

SYDNEY NORTH REGION ROVER COUNCIL

ACTIVITY NOTIFICATION FORMS FOR DUMMIES

To ensure you and the rest of your Crew are protected and covered by Scouts Australia's insurances, it's important to follow the specified activity notification procedures - otherwise in the unfortunate event of an accident, you could find you've got no insurance, a massive personal legal or medical bill, and a lot more grief in your life than necessary!

1. Where do I get an Activity Notification Form?

Form E1 Parts I, II and III are downloadable at <http://www.nsw.scouts.com.au/members-services/state-forms>

Don't print the forms off until you need them as it's best to check the website for any updated version.

2. When do I need to use the forms?

For ANY Crew activity that takes place away from your regular meeting place or its immediate environs (eg. that could be an oval, park or bushland next to your hall). The form should be submitted at least two weeks before the activity.

3. What about Moots and other Region or Branch Rover events?

You don't need to submit a Part III activity notification - that's handled by the event organisers. All participants are still required to sign off Part I of the form and provide it to the organisers.

4. What about a Crew activity interstate or overseas?

There are no longer special forms for interstate or overseas. For interstate, an E1 must be sent to our Region Office and the destination State Office at least one month in advance of the activity. For overseas, visit registrations.international.scouts.com.au
This does not apply to attending a Moot or other organised Rover event where you are part of a State or national contingent.

5. Where do I send the completed Activity Notification Form?

As shown on the bottom of Part III of the form, there are five copies that must be sent:

- Emergency Contacts – first contact should be an appointed Leader who is not taking part in the activity (Crew Leader, RA, GL etc.), second contact could be a parent, friend etc.
- Leader in Charge – whoever holds the appointment responsible for your Crew, usually the Crew Leader
- Appropriate Commissioner - this means to the home address of the Regional Commissioner for Rovers
- Scouts Region Office in locality of activity, ie. where you are going
- Local Authority - the local NPWS office if in a National Park, or otherwise usually the Police

You must submit ALL copies, fully completed, otherwise the notification might not be considered valid. Emailed forms without signature are acceptable. You must ensure the original of Part III of the form with signatures is filed by your Crew, together with Part I forms from all participants.

6. How do I know which Scouts Region covers our destination?

If in doubt, check with the Sydney North Region Office.

7. How can the destination Region Office help me?

If needed, they should be able to provide local contacts for advice in planning your activity, eg. weather, fire bans, water availability, access etc.

8. Does the Activity Leader have to be qualified if the activity requires a qualified person, eg. caving?

No. The Activity Leader is responsible for ensuring the activity is conducted according to Scouts Australia requirements. That includes arranging a qualified leader to be present if required, and that all participants have any necessary qualifications.

9. What are some other common mistakes in submitting Activity Notification Forms?

Not completing ALL details on the form could render the notification invalid or cause other problems, but in particular:

- not indicating that the Activity Leader has read any policy relevant to the activity.
- not getting the form signed by BOTH the Activity Leader and the First Emergency Contact.
- not sending the form to all the places indicated under point 5 above.

10. How do I find out more about the procedures?

See "Activity Notification Procedures" in the Organisation & Information Handbook, downloadable as a PDF from <http://www.nsw.scouts.com.au> under "Resources & Policies". Also see "Leader Support Guide 29 - Guide to the Activity E1 Form", available from the forms website. If you have any further questions, you can also check with the Sydney North Region Office on 9411-4088.