

Expeditions Section

Aim

To encourage a spirit of adventure and discovery.

The Principles

All ventures involve preparing for and carrying out an unaccompanied, challenging and self-reliant journey with an agreed purpose in the countryside, on waterways or at sea. The venture must be undertaken in a small team with minimal external intervention.

The venture demands:

- preparatory training both theoretical and practical, leading to the ability to journey safely in the chosen environment.
- enterprise and imagination in concept.
- forethought, careful attention to detail and organizational ability in preparation.
- determination in execution.
- shared responsibility for the venture, leadership from within the group, self-reliance and co-operation among those taking part.

Benefits to Young People

The Expeditions Section is concerned with the development of the individual and the social interaction of the group.

The Expeditions Section should provide opportunities to:

- plan and execute a journey
- demonstrate enterprise and imagination
- respond to a challenge
- work as member of a team
- recognize the needs and strengths of others
- develop leadership skills
- develop self-reliance
- make decisions and accept the consequences
- reflect on personal performance
- enjoy and appreciate the environment
- enjoy the journey

Types of Venture

There are 3 types of venture:

1. **Expeditions** which have journeying as their principal component.
2. **Explorations** which involve less journeying and greater proportion of the time being spent on approved investigations or other specified activities, but which are to be undertaken in the context of an expedition.
3. **Other Adventurous Projects** which does not quite conform to the specific requirements of Expeditions and Explorations, although its aims and principles will remain the same. It will demand higher physical and technical requirement.

At **Bronze**, participants are required to undertake an *Expedition*.

At **Silver**, they may choose to undertake either an *Expedition* or an *Exploration*.

At **Gold**, they may choose either an *Expedition*, *Exploration* or *Other Adventurous Project*.

Participants are required to complete appropriate preparation and training, including practice journey(s), before undertaking their ventures.

General conditions for all types of venture

1. Purpose

All ventures must have a *clearly defined and preconceived purpose*. The purpose encourages participants to learn and show more concern on the global environment and to record their observation. The purpose of the venture should be related to the interests and abilities of those taking part.

Training should be given to the participants on observation and recording to enable the participants to prepare a report on the purpose after they have successfully completed their journey. The report should be compiled from first-hand information during the journey.

For those who choose Explorations, some in-depth study related to the nature of the chosen task will clearly be necessary in order to ensure the success of the venture. The account of such Exploration must show that the time has been constructively spent, and should summarize the results achieved.

2. Duration

- Bronze* - 2 days including 1 night camping
- Silver* - 3 days including 2 nights camping in different campsites
- Gold* - 4 days including 3 nights camping in different campsites

Within these overall limits, the following minimum periods of time are to be spent on planned activity appropriate to the nature of the venture:

- Bronze* - 12 hours, averaging 6 hours per day
- Silver* - 21 hours, averaging 7 hours per day
- Gold* - 32 hours, averaging 8 hours per day

3. Size of Group

ON LAND	MINIMUM 4, MAXIMUM 6
ON THE WATER	MINIMUM 3, MAXIMUM 6

It is not necessary for all in the group to be under assessment, but every member must have received the necessary preparatory training. Participants who have already qualified in the Expeditions Section for the same or a higher Award are not, however, to be included.

4. Environment

The environment should be unfamiliar to the participants. Bronze participants may make appropriate arrangement depending on their ability. The proposed type of environment for the different modes of travel can be found under the respective specifications later in this chapter.

Although **Bronze** and **Silver** Award Expeditions or Explorations in more demanding surroundings than those specified are not expressly forbidden, all participants must be trained and equipped to a standard sufficient to enable them to meet any hazards they might encounter. (*Note: Bronze level expeditions should be undertaken on lowlands and steep slope should be avoided. Castle Peak Peninsula is not recommended for all levels - please refer to Appendix 1.*)

5. Training

Preliminary training in the following subjects must be undertaken for all types of venture (for details, please refer to Appendix 2):

- Requirements and purpose of Expeditions
- Equipment
- Navigation
- Camp craft
- Food and cooking
- First Aid
- Safety precautions and emergency procedure
- Expedition Planning and Recording
- Environmental protection
- Team spirit and leadership

6. Practice Journeys

Prior to their qualifying venture, all participants are required to carry out one or more practice journey(s) /voyage(s) which may be accompanied by adults.

Such practice journeys/voyages need not necessarily be of the same duration, and must not be over the same route, but the conditions should otherwise approximate as closely as possible to those anticipated for the qualifying venture, including, when appropriate, one or more nights spent camping out.

- Bronze* - at least **1** practice journey
- Silver* - at least **2** practice journeys (see note 1)
- Gold* - at least **3** practice journeys (see note 2)

Notes

1. Those who have completed a **Bronze** expedition of a similar nature are exempted from one of these practice journeys.
2. Those who have completed a **Bronze** expedition of a similar nature are exempted from one of these practice journeys, and those who have completed a **Silver** venture of similar nature are exempted from two.

7. Planning

The group should undertake jointly the planning and general organization of the venture, submitting details through the supervisor of User Units or Operating Authorities to the assessor for approval. Plans should include purpose, route plan, rations, equipment list, sources of aid, budget and alternative bad-weather plans.

8. Equipment

For all ventures, including practice journeys, suitable clothing and footwear must be worn, and equipment and spare clothing appropriate to the nature of the venture must be carried.

9. Meals

At least one substantial meal is to be cooked daily. When camping food is normally to be carried by participants, fresh produce and drinking water may be purchased on the journey. However, it is a must for participants to carry enough drinking water at start of journey every day.

10. Accommodation

Nights away should be spent camping, but where more appropriate, participants may make use of youth hostels, huts, or similar accommodation. Tents should be isolated or on small sites. Hostels and huts should be relatively remote.

11. Reports

Verbal, taped or written accounts supported by photographs or other multi-media of the venture are required of all participants on completion. The report serves as a precious record for participants and can be shared with others.

Reports should include summary of the journey, detailing routes, campsites, etc. and, in respect of the purpose, a record of observations made and conclusions reached. They may be prepared either on an individual or group basis but should reflect genuine effort from each member of the party.

12. Instruction

Instruction are to be carried out by approved instructors with appropriate experience in the activity (please refer to Appendix 3), except for casualty code programme whereby instructions are to be given by appropriately qualified persons as follows:

- a.** A qualified teacher or youth leader who holds a valid First Aid Certificate.
- b.** A holder of a valid First Aid Certificate who is approved by one of the Voluntary Aid Societies.
- c.** A registered medical personnel
- d.** An instructor in First Aid recognized by one of the Voluntary Aid Societies.

- e. In circumstances where it is found impracticable to secure such services, instruction may be given by those experienced in the type of First Aid likely to be required on the venture, providing they have been approved by Operating Authority.

Before the qualifying venture, **instructors are to certify in Record Books that participants have undergone training in the required subjects and have achieved a standard of knowledge appropriate to the enterprise to be undertaken.** Satisfactory completion of the practice journey(s) is similarly to be certified.

13. Supervision

Supervision of all ventures is the responsibility of the Operating Authorities. The purpose is to ensure the safety of the participants. A supervisor should be the one who knows the participants very well, especially in the extent of the training they have received. In general, the instructor is the most suitable one to be the supervisor of the same group of participants. In case of joint OA group, they can nominate one or more supervisors for the group. The assessor or instructor may be asked to undertake this responsibility, but this must be explicitly agreed beforehand.

On behalf of the OA, the supervisor should be responsible for the safety of the participants when they undertaking the assessment.

The supervisor should ensure that the participants are fully trained and properly equipped to undertake the journey planned, and safety precautions have been taken. He/she should examine the expedition plan of the participants and give them advice if necessary. During the journey, the supervisor should keep in touch with the participants daily and try his/her best to visit the participants' campsites or meet them at some agreed locations. It is acceptable for supervision to take place at a distance. For reasons of safety, girls' ventures may need to be more closely supervised.

Local authorities concerned, such as the Police or Marine Department, should be informed of the ventures for safety sake. *(Please see appendix 4.)*

It is important that the supervisor appointed by the Operating Authority can be easily contacted in case of an emergency or at night.

14. Assessment

The performance of each participant on the qualifying venture is to be judged by an assessor who must be satisfied that the conditions have been fulfilled. (Please refer to

appendix 3) For some explorations it may also be desirable to have a special assessor to judge the quality of the investigatory work.

Assessors should be, and for Gold Award ventures must be, independent of those who have instructed the group during preliminary training. They should be persons well experienced in the type of venture undertaken, and be familiar with the Expedition Training Outline in appendix 2. For Gold Award ventures, assessors should be approved by the Expeditions Panel.

Assessors may also be asked to undertake responsibility for supervision but this must be explicitly agreed upon beforehand.

Participants under assessment are not to be accompanied by adults unless authorized for safety or other special reasons at the sole discretion of Operating Authorities at **Bronze** and **Silver** levels, and of the Panel at Gold level. But the assessor is necessary to make daily contact with the group.

The duties of assessors are as follows:

Before the Venture

- Scrutinize plans in time to make any essential changes.
- Ensure that the preliminary training has been certified on the appropriate pages of the Record Book and that the required number of practice journeys have been completed.
- Check that the group is competent and properly equipped.

During the Venture

- Ensure that the participants complete the journey according to their plan.
- When camping is involved, visit at least one campsite to assess choice, camp craft, cooking and arrangements for disposal of rubbish. Inspect at least one campsite after the group has left.
- For explorations, check quality of investigatory work being undertaken by participants.

After the Venture

- Meet the group to conclude and share their experiences during the journey.
- Make necessary arrangements for participants to report for the journey.

Assessors have the discretion to cancel the venture if they are not satisfied that an adequate degree of proficiency in preliminary training has been reached, or if they believe that the weather conditions may be such as to warrant this. They should not hesitate to require

groups to modify their proposed routes, should they consider these to be necessary from their knowledge of the terrain, the weather conditions (please refer to Appendix 5) and their judgment of the capabilities of the group.

Assessors may use their discretion over assessment in cases where participants have elected to use an alternative bad weather route provided that the conditions relating to duration are nevertheless fulfilled.

The assessor finally has the task of deciding whether each participant has qualified in this Section, or should be encouraged to undertake a further venture. The decision should be based on the criteria laid down in the preceding pages.

Record Books are only to be signed by the assessor when participants have finally qualified in this Section. Appropriate remarks concerning any particular aspect of the venture should be added wherever possible.

15. Record Book

The Record Book represents the experiences and achievements of a young person, and remarks should be **personalized, positive, encouraging**. It should always record success and achievement rather than failure.

In the event of a young person not satisfying the Assessor, he or she should be informed of the reason and no entry made in the Record Book until the conditions have been fulfilled.

SPECIFIC CONDITIONS FOR EACH TYPE OF VENTURE

Participants must satisfy the general conditions as listed above, and also have the following requirements completed.

A. EXPEDITIONS

Those undertaking Expeditions must spend the respective required hours of planned activity as stated at “General Conditions for All Types of Venture” on journeys, including time taken for navigation and route finding, setting up and striking camp (approximately 1 hour per overnight camp) and on tasks related to the purpose of the expedition.

Specific Conditions For Land Expeditions

1. On Foot

a. Distance

For **Land Expedition**, the minimum distances are as follows:

Mode of travel	Bronze	Silver	Gold
On foot	20km	40km	60km

Those groups not carrying their own tents, provisions and equipment are expected to cover greater distances than those which are entirely self-support in these respects. Leaders and assessors should also take into account the nature of the terrain, the weather conditions and any other relevant factors when approving participants’ plans.

b. Environment

The journey should be undertaken in countryside (country parks or villages). Roads should be used as little as possible. Assessment journey should be different from training or practice whenever possible.

c. Accommodation

Different campsites are to be used. For girls, camp equipment and food may be pre-positioned at campsites, providing they have carried equipment for emergency bivouacking.

2. Cycling

a. Distance

The minimum distances are as follows:-

Mode of travel	Bronze	Silver	Gold
Cycling	80km	160km	225km

Those groups not carrying their own tents, provisions and equipment are expected to cover greater distances than those, which are entirely self-support in these respects. Leaders and assessors should also take into account the nature of the terrain, the weather conditions and any other relevant factors when approving participants' plans.

b. Environment

The journey should be undertaken in countryside. Specific cycling trails should be used in country parks. Minor roads, lanes and tracks should be used in villages.

c. Equipment

The following are the minimum equipment requirements:

Cycles must be road worthy in every aspect. In addition to the equipment specified for foot expeditions, an adequate repair outfit, including essential spare parts, must also be carried in panniers fixed to the cycle and not in a rucksack worn by the rider. Only light loads should be carried in front.

Sea Expeditions

1. Canoeing

a. Duration

- Bronze** - minimum **4** hours of paddling per day
- Silver** - minimum **5** hours of paddling per day
- Gold** - minimum **6** hours of paddling per day

b. Size of Groups

A minimum of 3 singles or 2 doubles up to a maximum of 6 singles or 3 doubles.

c. Environment

- Bronze* - Sheltered coastal water
- Silver* - Sheltered coastal water / coastal water
- Gold* - Coastal water

In all cases, the water should present an appropriate challenge to the participants.

d. Equipment

Each participant must wear a life jacket. Canoes must have adequate buoyancy and be sound, suitable and fitted out for the conditions in which they are to be used. A suitable repair kit must be carried in each craft.

e. Preliminary Training

Participants should undergo preliminary training up to the following standards or any other equivalent training.

- Bronze, Silver & Gold* - *The HKCU Proficiency Test*
AND
satisfy the assessor as to their competence.

g. Planning

Plans should show:-

- i.** The purpose of the expedition
- ii.** Proposed campsites
- iii.** Route plan, taking account of tides, currents and winds.
- iv.** Proposed plan for foul weather.
- v.** Method of obtaining weather forecasts.
- vi.** Method of reporting progress or change of plan.
- vii.** Rations.
- viii.** Equipment list and the type of craft used.

ix. Safety precautions to be taken including:-

- methods of summoning help
- method of self help and waiting for help to arrive
- methods of signalling disasters
- communication between individual canoes
- details of safety boat used and its coverage

x. Particulars of candidates

h. Supervision and Assessment

For safety reasons, either the supervisor or the assessor should accompany the expedition by suitable powered craft. The powered craft must be able to cope with the prevailing sea conditions and provided with means of telecommunication as a safeguard against engine break down.

If the qualifying venture is undertaken in the colder months of the year (November to May), the assessor may ask the participants to attend a water-test. The purpose of which is to see how the participants react to the cold water temperatures as a prevention against hypothermia.

2. Sailing

a. Duration

- Bronze* - 2 days including 12 hours under sail
- Silver* - 3 days including 21 hours under sail
- Gold* - 4 days including 32 hours under sail

b. Size of Groups

Voyages in dinghies - must involve 2-3 crafts and 4-6 people

Voyages in larger boats - the number of crew member should be appropriate to the type of craft used.

c. Environment

<i>Bronze</i>	-	Inland waters or estuaries
<i>Silver</i>	-	Inland waters, estuaries or sheltered coastal waters unfamiliar to participants
<i>Gold</i>	-	Estuaries, sheltered coastal waters or in cruising yachts only, open sea areas.

For Gold level participants, the area must be unfamiliar to participants and should be more demanding than those used at Bronze and Silver levels. In all cases the water should present an appropriate challenge to the participants.

d. Equipment

It is expected that for expeditions, relatively small craft will be used. The style of boat must be suitable and fitted out for the conditions in which they are to be used. Each participant must wear a life jacket.

e. Preliminary Training

Participants should undergo preliminary training up to the following standards or any other equivalent training.

Bronze - HKYA Certificate, **Level 2**

Silver - HKYA Certificate, **Level 3**

Gold - HKYA Certificate, **Level 4** and qualification of assistant instructor **AND**
satisfy the assessor as to their competence.

g. Planning

Plans should show:-

- i.** The purpose of the expedition
- ii.** Proposed campsites and moorings
- iii.** Route plan, taking account of tides, currents and winds.
- iv.** Proposed plan for foul weather.
- v.** Method of obtaining weather forecasts.
- vi.** Method of reporting progress or change of plan.
- vii.** Rations.
- viii.** Equipment list and the type of craft used.
- ix.** Safety precautions to be taken including:-
 - methods of summoning help
 - method of self help and waiting for help to arrive
 - methods of signalling disasters
 - communication between individual boats
 - details of safety boat used and its coverage
- x.** Particulars of candidates

h. Supervision and Assessment

For voyages on dinghies, the supervisor should accompany the expedition in a powered craft, which should be capable of towing dinghies in case of emergency. The supervisor should be dinghy sailors or yachtsmen having considerable experience of the venture area.

For yachts in open sea areas the supervisor aboard should be a competent sailor and hold relevant certificate of competency (master & engineer) issued by Marine Department or RYA/DTP Yachtmaster Offshore Certificate or equivalent.

3. Rowing

a. Distances

No fixed mileages are laid down, but the distances covered should involve the following periods of rowing time within the required hours of planned activity:

- Bronze* - at least **4** hours per day
- Silver* - at least **5** hours per day
- Gold* - at least **6** hours per day

b. Environment

Normally suitable inland waterways should be used. At Silver and Gold they must be unfamiliar to the participants and at Gold should be more demanding than those used for Bronze and Silver. Campsites and a considerable proportion of the route should be in remote areas or, in exceptional cases, sheltered coastal waters may be used.

c. Numbers

On rivers the minimum number of craft is to be 3 singles or 2 doubles. On open water, there is to be a minimum of 3 crafts.

d. Equipment

A suitable repair kit must be carried in each craft. Boats must have adequate buoyancy and be sound, suitable and fitted out for the conditions in which they are to be used. Each participant must wear a personal floating aid conforming to the relevant national specification.

e. Preliminary Training

All participants must:

- i.** Undergo training based on the Award Scheme Programme for Boatwork in the Skills Section, as appropriate to the conditions anticipated during the expedition, and satisfy the assessor as to their competence to handle the craft.
- ii.** Have an understanding of the Watersports Code.
- iii.** Be able to recognize and treat hypothermia.

f. Supervision and Assessment

It is recommended that either the supervisor or the assessor accompany the expedition by suitable powered craft. They should have no contact with the group during the journey and subsequent camp except for purposes of safety or assessment.

B. EXPLORATIONS

At Silver and Gold, participants may choose to undertake an Exploration.

1. Duration

- Silver* - 3 days including 2 nights away
Gold - 4 days including 3 nights away

Within these overall limits, the following minimum periods of time are to be spent on planned activity appropriate to the nature of the venture.

- Silver* - 21 hours, averaging 7 hours per day
Gold - 32 hours, averaging 8 hours per day

2. Activities

All Explorations should include an element of journeying and in every case, at least **10 hours** must be spent in this way, including time for navigation and route finding. The remaining hours of planned activity should be spent on:

- a.** When camping, the pitching and striking of tents (approximately 1 hour per overnight camp) and

- b. First-hand observations and enquiries, e.g. historical, geographical, natural, cultural or sociological projects
- or
- c. Physical activities such as orienteering, climbing and caving

3. Accommodation

For Explorations, the same site may be used for more than 1 night if the nature of the venture so requires, in which case full equipment need not be carried on the intermediate days.

4. Training

In addition to the mode of travel, participants must receive additional training to enable them to achieve their purpose.

C. OTHER ADVENTUROUS PROJECTS

At Gold, other ventures of the same or longer duration which may be described as Expeditionary or Exploratory and which are of an equally or more demanding nature, but which depart from the specified conditions, may be allowed, provided that the approval of the Expeditions Section Panel is obtained in advance.

This will entail full details of such proposed projects, including necessary training, being submitted by Operating Authorities at least 3 months before the intended starting date.

Although such projects should not normally relate to urban situations or be put forward as solo ventures, and truly enterprising proposals conforming to the aim and spirit of this Section will be considered.

Further Information On Expedition To Be Undertaken Abroad

Preparation

1. Prior application with full details should be submitted through the Operating Authorities to the Expedition Panel at least 3 months before the intended venture to obtain preliminary approval. If the proposed venture would be undertaken in an overseas territory, which is a member of the International Award Association, the Expeditions Panel would liaise with the National Award Office there.

2. Where it is not a member of the International Award Association, the participants **may** be required to contact the relevant National Authorities there for the provision of an appropriate assessor. It must be noted that in this case, the prior application should be submitted at least 4 months beforehand for preliminary approval.
3. While the overseas assessor is mainly responsible for the actual assessment, another assessor may be appointed by the Expedition Panel where appropriate in order to form an assessment team to keep in close liaison and to ensure that the requirements under the Scheme are fulfilled. And the latter assessor may be asked to undertake the task of supervising the participants abroad but this would have to be explicitly agreed upon.
4. Information of the ventures must be submitted to the relevant authorities in the overseas territory.
5. Participants should undertake appropriate training under simulated environment wherever possible.
6. All participants must be trained and equipped to a standard sufficient to enable them to meet any hazards they might encounter. This is imperative for young people venturing into open or wild country. Due account of seasonal conditions must be taken during both training and assessment by those responsible for organizing the ventures.
7. Unless Award participants have had very considerable experience in venturing at high altitudes, summit ridges in the more mountainous areas should be avoided. Where snow and ice are likely to be encountered, such expeditions may only be undertaken by participants and must be specifically authorized by the Headquarters of the Operating Authorities concerned.
8. Before undertaking ventures abroad, candidates must normally spend at least 48 hours there prior to the qualifying venture in order to become better acquainted with the conditions of the area.

AREAS NOT RECOMMENDED FOR EXPEDITION

The instructor/assessor should ensure that the expeditions are undertaken in appropriate areas. Bronze level expeditions should be undertaken on lowlands and steep slopes should be avoided. The following areas are with potential hazards.

AREA	GRID REFERENCE (WGS84)	REMARKS
Lion Rock (Peak) Tiu Shau Ngam Kau Nga Ling Castle Peak Firing Range Area	KK101745 KK163812 HE007624	Not recommended for all levels
Tai To Yan Sharp Peak	KK028850 KK299828	Not recommended for Bronze level
Shui Lo Cho Pok To Yan	GE946611 HE038669	Descent to be avoided

EXPEDITION TRAINING OUTLINES

Preliminary training in the following subjects must be undertaken for all types of venture. Participants undertaking particular types and mode of expedition should have further training as appropriate.

The topics and the suggested allocation of time will serve as a guideline when organising training, and may be adjusted to meet individual needs. (Direct Silver participants should undertake both Bronze and Silver level training. Direct Gold participants should undertake all level trainings.)

	Training Item	Bronze Level	Silver Level	Gold Level
1.	Aims and Requirements of Expeditions Section	(15 mins) - Simple introduction	(30 mins) - More detailed explanation	(30 mins) - Arouse the participants' consensus
2.	Team Spirit and Leadership	(60 mins) - Function of a team - What is team spirit	(60 mins) - Leader's role and quality	(60 mins) - Development of leadership
3.	Equipment	(60 mins) - Choosing suitable clothing and footwear - Introduction on personal and group equipment - Packing a rucksack and waterproofing the content	(30 mins) - Choosing suitable equipment for expedition and knowing how to use them - Keeping the weight down	(30 mins) - Care and maintenance of equipment - Buying of equipment
4.	Map Reading	(60 mins) - Nature of maps - Folding a map and protecting against dirt and damp - Direction - Scale - Measuring distances on a map - Marginal information - Conventional Signs - Grid reference - Understanding contours and relief	(60 mins) - Ability to describe a route linking two places using a map - Deeper understanding contours and relief	(60 mins) - UTM grid system - Familiarization of contours and relief

5.	Use of Compass	(60 mins) <ul style="list-style-type: none"> - Parts of a protractor type compass - Maintenance of compass - Obtaining grid bearings from maps - Obtaining magnetic bearings - Travelling on a bearing 	(30 mins) <ul style="list-style-type: none"> - Method of relocation - More exercises on bearings 	(30 mins) <ul style="list-style-type: none"> - magnetic deviation of a compass - Further practices on bearings
6.	Navigation	(30 mins) <ul style="list-style-type: none"> - Setting the map - Locating features marked on the map in the field - Identifying features in the field by the map - Using the map to determine geographical direction, direction of travel and direction of paths - Following a planned route 	(30 mins) <ul style="list-style-type: none"> - Using map and compass to locate position - Method of relocation - Navigation in restricted visibility 	(30 mins) <ul style="list-style-type: none"> - Setting the map without compass in the field - Further practice on method of relocation
7.	Campcraft	(90 mins) <ul style="list-style-type: none"> - Pitching and striking tents - Arrangements for water, cooking, sanitation and refuse disposal - Care and cleaning of campsites - Youth Hostelling - Simple knots and ties 	(60 mins) <ul style="list-style-type: none"> - Choosing a suitable pitching area - Types of different tents 	(30 mins) <ul style="list-style-type: none"> - Temporary or emergency shelters
8.	Food and Cooking	(45 mins) <ul style="list-style-type: none"> - Menu planning and choice of food - Choice of emergency ration - Packing and protecting food - Procedures and safety precautions in using simple type of stoves and handling fuels - Cooking simple hot meals 	(45 mins) <ul style="list-style-type: none"> - Procedures and safety precautions in using different types of stoves 	(30 mins) <ul style="list-style-type: none"> - Cooking meals under bad weather condition
9.	First Aid	(90 mins)	(60 mins)	(60 mins)

		<ul style="list-style-type: none"> - Content of a First Aid Kit - Treatment for grazes and cuts, cleaning the wound and application of simple dressing - Stopping bleeding - Treatment of blisters, stings, minor burns and scalds - Dealing with foreign bodies in eye, ear or nose - Treatment with insect stings or animal bites. 	<ul style="list-style-type: none"> - Recognition of sprains and cramp and treatment - Recognition of heat exhaustion, heat stroke and hypothermia and treatment 	<ul style="list-style-type: none"> - Recognition of dislocation and fractures and treatment - Treatment for shock - Saving a choking person - Emergency transport of casualties
10.	Safety Precaution and Emergency Procedures	<p>(90 mins)</p> <ul style="list-style-type: none"> - Procedures for safe expedition - Knowledge in weather - Dealing with accidents - Summoning help 	<p>(45 mins)</p> <ul style="list-style-type: none"> - Common causes of accidents in wild country - Familiar with emergency procedure 	<p>(30 mins)</p> <ul style="list-style-type: none"> - Risk management for wild country activities - Dealing with risks in wild country
11.	Expedition Planning and Recording	<p>(90 mins)</p> <ul style="list-style-type: none"> - Purpose of a journey - Preparing an expedition plan - Observation and recording - Preparing a log 	<p>(60 mins)</p> <ul style="list-style-type: none"> - Purpose of a journey (more details) - Choice of routes / bad weather alternatives - Distribution of campsites and youth hostels 	<p>(30 mins)</p> <ul style="list-style-type: none"> - Comprehensive purpose planning - Route independently - Route profile or route description
12.	Care of Environment	<p>(30 mins)</p> <ul style="list-style-type: none"> - Observing the country code - Avoidance of noise and disturbance to rural communities - Refuse disposal - Fire precaution - Clean up refuse disposed by others' 	<p>(30 mins)</p> <ul style="list-style-type: none"> - Strengthen the concept of environmental protection 	<p>(30 mins)</p> <ul style="list-style-type: none"> - Consensus of environmental protection

NOTE:

1. The above-mentioned teaching hours are for reference only. Instructor may adjust as appropriate. Teaching hours for Direct Silver and Direct Gold participants may be less than the aggregate sum of training hours for “Bronze plus Silver” or “Bronze plus Silver plus Gold” respectively.
2. For progressive Silver or progressive Gold participants, instructor might need to consolidate the topics taught at the Bronze or Silver level before going to the more in-depth ones.

Besides lectures, it is necessary for participants to put them into practice. It is recommended that the training might consist the following combination of fieldwork and practice journeys.

Level	Expeditions Training and Practices (in days)	Assessment (in days)	Total no. of days
Bronze	1 + 1 + 2 (practice journey)	2	6
Silver	1 + 2 + 3 (practice journey)	3	9
Gold	2 + 2 + 4 (practice journey)	4	12
Direct Silver	1 + 2 + 2 (practice journey) + 3 (practice journey)	3	11
Direct Gold	1 + 2 + 2 (practice journey) + 3 (practice journey) + 4 (practice journey)	4	16

GUIDELINES ON TRAINING EXPEDITION INSTRUCTORS/ASSESSORS

Training Outlines

The following is a recommended pattern of training for Expedition instructors/assessors. Those who have completed the Silver level Expedition Section or with other relevant qualifications could be exempted from Part I training.

PART I : BASIC EXPEDITION TRAINING

The training outlines and days of practices are the same as Silver Level training as stated in appendix 2.

PART II BASIC EXPEDITION INSTRUCTORS' TRAINING

Training includes lectures and practices.

A. Theoretical Lectures

1. What is HKAYP? (60 mins)

- Philosophy of the Scheme
- Structure and organization of the Scheme
- Aims and requirements of the five sections, especially the Expeditions Section

2. Technical Competence (120 mins)

- Map and compass
- Contours and relief
- Set map without compass in the field

- UTM grid system
- Method of relocation
- Navigation in restricted visibility
- Temporary and emergency shelter

3. Risk Management (120 mins)

- In-depth understanding of safety guidelines
- Appropriate risk management
- Mountain hazards and
- Handling accidents
- Navigation in restricted visibility
- Temporary or emergency shelters
- Cooking meals under bad weather condition

4. Leadership and Team Spirit (120mins)

- Training on self-confident
- Training on leadership
- In-depth understanding of team spirit

5. Party Management (120 mins)

- Communication technique
- Emotion handling technique
- Arrangement of Expeditions training courses
- Administration procedures for organizing a training course for an OA

6. Instructional Methods (120 mins)

- Use of teaching aids
- Classroom management
- Teaching techniques
- Teaching in the field
- Teaching methodology of different topics

7. Role and responsibilities of an instructor/assessor (120 mins)

- Role and responsibilities of an instructor, supervisor and assessor
- Assessment criteria

8. Expeditions Instructor Central Registration Scheme (60 mins)

- Operation guidelines for CRS

B. Field Practices

In order to practice and consolidate the skills as stipulated above, it is necessary for potential instructors to attend field practices. Besides the practice journeys required in Part I (Basic Expeditions Training), at least 7 days of practice journeys must be undertaken in Part II (Basic Expeditions Instructor Training). Such requirement may be modified as appropriate if potential instructor has substantial training already.

PART III : PRACTICAL TEACHING

Potential instructors should then assist in a Bronze/Silver level expedition course. This is the opportunity for them to gain practical experience and to polish their skills under the guidance of an experienced instructor. Gold level expedition course are not suitable for practical training.

Criteria for appointment

To be appointed as an instructor/assessor, an individual should:

- a) be a mature adult over 18;
- b) hold a valid first aid certificates issued by the St. John Ambulance Association, Red Cross or Auxiliary Medical Services, etc., or possess adequate first aid knowledge;
- c) understand the aims and requirements of the Scheme, especially the Expeditions section;
- d) be conversant with the items listed on the "Expedition Training Outlines";
- e) has attended Expedition training organized by OAs and has completed practical training. (For those who have undertaken a Bronze Level practical training, he/she can be appointed as Bronze Level instructor. For those who have undertaken a Silver Level practical training, he/she can be appointed as Silver Level instructor.)

Appointment should be made by the respective OAs, and be renewed every two years.

Upgrading

To be upgraded, instructors should have two or more years of active service in the previous level, and successful completion of another practical teaching period.

PROCEDURES OF INFORMING POLICE

- 1) Send a fax to the police station in which the activity starts, with details of the activity at least 10 days in advance. Notification Form for Outdoor Activities in Rural Area can be used if necessary.
- 2) Expedition instructors should not vary the predetermined routes, unless the change is of absolute necessity. If changes have to be made, relevant police station should be informed.
- 3) Expedition instructors should keep the personal particulars and emergency contacts of all participants.
- 4) In planning locations for activity, easy access for rescue purposes during emergency cases, have to be always borne in mind.
- 5) The following is a short list of police stations. Others can be checked at the Award Office or visit the following web site. In case of any query, please call the concerned police stations. (<http://www.info.gov.hk/police/hkp-home/english/contactus/rr.htm>)

Police Report Room	Address	Telephone	Fax
Sai Kung Division	1 Po Tung Road, Sai Kung, Kowloon	2792 1279	2791 5129
Tsuen Wan Division	23-27 Tsuen King Circuit, Tsuen Wan, New Territories	2415 6003	2405 3687
Lantau North Division	1 Shun Tung Road, Lantau Island	2988 8520	2988 1822
Lantau South (Mui Wo) Division	1 Fu Kong Shan, Mui Wo, Lantau Island	2984 1660	2984 1408
Tai Po Division	4 On Po Lane, Tai Po, New Territories	2667 2292	2144 1271
Sheung Shui Division	Fanling Roundabout, Sha Tau Kok Road, Fanling, New Territories	2675 6364	2676 7569
Yuen Long Division	246 Castle Peak Road, Yuen Long, New Territories	2476 5886	2477 5963

SAMPLE

The Hong Kong Award for Young People
Notification Form for Outdoor Activities in Rural Area

To: _____ Police Station

From: _____
(The Organization)

Activity: _____

Date: _____ (Start) _____ (Finish)

Time: _____ (Start) _____ (Finish)

Venue _____

No. of Participants (Participants) _____ (Instructors) _____

Age Range: _____

Name of Instructors (1) _____ Mobile Phone: _____

*At least 2 instructors

(2) _____ Mobile Phone: _____

Route Information (Place/Feature and G.R.) *Use additional sheet if necessary

Date		
Start Point / Camp Site		Estimate Time:
Check Point		Estimate Time:
		Estimate Time:
		Estimate Time:
		Estimate Time:
		Estimate Time:
		Estimate Time:
Camp Site / End Point		Estimate Time:

Contact No.: _____

Telephone: _____

Date: _____

GUIDELINES FOR ADVERSE WEATHER CONDMONS

Participants and instructors/assessors are advised to listen to weather forecasts regularly and make safe arrangements for their activities.

1. Strong Monsoon / Thunderstorm Warning Signal/Tropical Cyclone Warning Signal No. 1

After studying the weather reports, the instructor/assessor may reasonably exercise discretion to decide whether a journey should not be started or cease continuing a current activity in response to the circumstances.

2. Tropical Cyclone Warning Signal No. 3 or higher

If hoisted before the start of an expedition, cancel the journey.

If hoisted during an expedition, cease the journey.

3. Rainstorm Warning

If hoisted before the start of an expedition, defer the journey until the weather becomes favourable.

If hoisted during an expedition, suspend the journey at once and find the nearest shelter until the weather becomes favourable.