



Walks Programme Procedures

Introduction

This is an amended version of the original procedures document dated 15th November 2023. This is due mainly to an update of the Ramblers app on the 13th November 2024, and some amendments to our internal procedures.

We use **Walks Manager** to publicise our walks. This system allows leaders to upload their walks directly and has several useful features; for example, pinpointing a walk starting point more accurately, allowing for the inclusion of photos, and making it easy to amend details of walks if necessary. We welcome direct uploading of walks onto Walks Manager, **if you also enter the basic details onto the Google Sheet** and keep Coordinators informed of any significant changes.

There is a lot of information here, so we suggest you either print out and/or save this document.

Submission of walks

We use Google Sheets to plan our monthly walks programme and should be the first place to visit to check if a date is free for your walk. This allows Coordinators to see any clashes or gaps, walk leaders can see what others are offering and that their walk is sufficiently different. The key date for leaders is to enter their monthly walk details into the Google Sheet (and ideally Walks Manager too, see below) by the **8th** of the preceding month.

Everyone can then see available slots for additional walks. You are welcome to reserve dates up to two months ahead if you wish and add your details before the monthly deadline.

As walk leader you have three options:

1. Put the full walk details onto both the Google Sheet and Walks Manager.
2. Put the full walk details on to Walks Manager, **with a summary entry on the relevant Google Sheet**, with date, time, length, location (ie area of walk), name of leader, and mark if Strenuous.
3. Put the full walk details onto the Google Sheet and leave the task of uploading on to WM to the Coordinator.

If walk details are changed later, there is no need to backtrack the changes onto the Google Sheet as well. The entry on WM will be the latest published version which participants should always double check the day before the walk.

Walks Manager Guidance

Please refer to the Walks Manager guidance document, a link to which can be found on the welcome page of Walks Manager

For display purposes, include place names and key details in the title so people know where they'll be going.

Walk details are entered in the top box, and any additional comments in the box below, as per Walks Manager guidance. When published, all information within both boxes is gathered.

Try to capture any special features. Give an indication of terrain and pace (if not obvious from the grading) so that people, especially newcomers, know what to expect. If a walk is not clearly either a half or whole day walk, mention what refreshments people might like to bring, or if a café or pub stop en route or after the walk is planned.

As well as the arrow showing the exact location, include the name of the car park and any guidance as to how to find it (there are tips on the Car Park map on our website - [MVR Car Parks](#))

The facilities etc boxes should still be ignored. We ask you to refer to our own guidance as to relevant information which should be inserted in the additional details section, under the main description.

All leaders should permit contact by phone and ideally by email too, so please check the relevant permission boxes in the Contact Preferences section of your WM profile; your actual email address will not be displayed. (If you don't permit your email address to be used and a user clicks the Email option, their message will be forwarded to our Group Contact, who will in turn forward it to you for a response anyway).

Otherwise, follow the guidance within WM to include name of leader(s), start and end times, length, total ascent (if known, that is optional), and grade (Leisurely, Moderate or Strenuous).

Most importantly, for all walks, press Submit for checking!

Bookable Walks

For bookable walks add: Booking required, after the title and the following text at the end of the walk description.

How to book: Go to the Bookings page of our website:

www.molevalleyramblers.org.uk/bookings (follow the website link, if shown) and please read the new instructions before booking

The Website link should be inserted into the box thus:

<http://www.molevalleyramblers.org.uk/bookings>.

All Day (Strenuous) Walks

The following text should be added to strenuous walk entries:

If this is your first walk with Mole Valley Ramblers we invite you to contact the walk leader in advance, so that you know more about what to expect, and can gauge its suitability given your level of fitness.

Checking of Walks on WM

When their monthly Walk Submission Sheet is complete, Coordinators will notify the full coordination and editorial team by emailing coordinators@molevalleyramblers.org.uk. The Editors will then check all walks on WM prior to publication, in particular checking that leaders' phone numbers show, that the name of the car park is shown, along with guidance about how to find it (if needed), and any other obvious anomalies.

Walk leaders are welcome to liaise with Coordinators at an earlier stage if they would like guidance as to what information to include in the walk description. The Coordinators will have editing rights on WM, so that they can help leaders to clarify details of individual walks as necessary.

Walk Changes

It may be that having done a recce a leader may wish to amend details of the walk; this is now easily done. If you make a shortcut to WM on your phone, you can do so immediately. Adding a photo that you might have taken on a recce is an optional extra (but remember it must be in landscape mode, or it will be twisted around when submitted). If it is a significant change (such as start time, car park location, or grade) then the Coordinators need to be informed. Other minor changes can be left to the walk leader. If in doubt a quick message to the relevant Coordinator about any changes will be appreciated. If a leader makes their own changes please make sure you **save** any changes, **submit for checking** and then email coordinators@molevalleyramblers.org.uk and ask for your updated walk details to be published.

If significant changes are within a week of the walk, then the Coordinators or Walks Programme Coordinator will publish a notice on our Facebook page and notify the webmasters who will place a note on the MVR welcome page, near the list of available walks.

Walk Cancellations & Adding Extra Walks are described under walk leaders/walks programme planning on the main website.

Please submit any "late" entries at least one week before the date of the walk.

Review

We shall be keeping these procedures under regular review. If you have any suggestions for improvement, please speak to any of the walk coordinators individually or email the team at coordinators@molevalleyramblers.org.uk.

Thanks for your support and please let me know if you have any questions.

Nick Carline

Walks Programme Coordinator

on behalf of Mole Valley Ramblers

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14 November 2024

Walks