



GREEN FORM

Notification Form for expeditions in Wild Country (2007)

GUIDANCE NOTES

All unaccompanied practice journeys and qualifying expeditions in designated 'Wild Country', as defined in the Award Handbook, **MUST** be notified in advance to the Award's Wild Country Expedition Panel in the area. Notifications and route details are submitted to Wild Country Expedition Panels to:

- Register the expedition with the Award.
- Confirm that the proposals comply with the requirements of the Expeditions Section in terms of team size and make up, environment and distance/hours of journeying and exploring.
- Confirm that if the proposed route is followed it is capable of meeting the standards of an Award Expedition.

Where problems arise within a panel's area the notification process enables these to be more easily solved. The Award team will be notified of any access problems known to the panel, but teams should always negotiate their own access and campsites.

The Duke of Edinburgh's Award **cannot accept responsibility for the supervision of the participants**. The suitability of the proposed route for the participants is dependent on their experience, training, equipment, physical fitness and the weather conditions. Approval of the route does not remove the duty of the Operating Authority and its representative to monitor the safety of the participants during the expedition.

The Award stresses the seriousness of failure to notify Expedition Panels of expeditions in Wild Country. In such cases the expedition will have no standing with the Award and the participants and leaders will not be covered by the Award's insurance policy.

This form, which is standard for all Wild Country Expedition Panels, is to enable operators of the Award to give this notification and to apply for assessment by the panels if required. Notice must be given **not less than six weeks in advance** if a Panel Assessor is required, and **not less than four weeks in advance** for practice journeys, or if the team is providing their own Assessor.

When applying, **two completed forms, two route outlines and a stamped self-addressed envelope** must be sent to the Panel Secretary (names and addresses are given on the Expedition Panels section of the Award's website www.theaward.org). They should retain a copy for reference and a copy **must** be sent to the Operating Authority. **Separate forms must be used for each team**. Where a proposed route spans more than one Wild Country Expedition Panel area the team must send notification and route tracings/outline to the Panel Secretary in whose area the majority of the expedition takes place. The Wild Country Panel Secretary will issue approved Qualifying Expeditions with a Notification Reference Number which must be entered, **by the Assessor**, on the appropriate page in each Participant's **Record Book** following the successful completion of the expedition.

ACCESS TO PRIVATE LAND

Award Groups are reminded that, unless a statutory right of access exists, **the consent of landowners or their agents must be obtained before expeditions enter private land**. For expeditions in Scotland, teams should notify landowners of their intentions to camp, although permission is not required. Maintaining positive relationships with landowners is important and teams should act responsibly at all times.

Further copies of this form are available to download from the Library Section of the Award's website (www.theaward.org) or from Operating Authorities, UK Award Offices, The Award Scheme Ltd., Unit 18/19 Stewartfield Industrial Estate (off Newhaven Road), EDINBURGH EH6 5RQ and the DEAMS for Groups software. **A COPY OF THIS FORM MUST BE SENT TO THE OPERATING AUTHORITY.**

GREEN FORM

CONDITIONS FOR NOTIFICATION AND ASSESSMENT

1. A supervisor must accompany the team(s) into the area and, while not participating in the expedition, must hold themselves readily available and be responsible for the welfare and safety of the team(s). Panel members are volunteers who willingly undertake to assess expeditions, but they cannot accept other responsibilities.
2. Each member of the team must have satisfactorily completed all the training requirements listed in the **Award Handbook**. The detailed common training syllabus is set out in the **Programmes File** and on the Award's website (www.theaward.org).
3. Equipment should be as recommended in the **Expedition Guide and Programmes File**. It should be suitable for the activity and the environment in which it will be used, and conform to current safety standards.
4. It is the Award Leader's responsibility to ensure that all **Operating Authority requirements** are fulfilled.
5. It is the Operating Authority's responsibility to ensure that participants are prepared, adequately equipped and fit in all respects to carry out their expedition. Each young person should be seen, with the clothing and equipment they will take on the expedition, by an accredited assessor or a suitably experienced person (such as the holder of the Walking Group/Mountain Leader Award, BCU Coach or equivalent experience), before the appropriate section in the **Record Book** is signed.
6. At the **first meeting**, prior to the departure on the expedition, each participant must show the assessor their **Record Book** with the sections on preliminary training and practice journey(s) completed and signed. Assessors will take full account of any previous checks of equipment which have been made and certified locally in advance, but retain the prime responsibility for conducting any checks of equipment and training they feel necessary when meeting the team.
7. Each participant should carry with them the **Award Expedition Safety Card** from the **Record Book Packs**.
8. No charge is made for the assessment of Gold Qualifying Expeditions. If the panel agrees to assess Bronze and Silver expeditions, the organisation concerned must undertake to reimburse the panel's expenses if requested to do so.
9. To comply with the requirements set out in the **Award Handbook** and to enable a check of routes to be made, **two copies of this form together with a stamped self-addressed envelope and two sets of route outlines (tracings on A4 tracing paper or a separate tracing for each day)** should be sent to the Panel Secretary as early as possible. The route tracings (or map copies) should be taken from the 1:50,000 OS map (or as required by the Panel Secretary) and include grid co-ordinates, grid references showing the start, all campsites, the finish, the location and brief details of any exploratory work, bad weather alternative routes, escape routes and the direction of travel. Please ensure that sufficient postage is paid.
10. For **notification and assessment** this should be submitted to the Panel **no later than six weeks in advance** of the expedition. For **notification only** this should be submitted to the Panel **no later than four weeks in advance** of the expedition.
11. As soon as possible, but **no later than two weeks before the start of the expedition**, the following should be forwarded to the appointed assessor or Panel Secretary:
 - i. Notes on the **aim** of the expedition.
 - ii. Route cards with grid references, daily distances and timings, details of exploratory work, campsite locations, bad weather alternative routes and escape routes.
 - iii. List of personal and team equipment to be carried including details of meals and supplies.

GREEN FORM

Before completing this form, please study the guidance notes. All parts of this form must be completed and any changes must be notified to the panel/assessor before the expedition. If handwriting this form, please use **BLOCK CAPITALS** for ease of reading.

Notification only <input type="checkbox"/> Request for Panel Assessment <input type="checkbox"/>	For panel use only – notification reference number: / / / /	
Operating Authority name:	Expedition details	
Award Group name (school/club etc):	Start Date: / /	End Date: / /
	Number of males:	Number of females:
Name & address of panel to which this form is being submitted:		

Name of person submitting form:	Supervisor details – responsibility for the safety and welfare of the team rests with the supervisor (who will be based in the area during the expedition).
Position:	Name:
	Position:
Address (must be contactable prior to the expedition):	Address in area during expedition:
Postcode:	Postcode:
Telephone No (Home):	Telephone No (Home):
Telephone No (Work):	Telephone No (Work):
Telephone No (Mobile):	Telephone No (Mobile):
Email:	Email:
Emergency contact phone number(s) during expedition:	Emergency contact phone number(s) during expedition (at least one must NOT be a mobile phone):

Nature of proposed expedition (please tick):							
Unaccompanied practice journey <input type="checkbox"/>				Qualifying expedition <input type="checkbox"/>			
Total proposed hours of planned activity: Journeying				Exploring			
Award Level:	Bronze <input type="checkbox"/>	Silver <input type="checkbox"/>	Gold <input type="checkbox"/>	Although Bronze & Silver expeditions in Wild Country are not expressly forbidden, the Gold level training syllabus must be used.			
Mode of travel (please tick):							
Foot <input type="checkbox"/>	Cycle <input type="checkbox"/>	Canoe <input type="checkbox"/>	Sailing <input type="checkbox"/>	Rowing <input type="checkbox"/>	Horseriding	Other <input type="checkbox"/>	
If other, please specify here:							
Will a local pre-expedition check be undertaken by an accredited assessor: Yes <input type="checkbox"/> No <input type="checkbox"/>							
If this form is for notification only and the group is providing its own assessor, please complete the following:							
Name of assessor:				Position within Operating Authority:			
Accreditation number:							
Home address:				Address during expedition:			
Postcode:				Postcode:			
Tel No(s):				Contact Tel No(s) – at least one must NOT be a mobile:			
Email:							

GREEN FORM

Team members (Please note – the 8th row (shaded grey) is to be used for modes of travel that include tandem **only**, e.g. canoe,

Forename	Surname	Gender	Age (at date of expedition)	Tick if under assessment	Emergency Home Tel Number	Previous Awards Gained	Dates/areas of practice journeys undertaken
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	

Aim of Expedition:

Attach a separate sheet if necessary and tick here if you have:

Type of presentation:

To be reviewed by: Assessor Supervisor Instructor Mentor

Location information

			Hours		Team				Supervisors	
	Day	Date	Journeying	Planned Activity	Location and place name	Grid Ref (if available)	Distance	Height gained	Location	Grid Ref (if available)
Base		/ /								
Start		/ /								
Night 1		/ /								
Night 2		/ /								
Night 3		/ /								
Finish		/ /								

Declaration (to be signed by the Award Group Leader or Supervisor):

I have read and accept the terms and conditions and confirm that all preliminary training has been successfully completed and that the performance of each member of the team on practice journeys has been such as to enable me to submit them for this expedition with confidence. Each team member is physically able to undertake the expedition. I confirm my Operating Authorities requirements will be fulfilled and that a copy of this form has been sent to the Operating Authority. **Please tick this box to agree to this**

Signature or email address if submitting

Date: / /

Name:

Position: