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## ACTIVITY DEFINITIONS

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This document is intended to help leaders and members to understand the categorization of activities used by the SBC, and in particular to help leaders to correctly define activities that they are putting on the program.

These categories are important because they allow members to understand the degree of difficulty involved in each activity. The Club committee uses these activity definitions to compile accurate statistical data for our insurers, which is used to set our premium for the next year. These statistics are also used to review the club's operations to ensure they meet members' needs and interests.

All activities require endorsement by the Committee before they can be advertised to members, and part of this approval process is to ensure that the activity is correctly categorized.

The following text defines the various categories used by the SBC:

- Normal
- Short Notice
- Pre-approved
- Multiday activity and Sub-activity
- Other Organisation
- Combined
- Expression of Interest
- Social

### Normal

*Normal* activities are those activities led by Club leaders and listed in our bi-monthly program.

They must be submitted before the advertised date for the new *Activities Program*. The description of a submitted activity should supply enough detail to allow members to select activities appropriate to their personal preference and level of skill and fitness. Additionally, the committee should be satisfied that the description provides sufficient information about the intended route to facilitate search and rescue in the event of an emergency.

Required detail includes location, date(s), level of difficulty, maximum numbers of participants, map location, activity leader and contact details and classification of activity as below. Additional desirable detail would include distance, ascent/descent (usually the most significant ascent), whether on or off track, any particular risks, skills or equipment required by those participating and special things of interest about the activity.

*Normal* activities are vetted by the Activities Secretary, approved by the SBC Committee, and checked by the Newsletter Editor.

The leader and all participants are covered by SBC insurance (unless indicated as outside of our insured activities), and the Club's constitution and bylaws apply. An annual *Acknowledgement of Risk* statement must be signed by all participants. In addition, an individual *Acknowledgement of Risk* specific to each activity must be signed on the day of the activity. The *Activity Sign-Up* form (which includes the activity's *Acknowledgement of Risk*

statement) must be handed, posted or emailed to the Activities Secretary as soon as possible after the activity.

*Normal* activities are advertised in our newsletter, website, at monthly meetings, and in our email bulletins. Leaders are encouraged to report on activities completed over the previous month at our monthly meetings and to submit Activity Reports for possible inclusion in our club publications. Statistics are kept on activities completed and leaders and participants.

### **Short Notice**

*Short Notice* activities are additional club activities that are organised in a time frame that does not allow their inclusion in the bi-monthly program, however they are advertised in our email bulletins and on the website.

With this exception, they are identical to *Normal* activities, and the usual rules for Club walks apply.

### **Pre-Approved**

*Pre-approved* walks are straightforward local day-walks that have been pre-approved by the committee, allowing them to be put on the program by any confident and competent leader at very short notice. They are easy to navigate, on-track and up to medium hard grade day-walks for which there is an existing description. (See the SBC Document "*Pre-Approved Walks*" on our website).

*Pre-approved* walks are similar to *Short-Notice* activities, except that because of the very tight time frame involved, they will not be listed in the bi-monthly program, and may not be included in an email bulletin. They are advertised on our website.

With these exceptions, they are identical to *Normal* activities, and the usual rules for Club walks apply.

### **Multiday Activity and Sub-activity**

A *multiday activity* event is an activity conducted over a number of days, under the overall management of a leader. Usually it involves a fixed venue (such as camping, car-camping, or staying in a lodge) and multiple shorter *sub-activities*, often led by other leaders, and often organised spontaneously to accommodate climatic conditions and the interests of the participants.

In most respects, a *multiday activity* is managed in the same way as a *normal* activity, with the exception that the leader is given the delegated authority of the committee to oversight and approve all *sub-activities*. For this reason, it is important that activity description includes adequate details of proposed sub-activities. *Multiday activities* require a waiver form, and are usually booked on-line. They do not count towards participation records or competitions as it is possible for a member to be on a *multiday activity* and not venture from the venue.

A *sub-activity* is a significant day or half-day undertaking with a leader, and that entails a degree of outdoor risk. All *sub-activities* are subject to the approval of the *multiday activity* leader. They should be described to potential participants, either verbally or in writing, with the same level of detail as a *normal* activity, and should be open to all participants in the *multiday activity* (subject to group size limitations and physical capacity to undertake the activity). *Sub-activities* require a waiver form, and are usually booked at short notice. For this reason it is desirable for the leader to bring a number of blank waiver forms for this purpose.

Ideally a non-participating *responsible person* should be identified, and provided with sufficient information to activate a search and rescue, or assist with an emergency.

As *sub-activities* may count towards participation records or competitions it is desirable that in addition to the waiver form being submitted, that they are retrospectively listed by the leader in the on-line program.

In some instances it may be possible for *sub-activities* to be pre-planned, and managed in the same way as a *normal* or *short notice* activity.

Simple activities such as going shopping by car, or walking to the coffee shop are not considered to be *sub-activities*, and do not require a waiver form. However the leader should be aware of all such activities, and would typically maintain a simple sign-out and sign-in register.

The SBC Constitution and Bylaws apply to both *multiday activities* and *sub-activities*.

## Other Organisation

*Other Organisation* activities are organised by an independent organisation that runs bushwalking, environmental or related activities (such as NSW Parks and Wildlife Service, Friends of the Colo, NSW Rogaining Association), and an SBC member leads or organises a team or group within the activity. They may be run as part of the *Normal* Activities program or as a *Short Notice* activity.

Activities organised by *Other Organisations* require the same approval process as for *Normal* and *Short Notice* activities. However, SBC insurance cover does not apply and signed *Acknowledgement of Risk* statements are not required. (However, such organisations commonly carry their own insurance.) The SBC Constitution and Bylaws do not apply.

*Other Organisation* activities may be advertised in our bi-monthly, website, email bulletin, and at club meetings. Leaders of teams or groups within activities run by *Other Organisations* may report on them at meetings or club publications as with other club activities but only limited statistics are kept on these activities, such as numbers of activities planned and leaders, as the information from waivers is not available.

## Combined

*Combined* activities are those run in conjunction with another Bushwalking NSW club. They may be run as part of the *Normal* activities program or as a *Short Notice* activity and require the same approval process as those activities.

The leader and all participants are covered by SBC insurance, and the SBC Constitution and Bylaws apply.

*Combined* activities may be advertised in our bi-monthly program, website, email bulletin, and at club meetings. Signed *Acknowledgement of Risk* statements are required for all SBC members participating. Leaders are encouraged to report on these activities, and statistics are kept on activities completed, leaders and participants.

## Expression of Interest

An *Expression of Interest* activity is an upcoming activity that will only go ahead if sufficient members are interested. Expressions of interest typically apply to extended or complex trips and are often advertised well in advance.

They may be run as part of the *Normal* Activities program or as a *Short Notice* activity and require the same approval process as those activities and may be advertised in our bi-monthly program, website, email bulletin, and at club meetings. The SBC Constitution and Bylaws apply unless run by another organisation. However, they may not initially contain the same detail as

that required for Normal or Short Notice activities as detailed planning may require a clear expression of interest from possible participants before proceeding.

However, if the activity is to go ahead then it needs be changed by the leader into another category, typically *Normal* activity, with the additional required detail provided in time for approval and publication. Insurance coverage applies provided detail is adequate. *Acknowledgement of Risk* statements need to be signed and normal reporting and collection of statistics applies.

## **Social**

A *Social* activity does not involve bushwalking or physical outdoor risks and is an opportunity for club members to socialise and/or jointly enjoy activities, events or outings of interest. Social activities are open to members and invited visitors.

*Social* activities require the same approval process as for *Normal* and *Short Notice* activities, however less detail is required.

The leader and all participants are covered by SBC insurance as for *Normal* and *Short Notice* activities and the SBC Constitution and Bylaws apply unless run by another organisation. *Acknowledgement of Risk* statements are not required. Only limited statistics are kept on these Social activities, such as numbers of activities planned and leaders.

*Social* activities may be advertised in our bi-monthly program, website, email bulletin, and at club meetings. Leaders may report on them at meetings or club publications as with other club activities.

## APPENDIX

The following appendix provides an overview of the information above in tabular form.

Activity Type	Normal	Short Notice	Pre-approved	Other Organisations	Multiday Activity	Sub Activity	Combined	Expression of Interest	Social
<b>Description</b>	Submitted before the advertised date for the new Activities Program	Within the time frame of the current activity calendar but after the date of publication of the current Activities Program	Walks preapproved by the committee	Organised by an independent organisation and an SBC member leads or organises a team or group within the activity	Activity with sub activities, usually over several days where members may opt to do sub activities	Walk approved by multi activity leader	Run in conjunction with another Bushwalking NSW club	Activity that will only go ahead if sufficient members are interested	Opportunity for club members to socialise
<b>Constitution and Bylaws</b>	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes unless run by another organisation	Yes unless run by another organisation
<b>Committee Approval</b>	Yes	By at least two committee members	Prior to becoming available	Yes	Yes	Approved by multiday activity leader	Yes	Yes. Needs to be changed to Normal or Short Notice closer to event.	Yes
<b>Insurance</b>	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes provided detail is adequate	Yes
<b>Advertising</b>	All club publications [SBC Newsletter, Website, Meetings, Short Notice emails.]	All club publications except newsletter.	Emailed instantly to all interested members	All club publications	All club publications	To multi activity participants	All club publications	All club publications	All club publications
<b>Waivers</b>	Yes	Yes	Yes	No	Yes	Yes	Yes for all attending as SBC members	Yes	No
<b>Follow-up</b>				Reported at general meetings and club publications					
<b>Statistics</b>	Yes	Yes		Limited	No	Yes	Yes only for SBC members	Yes	Limited