

HIGH ISLAND TRAINING CAMP

STANDING ORDERS FOR OBSTACLE COURSE

GENERAL

1. Obstacle Course training is a hazardous activity which is always to be supervised by personnel holding a current Obstacle Course Instructor qualification - renewable every three years.
2. All instructors, are to have attended a familiarisation briefing, given by the TO, HKAC within 48 hours of the planned training.

CIVILIANS

3. Civilian access is only permitted if sanctioned by the Commandant. The selection of obstacles is to be determined by the Instructor IC on the day.

CHILDREN (Non HKAC Cadets)

4. Under no circumstances are children under the age of 12 years to use the facility. Training involving children over the age of 12 years is to be conducted on an instructor/child ratio of **1:5** during the initial stage of introductory training.

HKAC CADETS

5. A maximum Instructor/Cadet ratio of **1:15** should not be exceeded at any time. A ratio of **1:6** is recommended during the early part of training.

DRESS

6. The following order of dress is to be worn during all obstacle course training:
 - a. HKAC Personnel
 - (1) Boots.
 - (2) Lightweight or combat trousers.
 - (3) Long-sleeved top or combat jacket.
 - (4) Helmets are to be correctly fitted and worn at all times with chinstrap securely fastened when training involves equipment or Command Tasks.
 - b. Civilians
 - (1) Boots or sensible shoes.
 - (2) Long-sleeved/legged garments.
 - (3) Helmets are to be correctly fitted and worn at all times with chinstrap securely fastened when training involves equipment or Command Tasks.

OBSTACLE COURSE LAYOUT

7. Details of the layout of the obstacles on the obstacle course, with their specific safety rulings are attached.

INSPECTIONS, MAINTENANCE AND REPAIR

8. Inspection, maintenance and repair of obstacle courses is to be a coordinated effort at 3 levels:

- a. Permanent Training Staff Level: Trg.Off. or a designated qualified instructor are to perform visual inspections of the obstacles and keep a record of the dates these checks are conducted, along with any defects reported. These inspections should be performed on a fortnightly cycle and apply to obvious defects; frayed ropes, poor landing areas, cracked or damaged concrete etc (Instructors are not qualified to undertake inspections of a technical nature).
- b. Prior to use of the obstacle course the qualified instructor conducting the training should check for any visible recent damage.
- c. Establishment Works Consultant (EWC). In consultation with the HKAC Trg. Off. the relevant EWC should conduct an annual technical inspection in accordance with Task laid down in the relevant contract.

ADDITIONAL SAFETY CRITERIA

9. The following, additional, safety criteria are to be applied by all instructors:
- a. If doubt as to the safety of obstacles exists, instructors are to stop the training and seek advice from the Trg.Off.
 - b. All personnel undergoing training are to be briefed and trained on landing techniques before being permitted access to the high obstacles.
 - c. Equipment carrying is only to be taught by the Trg.Off. or instructors authorised by him.
 - d. Landing areas are to be checked and re-filled or dug over if necessary, before personnel are permitted access to the obstacles.
 - e. Instructors are to inspect all obstacles before and after use. Any damage or faults should be clearly marked and reported to the Trg.Off. together with full written details of how the damage occurred, (if known).

COMMAND TASKS

10. Use of the obstacle course facility for Command/Leadership Tasks is to be cleared through the Trg.Off. and is then to comply with the instructions contained in this Standing Order.

INSURANCE

11. Participation in Obstacle Course training is to be included in the HKAC Collective Personal Accident Insurance Policy.

OBSTACLE COURSE RULES

Reference:

A: Physical Training in the Army 1979 Pamphlet No 6 AC 71082.

GENERAL

1. Before use, obstacles are to be inspected by the instructor to ensure that they are safe.
2. All personnel are to be shown the method(s) of surmounting obstacles and landing techniques and are to have practiced them before any competitive race is undertaken or equipment is used.
3. Only the permitted number of persons are to be on obstacles at anyone time and the carrying of personnel over any obstacle is forbidden.
4. When helmets are needed to be worn, it must be correctly fitted and worn with chin-strap fastened securely throughout all training.
5. Landings are to be made into the designated obstacle landing area.
6. Techniques taught are to be those as laid down in Reference A.

THE COURSE LAYOUT

7. The course may be started at any point but the natural start is from:
 - a. Over and Under Obstacles on the Parade Square
 - (1) Personnel must go over the first barrels. (max 1 person at anytime)
 - (2) Personnel must go under the cargo net/canvas. (max 3 persons at anytime)
 - b. Descending Ropes
 - (1) A maximum of one person at any time on each rope.
 - (2) Personnel must stay in contact with the rope throughout the descent.
 - (3) Running forward down the slope is forbidden.
 - c. Metal "A" Frame Ladder
 - (1) A maximum of one person on each side of the ladder at any time.
 - (2) Jumping from the top of the "A" frame is forbidden.
 - d. Monkey Bars
 - (1) Personnel are to reach for the bars, assistance to be given where appropriate.
 - (2) Only recognised techniques are to be used, which may include Personnel climbing over the top of the obstacle using hands and feet only. Personnel using the aforementioned technique are not at any time to stand/walk over the obstacle.
 - (3) In the event of a fall personnel are not to attempt to dive for the edge of the obstacle during the fall.

- (4) Personnel are to dismount from the obstacle in a controlled manner using a recognised landing technique.
- e. Ramp/Rope Swing
- (1) Before attempting the swing personnel are to ensure that they have a good grip of the rope.
 - (2) Only recognised techniques taught are to be used.
 - (3) Maximum of 1 person the rope at any time.
 - (4) A controlled safe landing is to be carried out with stand in to assist if appropriate.
- f. Ladders up the Bank
- (1) A maximum of two persons at any time, first climber must be on the upper half of the ladder before the next person starts to climb.
- g. Traverse Along Upper Bank
- (1) Overtaking is forbidden on this part of the course.
- h. 12' Wall
- (1) Instructors are to teach the correct techniques for surmounting this obstacle before equipment is used or worn.
 - (2) Personnel must only scale the 12 wall using recognised techniques.
 - (3) Fly walking up the wall and hooking the leg over the top is forbidden.
 - (4) Interlocking of fingers when forming the foot stirrup is forbidden.
 - (5) Landings are to be controlled. Jumping directly from the top of the wall is forbidden.
- i. 6' Wall
- (1) A maximum of one person is to be on the obstacle at anyone time.
 - (2) The knee stirrup (fingers not interlocked) is to be used as the main technique or assisted scaling.
- j. Scramble Net
- (1) A maximum of Three (3) persons at any time. One climbing, one traversing and one descending.
 - (2) Landing mats must be in situ beneath the descent.
 - (3) DS may assist personnel to get from the traverse to the descent portion of the net.
- k. Swinging Bridge
- (1) Only one person is to be on a bridge at anyone time.
 - (2) Holding and fixing of the bridge is forbidden at all times.
- l. Pipe/Tunnel
- (1) An assistant must be placed at the entrance to warn of the danger of banging the head entering.
 - (2) Avoid knee contact with tunnel.
 - (3) Entry to and exit from the tunnel must be forward.
- m. Balancing Log
- (1) Two persons at any time on the log.

To : HKAC Training Officer

Date :

From :

Application for the use of Obstacle Course

Date : _____

Time (duration) : _____

No. of participants (HKAC or Non HKAC) _____ No. of Assistants : _____

Name of instructor i/c of the course : _____ Tel. _____

Name of Medic : _____

Facilities required (please tick in the appropriate box)

- (a) Over & Under Obstacle on the Square
- (b) Descending Rope
- (c) Metal "A" Frame Ladder
- (d) Monkey Bars
- (e) Ramp/Rope Swing
- (f) Ladders up the Bank
- (g) Traverse Along Upper Bank
- (h) 12' Wall
- (i) 6' Wall
- (j) Scramble Net
- (k) Swinging Bridge
- (l) Pipe/Tunnel
- (m) Balancing Log
- (n) Log Steps
- (o) Barrier

Extra Equipment :

Signature :

Name :

Rank :

參加者聲明 Participant's Declaration

課程 / 活動名稱

Course/activity Title: _____

本人明白，上述課程 / 活動可能包括體能及歷險訓練成份，如本人在參與課程 / 活動期間遭遇意外受傷，本人同意香港少年領袖團及其安排活動的有關人士毋須負上任何責任。本人身體並無任何健康問題令本人不適宜參與上述課程 / 活動。

I understand that the above course/activity may involve physical exercise and adventurous training, and agree that the Hong Kong Adventure Corps and its members shall not be responsible for accidents or injuries, if any, occur to me during the training. I declare that I have no health problem which prevents me from participating in the above course/activity.

簽署

Signature : _____

姓名

Name : _____

日期

Date : _____

參加者家長/監護人或授權人聲明書

Participant's Parent / Guardian or Person Authorized by Participant's Parent / Guardian's Declaration

十八歲以下的參加者須由家長/監護人或經其家長/監護人授權者填寫此同意書(家長/監護人或「獲授權人」必須為十八歲或以上人士)。

*This consent form should be completed by parent/guardian of participant **under the age of 18** or by person authorized by their parent/guardian (parent/guardian or authorized person should be at 18 years of age or above)*

本人同意參加者參加上述課程 / 活動，並聲明他 / 她身體並無任何疾病，令他 / 她不宜參加此項課程 / 活動。如果因參加者的疏忽或健康或體能欠佳，以致在參加這項課程 / 活動時傷亡，香港少年領袖團及其安排課程 / 活動的有關人士毋須負上任何責任。

I agree to allow the participant to participate in the above mentioned course/activity and declare that he/she does not suffer from any illness that renders him/her unfit for the course/activity. The Hong Kong Adventure Corps and its members shall not be liable for any injury or death which the participant may suffer in this course/activity, if the cause of injury or death is due to his/her negligence or inadequacy in health and fitness.

家長 / 監護人或獲授權人簽署

Parent / Guardian or Authorized Person's

Signature : _____

姓名

Name : _____

聯絡電話號碼

Contact Telephone Number : _____

日期

Date : _____

Hong Kong Adventure Corps Health Screening Form

Name _____ (_____) Date of Birth _____

Address _____

Occupation _____

Telephone No. _____ Fax _____

Please complete the following questionnaire

Have you ever suffered from any of the following:

| | |
|----------------------------|----------|
| <i>Diabetes</i> | Yes / No |
| <i>High blood pressure</i> | Yes / No |
| <i>Asthma</i> | Yes / No |
| <i>Heart problems</i> | Yes / No |
| <i>Epilepsy</i> | Yes / No |

Have you ever had any of the following:

| | |
|------------------|----------|
| <i>Back pain</i> | Yes / No |
| <i>Hip pain</i> | Yes / No |
| <i>Knee pain</i> | Yes / No |
| <i>Blackouts</i> | Yes / No |

Any other joint injury ? (please specify) _____

Do you smoke? Yes / No If so, how many a day? _____

Are you on any medication which may be affected by exercise? Yes / No

Do you know of any injury/illness which may be aggravated by exercise? Yes / No

Do you currently take regular exercise? Yes / No

Are you pregnant or have you had a baby in the last 6 months Yes / No

Any other relevant information _____

I acknowledge that the nature of the course/activity that I am about to undertake has been fully explained. Whilst I am aware that all care will be taken by the course instructor/supervisor, I agree to participate at my own risk.

Signed : _____

Date : _____

香港少年領袖團 Hong Kong Adventure Corps

意外 / 事故報告 ACCIDENT/ INCIDENT REPORT

1. 意外 / 事故性質 Nature of Accident/Incident

- i) 受傷 Injury ii) 死亡 Death iii) 器材損壞 Damage to Equipment
iv) 其他事故 Other Incident

2. 報告人 Reporting person(s) :

| | |
|-----------------|------------------------------|
| 姓名 Name | 職位 / 官階 Post / Rank |
| 組織 Organization | 聯絡電話號碼 Contact Telephone No. |

3. 發生事故 / 意外: Occurrence of Incident / Accident

日期 Date : _____ 時間 Time : _____

地點 Location : _____

地圖座標 Grid Ref.: _____

天氣 Weather : 晴 Sunny 陰 Cloudy 雨 Rainy 霧 Foggy

4. 事件的性質
Nature of incident: _____

事件發生時進行的活動 Activity engaged in at the time of the incident : _____

5. 事件發生的情況 Outline Description of the incident :

事件發生時導師的位置及工作

6. Location and engagement of the Instructor(s) at the time of the incident :

7. 處理方法 Subsequent action taken :

8. 受傷情況 Details of injury :

受傷 Injury 死亡 Death (醫院名稱及登記資料 Hospital's name & reg. details)

送院 Hospital receiving casualties _____

有關人士之姓名 Involved Person's Name : _____ (_____)

年齡 Age : _____ 男 M / 女 F 聯絡電話號碼 Contact Telephone No. : _____

地址 Address : _____

情況 Details :: _____

9. 器材損壞 Damage to Equipment :

情況 Details :: _____

10. 曾經聯絡的協助 / 救援機構 Agencies contacted for help/rescue * :

| | 通知時間及通知者 Notification time and informant | 抵達時間 Arrival time |
|--|---|----------------------|
| <input type="checkbox"/> 救護車 Ambulance | _____ | _____ |
| <input type="checkbox"/> 警 署 Police | _____ | _____ |
| <input type="checkbox"/> 其他(請註明機構名稱) Other (please specify) | _____ | _____ |

* (請在適當的方格內加上「✓」號 Please tick in the appropriate box)

上述人員抵達後所採取的行動 Action taken by the above party after arrival :

11. 曾否通知家長、監護人或親屬 * 曾 否
Parent(s)/Guardian(s)/Next of Kin notified : Yes No

* (請在適當的方格內加上「✓」號 Please tick in the appropriate box)

家長、監護人或親屬姓名

Name of Parent(s)/

Guardian(s)/Next of Kin :

關係

Relationship :

通知時間及通知者

Notification time and informant

抵達時間

Arrival time

家長、監護人或親屬曾採取的行動 Action taken by parent(s)/guardian(s) /Next of Kin :

12. 備註 Remarks :

13. 負責導師 / 人士 Instructor / Person in charge :

| 姓名 Name | 職位 Post | 組織 Organization | 簽署 Signature |
|-----------------------------------|---------|--------------------------|--------------|
| 聯絡電話號碼 Contact Telephone No. : | | 報告日期 Reporting Date : | |

14. 見證人士 Witness :

| 姓名 Name | 職位 Post | 組織 Organization | 簽署 Signature |
|-----------------------------------|---------|--------------------------|--------------|
| 聯絡電話號碼 Contact Telephone No. : | | 報告日期 Reporting Date : | |

此欄由團總部填寫 For Corps Headquarters Use

檔號 File Reference : _____

跟進職員 Follow Up by : _____

日期 Date : _____

跟進行動 Action Taken : _____
