

**RCSU CENTRAL
EXPEDITION TRAINING
AIDE-DE-MEMOIRE**



EMERGENCY PHONE NUMBERS

POLICE EMERGENCY: 911

NEAREST HOSPITAL:

- NAME:
- PHONE NUMBER:
- ADDRESS:

PHONE NUMBERS:

- EL:
- ETLs:
- RC EXPD TRG O: 705-794-7607

OTHER NUMBERS:

IMMEDIATE EMERGENCY PROCEDURES

In the event of an emergency, the following processes will occur:

- declare the emergency;
- stop the activity;
- remain calm;
- assess the situation;
- ensure the safety of the team;
- prioritize tasks or casualties;
- task individuals;
- establish communication;
- enact the ERP; and
- notify the RC Expd Trg O.



MEDIA CARD

The Top Ten Tips:

1. You are not obligated to grant an interview. You may refer them to your EL, RC Expd Trg O, and RC PAO.
2. Nothing is “off the record.” The interview starts when the reporter says “Hello...”
3. Use plain language, not “Army Talk” or jargon.
4. Answer one question at a time. Don’t hesitate to ask the reporter to repeat the question.
5. Don’t answer “what if...” questions. Tell the reporter you don’t speculate, but only deal with the facts on hand.



6. Talk only about your own role and personal experience. Don't give opinions. Don't comment on policy.
7. Never say "No Comment." Say "I am not at liberty to discuss that," or "That's outside of my experience." Instead, refer them to your RC PAO.
8. What you say must always be the truth.
9. Let your EL and RC Expd Trg O know you have given an interview, what it was about and whom you talked to.
10. Always be polite and professional.

Remember
everything you say,
can be a headline!

TABLE OF CONTENTS

Section 1—Checklists

- Individual Issued Equipment
- Team Issued Equipment
- Individual Canoe Equipment
- Individual Hike Equipment
- Individual Mountain Bike Equipment
- Team Canoe Equipment
- Team Hike Equipment
- Team Mountain Bike Equipment
- Expedition Training Forms (Checklist)
- Expedition Team Leader—Arrival Day, Daily, & Departure day Tasks (Checklist)
- De-Kit (Checklist)

Section 2—Leadership

- Expedition Leader Tasks
- Qualities of an Expedition Leader
- Competencies of an Outdoor Leader
- Duties and responsibilities of an Expedition Team Leader
- How and When to Supervise the Expedition Team
- Experiential Learning Cycle
- Hard and Soft Skills
- Soft Skills Dialogue

TABLE OF CONTENTS (CON'T)

- Five Steps in Debriefing a Team
- The Funneling Approach to Debriefing
- Cadet Team Leader Briefing / Debriefing
- Expedition Leader Debrief

Section 3—Risk Management

- Risk Management Scenarios
- Mitigating Risk
- Risk Management - 45 Meters of Rope

Section 4—Instruction (Routine)

- Duties and Responsibilities of the Lead Team
- Duties and Responsibilities of the Sweep Team
- Campsite Routine
- Why Daily Routine is so Important
- Campsite Set-up
- Principles of Leave no Trace Camping
- Environmental Stewardship

Section 5—Instruction (Expedition Skills)

- ABCs of Packing
- Expedition Pack Diagram
- Expedition Skills
- Food Hang

TABLE OF CONTENTS (CON'T)

- Navigation
- Global Positioning System (GPS)
- Hiking Information
- Mountain Bike Skills
- Mountain Bike Parts
- Canoe Skills
- Canoe and Paddle Parts

Section 6—Reference (Full Value Contract & Team Building)

- Full Value Contract
- Full Value Contract Guidelines
- Full Value Contract (The Being)
- Full Value Contract (The Circle)
- Full Value Contract (The Chain of Hands)
- Full Value Contract (The Five-Finger Contract)
- Team Building Activities

Section 7—Reference (Repair)

- Brake Trouble Shooting / How to Change a Tire
- Handle Bars Trouble Shooting
- Bike Chain Trouble Shooting
- Mountain Bike Cleaning
- Canoe Quick Fixes

TABLE OF CONTENTS (CON'T)

Section 8—Reference (First Aid and Health)

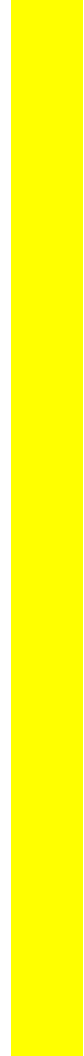
- First Aid Response Card (Recommended First Aid Equipment)
- First Aid Response Card (CPR Process)
- First Aid Response Card (Bleeding Wounds / Nose Bleeds)
- First Aid Response Card (Burn Evaluation)
- Dehydration
- Monitoring Dehydration
- One Fat Hen—Water Hydration Game
- Preventative Actions to Avoid Disease
- Nuisance Animals
- Snake Bites
- Ticks / Insects
- Poisonous Plants
- When in Doubt...



This Page has Been Intentionally Left Blank



Checklists



INDIVIDUAL ISSUED EQUIPMENT

FRIDAY EVENING

Headlamp	Sleeping Bag
Air Mattress	Sleeping Bag Liner

SATURDAY MORNING

Expedition Backpack	Rain Pants
Lip Balm	Rain Jacket
Cup	Compression Sacks (x2)

Additional individual equipment may be issued on regional / CSTC expeditions.



TEAM ISSUED EQUIPMENT

Pencil & Paper	Pocket Knife
Compass	Water Purifier
Map	Stove
GPS	Fuel Bottle
First Aid Kit	Pot Set with Pot Lifter
Tent (body, fly and 12 pegs)	Compression Sacks (x6)
Map Case	Zip-Lock Bags
Garbage Bags	Whistle
Carabiners (1 / person)	Foot Powder
Sunscreen	Toilet paper



INDIVIDUAL CANOE EQUIPMENT

PFD	Paddle
Water Shoes (not issued)	Dry Bag (as applicable)
Whistle	Carabiner (as applicable)

INDIVIDUAL HIKE EQUIPMENT

Trekking Poles	Expedition Backpack
Hiking Boots (not issued)	

INDIVIDUAL MOUNTAIN BIKE EQUIPMENT

Reflective Belt / Vest	Mountain Bike
Mountain Bike Helmet	



TEAM CANOE EQUIPMENT

Throw Bag	Painter Lines (x2)
Spare Paddle	Bailer
Tether (as applicable)	


TEAM HIKE EQUIPMENT

Whistle	Reflective Vest (pointers)
---------	----------------------------

TEAM MOUNTAIN BIKE EQUIPMENT

Repair Kit	Spare Tube
Individual Bike Pump	Tube Lifters



A thick, solid yellow vertical bar is positioned on the left side of the page, extending from the top margin to the bottom margin.

This Page has Been Intentionally Left Blank

EXPEDITION TRAINING FORMS

✓	DOCUMENTS TO BE HELD ON SITE
	DND 2299
	CF 98
	Emergency Phone Numbers
	Emergency Response Plan
	Current Weather Forecast
	Cadet Medical Limitation Forms
	Cadet Contact Information Cards
	Assessment Checklists
	Expedition Training Aide-de-Memoire
	Nominal Rolls
	Expedition Staff Pay Sheets
	Travel Claim Worksheets
	Miscellaneous Loss Reports
	Equipment Lists

EXPEDITION TEAM LEADER CHECKLIST

✓	ARRIVAL DAY TASKS
	Set up campsite modeling all aspects expected by the cadets during ET (e.g. clothesline, cooking area, tents fully set up, tent bags placed in the inside pocket, etc.)
	Perform icebreaker activities with team
	Create FVC with team
	Sign 2 nominal rolls
	Review medical restrictions and limitations with individual cadets
	Issue and inspect individual equipment (ETL to assist Expd Log O)
	Brief team for evening routine
	Brief team for next day routine and timings

EXPEDITION TEAM LEADER CHECKLIST

✓	DAILY TASKS
	Monitor morning routine
	Participate in breakfast routine
	Issue individual equipment
	Issue team equipment
	Inspect all equipment
	Ensure all team equipment is labelled
	Ensure expedition packing principles have
	Ensure team gear is divided amongst team
	Deliver required lessons
	Travel by assigned mode of transportation
	Take pictures
	Identify teachable moments
	Maintain a logbook / record of daily activities
	Complete assessments
	Perform periodic equipment checks
	Clean and service equipment
	Assist other ETL with equipment cleaning
	Complete briefings / debriefs NLT 2000 hrs
	Prepare all equipment for the next day
	Complete evening equipment verification

EXPEDITION TEAM LEADER CHECKLIST

✓	DEPARTURE DAY TASKS
	Observe morning routine and provide feedback to the team
	Participate in breakfast routine
	Ensure expedition packing principles have
	Complete morning equipment verification
	Travel by assigned mode of transportation
	Take pictures
	Identify teachable moments
	Maintain a logbook / record of daily activities
	Complete assessments
	Perform periodic equipment checks
	Clean and service equipment
	Assist with de-kit and ensure all equipment is accounted for
	Assist other ETLs with equipment cleaning if required
	Debrief each cadet separately
	Debrief team as a collective
	Provide the EL with AAR items
	Complete pay and travel claim

DE-KIT CHECKLIST

✓	INDIVIDUAL EQUIPMENT
	Headlamps (check functions and batteries)
	Cup is clean
	Sleeping bag is empty and rolled properly
	Air mattress is rolled with valve closed (notify Expd Log O if air mattress is wet)

✓	TEAM EQUIPMENT
	tents must be checked for parts (fly, body, 12 pegs, peg bag and tent bag), folded in thirds and rolled with all items into body of the tent
	Water purifiers must have no water left inside the pump, be wiped down, functioning checked, and cartridges cleaned or replaced
	Pot sets must be washed and dried
	Stoves must be wiped down and place in bag
	Fuel bottles must be emptied into main canister at POL point

DE-KIT CHECKLIST

✓	CANOE EQUIPMENT
	PFD is zipped and clipped with nothing left in the pockets
	Painter lines are individually coiled
	Throw bag rope is dry and stuffed or wet and daisy chained



Leadership



EXPEDITION LEADER TASKS

Tasks to be completed as a group during the evening debrief include:

- briefing about the next days activity;
- conduct the “Shout Out of the Day”;
- allow cadets time for reflection; and
- identify any losses and stress accountability of equipment.

Tasks to be completed with expedition staff include:

- ensure assessments are completed for current days activities;
- identify any losses and stress accountability of equipment;
- brief staff for next days activity; and
- provide any training as needed so that a high level of instruction is delivered.

QUALITIES OF AN EXPEDITION TEAM LEADER

Courage	Patience
Tenacity	Competency
Humility	Strength in Character
Warmth	Desire to be a Leader
Enthusiasm	Humour
Integrity	Judgement





COMPETENCIES OF AN OUTDOOR LEADER

Demonstrating the competencies of an outdoor leader at all times is instrumental to being an ETL. At times it can seem overwhelming; however, ETLs must persevere and possess these qualities. They are:

- self-awareness and professional conduct;
- conflict management;
- decision making and judgment;
- facilitation of the expedition experience;
- technical abilities;
- instructional techniques;
- resource management;
- facilitation;
- environmental stewardship; and
- program management.

**DUTIES AND RESPONSIBILITIES OF AN
EXPEDITION TEAM LEADER**

Briefing Cadet Team Leaders (CTLs) on tasks.

Supervising adherence to daily routine.

Confirming completion of assigned tasks, such as:

- issuing equipment;
- marking and preparing maps / route cards;
- assigning tasks (pacer/ first aider); and
- writing in the expedition logbook / journal.

Supervising the CTLs' briefings and debriefings.

Motivating the CTL as required.

Supervising the CTL while they navigate their team along a route to include:

- double checking their navigation;
- ensuring timings are met; and
- monitoring safe practices.



DUTIES AND RESPONSIBILITIES OF AN EXPEDITION TEAM LEADER

- Create team bonding opportunities via games, chants, team name, etc.
- Communicate team and training goals to their cadets.
- Inform cadets of the evaluation process and update the cadets of their training progress.
- Instruct the cadets in all disciplines such as: hiking, mountain biking and canoeing.
- During training hours, play, train, and stay with their team, so that the assessment is reflective of the cadets performance.
- Lead the first leg so that a perfect demonstration is given to the team.
- Allow for teachable moments.
- Think outside the box.
- Remember that attitude is contagious: **SMILE!**

**HOW AND WHEN TO SUPERVISE
THE EXPEDITION TEAM**

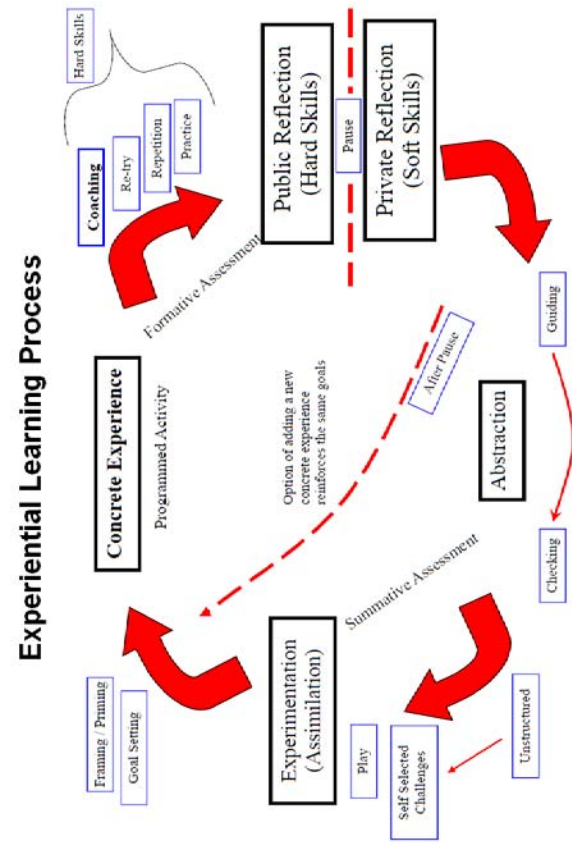
Monitor nutritional intake by:

- eating with the expedition participants;
- serving in the food line;
- checking for food waste; and
- monitoring hydration breaks.

Monitoring during expedition training includes:

- observing lights out and reveille;
- observing the cadets during free time;
- ensuring proper use of equipment;
- ensuring the team follows the daily routine schedule;
- providing and observing navigation opportunities; and
- creating and observing leadership opportunities.

EXPERIENTIAL LEARNING CYCLE



HARD AND SOFT SKILLS

Soft Skills is a sociological term that relates to a persons ability to interact effectively with others both in and out of the workplace.

Hard Skills are about a persons skill set and their ability to perform a certain type of task or activity. It is the doing or action of a task.

Therefore, Hard Skills are complemented with Soft Skills because it is the soft skills that enhance an individuals interaction with others and improves job performance.

Soft Skills that could be focused on during expedition training are: conscientiousness, dependability, communication, conflict resolution, negotiation, creative problem solving, strategic thinking, team player, influencing skills, positive attitude, work ethic, time management, self-confidence, accepting constructive criticism, flexibility and adaptability, and working under pressure.

SOFT SKILLS DIALOUGE

Below are some probing questions that an EL could use to stimulate conversation and dialogue with their cadets regarding a specific soft skill.

Work Ethic: Are you motivated and dedicated to getting the job done, no matter what? What hard skill could this be applied to both in and out of cadets?

Positive Attitude: Do you believe you were optimistic and upbeat today? How do you feel your attitude affected others around you both in and out of cadets?

Communication Skills: Having effective communication skills means that you can verbally articulate your message but that you are also a good listener. Explain to the group techniques that you use to relay information to your peers.

Time Management: In what ways did you use time management today? How would you prioritize your tasks and work on a number of different projects at once?

Problem-Solving Skills: Are there any problems that you encountered today during training and what did you do to overcome them? What resources are available to you that will allow you to solve problems more effectively.

SOFT SKILLS DIALOUGE—CONTINUED

Team Player: In your opinion, were you an effective team player today and why? How will this help you be cooperative and take on more leadership roles in the future?

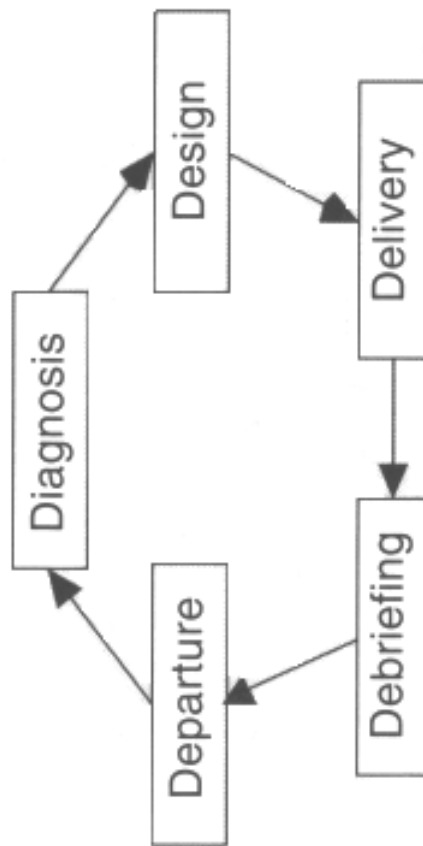
Self-Confidence: Today when you were (hiking, biking, canoeing, climbing, etc) did you truly believe that you could perform the skill? Why? If yes, did you have the ability to project a sense of calm and inspire confidence in others? If no, did you have the courage to ask questions so that you could build your confidence level?

The ability to accept and to learn from criticism: How do you feel and how do you handle criticism? How might this link to how coachable and open you are to learn and grow as a leader?

Flexibility / Adaptability: Today were you able to adapt to the new situations and challenges? Explain how you embraced change and the new ideas to make you a stronger individual.

Working under Pressure: Today you were given timings and tasks to complete as a team. How did you handle the stress that accompanied the deadlines? In what ways do you think that today's activities will make you handle stress better in the future and to work to your full potential.

FIVE STEPS IN DEBRIEFING A TEAM

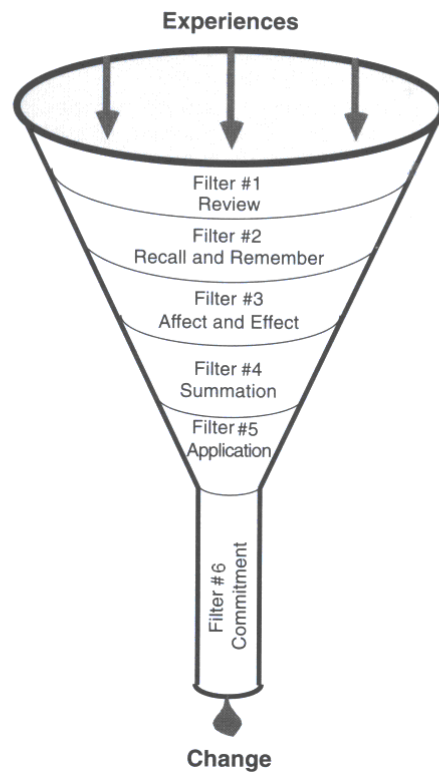


THE FUNNELING APPROACH TO DEBRIEFING

The funneling approach to debriefing entails:

- identifying a topic / incident (review);
- asking for examples of the occurrence (recall and remember);
- asking about the impact on team members and / or the task (affect and effect);
- asking what was learned from this impact (summation);
- identifying how the learning pertains to real life (application); and
- identifying what the team members pledge to change (commitment).

THE FUNNELING APPROACH TO DEBRIEFING



CADET TEAM LEADER BRIEFING / DEBRIEFING

Outgoing CTL briefs the incoming CTL by sharing:

- events of the day including highlights;
- what they have learned; and
- lessons learned.

Outgoing CTL will:

- be debriefed by the ETL on the success of their task;
- debrief their team; and
- encourage team to reflect in their expedition journals.

Incoming CTL will then be briefed by the ETL, with information such as:

- route;
- rations;
- water;
- safety;
- timings; and
- team duties, etc.

CTL will then create a plan and deliver the approved plan to their team.

EXPEDITION LEADER DEBRIEF

The EL will facilitate an evening debrief to include the following elements:

- identifying the team goals / objectives and incidents that took place over the day;
- allowing the cadets to reflect / recall / remember their experience. EL should ask probing question;
- guiding the discussion / reflection so that the cadets can get the most out of their experience;
- addressing the affect and effect of their experience and link it to the cadets feelings and concerns. Cadets need to accept experience;
- allowing the cadets to identify the impact of their experience, how it has influenced them and the teams dynamics;
- identifying new information and apply it to real-life situations, thereby reinforcing the new information. Cadets will make connections between activity and to life outside of cadets; and
- having the cadets commit to applying the new useful information to their daily lives. Cadets will make a pledge and plan for future actions. Cadets will want to do things differently.



Risk Management

RISK MANAGEMENT SENARIOS

Discussion questions for risk management scenarios may include:

- What happened?
- What were the risks involved?
- What were the human factors that led to the incident?
- What environmental factors affected the situation?
- What can be done to reduce accident potential?;
and
- What should be included in the ERP for this type of expedition / trip?

MITIGATING RISK

Mitigating risk covers all the effort taken to reduce the probability or severity of a threat (also called hazard.)

NEAR MISSES

Near misses are described as an incident where a slight shift in schedule could potentially significantly alter the events and significantly affect the outcomes of an expedition. Elements that could lead to near misses include:

- time or distance;
- injury;
- ill-health; or
- equipment damage.

RISK MANAGEMENT—45 METERS OF ROPE

45 METRES OF ROPE AND
YOU'RE FINDING FAULT
WITH THIS LITTLE BIT ?





Instruction

Routine

**DUTIES AND RESPONSIBILITIES OF THE
LEAD TEAM**

Arrival Routine includes:

- selecting a suitable campsite (size, hazards, etc.);
- establishing a site plan (tents, water, gear, trail system.);
- starting a fire (based on priority of work – day light hours);
- collecting fire wood;
- creating food hang set-up/ locate food cache; and
- coordinating with Sweep Team Leader upon arrival.

Departure Routine includes:

- conducting a sweep of the area (campsite clean-up);
- packing of individual and team equipment;
- monitoring safety of all members;
- purifying water; and
- departing from campsite location first.

**DUTIES AND RESPONSIBILITIES OF THE
SWEEP TEAM**

Arrival Routine includes:

- coordinating with Lead Team;
- briefing the team regarding the site plan;
- collecting fire wood;
- purifying water;
- marking washrooms / latrine; and
- assisting with further set-up as instructed by the Lead and Sweep Team Leaders.

Departure Routine includes:

- erasing all signs of occupancy (campsite clean-up);
- extinguishing the fire;
- dismantling the washrooms / latrine;
- dismantling the clothesline;
- purifying water for drinking;
- monitoring team safety; and
- departing the campsite last.

CAMPSITE ROUTINE

Determine the suitability of a campsite to include:

- the absence of potential hazards (Fallen trees, poisonous plants);
- accessible water; and
- enough space for tents.

Expedition training set-up routine must include the following:

- organizing and erecting tents;
- setting up a food hang/cache;
- establishing a cooking area;
- setting up a clothesline;
- collecting water / purifying;
- gathering firewood – if campfires are permitted;
- starting fire – if permitted; and
- marking washrooms / latrines.

Expedition training departure routine must include the following:

- striking tents;
- dismantling clothesline / food hang;
- organizing personal equipment;
- collecting / purifying water;
- ensuring fire is fully extinguished, as required;
- organizing team equipment;
- erasing signs of occupancy; and
- conducting a final sweep of area.

WHY DAILY ROUTINE IS SO IMPORTANT

Efficiency—Lead and sweep teams arrive and can instantly get to work on tasks.

Safety:

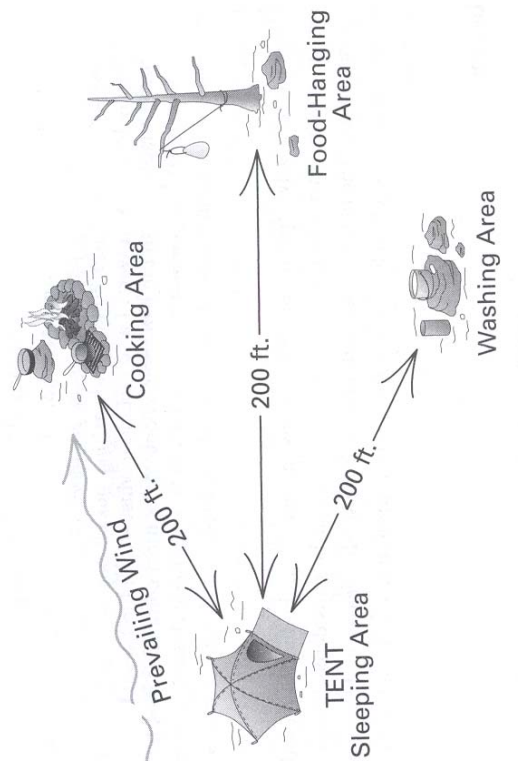
- food must be managed to prevent risks from animals; and
- Dealing with unorganized equipment will assist in the reduction of injuries.

NOTE: By following the daily routine, risks like: lost equipment, missed timings, low group moral, and loss of effective control will be reduced.



CAMPSITE SET-UP

Distances between items should be a minimum of 60ft for safety reasons.



PRINCIPLES OF LEAVE NO TRACE CAMPING

- Plan ahead and prepare.
- Travel and camp on durable surfaces.
- Dispose of waste and properly.
- Leave what you find.
- Minimize campfire impacts.
- Respect wildlife.
- Be considerate of other visitors.



ENVIRONMENTAL STEWARDSHIP

Grey Water:

- spray / spread used water away from water ways.

Latrines:

- dismantle before departure and add cedar chips when possible and / or debris to break down human waste.

Soaps:

- do not use soaps that include phosphates and other harmful products.

Fire Wood:

- use dead, dry wood found on the ground and do not cut down trees.





Instruction

Expedition Skills

ABCs OF PACKING

A—ACCESSIBILITY:

- Commonly used and safety items must be placed at the top of the expedition backpack.

B—BALANCE:

- Heavy items must be close to the body.

C—COMPACTNESS:

- Keep everything tight to the body through usage of compression straps.
- Utilize all space within the pack so that the items do not shift during movement.

EXPEDITION PACK DIAGRAM

Top Pocket	Main Compartment (Upper)	Main Compartment (lower)	Front Horizontal Pocket	Side Pack Pockets
food	rain gear (jacket / pants)	sleeping bag	air mattress	water bottle (clipped in)
snacks	extra layers	tent or tent fly	tent poles	fuel bottle
first aid kit	water purifier			trekking poles
toilet paper	pots			
journal / pencil	food			
headlamp	stove			
matches	shoes			
sunscreen	hygiene			
phone	saw			
whistle	extra maps			
cup	wash basin			
knife	clothes			
KFS				



EXPEDITION SKILLS

Expedition equipment skills include:

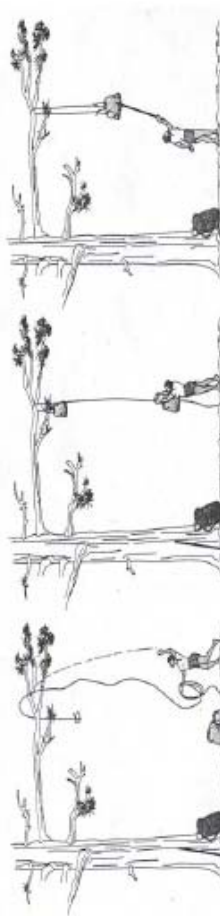
- lighting a single-burner mountain stove and / or dragon fly stove;
- pumping water using a water purifier;
- using and safely storing a fuel bottle;
- effectively using rope to create a food hang and clotheslines; and
- safely using a pocket knife / multipurpose tool.



FOOD HANG

A food hang must be setup at least 60m from the sleeping area. The following steps should be used to setup a food hang:

1. Find a live tree with a branch at least 5m from the ground and is 2m away from the tree.
2. Toss a throw bag or line over the branch.
3. Tie off the food bag (valise, dry bag or day bag) to the rope end.
4. Pull up the food hang so that it is 15 feet off the ground.
5. Tie the end securely to a tree.



NAVIGATION

In order to navigate effectively and efficiently CTLs must have in their possession and know how to use the following:

- route cards;
- GPS;
- maps (topographical / trail / road); and
- Compass.

Cadets must be proficient at the following navigation skills:

- measuring distance on a map;
- determining distance using paces;
- orienting a map using a compass;
- taking a magnetic bearing; and
- using a GPS.



GLOBAL POSITIONING SYSTEM (GPS)

Commonly used pages on a GPS, include:

- Main Page—displays icons for all pages, such as:
 - Set Up / Unit of Measurement, which displays:
 - map datum; and
 - unit of measurement.
 - Waypoints, which displays:
 - Name. (current location); and
 - Save. (so new points can be created by changing the grid reference).
 - Routes, which allows for the:
 - creating and naming of routes;
 - adding and saving waypoints; and
 - Navigating on route.
 - Trip Computer, which:
 - tracks speed, distance, etc; and
 - Satellite Status, which shows:
 - satellite strength, geometry and number of satellites.

HIKING INFORMATION

Yosemite Decimal System (YDS) has a scale from 1—5 to rate hiking terrain/ route.

- **Class 1.** Hiking, usually on a trail;
- **Class 2.** Simple scrambling, crossing obstacles with the occasional use of hands;
- **Class 3.** angle is steep enough that hands are required for balance;
- **Class 4.** simple climbing, often with exposed rope; and
- **Class 5.** technical rock climbing.

Trekking poles while hiking provide:

- better balance;
- reduction of stress on the knees; and
- reduction of stress on shoulders and back.

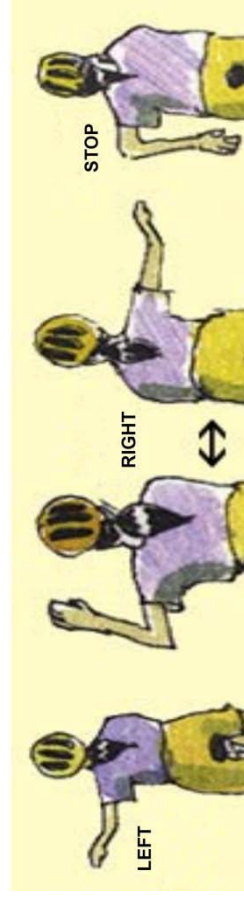
Trekking pole characteristics include:

- telescopic adjustment for length;
- grips that are shaped to fit the hand;
- anti-shock system to absorb impact; and
- baskets to prevent sinking in the terrain.

MOUNTAIN BIKE SKILLS INCLUDE:

- mounting;
- braking;
- dismounting;
- gearing;
- ascending hills; and
- descending hills.

BIKE HAND SIGNALS



MOUNTAIN BIKE SKILLS

Six codes of conduct to minimize impact on the environment include:

- riding on open trails only;
- practicing the principles of “Leave No Trace”;
- controlling your bicycle;
- giving way to other users;
- avoiding animals; and
- planning ahead.

A pre-ride check includes:

- **A**—air pressure;
- **B**—brakes work; and
- **C**—chains and cranks function and are in good condition.



MOUNTAIN BIKE PARTS



CANOE SKILLS

Safety equipment which is required to outfit a canoe includes:

Throw bag	Bailer	Spare paddle
Whistle	Painter lines	PFD for each person

Steps to size a paddle include:

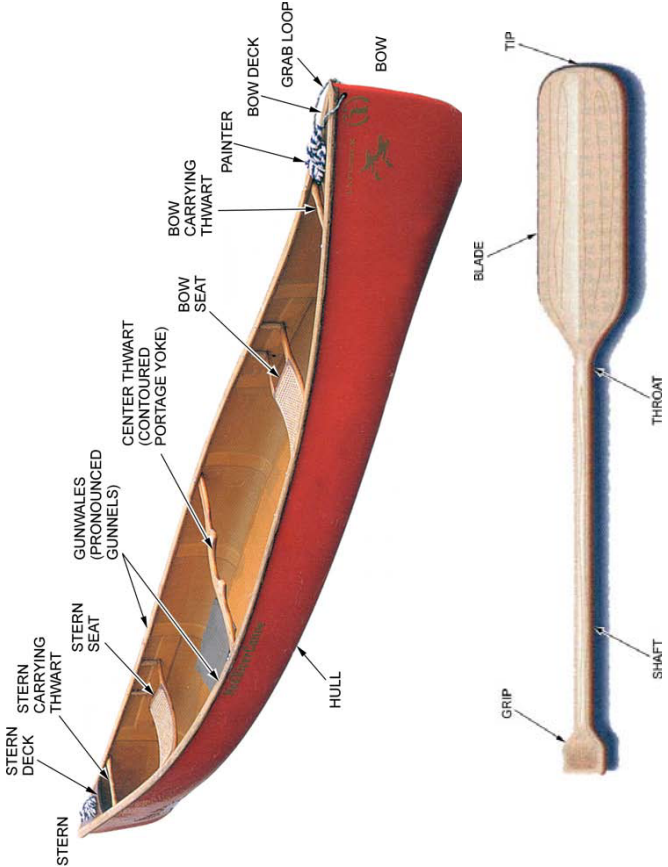
- placing one hand on the T-grip and placing the other hand on the throat; and
- observing arms making a 90 degree angle at the elbows.


Basic canoe strokes that all cadets must be proficient at include:

Power stroke	J-Stroke	Forward sweep
Draw	Pry	Jam

Cadets must also be able to safely launch and land their canoe.

CANOE AND PADDLE PARTS





This Page has Been Intentionally Left Blank

The page features a minimalist design with four thin black lines at the corners (top-left, top-right, bottom-left, bottom-right) and a thick vertical blue bar on the right side. The text is centered in the middle of the page.

Reference

Full Value Contract &
Team Building

FULL VALUE CONTRACT

A Full Value Contract (FVC) is a team building tool for teams. It is important to build team spirit from the beginning of the expedition.

Teams will:

- create a contract on the first day;
- copy contract into their expedition journal; and
- create SMART Goals.

Equipment that may be required is:

- flip chart paper;
- cardboard;
- markers;
- pens/ pencils;
- ruler; and
- coloured paper.

CANOE QUICK FIXES

CANOE HULL

Use *Marine Goop* to repair damage to a canoe hull by:

- cleaning and drying the area on canoe;
- applying marine goop;
- placing duct tape over top of damaged area;
- if possible, heating the area to allow for a strong bond; and
- letting the glue dry.

SEAT DAMAGES

If seat damage occurs, the usage of the canoe repair kit is required. The repair kit should include: a multi-tool, paracord, large screws, wingnuts, threaded bars and wood spacers.

Fix a seat by:

- simply replacing parts as needed on moving water canoes; and
- tying up seat on medals canoes into desired position.

FULL VALUE CONTRACT GUIDLINES



THE BEING

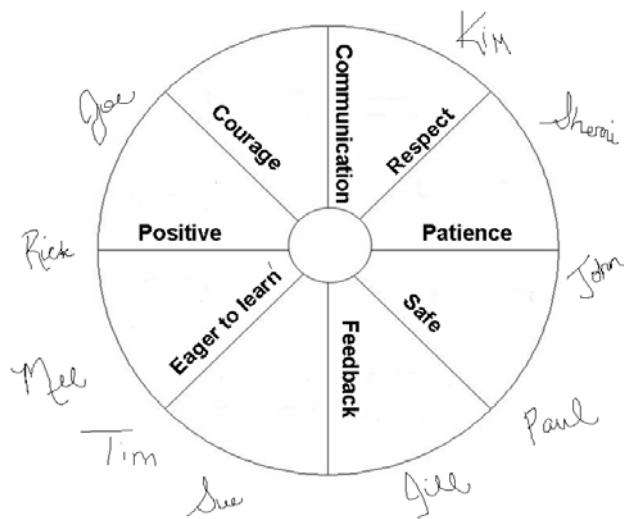
Inside the outline, have the cadets draw or write the behaviours, qualities or values that will make the environment safe and a place where everyone is respected.

Outside the outline, have the cadets draw or write the behaviours, qualities or values that will prevent the environment from being safe and a place where everyone is respected.



THE CIRCLE

The outer cycle symbolizes the group as one and that all members will move forward together. The rays represent the selected values of the team.



THE CHAIN OF HANDS

Have the cadets write a list of words and sentences that describe how they would like to be treated and how they will treat the other group members in order to feel safe and respected.



THE FIVE-FINGER CONTRACT

Each finger will represent a value that will help the group members feel secure, respected, and part of the group.

The five fingers on the hand represent the following:

The little finger = safety;

The ring finger = commitment;

The middle finger = respect of others;

The index finger = taking responsibilities; and

The thumb = agreement to work toward the group's goals.



TEAM BUILDING ACTIVITIES



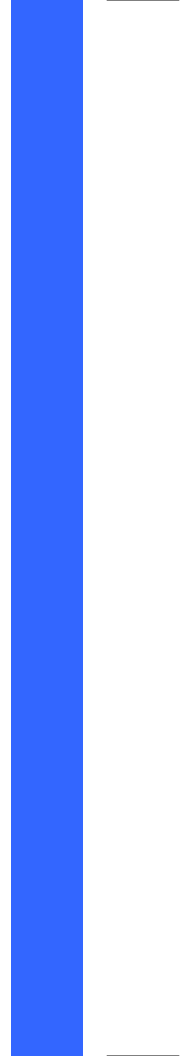
Animal Name Game (upon arrival): Have the cadets stand in a circle. The instructor will announce their name, an animal that starts with the first initial of their name and share how that animal moves. Going clockwise, the next person will introduce all people who have already been introduced before introducing themselves. Once around the circle, the staff member will repeat all names. So pay attention!

Circle of Questions: Have cadets form two circles; inner circle facing outward and outer circle facing inward. Come up with a series of questions; have the outer circle ask one question to the inner circle and provide 30 secs for a response. After 30 secs, blow a whistle and have inner circle rotate clockwise to another member of outer circle and have them ask another question about themselves.

Finger Fishing: All participants will form a circle facing inwards. All people will open their left hand palm up and will point their right index finger down. Then place your right finger in the palm of the person on your right. When GO is called, all members will try to grab the finger of the person on their left while trying to save their right finger from being caught. People will be eliminated when their finger gets caught. Who has the coordination to last the longest?

Reference

Repair



BRAKES TROUBLE SHOOTING

If the brakes are not functioning:

1. tighten brake barrel adjusters and then loosen one turn;
2. loosen the brake line screw and pull brake line tighter;
3. tighten screw;
4. ensure the brakes are centered;
5. test both brakes for equal tension; and
6. if they are not equal, use the brake barrel adjusters to create even tension.

HOW TO CHANGE A TIRE

If you blow a tire, you can change the tire by:

1. hooking a tire lever under the tube;
2. using the second lever and pull tire tube off;
3. pulling out the tube and inspect for punctures;
4. putting a little bit of air in new tube and place into tire;
5. using the hands and tire levers to place the tire back on the rim; and
6. inflate tire and ensure correct pressure (listed on tire).

HANDLE BARS TROUBLE SHOOTING

If the fork pulls away from the head tube:

1. loosen head set stem;
2. screw down the Top Cap; and
3. tighten head set stem.

If this does not fix the problem, the bike requires further maintenance.

Head set stem

Top cap



BIKE CHAIN TROUBLE SHOOTING

If the chain does not go onto the front cassette or skips:

1. put gears in 1 (front and back);
2. ensure the derailleur is the 2-3mm when pulled out over chain;
3. ensure derailleur is parallel to the cassette;
4. adjust the "H" - high screw so that chain is slightly rubbing on the derailleur (inside);
5. adjust the "L" - low screw so that the chain is slightly rubbing on the derailleur (outside); and
6. use the adjusting barrel on the handle bars to adjust if the gears are slipping.

Derailleur

H - high and L - low Screw

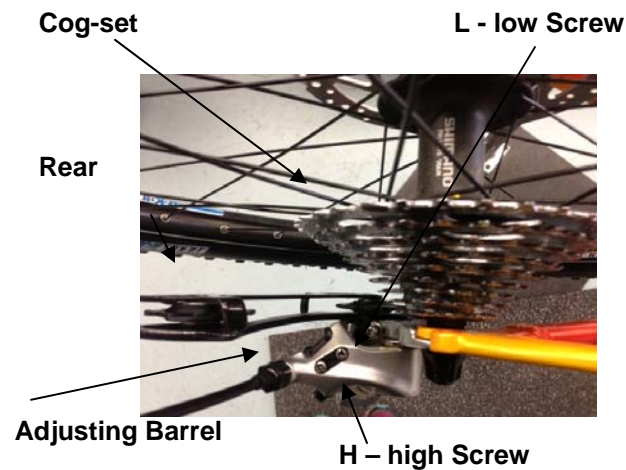
Cassette



BIKE CHAIN TROUBLE SHOOTING

If the chain does not go onto the back cog-set or skips:

1. put gears in 1 (front and back);
2. adjust the "H" - high screw so that the smallest cog-set is lined up with the rear derailleur cog;
3. adjust the "L" - low screw so that the chain arm cog is ever so slightly inside the largest cassette; and
4. use the adjusting barrel, if gears are slipping.




MOUNTAIN BIKE CLEANING

The process of cleaning a mountain bike includes:

1. wiping down the mountain bike frame;
2. wiping down the chain with dry cloth by slowly peddling the mountain bike backwards, dragging the chain through the cloth;
3. degreasing the chain using a small brush that has been dipped in a container with water/ degreaser;
4. scrubbing around the front and rear cassettes with a brush;
5. drying all parts with clean cloth, and
6. lubricating the chain using dry chain lubricant in dry climates and wet chain lubricant in wet climates.

When cleaning mountain bikes avoid:

- using water on the chain; and
- using high pressure water on the mountain bike.



This Page has Been Intentionally Left Blank



Reference

First Aid & Health



FIRST AID RESPONSE CARD

Recommended first aid equipment includes:

- cold / heat packs;
- band-aids;
- adhesive tape;
- dressings;
- triangular bandages;
- gauze;
- adhesive tape;
- scissors and tweezers;
- gloves;
- pocket mask;
- blister care;
- safety pins; and
- emergency blanket.

FIRST AID RESPONSE CARD

CPR PROCESS

- Check ABC's;
- If unresponsive call 911;
- Begin chest compressions and breathing;
 - 30 compressions to every 2 breaths.

When to stop CPR:

- the patient recovers;
- authorized medical professionals pronounce patient dead;
- patient transferred to other professionals;
- rescuers are exhausted; or
- when the rescuer is at risk.



FIRST AID RESPONSE CARD

BLEEDING WOUNDS

Follow the following steps for bleeding wounds:

- survey the area for safety;
- put gloves on;
- apply well-aimed direct pressure; and
- apply compression wrap over dressing.

Other elements to consider are:

- rest;
- elevation;
- direct pressure; and
- evacuate as needed.

NOSE BLEEDS

Follow the following steps for a nose bleed:

- have the victim sit down and tilt head slightly forward;
- blow out clots;
- pinch nostrils near end of nose; and
- hold for 10—15 minutes.

FIRST AID RESPONSE CARD

BURN EVALUATION

- treat affected area with cool water;
- remove all loose metal objects from burn area;
- do not break blisters;
- once cooled, cover with loose dry dressing;
- change dressing daily;
- for large burns, treatment for shock may be required:
- monitor vital signs; and
- keep them warm.

NOTE: Quickly evacuate individuals with burns to face, palms, soles, and genitals. Also, evacuate if 10% surface area (palm of hand = 1%) is burned.

DEHYDRATION



Signs and symptoms of dehydration include:

- headaches;
- dizziness;
- nausea;
- weakness;
- fatigue;
- unstable walk;
- constipation; and
- muscle cramps.



MONITORING DEHYDRATION



Am I Hydrated? Urine Color Chart

1		This urine color chart is a simple tool you can use to assess if you are drinking enough fluids throughout day to stay hydrated.
2		
3		If your urine matches the colors numbered 1, 2, or 3 you are hydrated.
4		If your urine matches the colors numbered 4 through 8 you are dehydrated and need to drink for more fluid.
5		
6		Be Aware! If you are taking single vitamin supplements or a multivitamin supplement, some of the vitamins in the supplements can change the color of your urine for a few hours, making it bright yellow or discolored.
7		
8		If you are taking a vitamin supplement, you may need to check your hydration status using another tool like Handout #15: Hydration Check: Body Weight Log.



ONE FAT HEN **WATER HYDRATION GAME**

ETL will say a phrase and one by one, the cadets will repeat it back. If the cadet make an error, they must drink. Each cadet gets three tries on a phrase before the ETL moves onto the next cadet. The ETL will always begin at one and build one phrase at a time until all the phrases are done or until he / she is out of players.

1. One fat hen
2. And a couple of ducks
3. Three brown bears
4. Four fast hares
5. Five fickle females
6. Six simple Simons sitting on a fence
7. Seven Siamese kittens sighing by the seashore
8. Eight elongated alligators elevated in an elevator
9. Nine nude nympho maniacs kneeling near a nook
10. Ten two ton tractor trailers towing tasty tomatoes to Tijuana tonight
11. I'm not the fig plucker or the fig pluckers son, but I'll pluck figs till the fig plucker comes
12. Who slit the sheets, cause the sheets are slit. Whoever slit the sheets is a good sheet slitter

NOTE: There are many different phrases that can be used for this game!

PREVENTATIVE ACTIONS TO AVOID DISEASE

Kitchen sanitation requires:

- the use of biodegradable soap;
- dishes to be washed and sanitized with hot water;
- grey water disposal practices to be enforced; and
- all members to wash their hands regularly, especially prior to handling food.

Garbage disposal practices require all members to take out all items that were brought into a campsite or training area including:

- food waste;
- hygiene products; and
- garbage.

Daily hygiene practices must include:

- brushing and washing critical areas;
- cleaning and drying feet regularly; and
- wearing clean clothes.

NUISANCE ANIMALS

Raccoons, skunks, mice, squirrels and chipmunks are common woodland animals that are not shy of human activity. Points to keep in mind:

- never eat in tent;
- hang all food and hygiene products; and
- if bitten by an animal, the incident must be reported to the EL and medical attention will be sought out ASAP because infection and / or disease is possible.



SNAKE BITES

Eastern Massasauga Rattlesnake is Ontario's only venomous snake.

Adult snakes are 50-70 cm long with a triangular-shaped head.

First Aid:

- clean area and dress wound; and
- emergency evacuation and immediately go to hospital.



TICKS / INSECTS

TICKS

- This insect is small can be found embedded in your skin.
- If you find one, pull it out immediately from the head with tweezers and then wash the area with soap and water.
- If you remove a tick, save the parts and take it to a physician if Lyme Disease is suspected.
- If you are traveling in an area known for ticks, ensure regular tick checks are conducted.




POISONOUS PLANTS

POISON IVY

- Is the most common poisonous plant in Canada.
- Look for shiny leaves that taper to a point at the end and emerge from on common stem.
- Reactions include: irritation, redness, swelling and eventually blisters on your skin which can spread if scratched.
- If you come into contact with poison ivy, clean the affected area with rubbing alcohol if you have it or let the area dry and then gently wash it with soap and water.



Virginia Tech Weed ID Guide



This Page has Been Intentionally Left Blank

WHEN IN DOUBT...

- Do know you are not the first, nor the last team leader to get your team royally lost – it's experiential learning!
- It's perfectly normal to have the sudden urge to throw your bike into the ditch when your brakes/gears won't work!
- Remember at times when it's cold and rainy...."YOU LOVE THIS!!"
- Murphy's law: Just as the sun begins to set you will realize you've left your headlamp in your other pack, back at the camp site...awesome!
- Never underestimate the power of GORP! It helps with cranky, tired cadets (and other officers)!
- There is no better, more productive way to spend your time (and get a workout in!)
Happy Trails!

