





## REMEMBER TO INFORM CONTACT PERSON ON RETURN

# ADVENTIST OUTDOORS NNSW

Send completed page one of form to:  
NNSW Conference, P O Box 7, Wallsend 2287  
Phone: 02 - 4951 8088  
FAX: 02 - 4950 1102  
Email: susanmanson@adventist.org.au

### GUIDELINES for completion of ADVENTIST OUTDOORS NNSW OUTDOOR ACTIVITY NOTIFICATION

1. This form is to be used for any notifiable activities for the purposes of knowing what clubs / activity leaders are doing what and where, statistics, record keeping, etc.
2. Its use for the future is this; as we develop the system of accrediting and registering all activity leaders, there will need to be a certification and recertification process. One of the requirements of this is logged or recorded experience in the activities. Part of the verification of activity leaders' experience is the Activity Notification Form.
3. Notifiable activities include: abseiling, base camping, bushwalking, canoeing, canyoning, caving, challenge ropes courses, cross country skiing, high ropes courses, horse riding, indoor climbing, kayaking, liloing, rock climbing, ropes courses, etc. If unsure, please ring and check.
4. The Outdoor Activity Notification needs to be sent (either faxed or mailed) to the ADVENTIST OUTDOORS NNSW office (details above) to arrive one week prior to the activity. Electronic may be a good option for some. However, if late, please send it in anyway. Better late than never!!
5. Details of the form:
  - **Type of activity:** This is a general description, for example, 2 night campout, and then a list of specific activities to be included, for example, abseiling, canoeing, and bushwalking. Each of these activities will need to have a qualified or ADVENTIST OUTDOORS registered leader to carry out the activity.
  - **Today's date:** not the date of the activity / ies, but the date the form is being completed and sent. The date of the activities is found later in the form.
  - **Church Department:** Each activity being conducted for the Church should be "owned" by a Church department, which is ultimately responsible for the activity. It goes without saying, then, that the Church department for which the activity is being conducted should know about the activity, and give authority for it. For example, if the activity is being conducted for a school, then the principal should have knowledge of the activity and have given permission for it to go ahead. Name the Church department which will accept responsibility for the activity.
  - **Authority from Church Department / Local School:** The activity approval must be reflected in the minutes of the approving organisation, such as the school board, Pathfinder Staff Committee etc. These minutes will also include a list of the staff involved (this will include leaders, assistants, counselors, activity specialists or any approved adult supervisors).
  - **Base/Emergency contact name:** The base/emergency contact is a person who is not on the activity, but who will be available for the whole time of the activity, from leaving the Church car park to return to the Church car park. It should be an adult who is responsible and can maintain calm in the event of an incident. This person is the one who can notify parents, etc if, for example, the group is late due to a flat tyre or something similar. This person would also be in contact with the group / group leader in the event of an incident. The group leader and this person should have a pre-arranged plan of action for an incident, and should have a pre-arranged "late time" for unexpected delays. If this time is exceeded, then the plan is put into place. It might be, if more than three hours past the expected time due back, the local minister is called. Or, if the group or activity or location is high-risk, and still nothing is heard, then the local minister and the base/emergency contact agree on who to call and what to do from there.
  - **Parents or next of kin have Base/ Emergency Contact details:** Just as the Base Contact should have details of each person in the group on the activity, each parent or next of kin should have the Base/Emergency Contact's details, should they have queries about expected arrivals, etc. This is recorded here.
  - **Leader's name:** Each activity being undertaken will have one leader who runs the activity, and is ultimately responsible for it. Each activity being undertaken, even if more than one should have a person recognised or qualified by ADVENTIST OUTDOORS leading it. If more than one activity is being undertaken, and more than one leader is involved; it may be that every activity is lead by a different leader, and then you may need to attach more pages with names and details of leaders for each activity.

- **Relevant Qualifications:** This provides knowledge of the experience of the leaders This includes Pathfinder Qualifications, Outdoor Activity Skills certificates, Outdoor person , or they are currently in training for the appropriate qualification.
- **ADVENTIST OUTDOORS Id No:** This should be recorded here, where possible. All persons involved in activities are encouraged to be registered with ADVENTIST OUTDOORS.
- **Location of property:** This should be a specific address, including Grid Reference where possible. Then, in the event that ADVENTIST OUTDOORS or Conference leadership needs to find the activity, it can be done.
- **Date of activity:** This is the date of the overall activity, eg, campout, and also date of other activities if more than one. Attaching an itinerary may be easier, eg, abseiling on Sunday, bushwalking on Saturday afternoon, canoeing Friday afternoon, etc.
- **Details of property:** This assists with our database to indicate how many activities per year are conducted in State Forests, National Parks, or Private Property, etc, and may eventually help us to obtain permits when others may have difficulties.
- **Objective of activity:** When any activity is conducted, the purpose and ultimate outcome of the activity should be clearly known. Some alternatives are listed; others may be personal development, outdoor education, family activity, etc.
- **If training, level of training undertaken:** This is for the purpose of insurance cover whilst our leaders are in training. It also provides a record of training which is being undertaken throughout the Conference. All training needs to be properly notified to ADVENTIST OUTDOORS and recognised.
- **Number of participants:** The total number of participants who are involved in any activity. Then break up into number of adults, and number of children and youth and their ages. This assists, to some extent, in determining the ratios of children to adults involved in activities throughout the Conference, and thus the number of leaders we need to continue to train throughout the Conference.
- **Ownership of equipment:** This assists in determining the equipment in use throughout the Conference, and the amount and types of equipment which may be needed in the future. It may also help in determining insurance needs for equipment in the future.
- **Verification of insurance required by land managers:** This is asked for as some land managers have very strict requirements for the use of land under their care. ADVENTIST OUTDOORS also needs to have some idea of how many times insurance arrangements are being invoked throughout the Conference.
- **Risk Assessment Completed:** This means that you have recognised the possible risks involved in the activity and have planned the activity so that those risks are either removed or reduced in an approved manner. This is why one of the team needs to have completed their revised Pathfinder Leaders Award (PLA) or is qualified in the activity where the method of risk assessment is taught. We have a duty of care to our participants that no one will have a negative experience.
- **Comments or additional information:** Please let us know anything extra which you may think of value. It may be that some of these may need to be included in new versions of the Outdoor Activity Notification.
- **Please print name and address:** This is the name and address of the person completing the form. It should be, if not one of the leaders of the activity itself, then perhaps one of the leaders of the group, for example, the Pathfinder Club secretary. It should, however, be someone with a thorough knowledge of the activity and the arrangements for it, and the authority to complete it. If any arrangements are unclear, it may be that the person completing the form will be called to clarify the information.

**Second Page:** This must be filled out and given to the Base/Emergency contact person. It contains important information for the Emergency Response Team.

- **Vehicle Registration:** This information is required by some land owners and is very important if an emergency situation has to be dealt with. Please attach if not enough space.
- **Intended Escape Route and/or alternate plans:** This is details for the emergency response team. It gives an indication of intended procedures realizing that there may be changes to these plans in the situation.
- **Emergency Communication:** Indicate what communication methods would operate in the activity location.
- **Participants:** This list is again vital for any emergency situation. Knowledge of the skill level of the group will also govern how quickly the emergency procedure will be dealt with. If the list is greater than the space available, please attach to this document.