



NAOATAC OUTDOOR ACTIVITY NOTIFICATION

To be sent to NAOATAC Nth NSW office to arrive one (1) week prior to conduct of activity

Types of activity (ies):		TODAY'S DATE
Church department for which the activity is conducted: <input type="checkbox"/> PATHFINDERS <input type="checkbox"/> YOUTH DEPT <input type="checkbox"/> EDUCATION DEPT <input type="checkbox"/> SCHOOL <input type="checkbox"/> OTHER <small>(Please specify if "other")</small>		Authority from Church Department / Local Church <input type="checkbox"/> YES <input type="checkbox"/> NO
Base Contact Name: This person should notify the Police or agreed emergency personnel if not contacted by: TIME _____ DAY _____ DATE _____	HOME: WORK: FAX: MOBILE:	Parents or next of kin of party members have been given Base Contact details <input type="checkbox"/> YES <input type="checkbox"/> NO
Instructor / Leader's name:	HOME: WORK: FAX: MOBILE:	NAOATAC Identification No
Assistant's name <small>(Please attach extra page with further names if necessary)</small>	HOME: WORK: FAX: MOBILE:	NAOATAC Identification No
Location of property:		DATE OF ACTIVITY:
<input type="checkbox"/> PRIVATE PROPERTY <input type="checkbox"/> STATE FOREST <input type="checkbox"/> NATIONAL PARK <input type="checkbox"/> WILDERNESS <input type="checkbox"/> CHURCH PROPERTY <input type="checkbox"/> OTHER <small>(Please specify if "other")</small>		
Objective of activity		
<input type="checkbox"/> RECREATIONAL <input type="checkbox"/> PATHFINDER CLASS REQ'TS <input type="checkbox"/> HONOUR REQ'TS <input type="checkbox"/> EDUCATIONAL <input type="checkbox"/> TRAINING <input type="checkbox"/> OTHER <small>(Please specify if "other")</small>		
If training indicate level of training being undertaken		NUMBER OF PARTICIPANTS:
<input type="checkbox"/> INSTRUCTOR <input type="checkbox"/> LEADER <input type="checkbox"/> SKILLS <input type="checkbox"/> OTHER <small>(Please specify if "other")</small>		TOTAL _____
Ownership of equipment:		ADULTS _____
<input type="checkbox"/> CHURCH <input type="checkbox"/> HIRE <input type="checkbox"/> PRIVATE OTHER <small>(Please specify if "other")</small>		CHILDREN / YOUTH _____
		AGED _____ to _____

Verification of insurance required by land manager or other (eg, State Forests, National Parks, etc)

Comments or additional information: _____

Please print name and address: _____

Phone number: _____

SIGNED: _____ Fax number: _____



GUIDELINES for completion of NAOATAC Nth NSW 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. It's 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 NAOATAC Nth NSW 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, bushwalking. Each of these activities will need to have a qualified or NAOATAC 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 Church:** In addition to above, some Church Boards require notification of any activity, what vehicles are being used, who are drivers, etc. If this is the case, this is where this is recorded. Or when authority is given from the Church department, this is also recorded here.
 - **Base contact name:** The base 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 contact agree on who to call and what to do from there.
 - **Parents or next of kin have Base 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 Contact's details, should they have queries about expected arrivals, etc. This is recorded here.

- **Instructor / 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 NAOATAC 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, then you may need to attach more pages with names and details of leaders for each activity.
- **NAOATAC Id No:** This should be recorded here, where possible. All persons involved in activities are encouraged to be registered with NAOATAC.
- **Location of property:** This should be a specific address, including Grid Reference where possible. Then, in the event that NAOATAC 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 aids in our database to indicate how many activities per year are conducted in State Forests, how many in National Parks, how many in 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 to provide for 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 NAOATAC 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. NAOATAC also needs to have some idea of how many times insurance arrangements are being invoked throughout the Conference.
- **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.

Hope this info helps

Pat