

The Walks Programme

Our walks programme operates on a rolling programme which operates as follows.

- Walks are submitted by leaders and checked by the walks organiser before being added to the programme.
- Walks must be submitted by 12pm of the Sunday one week before the day of the walk.
- Once approved a walk will be published on both the Ramblers and the West Herts Ramblers web sites. We no longer produce either printed or email programmes and the web sites are the only places the walks are advertised.
- Additional information about walks may be published on our Facebook page or in our WhatsApp group.
- Our walks are open to all Ramblers members as well as non members. Non members are allowed to attend three walks before being expected to join the Ramblers.
- All our walks are limited to a maximum group size of 30 (including the leader). The leader may choose a smaller number and in exceptional circumstances we may allow larger numbers.
- Places on our walks are booked from the web site and for those who don't have internet access places can be booked by contacting the leader or walks organiser directly. In this case the leader or walks organiser should make an online booking on behalf of the walker.
- When a place is booked both the leader and the walker will receive a confirmation email. These emails do not require a response from the leader.
- A downloadable list of who has booked a place is available to the leader from the My Account menu of the web site.
- A walker may cancel their place from our web site. When this happens both the leader and the Walks Organiser will receive emails informing them of the cancellation. .
- The leader is not obliged to accept walkers who turn up to the walk but have not booked a place. Nor need they wait or attempt to contact those who have booked, but do not arrive on time. The Walks Organiser should be informed after the walk if this happens.
- If the leader accepts walkers on the day, their contact details should be taken and passed on to the walks organiser.

Cancelling Walks

We understand that situations arise where either a leader can no longer lead their walk or external circumstances, such as bad weather, path diversions etc dictate that the walk cannot proceed. Our walkers are generally used to walking in a range of weather conditions and will be prepared for these. Cancellations due to weather are therefore rare. However, as the walk leader the decision is yours. If you do wish to cancel then please note the following points.

- Our walks are advertised on the UK Ramblers and our group web sites. Consequently, if you need to cancel the walk please give as much notice as possible to enable the walks organiser to advertise the cancellation.
- If the reason for cancellation is unavailability of the leader and enough notice is given, we will usually attempt to find a replacement leader rather than cancel an advertised walk.
- The booking system will provide contact details of all those booked on the walk and they should all be notified of the cancellation. If the cancellation is at short notice and contact is not possible, we usually ask the leader to attend the start point to explain that the walk has been cancelled.
- To cancel a walk, contact the walks organiser as follows:
Ian Brander email: walksorg.westherstramblers@gmail.com
tel: 01727 866754
07760 413794

If the cancellation is at short notice please contact via the phone.

- If you are unable to speak to the walks organiser use the alternate contacts:

Clive Sutton	tel:	01727 811322
		07860 703033
Chris and Lynda Abbott	tel:	01582 792975
		07784 787843
		07803 037758

Or contact any committee member (they often lead walks and their phone numbers can be found on the walks programme).

Submitting Walks for the Programme

When submitting walks for the walks programme the following will apply

- To lead a walk you must be registered with the Ramblers as a walk leader. Walks are submitted using the 'Submit A Walk' page on the West Herts Ramblers web site. This page is only visible to registered users of the web site. To register click on login in the main menu, then click 'Don't have an account' and complete the registration form.
- Once logged in the Submit A Walk page is available from the My Account menu. This will show a list of any recent walks you have submitted. Walks remain in the list for 3 months after the date of the walk and will be marked as 'Completed'.
- To submit a new walk, press the Add button and complete the popup form. You must complete all the fields marked with a *.
- The default walk group size is 29 (this excludes yourself), you may reduce this if you want a smaller group or if you want to reserve places for a backmarker or partner.

- You can add a message about the walk to the Walks Organiser in the comments section, this will not appear in the published walk.
- When complete press the submit button and the walk will be sent to the Walks Organiser and you will receive a confirmation email.
- If you want to save and complete the walk later press the 'Save As Draft' button.
- You will not be able to edit a walk once it has been submitted and will need to contact the walks organiser if you subsequently need to make a change.
- Walks are not added to the programme until you submit them.
- Before entering a new walk, please check the programme to make sure that your walk does not clash with walks that other leaders have submitted.

Resources on our web site

Our web site includes some things that you may find useful when planning walks. These are located under the Walking menu.

- Walk Ideas – West Herts Walks. This includes tracks of most of the walks from our programme dating back to 2016. You can re-use these walk as they are or use them as basis for a new walk. You can also see where we parked and stopped for lunch.
- Walk Ideas – Themed Walks. This includes a range of walks based on some local, long distance routes. Not all the walks here have suitable parking for a group walk.
- Walk Ideas – Other Places to Look. This gives a list of other places to look on the web for possible group walks.
- Walk Leader Help – Create A Walk. This is a fully functional walk planning tool enabling you to plot walks, download the route to GPS or smart phone. Even if you don't want to use it to plan routes it has some very useful features, such as full OS mapping, the ability to obtain OS coordinates and post codes for any location.
- Walk Leader Help – Walk Leader Guidance. Access to some of both our and Ramblers documents relevant to walk leading
- Walk Leader Help – Car Parks. A map of car parks used not only by us but all Ramblers groups anywhere in the UK.
- Walk Leader Help – Walk Leader Guidance. Links to some of our local county council definitive footpath maps and the route of HS2 through our walking area.
- Walk Leader Help – Reporting Footpath Issues. Links to our local county council ROW reporting sites. If you find a footpath problem report it. It's the only way problems get solved.