



PGL Adventure Camps Planning Guide

This guide contains important information to help you organise a successful camp. Please refer to our website for more details about our camps and our product. Please do not hesitate to contact us if you have any further questions.

PGL Campaspe Downs
Trentham Road
Kyneton
Victoria 3444
Tel: 1300 859 895

PGL Camp Rumbug
90 Dollar Woorarra West Road
Foster North
Victoria 3960
Tel: (03) 5664 6524

Email: info@pgladventurecamps.com.au

Website: www.pgladventurecamps.com.au

What to Bring

Clothing

All essential activity and safety equipment is provided, but guests will need personal clothing, footwear and wash bag and towels. Brand new and expensive items should be left at home. Old, casual and easily washable clothes are recommended. A recommended kit list is included within this pack.

Bedding

PGL Campaspe Downs

We provide a fitted sheet but please bring your own bedding (doona/sleeping bag and pillow). Bedding is available for a supplement of \$10 + GST if you'd rather hire it from us, but we find that most groups prefer to bring their own. Towels are also not provided.

PGL Camp Rumbug

Please bring your own bedding (doona/sleeping bag and pillow). Towels are also not provided.

Lost Property

It is very difficult, once a group has left camp, to match up lost property items. With this in mind please encourage guests to mark all property with their name. Please contact the camp on your return if items have been left behind. If we are successful in locating the items they will be returned but postage will be charged to the group.



Please Don't Bring

Electronic items/computer games/jewellery/valuables/mobile phones.

Mobile phones - we strongly recommend that guests are discouraged from bringing mobile phones. However we do understand that this may be the easiest way for the children and parents to stay in contact. The Party Leader accompanying the group will be responsible for managing the use of mobile phones throughout the stay.

On Camp

Learning Outside the Classroom

PGL is proud to be a European Learning Outside the Classroom Quality badge holder. This is awarded to providers who are able to demonstrate the planning and implementation of high quality learning outside the classroom. Our staff are trained to support you to put together a program which meets your learners' objectives.

Health and Safety

Summary versions of our risk assessments and Code of Practice are on the PGL website. Our Code of Practice details our systems and practices relating to all aspects of your trip, including staff training.

Swimming Ability

Please clearly indicate swimming ability. Participants must be water-confident, i.e. they can duck their heads under water, and confidently swim 15 metres wearing a life jacket or buoyancy aid, without signs of panic. Party Leaders will be asked to confirm the swimming ability of each participant.

Telephones

Parents are asked not to call the camp unless in an emergency.

Letters

We will do our best to pass on any letters but it is vital that parents state the group name as well as the individual child's name. All letters from parents should be sent to the camp where the child is staying and not to PGL's Head Office.



Internet Access

There isn't currently internet access at either Camp Rumbug or PGL Campaspe Downs, however if Party Leaders need access to the internet then please let us know and we will try our best to arrange it.

Fire Drills

The procedure will be explained on arrival. Your group will be given full instruction on the location of equipment and on fire procedures.

Meals

Meals are served cafeteria style and groups are asked to clear their tables. We will have made provision for any dietary requirements notified to us in advance. Details to be supplied no later than 2 weeks before travel.

Our menus are seasonal to make the most out of the seasonal and regional fresh produce. To assist young people in selecting a balanced meal we serve generous portions of fruit, vegetables and salad with plenty of carbohydrate for energy.

Night Security

There will always be access to a PGL member of staff.

Accommodation

Accommodation will be allocated during the weeks before travel on the basis of the party composition provided by the Party Leader. Our groups are accommodated in single and bunk beds in multi bedded rooms. A rooming plan will be included in your final information pack.

Adults will be accommodated in single or twin rooms. Adults of the same sex will share twin rooms. Single room accommodation is limited.

Party Leaders travelling with members of their family should be prepared to share a room.

Working With Us

PGL Group Leaders

A PGL Group Leader will be allocated to your group for the duration of your stay. They will greet you on arrival and will be your main contact throughout your stay, liaising with you and your group, the centre management and instructional and catering staff to ensure your visit runs as smoothly as possible.



Your Group Leader can assist with finding rooms and settling in, taking the group on a site tour, meal times, and ensuring everyone knows when and where to meet each day.

The Party Leader's role on centre

The Party Leader is in loco parentis and responsible for the group at all times. At least one responsible adult should be present at all times. Where activity sessions for one group take place at different locations, a responsible adult should be present at each venue.

For on-site evening entertainment, at least one accompanying adult per group must be present during the sessions to maintain supervision of the group. For entertainment off-site, all accompanying adults must be present.

The Party Leader is responsible for ensuring that their group adheres to the PGL Code of Conduct and have consideration for all others at the camp.

PGL covers first aid on our canps. Any other medication required must be supplied and administered by the Party Leader.

Your Young People's Role and Responsibilities

- General conduct should be considerate to other users. Excessive noise, abusive language or displays of intimacy are examples of inconsiderate behaviour.
- Jewellery should be removed for activity sessions.
- The centre buildings, equipment, installations and coaches should be treated with due care. Costs for damage will be charged to those responsible.
- Guests must not leave site unless accompanied by a supervising adult.
- Guests must not enter accommodation occupied by other groups, or areas designated private or restricted.
- Smoking is banned in all accommodation and public areas. There are designated smoking areas and all guests must have their Party Leader's permission to smoke.
- The possession and consumption of any alcoholic drinks is not permitted on camp by guests under 18 years. Guests over 18 are only permitted with prior agreement of the Manager and Party Leader. Party Leaders are advised to inform party members and their parents prior to departure.



Working With You

If there is a problem during your stay, we want to be the first to hear about it. In the first instance, please speak to your Group Leader or the Duty Manager so that we can try to rectify the problem on the spot. In the unlikely event that the matter remains unresolved, please put your complaint in writing to us as soon as possible. This gives us the best chance of investigating whilst events are still fresh in people's minds. Please note that we can only correspond with the Party Leader – any individual parental complaints must be communicated through the contracted party.

Medical and Health Matters

Any medical, physical, cultural, dietary or behavioural needs which our centre staff need to be aware of should be detailed before departure. It is essential that you inform PGL well in advance if a party member suffers from any condition that needs special attention or which may prevent them from taking part in any activity. This will enable us to make any necessary alternative arrangements if possible. Most guests are used to controlling their own condition, however if this is not the case then it is your responsibility to liaise with the guest's parent and make adequate provisions for the level of care required.

After Your Trip

Feedback

To help us continually improve the content and enjoyment of our courses, we would be grateful if the Party Leader would complete our Party Leader Feedback Form, which we will provide you with during your stay/in your final information pack.

Rebooking

We hope you will have a fantastic time and that you will be keen to travel with us again in the future. Many schools and groups make bookings at least 18 months in advance, so if you have preferred dates and entre(s) that you would like to reserve, please do not hesitate to contact us, either by telephone or email.