

Queensland Branch

Scout Section Journey Guidelines and Plan



December 2014

Acknowledgements:

The purpose of these guidelines is to provide instruction for Region and District Commissioners, Group Leaders and Scout Section Leaders in the planning and conduct of journeys that are part of the requirements for the Pioneer, Explorer and Adventurer Level Camp Craft Target badges. The document has been prepared by the Queensland Scout Section Council in 2011 and revised in 2014 for use within Queensland Branch.

A digital copy of these Guidelines is provided to Regions and made available within the member's area of the Branch web site. The Branch Commissioner for Scouts will provide amendments to the document when updates and changes are made.

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References:

The Scout Record Book

Field book for Australian Scouting

Queensland Branch Scouting Instructions (QBSI)

Department of Environment and Resource Management (<http://www.derm.qld.gov.au>)

Revisions

Edition	Revisions
May 2011	Full document review
December 2014	Qualifications for Supervisors and Examiners References to SOAPP removed References to outdated Emergency Location Beacons (ELBs) removed. Section 6, Electronic Location update to include Satellite Trackers UHF CB radio included in communications Risk assessment added. Route Plan

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Journey Planning Guidelines

1. Introduction

The requirements for Pioneer, Explorer and Adventurer Level Campcraft Target journeys are detailed in the Australian Scout Record Book. These guidelines describe how these requirements are to be implemented in Queensland Branch.

These guidelines have been provided for Leaders on how to implement the "Journey" component of the Award Scheme and to increase the level of achievement through the Award Scheme. They have been prepared to achieve a consistent standard, and subsequent fairness, for Scouts progressing through the Award Scheme, particularly in the achievement of the Australian Scout Medallion.

The following topics are covered in these Journey Planning and Emergency Guidelines:

- Checklist - A checklist for Leaders and Scouts to ensure the Journey meets the requirements of the Award Scheme and QBSI.
- Planning Timeline - A timeline to assist in the planning for the Journey.
- Emergency Guidelines - Provides details of the Emergency Plans and Contacts required to safeguard the Journey.
- Use of Personal Location Beacons (PLBs) and GPS - Guideline for use of a PLB; when and if a device is required.
- Journey Plan - For use by the Candidate in preparation of their Journey. It is a document to be provided to the Examiner for Approval prior to undertaking an Explorer or Adventurer level Journey.
- Journey Log Guidelines – To assist Scouts to prepare their Logs for presentation to the Journey Examiner.

2. Definition of Roles

2.1. Candidate

The candidate is the Scout undertaking the Journey for assessment in accordance with these guidelines.

2.2. Supervisor

The Supervisor is the Scout Leader or qualified nominee and must hold a Wood Badge. The Supervisor cannot be the Examiner or Contact Officer.

The Supervisor is responsible for ensuring:

- Sufficient time has been allowed to undertake the planning prior to the hike
- The Journey is well planned and that these guidelines are followed
- An Examiner has been assigned for Explorer and Adventurer level Journeys
- The skill level of the candidate is appropriate for the particular journey
- There are a minimum number of five participants on the journey, all of which are capable of undertaking the journey.
- Appropriate Parents Permission, C4, and Activity Advice and Approval, C5, forms have been completed. (Pioneer level may be part of a Camp or Activity. This Journey would then be covered and no further forms will be required)
- Contact points and arrangements in case of emergencies have been established

- Packs weigh a maximum of 25% of a participants body weight
- All personal and common equipment is packed and carried by the participants
- The actual hike and overnight camping is suitably supervised

2.3. Examiner

The Examiner is appointed by the Region Commissioner or District Commissioner and must hold a Wood Badge. The Examiner cannot be the Supervisor or Contact Officer.

The Examiner is responsible for judging the candidate's performance for the successful completion of the journey in meeting the test requirements. In undertaking this role the Examiner shall ensure:

- The route has been thoroughly researched
- The route is checked for distance and degree of difficulty
- There are well defined objects as check points at the given grid references for each leg of the journey, e.g. road intersection, peak, building, etc;
- The journey is set so that it is challenging and interesting whilst being appropriate to the ability of the participants;
- It is recommended that a portion of the journey is cross-country where possible (but doesn't require bush bashing). Use of roads is to be minimised or eliminated.

The examiner shall not be the Supervisor.

The examiner is expected to have skills in one or more areas of bushwalking, canoeing or cycling. They should have expertise in the Scout award scheme and a commitment to maintaining consistent standards in its application. Where necessary the examiner should seek the advice of other Leaders skilled in the relevant outdoor activity.

2.4. Contact Officer

A Contact Officer is to be appointed to provide a communication link between the hiking party, Supervisor and other interested parties. The Contact Officer must be impartial and available for the duration of the hike and such time afterwards as to notify relevant parties of the conclusion of the Journey. If the Supervisor for any reason is not available to maintain contact for all or part of the duration of the Journey the Contact Officer is to take responsibility for those points covered above for the Supervisor for the period agreed. Parents and scouts involved need to know who this person is and how to contact him or her. All communication is to be channelled through the Contact Officer and all involved are to be persuaded not to contact any one other than the Contact Officer.

The Contact Officer cannot be the Supervisor or Examiner.

3. Journey Requirements

The table below provides the requirements for the planning and conduct of journeys by foot, canoe, kayak or bike in the Scout Section. The requirements for these journeys at each level are provided in the Scout Record Book and are repeated in the table below.

The involvement, responsibility and participation of Leaders and/or Adults in these journeys is clearly described to ensure the training and experience intended to be gained from Scout Journeys is achieved. It is essential that the safety of Scouts participating in these journeys is paramount at all stages of planning and participation and therefore monitored by an adult Leader under these following guidelines. Queensland Branch Scouting Instructions (QBSI) and procedures must be followed at all times.

Requirement	Pioneer	Explorer	Adventurer
Last test of target	It is preferable to use the skills and confidence gained in Explorer and Adventure level Targets to make that level Journey a success for the participant.		
Prerequisite journey	None	Pioneer or equivalent	Explorer or equivalent
Minimum party size	5 Scouts	5 Scouts	5 Scouts
Maximum Party Size	8 Scouts	6 Scouts	6 Scouts
Maximum number of participants assessable	No limit	2 Scouts 1 Scout if combined with an Adventurer Level	1 Scout
		Ensures the candidate undertakes sufficient planning, preparation and leadership responsibilities <i>(this includes the setting of the journey)</i>	
Leaders / adult participation on the journey	It is acceptable that a Leader participates at this level journey. If a Leader is not to participate, it is strongly recommended a check be made of the participants at several checkpoints	Is discouraged as this removes the element of self-reliance, which is the intention of the journeys. However, for safety, parent and Leader peace of mind, it is recommended a check be made of the participants at several checkpoints, and at the evening campsite. Refer to QBSI for requirements for mixed (male and female) Journeys.	
Assessed by	Supervisor	Examiner	
Journey Plan	Not required to be completed by the candidate	To be completed by the candidate and approved by the examiner at least two weeks prior to the Journey	
Duration (minimum)	1 day (8hrs)	Over 2 days and 1 night Hiking on both days	Over 3 days and 2 nights Hiking on all 3 days
Nominal Distance Walking	10 km May participate on a Troop, District or other appropriate activity.	15 km	30 km
Nominal Distance Canoe/Kayak <i>(50% increase)</i>	15 km	23 km	45 km
	For canoe/kayak journeys, local and regulatory rules must be followed in regard to water craft, equipment, appropriate qualifications, rescue boats, etc.		
Nominal Distance Cycling <i>(300% increase, dependant on terrain)</i>	40 km	60 km	120 km
Type of Terrain	Unfamiliar: an area which the candidates do not normally use, for camping or hiking.		Adventurous: a new area that includes a variety of terrain.
Skills focus enroute	Outdoor experiences and associated skills i.e. navigation, cooking, hiking, camping, leadership etc.		
Log Required <i>(to be submitted to the Examiner)</i>	No log is required, verbal report by candidate to supervisor.	Each candidate to submit a log of the journey with the original Journey Plan to the Examiner within 2 weeks of completing the journey. At this level a log is completed as a training opportunity in preparation for the Adventure level Journey and is not to be used to assess for satisfactory completion of	The candidate is to submit a log of the journey with the original Journey Plan to the Examiner within 2 weeks of completing the journey. The log will be used by the Examiner in determining satisfactory completion of the test requirements.

Requirement	Pioneer	Explorer	Adventurer
		the journey.	
Log Contents		<p>The candidate during the journey should take rough notes to assist in completion of a log on return from the Journey.</p> <p>A Log should be laid out in a structured manner. It can be presented in a written or electronic format. The following information should be included:</p> <p>Name of Candidate</p> <p>Journey Instructions including tasks which were to be completed</p> <p>Any variations from the approved Journey Plan such as:</p> <p>Names of other participants</p> <p>Dates and locality of journey</p> <p>Gear Menu and Food List</p> <p>Record of Journey to include: time, distance, bearings, and comments. Maps to support written records, sketches, photographs and/or samples.</p> <p>There is no standard format that must be used for presenting the log, however clear expectations of the standard to be submitted should be given to the candidate prior to the journey. The log may be in the form of a table layout, strip maps or other, hand written or typed.</p> <p>In assessing the candidate's Log, the major factor to be considered is whether the candidate did their best in presenting the information.</p>	
Journey Instructions	The instructions to be provided to the candidate are to be clear and accurate.	<p>The instructions to be provided to the candidate are to be clear and accurate as per these Journey Guidelines.</p> <p>Prior to commencing the journey, the candidate should complete the journey plan with the assistance of the Scout Leader and Supervisor if required.</p> <p>The Supervisor is responsible for ensuring that emergency guidelines are in place.</p>	

4. Planning Timeline

The following timeline is provided to assist in the planning of Journeys. J Day is the day the Journey is to begin

Days	Activity	Date Completed
J day minus 90 (3 months)	Candidate confers with their Scout Leader to identify a Supervisor and acknowledge that the journey will be required within an agreed time frame to complete the award level. The Supervisor is then to provide a copy of the Journey Plan, Emergency Procedures and any other literature as appropriate.	
J day minus 60 (-2 months)	The Examiner is approached to agree on an appropriate journey including tasks and challenges.	
J day minus 55	Several alternative dates are proposed by the candidate, and then one is agreed upon with the Supervisor Candidate starts planning the details for their journey.	
J day minus 45	The draft Journey Plan is to be completed by the candidate independently once all key details including participants are mutually agreed. Where there is more than one candidate, individual Journey Plans are required that reflects the candidates own work.	
J day minus 40	The Journey Plan is to be presented by the candidate to the Journey Supervisor who (with the Scout Leader) is to provide any additional assistance or guidance to address all sections of the plan and duty of care issues.	
J day minus 30 (-1 month)	Once the Journey Supervisor is satisfied with the Journey Plan, and is convinced that the participants are capable of carrying it out, the Journey Plan is forwarded to the Journey Examiner for assessment The Examiner is to resolve any concerns before authorising the go-ahead for the journey.	
J day minus 28	Forms to be completed and a copy taken on hike: C4 – Notification of Camp / Outdoor Activity C5 – Activity Advice and Approval	
J day minus 14 (-2 weeks)	Final approval by Examiner without which the Journey can not proceed	
J DAY	Candidate executes the Journey Plan and discovers how realistic their expectations are, while the other participants learn and enjoy the great outdoors.	
J day plus 14 (+2 weeks)	Completed Journey Log to be submitted to the Journey Examiner	

5. Emergency Procedures

Despite careful planning, a hiking Patrol conducting a Journey is often delayed and may not arrive at a destination as scheduled, or may have an emergency situation.

DUTY of CARE demands that we have in place procedures, which enable us to positively manage these situations. The Scout leading the Patrol (Candidate) must understand these procedures and adult Leaders responsible for supervision of the activity must ensure this is discussed in detail before the Journey commences

5.1. Emergency Plan

To provide appropriate supervision, both of the journey preparation and execution, there must be suitably experienced and qualified Leaders identified to fill the following roles:

Examiner;

Supervisor; and,

Contact Officer(s).

These roles are described in Definition of Roles, page 1

5.2. Candidate Guidelines

The Candidate is the Scout Leading the Patrol. He or she is to:

- Thoroughly pre-plan the trip following the Journey Plan format.
- Plan to arrive at your final destination for pick up about lunchtime so there is plenty time in case delays are experienced.
- Plan to and actually start walking as soon as possible after first light.
- Make camp and finish meals well before sundown or deterioration in weather conditions so that the Activity Party can recuperate with an early night.
- Keep the Activity Party together at all times.
- Maintain control of the Journey by regularly and at every significant opportunity:
 - Orientate the map and consciously relate identifiable terrain and features.
 - Estimate time to the next significant checkpoint and progressively monitor.
 - Validate compass headings using the sun and/or surrounding features.
 - Confirm the actual progress using back-bearings and triangulation as appropriate.
 - Maintain awareness of overall heading, terrain and distance walked and compare it with those anticipated from the map.
 - Note time of reaching and departing checkpoints and each stop.
 - Consciously validate the identity of Checkpoints on arrival.

If anything gives an indication of a possible problem then:

- STOP immediately;
- REASSESS information or assumptions;
- CORRECT as necessary, or

- DECIDE on a CONTROL STRATEGY, which will confirm or invalidate the alternatives, with a minimum of lost time and effort.

5.3. Action Plan if disorientated

1. Keep calm. STOP, relax, have a rest break, some refreshments and work out a course of action taking into consideration all relevant information
2. Refer to notes and map. Identify the last validated checkpoint and keeping an open mind, retrace the route mentally to identify possible sources of error.
3. Careful study of the surrounding terrain, other physical features and the map may eliminate some theories.
4. If necessary return to the last validated checkpoint
5. If visibility is not good, get to a high point to get a clearer picture of the immediate surroundings, and if possible take compass bearings on distant features to enable triangulation of position. The compass may also be used to determine the direction of a ridge, creek or other linear feature, which is also clearly identifiable on the map.
6. If poor visibility is making decision making difficult, it is essential to wait until conditions improve and if necessary make camp.
7. Hiking at night is not to be considered.
8. The Candidate is to decide on a course of action after consideration of all the facts, observations, best judgements and constructive observations from other members of the party.
9. The decisions made by the Candidate are binding on all members of the Activity Party at all times.

5.4. Action Plan for Self-Evacuation

(Party as a whole exits the Journey by the nearest exit point)

1. Advise Supervisor if possible and confirm the need to abandon the hike
2. Select the most suitable Emergency Exit Route.
3. The hiking Patrol is to stay together.
4. The Candidate should be alert for signs of low morale and take action to avoid it.
5. From this point on, trail signs which would be obvious to a searcher should be used to mark the trail, in conjunction with weather resistant notes that indicate the condition of the hikers, the intentions, date and time that the party passed that particular location.

5.5. Action Plan for Emergency Evacuation

(Party requires rescue by others)

1. Remain calm.
2. Remain together.
3. If injury is involved, First Aid treatment is to be applied by the most competent First Aiders on hand.
4. Stay put (unless an initial, small, risk free move will significantly improve chances of location and/or recovery by rescue personnel).
5. Advise Supervisor of relevant details and planned action and if instructed activate any Emergency Location Beacon (ELB) carried. Refer to separate guidelines.
6. Get as comfortable as possible.

7. Check food and water supplies and ration if necessary.
8. The Candidate should be alert for signs of low morale and take action to avoid it.
9. Conserve communications and energy as much as possible.
10. Take all possible steps that will assist rescue operations.
11. Maintain a secure fire (*subject to fire regulations*), with generous smoke by day and generous flame by night.
12. Enhance visibility by displaying bright clothing and bright camping equipment.
13. Aid any ground party by giving three evenly spaced whistle blasts (or other loud sound) within half a minute and repeat every half-hour. (Any three similar signals, equidistantly spaced is a universally accepted distress signal.)

6. Electronic Location

6.1. Personal Location Beacons

A Personal Location Beacon (PLB) is a device that can be used to transmit an emergency location signal to a search and rescue organisation (SAR). A PLB is designed for personal outdoor use. It is lightweight and consequently has a short battery life. It must be held upright for optimum communication and is affected by rough terrain and dense tree cover. A PLB is registered to its owner and this information is transmitted when activated.

More information can be obtained by visiting the website <http://beacons.amsa.gov.au>

In the context of a Scout Journey defined by these guidelines the use of an PLB is discouraged for the following considerations

- Emergency location is rarely required in a Journey that is adequately planned, resourced and monitored.
- Government guidelines dictate that PLBs are to be used only when there is “grave and imminent danger”. Serious penalties and costs may be incurred through accidental activation.
- The accuracy of an PLB is approximately 5km, being further enhanced by the inclusion of GPS receivers. Alternate planning and control measures can ensure the location of a party more accurately in an adequately monitored Journey.



If a PLB is considered appropriate by an Examiner the Examiner must be satisfied that the Candidate is adequately trained in its use.

6.2. Satellite Personal Tracker

A Satellite Personal Tracker (SPT) is a device that uses GPS and satellite communications to regularly relay a position that is readily viewable on the internet. The SPT must have good access to the sky and may not function in deep gorges or dense forest. SPTs can also:

- Transmit an OK message at checkpoints to local contacts
- Send a non-life threatening help message to a local contacts
- Send a life threatening help message to emergency services

The most common version of this device is the *SPOT Tracker*. An annual service subscription is required for transmission of data. Before using a SPT



the currency of service and contact details must be checked.

The use of this device can be considered for tracking purposes.

6.3. GPS

A GPS (Global Positioning System) receiver may be carried for validation of position provided the Examiner agrees. Primary navigation is to be by compass and topographic map.

When a GPS is carried the candidate must demonstrate that they can:

- Correctly identify the map datum and set the GPS accordingly
- Distinguish between geographic (longitude & latitude) and orthogonal grid (easting & northing) coordinates
- Select an appropriate grid system and relate the coordinates given by the GPS to the conventional 6 digit grid coordinates used with a topographic map.

7. Communications

7.1. Mobile Phones

While the carriage of mobile phones may be required by parents or necessary for communication it is desirable that the use of it be controlled by either keeping it in a sealed container or by requiring a communication call log to be used in the Journal.

Consideration must be given to phone reception and battery life during the journey.

7.2. UHF CB Radios

When using UHF radios for communication it is important to select a channel that is relatively clear for use. A check with local authorities or radio clubs will assist in choosing a channel. The following channels are in common use and should not be used for communications.

- 11 – Calling channel which is used to contact another user for a conversation before switching to a different channel
- 5 & 35 – These are emergency channels. Organisations voluntarily monitor the emergency channels and may assist you in contacting the appropriate service in an emergency.
- 22 & 23 – Data Transmission

UHF radios have limited ranging depending on their output power. A repeater can be used to extend the transmission range of a UHF radio Repeaters use the following channels

- 1 to 8 and 41 to 48 – Repeater output channel
- 41 to 38 and 71 to 78 – Repeater input channel

A personal license is not required for the use of a UHF CB radio. There are specific conditions regarding personal conduct during operation and penalties apply for improper conduct. In particular, the CBRS class licence states that:

A person must not operate a CB station:

- *in a way that would be likely to cause a reasonable person, justifiably in all the circumstances, to be seriously alarmed or seriously affronted; or*
- *for the purpose of harassing a person*

7.3. Risk Assessment

When planning a Journey it is necessary to assess the likely risks and plan to minimise these risks. The following existing control documents address the common risks associated with Journeys:

- QBSI
- Journey Guidelines
- Journey Plan
- Camping Standard

Each Journey however is unique and generic documents cannot cover all situations. The Candidate and Supervisor should review the Journey together for any specific additional risks and complete an *F31 Risk Assessment* form. In completing the form consideration should be given to avoiding repetition of existing controls. Risks considered should not be fanciful fictitious creations of the imagination; they should be practical and relative to the sphere of experience of those performing the assessment.

Any risk assessments completed are to form part of the Journey Plan.



8. JOURNEY LOG GUIDELINES

8.1. Background

The requirements for the Adventurer level Journey state that Scouts must produce an illustrated log. These Guidelines describe the **acceptable standard** for these logs so that there will be consistency across all Troops in the Branch. Scouts should also be encouraged to produce a similar log for the Explorer level as practice for the Adventurer level, although it is not required for assessment at the Explorer level.

8.2. What is a Log?

Before setting out on an Adventurer or Explorer level hike, Scouts are required to prepare a **Journey Plan**, which includes all of the necessary paperwork. On their return, they need to complete the Journey log by writing up a **Journal** (a sort of diary) detailing their experiences. In simple terms:



The purpose of the Journey Plan is to make sure that the hike runs smoothly and safely. This is prepared in advance, and usually it will just be inserted into the Journey Log with no additional work required.

The purpose of the Journal is to prove that the Scout has completed the hike and any assigned tasks; to illustrate initiative and leadership; and to provide feedback on the hike itself for use by future hikers. The Journal can also help the Scout to learn by pointing out what worked and what did not work.

8.3. Log Contents

The approved **Journey Plan** must be included in the Journey Log. The contents of the plan should include at least the proposed items listed below. (This can be used as a checklist.)

- Dates & Times for the Journey
- Names & Details of participants
- Forms: C5 and C4s, camping permits, owner permissions, etc. as necessary
- Transport arrangements
- Menu and food/ration list
- Gear list: Personal and Shared gear
- First-Aid Kit contents
- Map: Details of the relevant map and a photocopy of the particular section (Don't include the original map itself)
- Weather forecasts within the 48hr period before the journey for the duration of the Journey. Include tide times for a canoe Journey.
- Emergency contact details and procedures to be followed

For canoe or bike hikes, there should also be details of the water craft or bikes.

The **Journal** then provides an update of the plan with the actual details of what happened in each of the categories listed above. For example:

- Last minute changes to the participants due to sickness, etc.
- What gear was not used and could have been left behind?
- What gear should have been taken but wasn't?
- Was there too much or too little food?

- Did the route have to change? Why? For example, creek was flooded or a road was closed, etc.
- Actual versus estimated or planned times.

It is only necessary to comment on the **changes**, not repeat all of the information that was in the Journey Plan. Note that the Plan already includes a gear list, menu, etc.

This is a useful learning exercise and should help with the planning of future hikes.

8.4. Special Tasks (Journey Instructions)

In addition to the items listed above, the Hike Examiner may have set some tasks to be performed during the hike. The purpose of these tasks is to test the Scout's powers of observation and confirm their navigation skills. Tasks are not a mandatory part of a hike, but they can add to the interest and excitement of a hike. They also provide proof that the Scouts were actually there! Tasks might include some of the following. (This is just a list of ideas. Each Hike Examiner should select a few appropriate tasks.)

Sketches / Photos

NOTE: Sketches are not assessed for artistic talent! They are intended to provide enough detail to prove that the Scout was at a particular location.

- Camp Layout / Camp Site
- Panorama
- View from the camp site
- Features / Objects seen along the way, e.g. a particular house, a tunnel, etc.
- Flora

Photos should be properly annotated to show the date and time and the location where they were taken for inclusion in the Journal.

Samples

The Scout might be required to collect some samples along the way (ensure there are no restrictions) such as:

- Vegetation (leaves, bark, etc.)
- Water samples
- Collect garbage (also a public service!)

Environment

Make notes of man's impact on the environment. Is it positive or negative? How?

Consider Adventurer Level Citizenship requirements.

What If?

A variety of questions can be posed that might apply at various points along the route.

- What if the creek flooded? Is there an alternate route across it? Would an escape plan be needed?
- Where is water available? What if it was not available where it was expected?

Notations

These are details that can be read off signs or other objects.

- Survey Marks or other markers – What is it? Where is it? What is the inscription?
- Locality names from street signs
- Phone numbers and contact details from advertising or government signs
- Trail markers

General

Bearing to an object, e.g. a mountain, from a specified location

- Observations at various points along the way (What is visible from here?)
- Grid references for specified locations, e.g. a bridge across a creek.

9. Journal

The purpose of the Journal is to prove that the Scout successfully completed the hike and to provide useful feedback to the Examiner on the hike route. The objective of the Journal should be for somebody else to be able to pick it up and, by following the instructions, repeat the hike.

A Journal is made up of a series of entries that describe what happened during the hike. Each Journal entry consists of the following information:

- Date/Time
- Bearing
- Distance
- Grid reference or location reference
- Map (depending on the format chosen)
- Narrative

9.1. Narrative

The narrative is basically the description of the hike. It should contain some of the following types of material. Note that there is no requirement to cover everything, but the Scout should have made a genuine attempt to write a detailed journal. At the same time, the journal should be brief and to the point.

As noted above, the journal should contain frequent grid references or location references (see below) and the times of significant events.

- Weather conditions (especially for a canoe hike where wind, tides, currents, etc. can be very important)
- Description of terrain / surroundings
- Group decisions
- Journey challenges, e.g. changes to the route due to obstacles
- Useful info, e.g. locations of water, locked gates, fences, out of bounds areas, hints for future hikers, comments on quality /appropriateness of the campsites
- Differences from the map, e.g. new housing estates, roads, etc.
- Incidents / accidents. Funny events or stories
- Landowners or other people met along the way and any interactions with them
- Information on the tasks
- Items of historical / cultural / environmental interest
- Interesting flora / fauna

For canoe hikes, it is also important to include details of water hazards, water levels (in a river), rapids, etc.

Bike hikes should have some comments on the amount of traffic, traffic hazards, road conditions, etc.

The narrative could also include the Scout's feelings and personal reflections, but this is not a requirement. The feelings and comments of the other Scouts who participated can also be included.

Finish off the Narrative section with a summary.

9.2. Presentation

When producing a log, Scouts should be encouraged to do their best to make it a high-quality document.

For instance, it should have a title page (an opportunity for some creativity here); a table of contents; pages should be numbered; and it should be properly bound if printed on loose pages, or written in an exercise book. Scouts should also include an Introduction and conclusion.

One easy way to keep it all together is to buy one of the binders with plastic sleeves that you can insert pages into. This makes it easy to rearrange pages, including making the log double-sided, and insert other items as well, such as C4 forms, photographs, etc. Details should be written on the back of all photographs (if there are photos) or included in the narrative for sketches or digital photos.

The Adventurer level hike is the culmination all a Scout's training over several years. It is a lot of work, and so it is something to be proud of. Scouts should keep their logs to show to other people in the future. Maybe one day they might even show their own children what they did as a Scout!

10. Journal Formats

There are many different ways to write a Journal. Some examples are given below. These formats might be loosely referred to as:

- Strip, Traverse or Spot Map
- Reference Map
- Combination

Note that these are not the only possible formats. They are provided as examples because many Scouts will not have seen a log before. The important point in producing a Journal is that it contains all the required information, not the particular format that has been chosen.

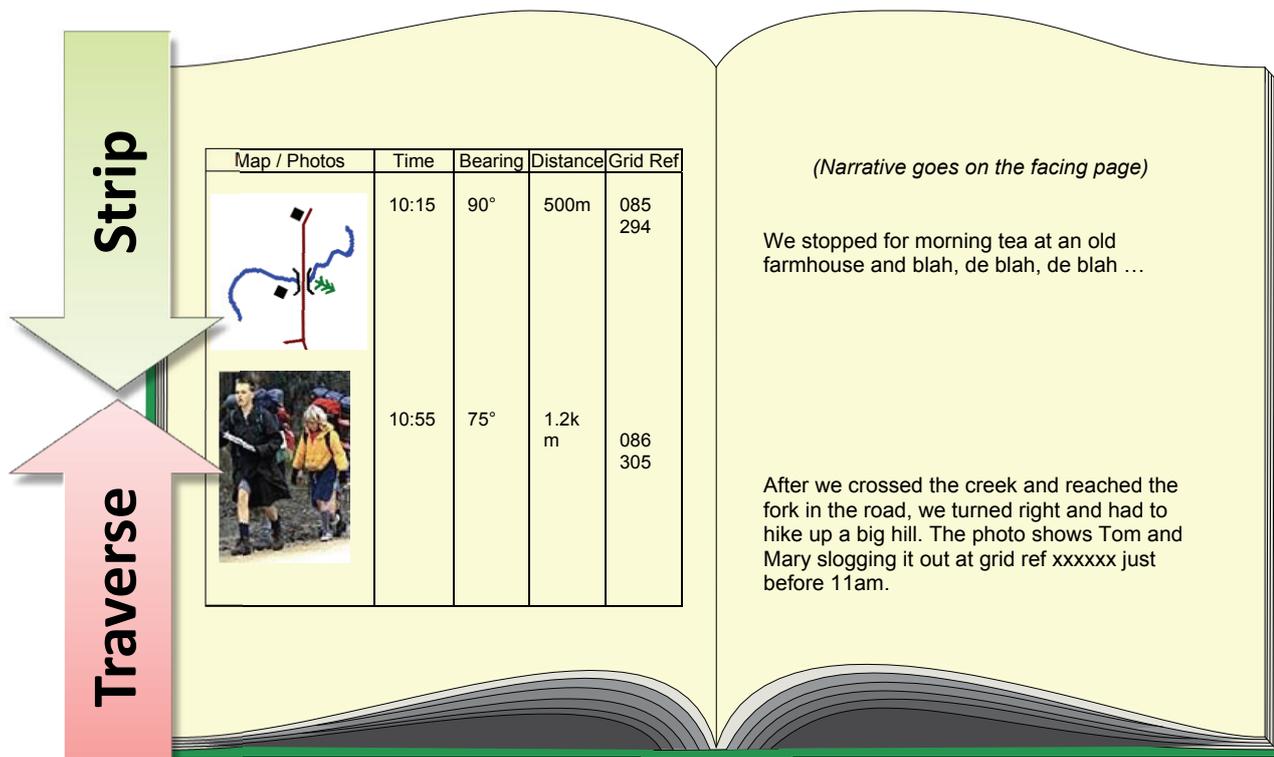
Some Hike Examiners might have a preferred format. Check with the Examiner first to avoid problems later.

10.1. Strip, Traverse or Spot Map

These are simple maps showing a route between two places and any significant features along that route. Each entry corresponds to a small portion of a map which can be hand drawn or simply cut and pasted from a copy of the original map. The important information is arranged in columns.

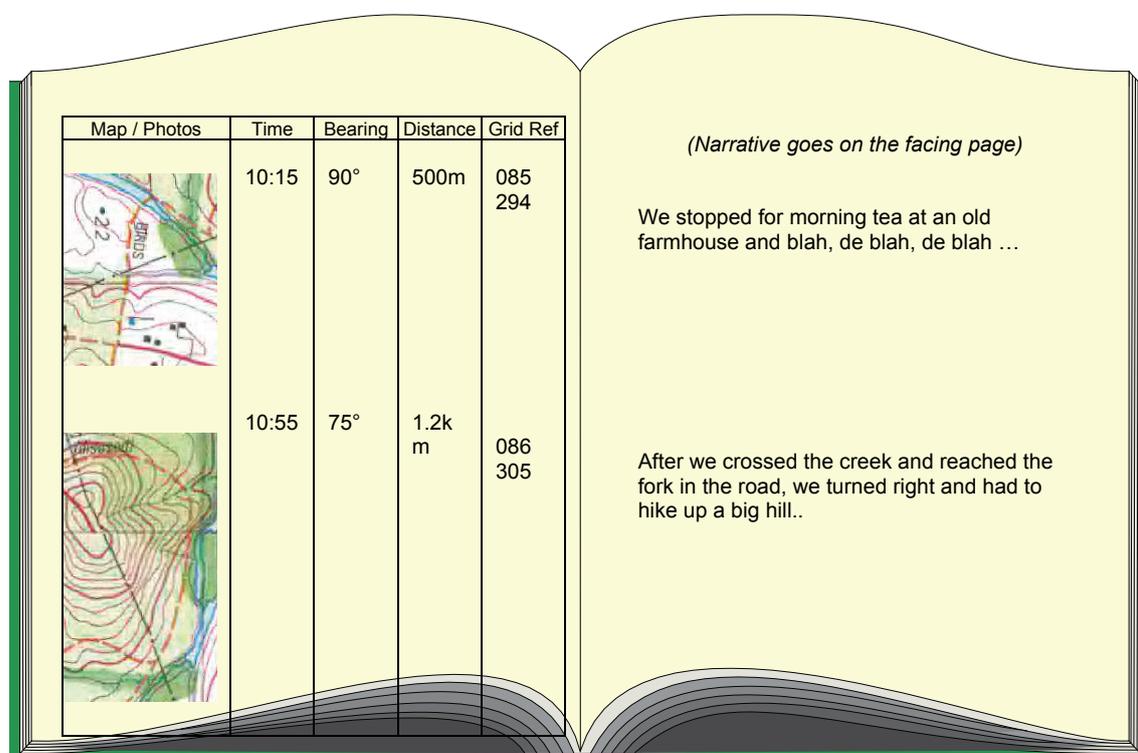
A Traverse map is drawn vertically from the bottom of the page to the top along the direction of travel. It is not oriented to north. A Strip map is similar to a Traverse except that it is drawn from the top to the bottom of the page. When a small copy of the original map is used instead of a hand drawing it is called a Spot Map.

Traditionally, this format has used facing pages to show the information as in the diagram below. Suitable exercise books are available that have a blank page on one side and the other side is ruled with lines. However, it is possible to squeeze it onto a single page.



Example of a Strip Map Journal using Facing Pages

Note that in the strip map above the information is read **down** the page. For a Traverse map, the details are read **up** the page. This makes sense if you hold the map out in front of you because the features on the map then line up with the direction of travel as you walk forwards. (Many people use the terms “Traverse Map” and “Strip Map” interchangeably, so it can sometimes be confusing.) In either case, the small map segments are oriented to the direction of travel, up or down the page, not to North as on a conventional map. An example of a Traverse map is given in the sample journals.



Example of a Spot Map Journal using Facing Pages

A Strip, Traverse or Spot map can be produced prior to the hike. This is a good exercise because it makes the Scout plan out the hike carefully. This map can then be taken along on the hike and the Scout can simply “fill in the blanks”. The only problem might be if an unexpected detour is required, e.g. due to flooding. In this case, the map will have to be drawn by hand during the hike. If the map is prepared prior to the hike, then photos can be pasted on the right-hand side.

10.2. Reference Map

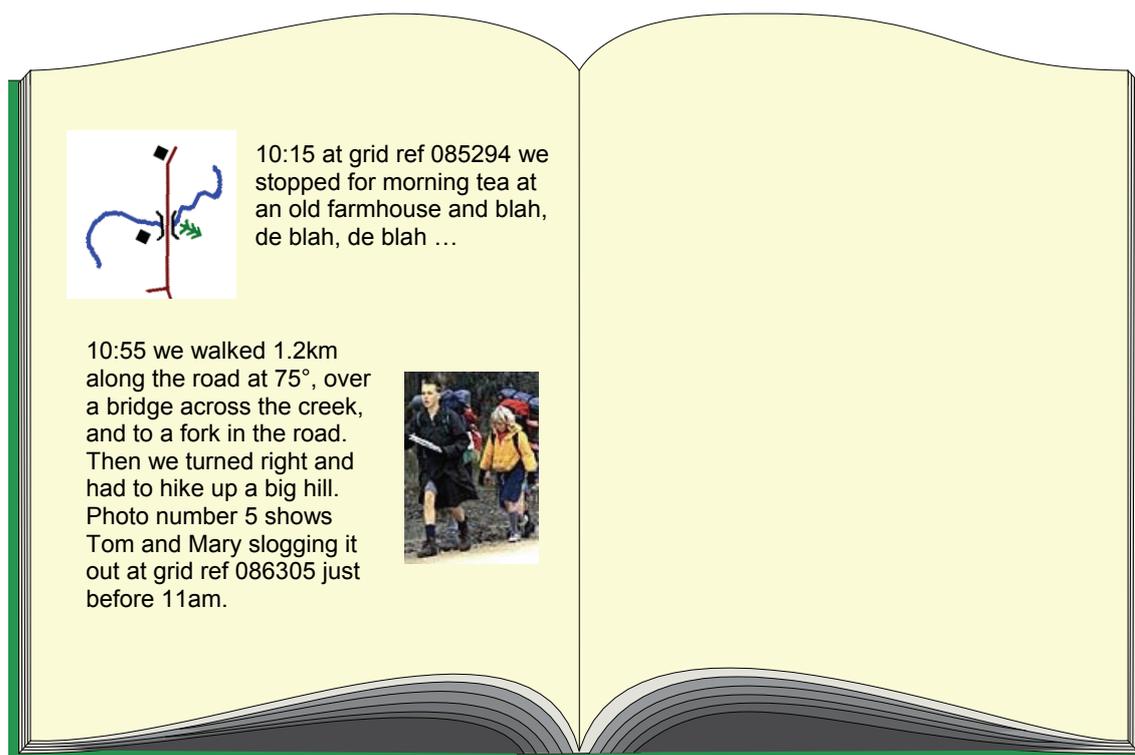
A Reference Map is a map of the hike with the route marked on it using a pen or a highlighter. Numbers are written on the map at the locations that correspond to the Journal entries, i.e. the narrative. (They will stand out better if you circle them.) These are called location references.

It might be necessary to use more than one Reference Map because the entire hike might not fit on a single map page, or it might be easier to follow if split up. The example below has a small map and narrative on the same page, but the map can be separate. Reference points are numbered sequentially from one map to the next if there are multiple maps.

A sample of a Reference map is included in the Sample journals.

10.3. Combination

The Combination format is simply a mixture of small maps, photos and narrative text. It contains all the same information as the other two formats, but is more flexible in its layout. Scouts who are good at Word Processing might prefer this method.



Example of a Combination Journal

This format is probably the simplest one for many Scouts to use. However, all of the required information must still be included such as times, distances, directions, grid references, etc.

An extract from a real log is included in the Sample journals.

11. Sample Journals

This section contains sample pages from different Journals as examples of what a Journal might look like. There is no prescribed format, but you will notice that all the examples have times, distances, bearings and grid references or map locations. Scouts are free to design their own formats in consultation with the Hike Examiner.

1. Combination – An extract from an actual Adventurer Level Hike Log courtesy of Ben Pennington from Withcott Scout Troop (1 page).
2. Strip Map – An example from a Scout Leader Skills Training Course held at BP Park courtesy of Don Curran (1 page).
3. Reference Map – An example from a log provided by Joe Cazey (2 pages – narrative and map).

IMPORTANT NOTE: These examples are for the Journal only. A completed Log will also contain a copy of the Journey Plan and all associated approvals, permits and permissions.

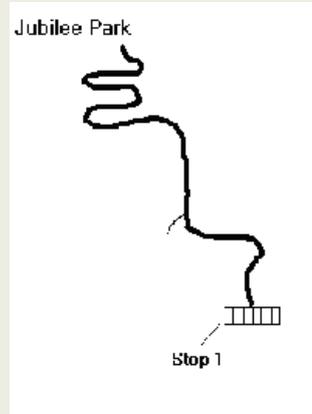


11.1. Combination Example

The example below is the first page from an actual Journey Log. It shows how maps, pictures and text can all be combined to produce a Journal.

Adventurer Level Hike Log

DAY 1



We left Jubilee Park at 8:30 a.m. on Thursday, 22nd September, and headed north following a track and we saw two BMX riders ride flat out down the bridal trail. The track was steep, very rocky and it was very zig-zaggy. The time walking down it was a good chance for me to socialize with the Pittsworth scouts as we had not met before. We came to

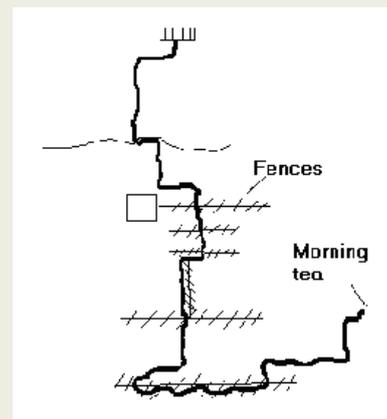


a clearing and turned in a northerly direction down another steep slope to some high voltage power lines where we turned east. We saw two horses behind us on the bridal trail. Tom and I soon came confused as the instructions said to turn left at a fork, the trouble was that there was many forks along the track. With a stroke of luck we ended up at the gate at the eastern corner of the park at 9:15a.m. where we stopped and had a water break.

After about 5mins we continued through the gate and followed Amos's road until we reached Jones road at 9:30a.m. and tied a tag on the pole for the time we arrived there. We continued into Mr. Truss's property where a barking dog was waiting there for us. Everyone thought she was going to bite us on the ankles when we weren't looking. We came to his gate and turned into it on an 80 degree bearing, passed through it and the next one where we met Mr. Truss who was mowing his lawn.



He stopped mowing and came over and said hello.



Then we came to the

fence where we passed through and saw a green water tank. The instructions said that there was a green one and a white one but there was only a green one so we thought it must have been removed because there was a circular cement slab next to the green tank. The barbed wire fence was hard to get through but we managed. After we got through we turned on a bearing of 56 degrees. We came to the Electrified fence and passed through, took a bearing of 70 degrees and headed towards the bottom fence. Some horses came up to meet us and they started playing. We got to the fence and went right and down through a gate. I soon realised this was wrong and we headed back down the fence, only on the outside this time.

We came to a place where we saw some thick lantana and we went through some barbed wire fence back into his property. All the horses were there and one tripped over the irrigation pipe and scared all the other ones away. We turned right and walked down a small cliff where we saw a GIANT cave.

11.2. Traverse Map Example

This example shows a Traverse Map, it is read from the bottom to the top of the page. The information on the left-hand side can be prepared in advance from a map of the area where the hike will take place. During the hike, the Scout can fill in the Going Notes on the right-hand side with actual details of the hike.

Topographic Map Name: Brisbane Forest Park Scale: 1:10000
 Reference Number: nil Sheet No: 1

Route Map	Direction	Distance	Time	Going Notes
	196° mag	1.4k 0.450k	8:00am	Next page Track junction GR 901 717
	76° mag	0.518k 0.310k	7:50am	Water tank GR 896 717 Track and four wheel drive track GR 894 717
	108° mag	0.208k 0.078k	7:40am	GR 893 718 Earthen Stairs Pool on other side of creek
	170° mag	0.130k	7:35am	Wooden Bridge GR 893 719 Track junction GR 893 719
	106° mag	0k	7:30am	"Provedore" GR 892 720

11.3. Reference Map Example

This is a sample page taken from a Log showing the use of a Reference Map. (The map is on the next page). Note the use of numbered points on the map and the corresponding numbers in the text.

PAGE 4

Ref #

Notes

#17

The track continues to follow the ridge line generally south to Control Station 432 at GR 778 656 (Ref # 18).

#18

At this point we were required to check for evidence to identify whether this location was a Control Station or a Spot Height as the two symbols on the chart appear to be both. We found a concrete lump with a dark brass circle embedded in it with the number 432. We were required to take a bearing on Mermaid Mountain at GR 812 609. It was 145° mag.

We had lunch at this point and re-arranged Mike’s pack as the straps were causing chaffing on his shoulders.

We departed at 12:15 as there wasn’t enough shade to stay longer. We had to go on a bearing of 135° mag to knoll at GR 784 650. (Ref # 19).

#19

The going was easy along the spur with tall gums and little ground cover as it was rocky and had been burnt out maybe last year. From here we continued on 128° mag to spot elevation 398 (Ref # 20). This was much tougher going as the bush in the lower ground was thicker. We arrived there at 2:15pm.

#20

We continued on the same bearing cross country heading towards the track heading generally North (Ref # 21). One of the creeks we crossed is the eastern arm of Cabbage Tree Creek. This was hard going and took over two hours.

#21

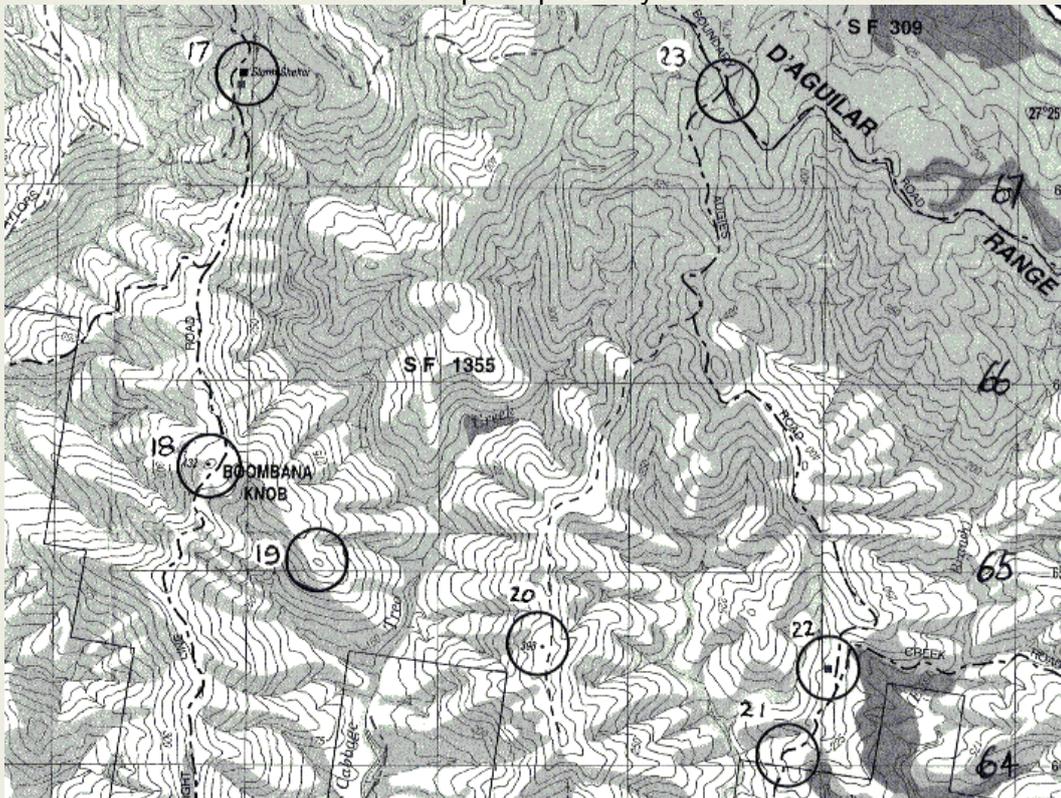
From here, there is a track heading generally North to a water tank at GR 810 645 (Ref # 22). This was easy going but uphill towards the finish. We camped for the night just above the track junction, as it was nearly 5:00pm. There’s a sketch of the camp site attached.

#22

Camp site.

#23

Departed at 7:30am and covered the next 5,000 metres to the track junction at GR 804 675 (Ref # 23) without incident in two hours. Had a break for 30 minutes as we were ahead of schedule for pick up at Jolly’s Lookout at noon.



SCOUTS AUSTRALIA, QUEENSLAND BRANCH
SCOUT SECTION

JOURNEY PLAN

(To be completed by the Candidate)

CANDIDATES NAME:

Scout Troop:

Journey:

Dates: *From* *to*

This document is to ensure that the Candidate has planned and adequately prepared for the journey. Refer to the Journey guidelines to ensure current requirements are met.

Journey Instructions, Tasks and Special Instructions are to be issued by the Examiner.

The Journey Plan is to be completed by the Candidate then submitted and discussed with the Examiner at least four weeks prior to Journey. The Examiner **MUST BE** entirely satisfied before signing acceptance not less than **two weeks** prior to Journey.

Distribution

The original Journey Plan is to be completed by the Candidate (except as noted) and copies, including C5, C4's for each participant and map/s are to be distributed as follows:

1. Original retained by Candidate
2. Copy to Supervisor
3. Copy to Examiner
4. Copy to the Contact Officer – This may be provided to Police/Search and Rescue if the need arises. (The Police will require details including the details of the briefing given prior to departure, health, provisions, equipment and planned strategies in the event of emergency or becoming lost).

1. Journey Examiner

Examiner's Name: Phone No

Email:

2. Map References

References to the topographic maps used

Map Name	Scale	Datum	Issue Date

3. Check Points

These grid references are for checks made during the Journey. Detailed grid references for the route are included in the attached route plan.

Check Point	Description	Grid Reference
Starting Point		GR _____
1		GR _____
2		GR _____
3		GR _____
4		GR _____
5		GR _____
6		GR _____
Finish Point		GR _____

4. Tasks/Special Instructions *(Set by Examiner)*

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5. Team Members

(Minimum party of 5 at all times – Refer to guidelines for maximum number of candidates assessable)

Full Journey

Name	Phone	Address	Troop	Award Level	Age

Part Journey

Name	Day	Phone	Address	Troop	Award Level	Age

6. Transportation

To Start Point:

Name	Phone

From Finish Point:

Name	Phone

7. Proposed Hike Plan

Complete the attached route plan, one page for each day. Give details of planned route, types of terrain to be traversed, all activities and tasks en route, proposed meal and camp locations with estimated times at each location and to each checkpoint.

Start Point: Start Time:

Finish Point: Optimistic Finish Time:

Pessimistic Finish Time:

On your copy of map plot the expedition route and also indicate using highlighters:

- boundaries of the expedition area (**red**)
- planned route (**blue**)
- checkpoints (**green**)
- evacuation routes (**orange**)

8. Proposed Menu

Candidate to provide details of planned menu:

Meal	Day One	Day Two	Day Three
Breakfast			
Lunch			
Dinner			
Snacks Extras			

Names of Scouts with First Aid training and their badge level:

Name	Level

11. Emergency Equipment

Each party must carry and be proficient in the use of all safety equipment under adverse weather conditions. Indicate which equipment will be carried

- | | | |
|-------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Waterproof matches | <input type="checkbox"/> signalling mirror/CD | <input type="checkbox"/> 4 metre lashing |
| <input type="checkbox"/> 2 x 20cm candles for fire/smoke | <input type="checkbox"/> marker panel (bright plastic sheet) | <input type="checkbox"/> 4 metre toggle rope (8mm silver rope with soft eye splice at both ends) |
| <input type="checkbox"/> emergency blanket or space blanket | <input type="checkbox"/> whistle (pea less) | <input type="checkbox"/> food and water for an extra day |
| | <input type="checkbox"/> glow stick | |

Other Appropriate Safety Equipment to be taken:

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- | | | |
|--------------------------------------------------------------|------------------------------|-----------------------------------------------|
| PLB Agreed to be appropriate by Examiner | <input type="checkbox"/> Yes | <input type="checkbox"/> No <i>(tick one)</i> |
| If yes to above: | | |
| Participants trained in appropriate activation circumstances | <input type="checkbox"/> Yes | <input type="checkbox"/> No <i>(tick one)</i> |
| Participants trained in activation procedures | <input type="checkbox"/> Yes | <input type="checkbox"/> No <i>(tick one)</i> |

The focus for Scouting **MUST** be to ensure appropriate management and creditable usage of a PLB. The activation of this “insurance mechanism” should be made virtually redundant through more than adequately prepared hikers being encouraged, coached and monitored by enthusiastic Leaders with proven proficiency in Journeys.

- | | | |
|--------------------------------------------------|------------------------------|-----------------------------------------------|
| GPS carried for compass validation (if approved) | <input type="checkbox"/> Yes | <input type="checkbox"/> No <i>(tick one)</i> |
| Risk assessment completed | <input type="checkbox"/> Yes | <input type="checkbox"/> No <i>(tick one)</i> |

12. Proposed Evacuation Points

Detail plans of evacuation and specific evacuation points in the event of emergency. Evacuation points are to be marked on the map.

Exit Number	Grid Reference	Description
	GR _____	

13. Communication Equipment with Party

Mobile phones

Name	Phone Number

Radio Type Frequency (Hz) Power(Watts)

Priority Channel Secondary Channel

Repeater Location Channels

Selective calling (if used)

CTCSS frequency (Hz) DCS code

Scheduled contact

Time	Name	Phone Number / Radio

Consideration should be given to preserving battery charge or the carrying of spare batteries. If devices are turned off during a specified time then note these times above.

14. Emergency Contact Details

	Name	Location	Phone Number
Hike Supervisor			
Ranger			
Local Police			
Group Leader			
District / Region Commissioner			

15. Emergency Communication Guidelines

The Contact Officer for this activity is Ph. No.

The time and date at which Police are to be informed of non-return is

The Contact Officer is to be available for at least one day longer than the planned journey to channel all communication between the field party and the Group Leader, transport party, and all the parents in the event of delayed return or any other contingency. Full operating instructions, contact details and plan to be given to the Contact Officer. The Contact Officer should brief the relevant Police within one hour of the pessimistic ETA in the event of unexplained non-arrival.

The hike party should first contact the Supervisor who will then communicate with the Contact Officer if required. The hike party may contact the Contact Officer directly only if the Supervisor can not be contacted. The Contact Officer will then contact Emergency Services, parents and other parties as necessary

16. Approvals Received To Enter Property

(Park Rangers/Property Owners)

Name	Park/Property Location	Phone

17. Authorisation Checklist

Action	Signature	Date
C4 Raised by candidate. Forms signed by Parents and attached to this plan	<i>Supervisor</i>	
C5 Raised by candidate, countersigned by SL and signed by GL	<i>Group Leader</i>	
Hike authorised by Examiner	<i>Examiner</i>	

Note: Amendments to approved plan must be advised and noted below:

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