

PROCEDURE TO BE FOLLOWED IN THE EVENT OF A WALK NEEDING TO BE CANCELLED OR AMENDED

In the event of a walk needing to be cancelled or the venue changed the following actions should be taken:

1. The Walk Leader(s) and Walk Coordinator(s) to liaise with each other as soon as they become aware of a potential problem, eg flooding, snow, closure of the pub venue, road closure etc.
2. Decision to be made jointly by Walk Leader(s) and Walk Coordinator(s) as to whether the walk should be cancelled, an alternative venue found or updated travel information issued.
3. Where a walk is cancelled, the venue changed or travel diversions are operating, the Walk Coordinator(s) will contact Roy Ashley (Treasurer) to request that timely email notification be sent to all members of the Walking Group(s) concerned to advise of cancellation/amendment.
4. Roy Ashley will arrange, in liaison with Robert Oliver (Jade Coordinator), for the website to be updated.
5. The Walk Coordinator(s) to notify by telephone those members not on email.
6. The Walk Leader(s) will notify, as appropriate, the public house of any changes that may affect them.
7. Where time permits, the Walk Coordinator(s) in liaison with Roy Ashley, will arrange:
 - (a) for a notice to be placed on the Ramblers notice board at the Retirement Education Centre
 - (b) for an announcement to be made at any walks taking place prior to the cancelled/amended walk.
8. In the event of the Walk Leader(s) being unable to contact the Walk Coordinator(s), the Walk Leader(s) will take responsibility for implementing the above actions.
9. Any Committee Member can be contacted for assistance if required.