

# New Leaders Reference Guide

*Walk Leaders are the lifeblood of the CBMW, who devise, submit & lead walks.*

## STEP 1. Choose Your Walk

- **Option A** - Select an unassigned, existing CBMW walk, (easiest to start) *click* [Walks without Leaders List](#)
- Submit the chosen walk number, your name & contact number to CBMW Database Admin via the amendment form *click* [CBMW Database Walk Amendment Form](#)

Or

- **Option B** – Create a new walk you are familiar with or with fellow walkers which is not lead by someone.
- Identify the GPS coordinates if not known *click* [Instructions on Finding the GPS Coordinates](#)
- Submit walk to WalksInSpain (WiS) Database Admin by completing walk information and providing a GPX file as a minimum, preferably along with a full, textual walk description and optional photos. For forms and instructions *click* [WiS New Walk Submission Instructions](#) . Receive WiS link from WiS Db Admin
- Submit walk to CBMW Database Admin *click* [New Walk Submission Form](#). Receive allocated walk number.

*The updates will not appear on the CBMW website until the website files are updated from the master.*

## STEP 2. Check Your Walk Data

- Conduct a reccie of the walk as early as possible to familiarise yourself with the walk, verify that the walk information (distance, ascent, duration, grade, start point, summary description, permit dogs) is accurate.
- Amend walk information on CBMW Walks database. *click* [CBMW Database Walk Amendment Form](#)
- Updated the WiS textual description and a GPX file if the route or start point changes. Download the WiS walk description by clicking on the WiS link in the CBMW Db, mark up or provide the changes to *click* [WiS Admin](#)

## STEP 3. Offer Your Walk for the Next Walk Programme

- Submit from 1 to a maximum of 8 per leader perform :- Walk No, Title and your availability dates from and to in the format :- dd/mmm or dd/mm/yy *click* [Walk Offer Submission Form](#) when requested by email or notified via Stoppress or Facebook
- Programmes are published twice yearly for Autumn (runs 1st Wed Oct - Last Wed Jan) and Spring (runs 1st Wed Feb - last Wed May).
- Deadline to submit walks is 31st May Autumn Prog & 30th Nov Spring Prog.

## STEP 4. Before & After Your Walk

- Familiarise yourself with the Walk Leaders' responsibilities *click* [CBMW Conventions](#)
- Familiarise yourself with the correct steps to take in case of an emergency *click* [Emergency Guidance](#)
- Carry a first aid kit and charged mobile as individual walkers often do not. For content *click* [First Aid Kit](#)
- Double check the route a little way ahead of the actual walk. Clear the walk or request the cutting crew for assistance, if required.
- Any changes to the published walk must be announced via Stoppress *click* [Stop press Form](#)
- After the walk submit the number of walkers on your walk, date, and walk name to *click* [CBMW Walk Stats](#)