



BLUE FORM

Notification Form for Expeditions Abroad (2007)

GUIDANCE NOTES

Those wishing to carry out their expeditions outside the United Kingdom must have their expeditions approved by their Operating Authority who have a responsibility for the safety and well-being of the participants. This form is to notify the Award and confirm that Operating Authority approval has been given.

The Operating Authority should be consulted as early as possible to approve the planning of the expedition. This form is to notify the Award and confirm that Operating Authority approval has been given.

Three copies of this form should be completed for **each separate expedition including unaccompanied practice journeys**, two of which must be sent to the Operating Authority **no later than 12 weeks before the date of departure**.

Once the Operating Authority has confirmed its approval, a signed copy should be sent to the Award National/Regional Office **for information**. The National/Regional Office will allocate a number and inform the Award group/expedition team and Operating Authority. **N.B.** In **Bavaria**, where there is an established Award Wild Country Expedition Panel, the **green** Wild Country notification form should be used.

Gold expeditions on foot, by cycle or on horseback should take place in designated wild country areas. Examples in Europe are the Alps, the Pyrenees, the Massif Central, the Ardennes and the Harz Mountains. **Bronze and Silver expeditions should take place in normal rural/open countryside.** Visits abroad give opportunities for a stimulating diversity of activities including cultural and social exchanges as well as opportunities to visit and see features and aspects of the area which give it its distinctive nature and character. Although teams are encouraged to take advantage of these opportunities, unless the activities are specifically connected with the aim of the expedition, they must take place outside the period of the Qualifying Expedition.

The conditions governing expeditions abroad are identical with those in the UK:

- 1) Travel must be by the participants' own physical effort without any motorised assistance.
- 2) Qualifying Expeditions must be unaccompanied with no adult intervention other than the necessary visits made by the assessor and supervisor.
- 3) Accommodation should be by camping (*see Award Handbook p53*).
- 4) Participants must be self-reliant and dependent on their own resources. Remoteness from habitation is more important than climbing peaks – solitude not altitude is the key principle.
- 5) For the minimum number of hours of planned activity/journeying in the Expeditions Section, refer to the Award Handbook. Further advice is included in the Expedition Guide.
- 6) The Operating Authority should, wherever possible, appoint an accredited assessor. For Gold Award Expeditions the assessor should be independent of the Award Group/expedition team.
- 7) It is essential that Award Leaders become familiar with the area and establish effective local contacts by making a preliminary visit(s) if they are to offer sound advice to the participants.
- 8) Operating Authorities have their own conditions and procedures which **must** be observed.

BLUE FORM

Expeditions abroad, even within Europe, present additional problems compared with those taking place in the UK and the necessary precautions should be taken.

Many wild country areas do not have mountain rescue or search teams. Expedition teams, supervisors and assessors will be entirely dependent on their own resources. Some areas, such as the Alps, have highly efficient professional rescue teams but their services are very expensive, costing thousands of pounds.

Insurance must cover search/rescue as well as repatriation of the sick or injured and ideally the need for **both** parents/guardians to visit participants admitted to hospital. Not all standard insurance policies for visits abroad cover these aspects and care must be taken to ensure that the Award Group/expedition team, including the assessor, is properly insured.

In the event of a serious accident, the restraint exerted by the police in the UK regarding the release of names to the press until the next of kin have been informed does not necessarily apply abroad. There is a strong probability that parents may find out about a serious accident by TV, radio or the press unless efficient two-way communications between the team and parents are established beforehand.

All participants and supervisors, in addition to being able to exchange the common courtesies, must be sufficiently proficient in the country's language to be able to use the telephone effectively in an emergency. They should have practised using the telephone.

INSTRUCTIONS

Expedition team/Award Group

- Complete **3 Notification Forms** and **2 sets of route details** in a clear format using maps of an appropriate scale for the country being visited. The route details could be drawn directly onto the map, a copy of the map (if copyright permits) or tracings and a copy of the map. Keep 1 form and 1 set of route plans and details.
- Send 2 forms and 1 set of route details to the Operating Authority for confirmation of approval **not less than 12 weeks in advance**.
- In addition to the information requested on this form, route plans/tracings must include full details of the map(s) and scale being used for both the plans and the expedition (e.g. Cartes ign serie bleue 1:25000 3009 est sedan). If a copy of the maps is sent, these will be returned once the expedition is approved. The route plan must be sufficiently detailed for precise determination of the route, campsite locations, alternative routes and escape routes. If available, grid references should be given. Alternative routes and escape routes should be clearly marked.

Operating Authority

- Approve as an Award Expedition.
- Appoint or approve assessor.
- Sign both forms.
- Keep 1 form.
- **Send 1 form with route plans to their National/Regional Office** for notification and expedition number as soon as possible, but **at least 8 weeks** in advance.

National/Regional Office

- Keep notification form and tracings.
- Allocate and send the expedition number together with the maps to the Award Group/expedition team and Operating Authority.

BLUE 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 Operating Authority before the expedition.

If handwriting this form, please use BLOCK CAPITALS for ease of reading.

Name of Award Group:	Operating Authority name:
Name of person submitting form:	Contact:
Position:	Position:
Address:	Address:
Postcode:	Postcode:
Telephone No (Home):	National/Regional office to be notified:
Telephone No (Work):	
Email:	
Emergency contact phone number(s) during expedition:	
In country:	
UK contact:	

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).	Assessor Details
Name:	Name:
Position:	Accreditation Number:
Address during expedition:	Home Address:
Postcode:	Postcode:
Telephone No:	Telephone No (UK):
Email:	Email:
Emergency contact telephone number(s) during expedition – at least one must NOT be a mobile phone:	Telephone number(s) (during expedition):

Trip details	Start date: / /	Finish date: / /
Country:	Region/Area:	
Nature of proposed Award Expedition (please tick):		
Bronze <input type="checkbox"/>	Silver <input type="checkbox"/>	Gold <input type="checkbox"/>
Unaccompanied practice expedition <input type="checkbox"/>		Qualifying expedition <input type="checkbox"/>
Mode of travel (please tick):	Start date: / /	Finish date: / /
Foot <input type="checkbox"/>	Cycle <input type="checkbox"/>	Canoe <input type="checkbox"/>
Sailing <input type="checkbox"/>	Rowing <input type="checkbox"/>	Horseshoeing <input type="checkbox"/>
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"/>		

BLUE FORM

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

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"/>	
		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 conditions and confirm that they will be fulfilled, including practice journeys. I understand that each team member is physically able and competent to undertake the expedition. I confirm all Operating Authority requirements will be fulfilled. **Please tick this box to agree to this declaration:**

Signature or email address if submitting _____ **Date:** / /

Operating Authority Approval – please tick this box to confirm approval:

Signature or email address if submitting _____ **Date:** / /

Name: _____ **Position:** _____

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Notification Ref No:

/ / / /

Date received by National/Regional office:

/ /