep us safe. Walk leaders can decide to reduce this number.
4. IVW members (including affiliates) have priority on these walks. This may be difficult for you to enforce but if you are not sure if someone booking is a member, please contact our Membership Secretary. If they are a member of another Ramblers group please make sure they tell you their home group. If they are not a Ramblers member then you need to politely decline the booking.
5. Walks can be any length, any day, any time and organised by the leader under current RA guidance, and must be circular
6. Walk leaders can add their own restrictions since it's their walk (eg walkers must wear masks)
7. Government Guidelines on social distancing must not be broken, but IVW is mandating a 2m minimum on all walks
8. Please confirm bookings as soon as you can so that walkers know if they are on a walk.
9. When your walk is full, contact Webmaster so that we can mark the walk as fully booked on the website. This should reduce the number of subsequent requests.
10. Don't allow anyone to book a place for anyone else. This should also apply to couples to be fair and transparent.
11. Don't be pushed into taking more people than you stated as the maximum.
12. At the end of the walk, please delete walkers' contact details, but retain a list of walkers' names for 21 days to allow for track and trace, and then destroy that list. If someone develops symptoms, our Membership Secretary can provide the relevant contact information to the authorities.
13. If you are asked to provide personal data about walkers for NHS Track and Trace, do not respond yourself. Please notify the Chairman and the Membership Secretary.

For Walkers

1. Look at the walk listings to help you choose a walk.
2. Some days there could be more than one walk so choose the one best suited to you.
3. The walk listing will include details of how to book a place
4. IVW members (including affiliates) have priority over other Ramblers members.
5. Try a shorter or easier route if you haven't been walking as much as you normally would
6. Listen to the walk leader's briefing so you know what to do (eg. wear a mask), and follow the latest guidelines
7. When other walkers are passing, remember to stand back and give way
8. Carry alcohol-based hand sanitiser and a face covering or masks. You might want to wear gloves too
9. Bring your own food or snacks and plenty of water, as cafes or pubs will not be guaranteed.
10. Let the walk leader know if you are having problems, feel unwell, or need to slow down or stop
11. Contact the walk leader directly to request a place on the walk
12. Your place is not guaranteed until the leader confirms it and gives you the full location details
13. Don't turn up to a walk without booking as you will be turned away. We need to limit numbers for everyone's safety
14. Remember you can't bring any additional people along if they haven't booked
15. If you can't make it, please cancel your place so that someone else can take it
16. No walk can be booked more than 7 days before it starts
17. You can only book a place on a walk for yourself. This applies to couples too.
18. Note that leaders will be offering walks entirely at their own discretion so don't assume that because a walk is, for example, on a Thursday it will be conducted at a leisurely pace – read the information in the walk listing.
19. If you are currently walking regularly with a small group with other IVW members and have spare places OR you are a member not currently walking regularly and would like to join a similar group please contact IVW Chairman or IVW Social Secretary who will be happy to help.
20. Walk leaders will only use the contact information you provide to them in order to get in touch with you about the walk.
21. If someone on a walk later tests positive for coronavirus, your Membership Secretary will provide your contact details to the NHS Track and Trace team if requested.

Contact Details (also available on our website)

Programme Secretary – programmeivw@gmail.com

Webmaster – webmasterivw@gmail.com

Membership Secretary – secretaryivw@hotmail.co.uk

Chairman – chairmanivw@gmail.com

Social Secretary – socialsecivw@gmail.com