

# ☑ General Advice for Pathfinder Clubs Regarding Risk

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Welcome to Adventist Outdoors South New South Wales.

What follows is some basic information to help run adventure activities that are fun, safe and engaging for everyone involved.

## What is an Adventure Activity?

An Adventure activity is an activity that involves greater than normal risk which may include:

- Travel into a relatively undeveloped area of the country in which vehicle contact is difficult and/or uncertain.
- Confrontation with natural environmental challenges requiring greater reliance upon personal resources than would normally be required in day-to-day life. (Eg requirement to carry food water and a first aid kit.)
- Less than normal contact by person or by telephone, with medical and other public services available in normal day-to-day life (more than 2 hours from any of those public facilities)
- Exposure to the natural elements with less than the normal physical protection provided in day-to-day life
- Activities listed but not limited to below:
  - abseiling
  - artificial climbing and abseiling walls
  - bush walking
  - canoeing/kayaking
  - challenge ropes courses
  - cross country skiing
  - cycling
  - downhill skiing and snowboarding
  - horse riding
  - orienteering
  - overnight camping
  - rafting
  - recreational swimming
  - rock climbing
  - sailing
  - scuba diving
  - sea kayaking
  - snorkelling
  - surfing
  - water skiing
  - windsurfing.

*Note: Bush walking, cycling and overnight camping may be considered adventure activities where they involve greater than normal risk (as outlined above) and in the circumstances outlined in the Safe Operating Procedures (SOPs) for Adventist Outdoors SNSW.*

## I want to take a group on an Adventure Activity, what do I need to do?

1. For Pathfinders, if the activity you are involved in fits in the definition of an Adventure Activity you need to fill in a risk assessment and fill in an activity notification. You will then need to submit it to the Youth Department for approval. You also need to follow the guidelines appropriate to the activity you are running.
2. For all other groups, If the activity you are involved in fits in the definition of an Adventure Activity you need to fill in a risk assessment and activity notification. You then need to submit it to your church board for approval. You also need to follow the guidelines appropriate to the activity you are running.

## What is an activity notification and how do I fill it in?

An activity notification is a document that is used to help you plan the adventure activity and manage the risks associated with the adventure activity. It involves filling in some basic information before you begin the activity and submitting it to the youth department and your local church board.

For a blank activity notification form [click this link](#) and click on “Adventist Outdoor Activity Notification Form.”

To submit an activity notification for Pathfinders send it to [snsyouth@adventist.org.au](mailto:snsyouth@adventist.org.au)

Your notification is checked by several Pathfinder District Directors and Youth department staff. If there are any issues the youth department will contact you for clarification.

## What is a risk assessment and how do I fill it in?

Risk assessment is the process where you:

- Identify hazards.
- Analyse or evaluate the risk associated with that hazard.
- Determine appropriate ways to eliminate or control the hazard.

In practical terms, a risk assessment is a thorough look at your Adventure Activity to identify those things, situations, processes, etc that may cause harm, particularly to people. After identification is made, you evaluate how likely and severe the risk is, and then decide what measures should be in place to effectively prevent or control the harm from happening.

For a blank risk assessment or examples of how to fill one in [click here](#) and find the files under the “Risk Assessment” heading.

## For what Adventure Activities do I need a qualified instructor/guide?

There are many activities that fall under the definition of Adventure Activity that require a qualified instructor. To ensure that you are covered by insurance offered by Risk Management Services you will need a qualified instructor.

- Abseiling** (in all circumstances) or heights greater than 2 meters.
- Artificial climbing and abseiling walls** (Heights greater than 2 meters or where these are unsupervised by the owner of the wall)

- Bush Walking** (In all circumstances)
- Canoeing/Kayaking** (For anything greater than small areas of flat water)
- Cross Country Skiing** (If going in an area unsupervised by ski patrols)
- Horse riding** (If those leading the group have limited or no horse experience)
- Orienteering** (Have PLA or working towards it)
- Rafting** (If greater than small areas of flat water)
- Rock climbing** (Heights greater than 2 meters)
- Sea kayaking** (in all circumstances)
- Snorkelling** (Any time you are in open ocean)
- Surfing** (If using an unpatrolled beach)
- Water skiing** (In all circumstances)

\*For activities not listed here please contact the youth department.

## What minimum qualifications does the instructor/guide need to have?

The instructor/guide needs to have qualifications that are suitable to the activity being undertaken. Below are some basic guidelines that are set as a minimum requirement. There are times when the qualification required may exceed what is listed below particularly if the activity being undertaken is at an advanced level.

- abseiling (Abseiling Guide single pitch)
- artificial climbing and abseiling walls (Abseiling Guide single pitch)
- bush walking (Have a PLA or working towards it)
- canoeing/kayaking (Canoeing/Kayaking Guide flat water)
- cross country skiing (Instruct cross country skiing)
- horse riding (Instructor / Trail Guide)
- orienteering (Have PLA or working towards it)
- rafting (Canoeing/Kayaking Guide flat water)
- rock climbing (Abseiling Guide single pitch)
- sea kayaking (Canoeing/Kayaking Guide flat water)
- snorkelling (Bronze Medallion)
- surfing (Surf Bronze Medallion)
- water skiing (Appropriate state licensing of boat and driver)

\*For activities not listed here please contact the youth department.

## How do I become a qualified instructor/guide with Adventist Outdoors NSW?

1. Get some nationally recognized qualifications.  
Adventist Outdoors NSW will recognize any qualifications that have been issued by a registered RTO in Australia that are equivalent to the current requirements by Avondale College for Abseiling, Bushwalking or Kayaking/canoeing.
2. Request authorization from Adventist Outdoors NSW. This may include being observed by an approved representative of Adventist Outdoors NSW while involved in an Adventure Activity and presenting a log book of previous experience.

3. Once approved you will need to update your logged Adventure Activity experience with Adventist outdoors on an annual basis to keep your qualification current.

## **How do I find out who the approved instructors/guides for Adventure Activities in my area are?**

Contact the Youth secretary for the current representative in your area.

[snswyouth@adventist.org.au](mailto:snswyouth@adventist.org.au)

## **Can I use an Instructor/Guide who is not on the list?**

Yes as long as they have appropriate qualifications and their own insurances which are current.

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