

## Pre-conference correspondence

### A. Invitation to attend

#### *STAPVIRGESONDHEID / HIKE FOR HEALTH*

Dear Trail owner / Hiker

The **Green Flag** auditing of hiking trails has been growing steadily during the past 12 months. At this stage all the major trail-providing organizations have in principle committed to the system: SANParks, Cape Nature, KZN-Ezemvelo, SAFCOL (KLF, Cape Pine) and some of the Provincial governments and main urban municipalities, as well as the Swaziland Tourism Authority. Interest from private landowners is also growing but much work is to be done in marketing the concept to this group. Now is thus an appropriate time to hold another training course to equip more certified auditors. It is also required of all existing certified auditors to do refreshment courses at least every two years in order to ensure that we all adhere to the same standards and assessment procedures.

The next course will be held at the Rustig Resort, near Rustenburg from 19 – 21 June 2015.

The course entails the following: (Details available on request)

**Day 1:** Friday - From 09h00 to 17h00:

- (a) Theory of Green Flag and method of executing the fieldwork.
- (b) Trail construction assessment at hand of KZN Trails manual.
- (c) Field work training.

**Day 2:** Saturday - (Group work). Practical assessment exercise on a trail accompanied by a certified auditor.

**Day 3:** Sunday - (Group work).

- (a) Report writing procedures.
- (b) Administration procedures.

Costing: HOSA is a non-profit organization. The cost involved will be kept affordable as it is important to have as many motivated auditors involved as possible. The final price will be determined by the number of trainees. Please let us know by return of mail if you or some of your staff are interested in attending the course. A formal invitation and registration forms will then be sent to you together with a detailed programme and list of “what to bring”.

Pre-requisites: In order to be allowed on the course it is required that you have been hiking for some years or be appointed in a position where you are (co-)responsible for trail maintenance or trail management. Basic computer and map reading skills are a requirement as it involves the writing of a report. Access to a veldt GPS is highly recommended.



**Albert Bossert**

**President of HOSA/VOSA 19/5/2015**

## **B. TRAINING PROCEDURES FOR GREEN FLAG AUDITORS**

### 1. Course contents

Day 1: A half-day theoretical training

- Work through KZN manual concerning path conditions.
- Studying the field work forms and the method of Completion of the forms
- Field work training session

Day 2: Accompany course leader; practical audit.

Day 3: Report writing (group compile combined report on field work of previous day).

### 2. Accompany a certified auditor on at least one trail

- Fill in the forms
- Submit a satisfactory report

(The candidate might be requested to do a second trail if there has not been enough variation on the first trail and if the certified auditor assesses that the candidate has not yet enough training to do independent work).

3. The candidate will not receive any payments for the submission of the first report but travel cost will be paid if his/her car has been used.
4. After the trainee has completed his/her first successful report, the HOSA committee will assess if they can be given the responsibility of assessing other auditors' reports. (All reports must be scrutinized for quality control purposes by a second auditor).
5. All Reports must be handed in internally to HOSA for assessment within 30 days of the field work.

M.L.Hugo

20-05-15

## **C. COURSE PROGRAMME: June 2015**

Day 1 (09h00 - 12h30)

1. Welcome (10 min)

2. Green Flag Resume: (10 min)
3. Summary of Green Flag procedures (20)
4. Fieldwork questionnaires (40)
5. Summary of docs (5)
6. Difficulty explanation(10)
7. GPS data required for Difficulty calculations (5)
8. Definitions (self-study) (5)
9. Tea
10. KZN Manual Sections A & B (1h)

11. Lunch (13h00 – 14h00)

12. KZN Manual Section C (1h)
13. TEST !
14. Field work training session. (15h00 - ?..)

Day 2 (08h00 - ?...)

15. Feedback (30)
16. Field work

Day 3 (09h00 - ? ...)

17. AUDIT REPORT:
  - a. Example of GFA Report (30)
  - b. Group compile combined report on field work of previous day (60).
  - c. Procedures of GFA audit (50)
18. CONTACTING TRAIL OWNERS
  - a. Price structure (10)
  - b. List of GF trails (10)
  - c. Letter to trail owners (10)
19. CERTIFICATION
  - a. Certificate. (5)
20. CLOSING SESSION
  - a. Reflect on previous day's field work - compare results
  - b. The way forward

***Albert Bossert***

Chairperson HOSA / Voorsitter VOSA  
PROJECTS MANAGER / PROJEKTE BESTUURDER  
gfa accreditor/akkrediteur  
072 22 88 161

**CONTACT PERSON:**

Leon Hugo [leonhugo@vodamail.co.za](mailto:leonhugo@vodamail.co.za) 082 578 3023