

THE HONG KONG GIRL GUIDES ASSOCIATION

Safety Rules and Guidelines for Activities

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Chapter One General Safety Guidelines

1.1 General Safety Rules

- II. Any Member of the Association who takes charge of any type of Camp or Holiday must possess the appropriate qualifications.
- III. The Safety Rules of the Policy, Organisation and Rules of the Association must be strictly observed:

Extract from the Policy, Organisation and Rules – Clause 39 General Safety

- a) All participants taking part in activities sponsored by the Association must observe the Safety Rules and Guidelines for Activities of the Association for the respective activities.
- b) Any activities held at places other than the regular meeting place must be supervised by an Appointed Guider/Commissioner, or an adult aged 21 or over approved by the Association, and the Headquarters must be informed beforehand. For such activities, a member of the Association under 18 of age must obtain written consent from her parent or legal guardian.
- c) The conditions laid down in the Safety Rules and Guidelines for the specific activities must be observed on all occasions. The Guider-in-charge should have an up-to-date qualification, general knowledge, experience and decision-making ability to ensure the safety of the activity being held. If necessary, she should seek advice from the appropriate Commissioner of the Association.
- d) Participants taking part in Association activities must also abide by the safety regulations of related HKSAR Government departments/professional bodies as approved by the Association.
- e) Where rules of adventure activities are not covered by the Safety Rules and Guidelines for Activities of the Association, the Guider-in-charge, in consultation with the appropriate Commissioner, should comply with the rules and guidelines of the appropriate government departments/professional bodies as approved by the Association.
- f) All Safety Rules and Guidelines for Activities of the Association apply to joint activities with other organisations. When organising joint activities, the Guider-in-charge must obtain the written approval of the appropriate Commissioner. In gaining such approval, the Guider-in-charge must comply with relevant safety rules and ensure that those responsible for running such joint activities have the necessary training and experience.
- g) Before and during an outing activity, the Guider-in-charge must always be aware of the weather conditions to ensure that the outing is held safely.
- h) For safety aspects of all specific activities and qualifications required, refer to the Safety Rules and Guidelines for Activities and the Qualification Kit of the Hong Kong Girl Guides Association.

- IV. For any activities held other than the regular meetings, the Guider-in-charge should inform the respective District Commissioner and submit the “Unit Outing Register” to the Region Office at least one week ahead of time.
- V. For permission to run any Unit Camp or Holiday, the “Holiday/Camp Registration Form” or “Holiday/Camp Registration Form under Special Conditions” must be submitted before the designated deadlines prior to the camp.

VI. Bad Weather and Air Pollution Arrangements:

Refer to the weather report released by the Hong Kong Observatory 2 hours before the activity starts. (Guider-in-charge/Organiser could decide to cancel the activity according to the weather condition even earlier to secure the safety of the participants.)

Categories		Indoor Activities (Remark 1)	Outdoor Activities (excluding water activities)	Holiday/Camp (Remark 2)	Water Activities (Remark 3)
Cold Weather Warning / Very Hot Weather Warning / Landslip Warning / Frost Warning		Carry On	Guider-in-charge should pay attention to the situations of the venue and participant. If needed, she may arrange for the participants to stay indoors or leave the activity venue.		
Thunderstorm Warning		Carry On	Guider-in-charge should ensure that the participants stay at a safe place until the signal is cancelled.		
Strong Monsoon Signal		Carry On	Carry On	Carry On	Cancel / Postpone
Typhoon	Signal No. 1	Carry On	Carry On	Carry On	
	Signal No. 3	Carry On	Cancel / Postpone	Cancel / Postpone (Guider-in-charge should ensure that the participants stay at a safe place until the signal is lowered/cancelled)	
	Signal No. 8 & Above	Cancel / Postpone	Cancel / Postpone	Cancel / Postpone	
Rainstorm Warning Signal	Amber	Carry On	Cancel / Postpone (If activity is in progress, Guider-in-charge should arrange for the participants to stay indoors)	If activity is in progress, Guider-in-charge should arrange for the participants to stay indoors	
	Red	Cancel / Postpone			
	Black	(Guider-in-charge should ensure that the participants stay at a safe place until the signal is lowered/cancelled)			
Air Quality Health Index	High (7)	Carry On	Should reduce outdoor physical exertion and the time of staying outdoors. Guider-in-charge should advise participants with existing heart or respiratory illness not to join the activities held in the areas of serious air pollution.		
	Very High (8-10)	Carry On			
	Serious (10+)	If the activity is held in the areas of serious air pollution, it should be stopped, cancelled or postponed.			

Remarks:

1. Indoor Activities mean all activities and trainings held indoors, including Unit Meetings which are held indoors but not at the usual meeting place. The Guider-in-charge must strictly observe the regulations issued by the venue and the arrangements under bad weather conditions.
2. If Typhoon Signal No. 3, Red or Black Rainstorm Warning Signal is hoisted during a Holiday/Camp, the Guider-in-charge must take into consideration all of the safety factors, including road safety, and discuss with the District Commissioner, Division Commissioner and the Deputy Chief Commissioner to decide whether to send the participants home.
3. When doing water activities, regulations issued by the venue, arrangements under bad weather conditions or instructions from the instructors must be strictly followed.

1.2 Preparation Work Before Activities

- I. Participants should be physically fit and possess the necessary skills to participate in the activities.
- II. Parental consent of the participants should be obtained before the activities.
- III. The Guider-in-charge should ensure the ratio of adult to child meets the minimum requirements of the specific activity.
- IV. The Guider-in-charge should submit all necessary information including activity information, name list of the participants and the parents' contact numbers to the respective Commissioners and staff concerned.
- V. The Guider-in-charge should organise training or pre-activity sessions for all participants and instructors/adult helpers so that they thoroughly understand the aim of the activity, activity details, dress code, appropriate personal belongings and things to take note of.
- VI. The Notice to Parents should be issued indicating clearly the activity date, distinction, meeting time and place, and the emergency contact. "Parent's Consent Form", "Health Notice" and the "Medication Form" should be collected.
- VII. The Guider-in-charge should request parents to check the body temperature of their children on the day of activity and record the details in the form prepared by the Unit. The Guider-in-charge should then determine whether participants are physically fit to participate in the activities. In the case of camping or outdoor activities lasting for several days, the Guider-in-charge should check the participants' body temperature each day before the programme begins.
- VIII. The Guider-in-charge should assign jobs appropriately. Guiders and all adult helpers must thoroughly understand their responsibilities and work collaboratively.
- IX. Division of work: divide the participants into teams/Patrols. Ensure that there are Guiders and adult helpers or Patrol Leaders to take care of each team/Patrol.
- X. The Guider-in-charge should keep abreast of the weather reports and forecasts.
- XI. The Guider-in-charge should be aware of the potential hazards of the outdoor activities and the surrounding environment, and take appropriate precautions to ensure safety. Participants are encouraged to report anything unusual or any problems they detect as soon as possible.

- XII. If the activities are run offsite during the Holiday/Camp, the Guider-in-charge must have the approval from the Sponsoring Authority and the HKGGA. A detailed programme and route plan must be submitted with the “Holiday/Camp Registration Form” to the Programme Department, and the local police and campsite staff must be informed if the programme involves items such as hiking.

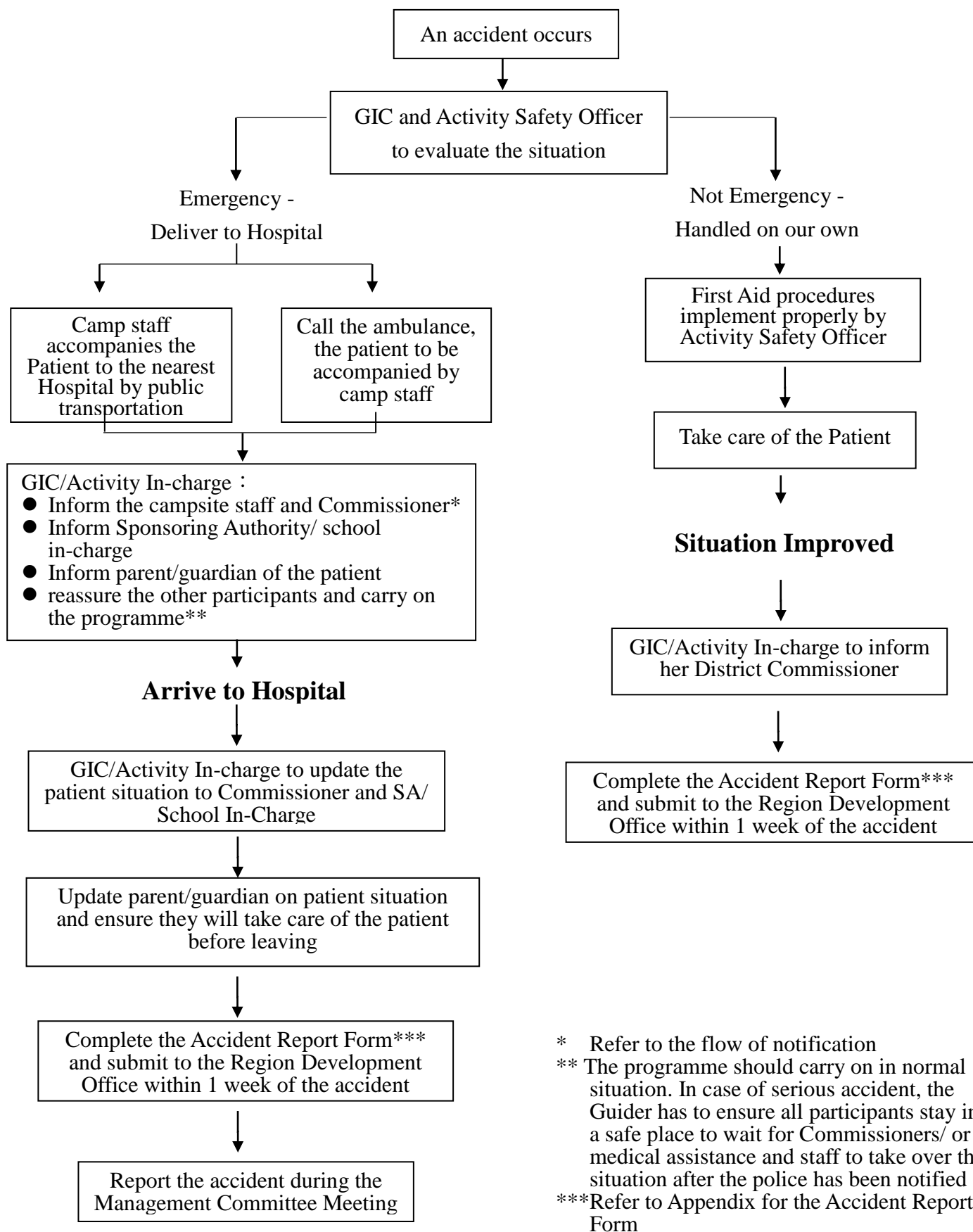
1.3 Important Things to Note During Activities

- I. “Parent’s Consent Form”, “Health Form” and “Medication Form” must be kept by the Guider-in-charge throughout the activity.
- II. The Guider-in-charge should perform the activity according to the plan.
- III. The Guider-in-charge should be aware of the safety precautions of each activity and ensure participants follow the precautions.
- IV. Participants who take medicine should follow the “Medication Guidelines” during the activity.
- V. If there are any participants that feel unwell, apply necessary treatment. Arrange a Guider or the Activity Safety Officer to accompany the patient to the hospital if necessary, or inform her parent/guardian to pick her up. Do not release any participant if no one is available to accompany them.
- VI. If anyone is wounded, the Guider-in-charge should make suitable arrangements for a safe treatment of the wound and put another person in charge of the activity. Call for medical service as soon as possible if the condition is serious. Inform the patient’s parent/guardian (to meet up at the hospital) and the responsible Commissioner/HKGGA staff as soon as possible.
- VII. In case of any accidents, the Guider-in-charge should remove the participants to a safe place, or home when necessary, to ensure the safety of all participants. Inform participants’ parent/guardian and the responsible Commissioner/HKGGA staff as soon as possible.
- VIII. After an accident, the Guider-in-charge should submit a written report to the Sponsoring Authority and responsible Commissioner.

1.4 Important Things to Note for Following Up

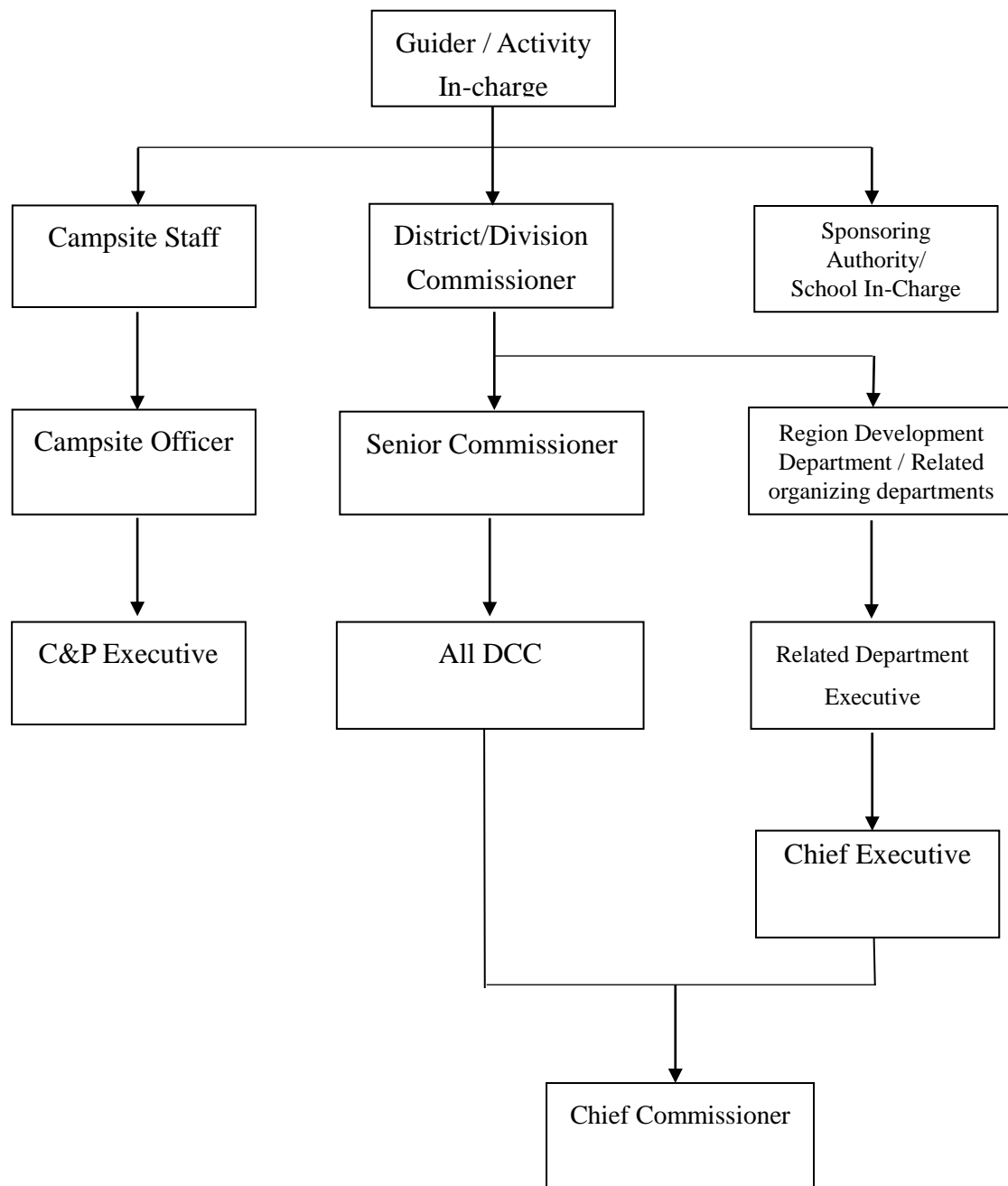
- I. The Guider-in-charge should ensure safety when dismissing the group.
- II. In case of any accidents, the Guider-in-charge shall take appropriate actions and submit a written report to the Sponsoring Authority and responsible Commissioner/department.

1.5 Emergency Handling and the Flow of Notification



Remark: Only Chief Commissioner or assigned persons would answer the questions raised by the media.

The Flow of Serious Accident



- Everyone must hold contact phone number for all respective participants

Chapter Two Unit Meetings, Headquarter Activities and Activities Organised by Other Organisations

2.1 Unit Meetings

1. Records

- 1.1 Girls' personal record (for contacting their parent/guardian) should be kept.
- 1.2 A circular to girls' parent/guardian regarding the place, time, date and points to note of the Unit meetings should be issued.

2. During the Unit Meeting

- 2.1 The Unit meeting should be held in a safe location (e.g. classroom, hall or field).
- 2.2 The attendance should be recorded every time.
- 2.3 Ensure girls notify or inform the Guider beforehand if she is not able to attend the Unit meeting.
- 2.4 If any girl is absent from the Unit meeting without prior notice, the Guider-in-charge should contact her parent/guardian to find out the reason.
- 2.5 Remind girls to take the safest route and transportation when travelling to and from the venue of the Unit Meetings.
- 2.6 Train girls to handle any accidents when travelling to the Unit meeting venue alone.

2.2 Activities Organised by HKGGA or Other Organisations

1. Refer to the individual activity safety rules and guidelines to ensure safety when joining any activities at any location.
2. Refer to Chapters 3 and 4 if organising any outdoor activities.

Chapter Three Safety Guidelines for Various Outdoor Activities

3.1 Expeditions (The Hong Kong Award for Young People)

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. The route and the list of instructors should be submitted to the Programme Department of HKGGA for approval 3 months before the activity. 2. At least 2 leaders must be present; one of them must be an Appointed Guider which serves as the Guider-in-charge, while the other should hold a valid First Aid Certificate. 3. The Leader should be a registered instructor under the Central Registration Scheme of AYP with the ratio of adult to girl of 1:7. 4. Participants should receive appropriate training and have adequate practice before the activity. 5. Participants should be reminded: <ol style="list-style-type: none"> a. to wear appropriate footwear and clothing b. to take adequate amounts of water, food and equipment (e.g. map, compass, first aid kit, Identity Card, etc) c. to observe safety procedures 6. Issue information notices and process various documents required. 7. Submit the programme and the “Holiday/Camp Registration Form” to the Programme Department of HKGGA for approval; inform the local police and campsite staff about the route and information. 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. Participants must: <ol style="list-style-type: none"> a. wear appropriate clothing b. be aware of and keep away from hill fires; and do not leave behind materials which could cause fires c. stay away from dangerous areas such as creeks and steep cliffs d. not leave the group or act alone e. be aware of their physical ability, and rest when necessary f. abide by the Country Code and respect the countryside g. observe safety procedures 3. Bring adequate amounts of water, food and first aid equipment. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider should refer to the “Bad Weather and Air Pollution Arrangements”. 2. If an emergency occurs, keep calm, decide on solutions and actions to be taken, be aware of safety measures. If anyone is wounded, give necessary treatment; if the condition is serious, call the police and inform the parent/guardian. 	<p>A follow-up report should be submitted. (if necessary)</p>

3.2 Hiking/Picnics/Field Studies

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. Be accompanied by at least 1 Appointed Guider and 1 adult with good hiking experience. 2. The Leader should be the Unit Appointed Guider. 3. <u>Ratio of adult to child</u> Adult:Brownie 1:8 Adult:Guide/Ranger 1:12 4. The Leader should thoroughly know the routes to be taken before the activity. 5. Participants should receive appropriate training and have adequate practice before the activity. 6. Participants should be reminded: <ol style="list-style-type: none"> a. to wear appropriate footwear and clothing b. to take adequate amounts of water, food and equipment (e.g. map, compass, first aid kit, Identity Card, etc) c. to abide by the safety guidelines d. to observe safety procedures 7. Prepare first aid equipment. 8. Issue information notices and process various documents required. 9. Submit the programme to HKGGA for approval; inform the local police and campsite staff about the route and information. <p>(cont.)</p>	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. Participants must: <ol style="list-style-type: none"> a. wear appropriate clothing b. be aware of and keep away from hill fires, do not leave behind materials which could cause fires c. keep away from dangerous areas such as creeks and steep cliffs d. not leave the group or act alone e. be aware of their physical ability, and rest when necessary f. abide by the Country Code and respect the countryside g. observe safety procedures 3. Bring along adequate amounts of water, food and first aid equipment. 4. Besides the Guider-in-charge, there should also be 1 experienced adult placed at the end of the group, to ensure all participants are within a safe range. 5. The Guider-in-charge and other Leaders should have an effective means of communication; in case of emergency, all Leaders should be informed so that participants are taken care of. 	<ol style="list-style-type: none"> 1. In case of weather conditions, floods, or hill fires or other emergencies, seek safe areas for protection; call the police and leave the area if it is safe to do so. 2. In case of an accident, keep calm, decide on solutions and actions to be taken, be aware of safety measures. If anyone is wounded, give necessary treatment; if the condition is serious, call the police and inform the parent/guardian 	<p>A follow-up report should be submitted (if necessary)</p>

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<p>10. The Guider-in-charge should submit the “Unit Outing Record Form” to the District Commissioner and Region Development Department of HKGGA one week before the activity. If the activity is held during a Holiday/Camp, she should submit the “Holiday/Camp Registration Form” to the Programme Department of HKGGA before the designated deadline before the activity.</p> <p>11. For all hiking activities, participants must be dismissed at safe locations before 10pm.</p> <p>12. If night journeys are arranged during camping periods, the leader must be a trained and experienced adult. A detailed map route and proof of the Leader's qualification must be submitted, together with the “Holiday/Camp Registration Form”.</p>			

3.3 Holiday Camps (Residing Inside Dormitories)

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. A minimum of 2 Appointed Guiders must be present (Guider-in-charge and the Activity Safety Officer). 2. The Holiday Camp’s Guider-in-charge should be the Unit Appointed Guider. 3. <u>Ratio of adult to child</u> Adult:Brownie 1:8 Adult: Guide/Ranger 1:12 4. The Guider-in-charge must involve the Brownies/Guides/Rangers through Pow-Wow/Patrol Leaders' Council/Executive Committee in the planning of the Holiday. 5. Arrange sufficient manpower to take care of the Patrols/teams and assign tasks to other Guiders appropriately. 6. Participants should receive appropriate training and have adequate practice before the activity. 7. Prepare all necessary materials. 8. Prepare first aid equipment. 9. Issue information notices and process various documents required. 10. If the activities are run offsite during the Holiday, the Guider-in-charge must have the approval from HKGGA. The local police must be informed if the programme involves activities such as hiking and a detailed programme and route plan must be left with the campsite staff before leaving the campsite. 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. If any male helper is assisting in activity (for programme only), separate facilities must be available for sleeping, washing and sanitation. 3. First aid equipment and facilities must be available. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider should refer to the “Bad Weather and Air Pollution Arrangements”. 2. If any participant feels unwell, apply necessary treatment. Arrange a Guider or the Activity Safety Officer to accompany the patient to the hospital when necessary and inform the parent/guardian. If the condition is serious, call for medical service as soon as possible and inform the parent/guardian. 3. If any participant is homesick and wants to go home, inform their parent/guardian to pick her up from the campsite. 	<p>A follow-up report should be submitted (if necessary)</p>

3.4 Camps (Under Canvas)

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. A minimum of 2 Appointed Guiders must be present (Guider-in-charge and the Activity Safety Officer). 2. The Camp’s Guider-in-charge should be the Unit Appointed Guider. 3. <u>Ratio of adult to child</u> Adult:Brownie 1:8 Adult:Guide/Ranger 1:12 4. The Guider-in-charge must involve the Brownies/Guides/Rangers through Pow-Wow/Patrol Leaders' Council/Executive Committee in the planning of the Camp. 5. Arrange sufficient manpower to take care of the Patrols/teams and assign jobs to other Guiders appropriately. 6. Participants should receive appropriate training and have adequate practice before the activity. 7. Prepare all necessary materials. 8. Prepare first aid equipment. 9. Issue information notices and process various documents required. 10. If the activities are run offsite during the Camp, the Guider-in-charge must have the approval from HKGGA. The local police must be informed if the programme involves activities such as hiking and a detailed programme and route plan must be left with the campsite staff before leaving the campsite. 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. If any male helper is assisting in the activity (for programme only), separate facilities must be available for sleeping, washing and sanitation. 3. Abide by the Country Code and respect the countryside. 4. Observe safety procedures. 5. First aid equipment and facilities must be available. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider should refer to the “Bad Weather and Air Pollution Arrangements”. 2. If any participant feels unwell, apply necessary treatment. Arrange a Guider or the Activity Safety Officer to accompany the patient to the hospital when necessary and inform the parent/guardian. If the condition is serious, call for medical service as soon as possible and inform the parent/guardians. 3. If any participant is homesick and wants to go home, inform their parent/guardian to pick her up from the campsite. 	<p>A follow-up report should be submitted (if necessary)</p>

3.5 Outdoor Cooking

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. A minimum of 2 Appointed Guiders must be present (Guider-in-charge and the Activity Safety Officer). 2. The Leader should be the Unit Appointed Guider. 3. <u>Ratio of adult to child</u> Adult: Brownie 1:8 Adult:Guide/Ranger 1:12 4. The Guider-in-charge must involve the Brownies/Guides/Rangers through Pow-Wow/Patrol Leaders' Council/Executive Committee in the planning of the activity. 5. Identify a safe and suitable place for cooking. 6. Arrange sufficient manpower to take care of the Patrols/teams and assign jobs to other Guiders appropriately. 7. Participants should receive appropriate training and have adequate practice before the activity. 8. Prepare all necessary materials. 9. Prepare first aid equipment. 10. Issue information notices and process various documents required. 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. Participants must: <ol style="list-style-type: none"> a. be able to start a fire, use the gas stove and set up a fireplace correctly b. pay attention to food hygiene c. keep the area clean; clean up the area and douse all fires after cooking 3. Abide by the Country Code and respect the Countryside. 4. Observe safety procedures. 5. First aid equipment and facilities must be available. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider should refer to the “Bad Weather and Air Pollution Arrangements”. 2. In case of an accident, give necessary treatment to the patient; if the condition is serious, call the police and inform the parent/guardian 	<p>A follow-up report should be submitted (if necessary)</p>

3.6 Campfires

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. A minimum of 2 Guiders must be present (Guider-in-charge and the Activity Safety Officer). 2. The Leader should be the Unit Appointed Guider. 3. <u>Ratio of adult to child</u> Adult: Brownie 1:8 Adult:Guide/Ranger 1:12 4. The Guider-in-charge must be able to involve the Brownies/Guides/Rangers through Pow-Wow/Patrol Leaders' Council/Executive Committee in the planning of the activity. 5. Identify a safe and suitable place for starting the fire. 6. Arrange sufficient manpower to take care of the Patrols/teams and assign jobs to other Guiders appropriately. 7. Participants should receive appropriate training and have adequate practice before the activity. 8. Prepare all necessary materials. 9. Prepare first aid equipment. 10. Issue information notices and process various documents required. 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. Participants must: <ol style="list-style-type: none"> a. bring a torch with them; be alert about safety in the dark b. be able to set up a fireplace correctly c. keep the area clean; clean up the area and douse all fires after the campfire. d. abide by the Country Code and respect the countryside e. observe safety procedures 3. First aid equipment and facilities must be available. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider should refer to the “Bad Weather and Air Pollution Arrangements”. 2. In case of an accident, give necessary treatment to the patient; if the condition is serious, call the police and inform the parent/guardian. 	<p>A follow-up report should be submitted (if necessary)</p>

3.7 Rope Course

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. A minimum of 1 Appointed Guider must be present throughout the activity and ensure sufficient manpower to take care of the Unit/Patrol. The activity should be carried out under the supervision of a person who holds the Association’s recognised qualification. Regulations and ratio of adult to child from the respective activity venue or Challenge Course Association of Hong Kong China should be strictly followed. (Reference: http://www.ccahkc.org/ccaahkc/new/) 2. The Leader should be the Unit Appointed Guider. 3. Responsible instructors should hold valid qualifications. 4. Arrange sufficient manpower to take care of the Patrols/teams and assign jobs to other Guiders appropriately. 5. Participants should receive appropriate training and have adequate practice before the activity. 6. Prepare first aid equipment. 7. Issue information notices and process various documents required. 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. Participants must: <ol style="list-style-type: none"> a. wear appropriate clothing and use appropriate equipment b. follow the instructions given by the instructors c. be aware of their physical ability and health, and avoid overexertion 3. First aid equipment and facilities must be available. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider should refer to the “Bad Weather and Air Pollution Arrangements”. 2. In case of an accident, give necessary treatment to the patient; if the condition is serious, call the police and inform the parent/guardian. 	<p>A follow-up report should be submitted (if necessary)</p>

3.8 Climbing Activities (Including Rock Climbing and Sports Climbing)

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. A minimum of 1 Appointed Guider must be present throughout the activity and ensure sufficient manpower to take care of the Unit/Patrol. The activity should be carried out under the supervision of a person who holds the Association’s recognised qualification. Regulations and ratio of adult to child from the respective activity venue or China Hong Kong Mountaineering and Climbing Union should be strictly followed. (Reference: www.hkmu.org.hk/) 2. The Leader should be the Unit Appointed Guider. 3. Responsible instructors should hold valid qualifications. 4. Arrange sufficient manpower to take care of the Patrols/teams and assign jobs to other Guiders appropriately. 5. Participants should receive appropriate training and have adequate practice before the activity 6. Prepare first aid equipment 7. Issue information notices and process various documents required 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. Participants must: <ol style="list-style-type: none"> a. wear appropriate clothing and use appropriate equipment, such as a helmet b. follow the instructions given by the instructors c. be aware of their physical ability and health, and avoid overexertion 3. First aid equipment and facilities must be available. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider should refer to the “Bad Weather and Air Pollution Arrangements”. 2. In case of an accident, give necessary treatment to the patient; if the condition is serious, call the police and inform the parent/guardian. 	<p>A follow-up report should be submitted (if necessary)</p>

3.9 Orienteering

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. A minimum of 1 Appointed Guider must be present throughout the activity and ensure sufficient manpower to take care of the Unit/Patrol. The activity should be carried out under the supervision of a person who holds the Association’s recognised qualification. Respective activity venue’s ratio of adult to child should be strictly followed. In general, ratio of adult to child for orienteering at public parks: Adult:Brownie 1:8 Adult:Guide/Ranger 1:12 2. The Leader should be the Unit Appointed Guider. 3. Responsible instructors should hold valid qualifications. 4. Arrange sufficient manpower to take care of the Patrols/teams and assign jobs to other Guiders appropriately. 5. Participants should receive appropriate training and have adequate practice before the activity. 6. Prepare first aid equipment. 7. Issue information notices and process various documents required. 8. Detailed information should be submitted for approval by HKGGA. The local police must be informed and a detailed programme and route plan must be left with the campsite staff before leaving the campsite. 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. Participants must: <ol style="list-style-type: none"> a. wear appropriate clothing and use appropriate equipment. b. follow the instructions given by the instructors c. be aware of their physical ability and health, and avoid overexertion d. abide to the Country Code and respect the countryside e. observe safety procedures f. report to the Guider at the starting and/or finishing point at the agreed time in order to allow the Guider to perform a head count to ensure that all participants are present 3. First aid equipment and facilities must be available. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider should refer to the “Bad Weather and Air Pollution Arrangements”. 2. In case of an accident, give necessary treatment to the patient; if the condition is serious, call the police and inform the parent/guardian. 	<p>A follow-up report should be submitted (if necessary)</p>

3.10 Adventure Activities

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. A minimum of 1 Appointed Guider must be present throughout the activity and ensure sufficient manpower to take care of the Unit/Patrol. The activity should be carried out under the supervision of a person who holds the Association’s recognised qualification. Respective activity venue’s ratio of adult to child should be strictly followed. 2. The Leader should be the Unit Appointed Guider. 3. Responsible instructors should hold valid qualifications. 4. Arrange sufficient manpower to take care of the Patrols/teams and assign jobs to other Guiders appropriately. 5. Participants should receive appropriate training and have adequate practice before the activity. 6. Prepare first aid equipment. 7. Issue information notices and process various documents required. 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. Participants must: <ol style="list-style-type: none"> a. wear appropriate clothing and use appropriate equipment such as a helmet b. follow the instructions given by the instructors c. be aware of their physical ability and health, and avoid overexertion 3. First aid equipment and facilities must be available. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider should refer to the “Bad Weather and Air Pollution Arrangements”. 2. In case of an accident, give necessary treatment to the patient; if the condition is serious, call the police and inform the parent/guardian. 	<p>A follow-up report should be submitted (if necessary)</p>

3.11 Archery

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. A minimum of 1 Appointed Guider must be present throughout the activity and ensure sufficient manpower to take care of the Unit/Patrol. The activity should be carried out under the supervision of a person who holds the Association’s recognised qualification. Respective activity venue’s ratio of adult to child should be strictly followed. In general, ratio of instructor to participant should be 1:20. 2. The Leader should be the Unit Appointed Guider. 3. Responsible instructors should hold valid qualifications. 4. Arrange sufficient manpower to take care of the Patrols/teams. 5. Prepare first aid equipment. 6. Issue information notices and process various documents required. 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. Participants must: <ol style="list-style-type: none"> a. wear appropriate clothing and carry appropriate equipment b. follow the instructions given by the instructors c. pay attention to the safe distance for spectators 3. First aid equipment and facilities must be available. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider should refer to the “Bad Weather and Air Pollution Arrangements”. 2. In case of an accident, give necessary treatment to the patient; if the condition is serious, call the police and inform the parent/guardian. 	<p>A follow-up report should be submitted (if necessary)</p>

3.12 Cycling

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. A minimum of 2 adults must be present, 1 of them must be an Appointed Guider, while the other them should possess a valid Adult First Aid Certificate. Instructors with appropriate qualifications are most preferred, otherwise he/she should at least have knowledge and experience about the activity. 2. The Leader should be the Unit Appointed Guider. 3. <u>Ratio of adult to child</u> Adult:Brownie 1:5 Adult:Guide/Ranger 1:5 4. Arrange sufficient manpower to take care of the Patrols/teams and assign jobs to other Guiders appropriately. 5. Participants should receive appropriate training and have adequate practice before the activity. 6. Prepare first aid equipment. 7. Issue information notices and process various documents required. 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. Guiders should ensure all participants have acquired the necessary skills. 3. Participants must: <ol style="list-style-type: none"> a. check the tyres and brakes before setting off to ensure that the bicycle is in good condition b. wear suitable clothing and equipment such as a safety helmet c. follow the itinerary which was set in advance; do not wander off from the group d. be aware of their physical ability and health, and avoid overexertion; rest when necessary e. report to the Guider at the starting and/or finishing point at the agreed time in order to allow Guider to perform a head count to ensure that all participants are present 4. First aid equipment and facilities must be available. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider should refer to the “Bad Weather and Air Pollution Arrangements”. 2. In case of an accident, give necessary treatment to the patient; if the condition is serious, call the police and inform the parent/guardian. 	<p>A follow-up report should be submitted (if necessary)</p>

3.13 Pioneering

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. A minimum of 1 Appointed Guider must be present throughout the activity and ensure sufficient manpower to take care of the Unit/Patrol. The activity should be carried out under the supervision of a person who holds the Association’s recognised qualification. The respective activity venue’s ratio of adult to child should be strictly followed. In general, the ratio of instructor to participant should be 1:8. 2. The Leader should be the Unit Appointed Guider. 3. Instructors responsible should hold valid qualifications. 4. Arrange sufficient manpower to take care of the Patrols/teams and assign jobs to other Guiders appropriately. 5. Participants should receive appropriate training and have adequate practice before the activity. 6. Prepare first aid equipment. 7. Issue information notices and process various documents required. 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. Guiders should ensure all participants have acquired the necessary skills. 3. Participants must: <ol style="list-style-type: none"> a. wear suitable clothing and put on safety equipment b. be aware of their physical ability and health, and avoid overexertion 4. First aid equipment and facilities must be available. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider should refer to the “Bad Weather and Air Pollution Arrangements”. 2. In case of an accident, give necessary treatment to the patient; if the condition is serious, call the police and inform the parent/guardian 	<p>A follow-up report should be submitted (if necessary)</p>

Chapter Four Water Activities

4.1 General Guidelines

- I. Any Member of the Association who takes part in any type of water activities must hold the appropriate qualifications.
- Required qualifications include the Water Test Certificate or by signing the Participant's Declaration & Disclaimer Form of the relevant sea activity venue (the latter only applies for Non-Members of HKGGA and family activities).
- II. The Safety Rules (Item 39) of the "Policy, Organisation and Rules" of the Association, the safety rules of Leung Sing Tak Sea Training Centre and other activity venues must be strictly observed.
- III. Application for all sea trips (distance longer than 10 miles) and the plan should be submitted to the Deputy Chief Commissioner (Educational Programme) one month prior to the activity for approval.
- IV. All participants/trainees should sign the "Declaration" issued by the Association for all water activities or trainings.
- V. Parental permission is needed for all these activities for participants under 18 years of age.
- VI. Participants should wear a life jacket or buoyancy aid that meets the safety standards when the activity is held at HKGGA Campsites (excluding swimming activities); If it is held at other sea activity centres, regulations from the activity's venue must be strictly observed.
- VII. Participants should wear suitable clothing and heel-and-toe-covered rubber shoes.
- VIII. Testing for all water related qualifications is arranged by the Deputy Chief Commissioner (Educational Programme).

4.2 Guidelines for Various Water Activities

4.2.1 Water Test Activities (Water Test Certificate)

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. A minimum of 1 Appointed Guider must be present throughout the activity and ensure sufficient manpower to take care of the Unit/Patrol. The activity should be carried out under the supervision of a person who holds the Association’s recognised qualification. 2. The Leader should be the Unit Appointed Guider. 3. Instructors responsible should hold the Bronze Medallion of Life Saving or be a qualified Swimming Teacher. 4. Participants should receive appropriate training and have adequate practice before the activity. 5. Prepare first aid equipment. 6. Issue information notices and process various documents required. 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. Guiders should ensure all participants have acquired necessary skills. 3. Participants must: <ol style="list-style-type: none"> a. wear suitable clothing b. be aware of their physical ability and health, and avoid overexertion 4. A qualified life guard must be present, and first aid equipment and facilities must be available. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider should refer to the “Bad Weather and Air Pollution Arrangements”. 2. In case of an accident, give necessary treatment to the patient; if the condition is serious, call the police and inform the parent/guardian. 	<p>A follow-up report should be submitted (if necessary)</p>

Remarks:

- Please refer to the “Qualification Kit” for the content of the Water Test Certificate.
- The Programme Department could issue the Water Test Certificate if any of the below qualifications is held:
 - I. Brownie’s Swimmer Badge (Stage II)
 - II. Girl Guide’s Swimmer Badge (Stage I/II)
 - III. Letter issued by the Swimming Society/Club
 - IV. Bronze Medallion Badge of Life Saving or above
 - V. Swimming or Life-saving teacher
- Participant of any water activities **must possess the Water Test Certificate prior to the activity.**

4.2.2 Canoeing

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. A minimum of 1 Appointed Guider must be present throughout the activity and ensure sufficient manpower to take care of the Unit/Patrol. The activity should be carried out under the supervision of a person who holds the Association’s recognised qualification. 2. The Leader should be the Unit Appointed Guider. 3. Responsible instructors should hold appropriate qualifications. 4. An instructor should supervise no more than 8 participants (If the ages of the participants are between 8 to 11, an instructor should supervise no more than 6 participants). 5. All participants must hold the Association’s Water Test Certificate. 6. Prepare first aid equipment. 7. Issue information notices and process various documents required. 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. Guiders should ensure all participants have acquired the necessary skills. 3. The team should always stay together in a predetermined fleet arrangement, and there should at least be three canoes in a team. 4. Participants must: <ol style="list-style-type: none"> a. wear a life jacket or buoyancy aid that meets the safety standards b. should wear suitable clothing and heel-and-toe-covered rubber shoes c. be aware of their physical ability and health, and avoid overexertion 5. First aid equipment and facilities must be available. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider should refer to the “Bad Weather and Air Pollution Arrangements”. 2. In case of an accident, give necessary treatment to the patient; if the condition is serious, call the police and inform the parent/guardian. 	<p>A follow-up report should be submitted (if necessary)</p>

4.2.3 Rafting

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. A minimum of 1 Appointed Guider must be present throughout the activity and ensure sufficient manpower to take care of the Unit/Patrol. The activity should be carried out under the direct supervision of a person who holds the Association’s recognised qualification. 2. The Leader should be the Unit Appointed Guider. 3. Responsible instructors should hold appropriate qualifications. 4. An instructor should supervise no more than 8 participants. 5. All participants must hold the Association’s Water Test Certificate. 6. Prepare first aid equipment. 7. Issue information notices and process various documents required. 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. Guiders should ensure all participants have acquired the necessary skills. 3. Participants must: <ol style="list-style-type: none"> a. wear a life jacket or buoyancy aid that meets the safety standards b. should wear suitable clothing and heel-and-toe-covered rubber shoes c. be aware of their physical ability and health, and avoid overexertion 4. First aid equipment and facilities must be available. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider should refer to the “Bad Weather and Air Pollution Arrangements”. 2. In case of an accident, give necessary treatment to the patient; if the condition is serious, call the police and inform the parent/guardians. 	<p>A follow-up report should be submitted (if necessary)</p>

4.2.4 Swimming

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. A minimum of 1 Appointed Guider must be present throughout the activity and ensure sufficient manpower to take care of the Unit/Patrol. The activity should be carried out at a swimming place with qualified life guards. 2. The Leader should be the Unit Appointed Guider. 3. Responsible instructors should hold appropriate qualifications. 4. An adult should supervise no more than 10 participants. (If the ages of the participants are between 8 to 13, an adult should supervise no more than 5 participants.) 5. All participants must hold the Association’s Water Test Certificate. 6. Prepare first aid equipment. 7. Issue information notices and process various documents required. 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. Guiders should ensure all participants have acquired necessary skills. 3. Participants must: <ol style="list-style-type: none"> a. wear suitable clothing and put on necessary equipment b. be aware of their physical ability and health, and avoid overexertion 4. First aid equipment and facilities must be available. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider should refer to the “Bad Weather and Air Pollution Arrangements”. 2. In case of an accident, give necessary treatment to the patient; if the condition is serious, call the police and inform the parent/guardian. 	<p>A follow-up report should be submitted (if necessary)</p>

4.2.5 Sailing

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. A minimum of 1 Appointed Guider must be present throughout the activity and ensure sufficient manpower to take care of the Unit/Patrol. The activity should be carried out under direct supervision of a person who holds the Association’s recognised qualification. 2. The Leader should be the Unit Appointed Guider. 3. Responsible instructors should hold appropriate qualifications. 4. An instructor should supervise no more than 6 participants. 5. All participants must hold the Association’s Water Test Certificate. 6. Prepare first aid equipment. 7. Issue information notices and process various documents required. 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. Guiders should ensure all participants have acquired the necessary skills. 3. The team should always stay together in a predetermined fleet arrangement. 4. Participants must: <ol style="list-style-type: none"> a. wear a life jacket or buoyancy aid that meets the safety standards b. wear suitable clothing and heel-and-toe-covered rubber shoes c. be aware of their physical ability and health, and avoid overexertion 5. First aid equipment and facilities must be available. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider should refer to the “Bad Weather and Air Pollution Arrangements”. 2. In case of an accident, give necessary treatment to the patient; if the condition is serious, call the police and inform the parent/guardian. 	<p>A follow-up report should be submitted (if necessary)</p>

4.2.6 Wind Surfing

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. A minimum of 1 Appointed Guider must be present throughout the activity and ensure sufficient manpower to take care of the Unit/Patrol. The activity should be carried out under direct supervision of a person who holds the Association’s recognised qualification. 2. The Leader should be the Unit Appointed Guider. 3. Responsible instructors should hold appropriate qualifications. 4. An instructor should supervise no more than 6 participants. 5. All participants must hold the Association’s Water Test Certificate. 6. Prepare first aid equipment. 7. Issue information notices and process various documents required 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. Guiders should ensure all participants have acquired the necessary skills. 3. The team should always stay together in a predetermined fleet arrangement. 4. Participants must: <ol style="list-style-type: none"> a. wear a life jacket or buoyancy aid that meets the safety standards b. wear suitable clothing and heel-and-toe-covered rubber shoes c. be aware of their physical ability and health, and avoid overexertion 5. First aid equipment and facilities must be available. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider should refer to the “Bad Weather and Air Pollution Arrangements”. 2. In case of an accident, give necessary treatment to the patient; if the condition is serious, call the police and inform the parent/guardian. 	<p>A follow-up report should be submitted (if necessary)</p>

4.2.7 Rowing

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. A minimum of 1 Appointed Guider must be present throughout the activity and ensure sufficient manpower to take care of the Unit/Patrol. The activity should be carried out under direct supervision of a person who holds the Association’s recognised qualification. 2. The Leader should be the Unit Appointed Guider. 3. Responsible instructors should hold appropriate qualifications. 4. An instructor should supervise no more than 8 participants or 4 boats. 5. All participants must hold the Association’s Water Test Certificate. 6. Prepare first aid equipment. 7. Issue information notices and process various documents required. 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. Guiders should ensure all participants have acquired the necessary skills. 3. The team should always stay together in a predetermined fleet arrangement. 4. Participants must: <ol style="list-style-type: none"> a. wear a life jacket or buoyancy aid that meets the safety standards b. wear suitable clothing and heel-and-toe-covered rubber shoes c. be aware of their physical ability and health, and avoid overexertion 5. First aid equipment and facilities must be available. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider should refer to the “Bad Weather and Air Pollution Arrangements”. 2. In case of an accident, give necessary treatment to the patient; if the condition is serious, call the police and inform the parent/guardian. 	<p>A follow-up report should be submitted (if necessary)</p>

4.2.8 Dragon Boat Activities

Preparation work	Important things to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. A minimum of 1 Appointed Guider must be present throughout the activity and ensure sufficient manpower to take care of the Unit/Patrol. The activity should be carried out under direct supervision of a person who holds the Association’s recognised qualification. 2. The Leader should be the Unit Appointed Guider. 3. Responsible instructors should hold appropriate qualifications. 4. 1 instructor should supervise the participants from 1 dragon boat. 5. All participants must hold the Association’s Water Test Certificate. 6. Prepare first aid equipment. 7. Issue information notices and process various documents required. 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the weather conditions and decide whether the activity should be held. 2. Guiders should ensure all participants have acquired the necessary skills. 3. Participants must: <ol style="list-style-type: none"> a. wear a life jacket or buoyancy aid that meets the safety standards (compulsory at HKGGA Campsites) b. wear suitable clothing and heel-and-toe-covered rubber shoes c. be aware of their physical ability and health, and avoid overexertion 4. First aid equipment and facilities must be available. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider should refer to the “Bad Weather and Air Pollution Arrangements”. 2. In case of an accident, give necessary treatment to the patient; if the condition is serious, call the police and inform the parent/guardian. 	<p>A follow-up report should be submitted (if necessary)</p>

Chapter Five Aviation Activities

Guiders must strictly observe the below in arranging aviation activities:

5.1 Insurance

1. All aircraft must be insured to legal requirements.
2. Any Member of the Girl Guides Association who takes control or part control of an aircraft must have their own insurance cover as they are not in any way covered by the Association's insurance.

5.2 Permission

Members under the age of 18 must have written permission to fly, signed by a parent/guardian.

5.3 Access

1. Before proceeding on to any airfield, the Guider-in-charge must:
 - 1.1 Have permission from the controlling authority.
 - 1.2 Have obtained an adequate briefing of the airfield layout, movement of aircraft and possible dangers.
 - 1.3 Have subsequently briefed the party for which she is responsible.

Note: The foregoing rules do not apply to visits to civil airports and People's Liberation Army Air Force Bases.

2. Flying

The pilot/instructor must be qualified by the Civil Aviation Department of HKSAR to fly passengers/pupils in the type of aircraft used.

Chapter Six Other Activities

Specified Activity Declaration

The Hong Kong Girl Guides Association (referred to as "Association") has arranged a Public Liability Insurance policy which generally covers legal liabilities incurred by the Association or its Officers, Leaders or Volunteers arising out of any activities organised by or on behalf of the Association within the HKSAR. However, some Specified Activities are of above-average risk and are required to be declared at least 4 weeks in advance to the Headquarters and to the Association's insurance company for underwriting considerations.

These Specified Activities are:

- | | |
|--|--|
| 1. Wild Rock Climbing or Abseiling on natural hills | 5. Air Diving or Gliding, Parachuting, Parasailing or the like |
| 2. All kinds of Water Sports or Activities except boat trips | 6. Any activity involving aircraft or helicopters other than a scheduled air passenger service |
| 3. Horse Riding | 7. Carnivals with over 1000 participants |
| 4. Bungee Jumping | |

Remarks: Climbing on artificial rock surfaces or attending the Rope Course at New Sandilands are not treated as Specified Activities hereunder and do not require declaration.

Chapter Seven – Overseas Exchange Programmes

Overseas activities are activities that going to be held outside Hong Kong, for example international camps, World Centre activities, conferences and mainland exchange programmes, etc., that members are representing the Hong Kong Girl Guides by wearing uniforms.

Requirements for the Guider-in-charge to lead the Overseas Exchange Programmes have been listed in Section 3.3.5 of the “Qualification Kit”.

Preparation work	Important points to note during activities	Emergency handling procedures	Follow-up work
<ol style="list-style-type: none"> 1. A minimum of two Appointed Guiders must be present (Guider-in-charge and the Activity Safety Officer). 2. The Guider-in-charge should be the Unit Appointed Guider. 3. Ratio of adult to child: <ul style="list-style-type: none"> - For International Camps or Residential Holidays:- 1:8 - For Mainland Exchange Programmes:- 1:10 4. Guider-in-charge have to lead the Unit in planning the activity, writing the programme and select the appropriate way of travel, and accommodations, etc. 5. Arrange sufficient manpower to take care of the Patrols/Teams and assign jobs to other Guiders appropriately. 6. Participants should receive appropriate training and attend briefing, to ensure they have appropriate materials, travel documents and courtesy. 7. Prepare all necessary materials, arrange buying or bring by the participants. 8. Know how to deal with Immigration, Customs and any other Authorities the participant is likely to meet, and also be able to cope with emergencies. 9. Know about WAGGGS, other Member Organisations and their relations with HKGGA. 10. Prepare first aid equipment. 11. Refer to this Guidelines and the related guidelines issued by the International and China Liaison Office. 	<ol style="list-style-type: none"> 1. Before the start of the activity, the Guider-in-charge should check the Outbound Travel Alert, weather, hygiene and political conditions of the country, and decide whether the activity should be held according to the plan. 2. Accept full responsibility with other Guider for the well-being of the participants throughout the entire activity, from leaving and getting back to the gathering point in Hong Kong together. 3. If there is any male participant in the activity, separate facilities must be available for sleeping, washing and sanitation. 4. Abide the law as set in the oversea country, including country code and respect the countryside. 5. Observe the HKGGA safety procedures and know the emergency guidelines of the activity venue. 6. First aid equipment and facilities must be available at the activity venue. 	<ol style="list-style-type: none"> 1. In case of bad weather conditions, the Guider-in-charge should refer to the suggestions raised by the organizing body or the accommodation team. Safety must be on the first priority. 2. If any participant feels unwell or being sent to the hospital because of an accident, she must be accompanied by the Guider-in-charge. The parent / guardian and International Commissioner must be informed. If the condition is serious, call for assistance from the China Consulate at the country. 3. Call for assistance from the local police if needed and inform the International Commissioner. 4. Inform the International Commissioner in case of any flight issue or the itinerary needed to be changed. 	<ol style="list-style-type: none"> 1. Upon the return, submit a report within two months to the International Commissioner. 2. For overseas activity which held in Unit, District or Divisional Level, the report should also be submitted to Assistant Chief Commissioner (Region Development). 3. Be prepared to share their activity, experiences or skills learnt during Division or District activities.

Appendix

The Hong Kong Girl Guides Association Activity Accident Report

1. Date of Accident _____ Time _____
Location _____

2. Activity held when the accident happened

3. Guider's location and role when the accident happened

4. Description of the accident

5. Any participant was injured Yes (Number: _____) No

Details of the Casualty:

(i) Name _____ Gender _____ Age _____ Unit No. _____

(ii) Name _____ Gender _____ Age _____ Unit No. _____

6. Condition of the Casualty

7. Action taken(including First Aid treatment applied)

Activity In-Charge: _____ Date: _____

Remarks: Please supply with additional papers if needed