



PGL Campaspe Downs A Guide for Party Leaders





PGL Campaspe Downs

Victoria

Highlights

- Located on the outskirts of the Macedon Ranges, just an hour's drive from Melbourne
- Set amongst 150 acres of natural bushland
- Local attractions include Daylesford, Kyneton, Mount Macedon National Park and Hanging Rock

Location 1302 Trentham Road, Kyneton, VIC 3444

Contact No. 1300 859 895

Capacity 400

Arrival and departure times

Unless otherwise arranged, first activities are scheduled for 2pm. Please arrive in time to become familiar with the site prior to activities. You are welcome to bring a packed lunch to eat in our grounds. Subject to availability, we may be able to provide lunch on arrival. Please discuss this with your Sales Consultant when booking.

Departure times are normally between 1 and 3pm, following lunch served in our dining room. If you need to depart earlier, packed lunches can be arranged. Please advise us prior to arrival.

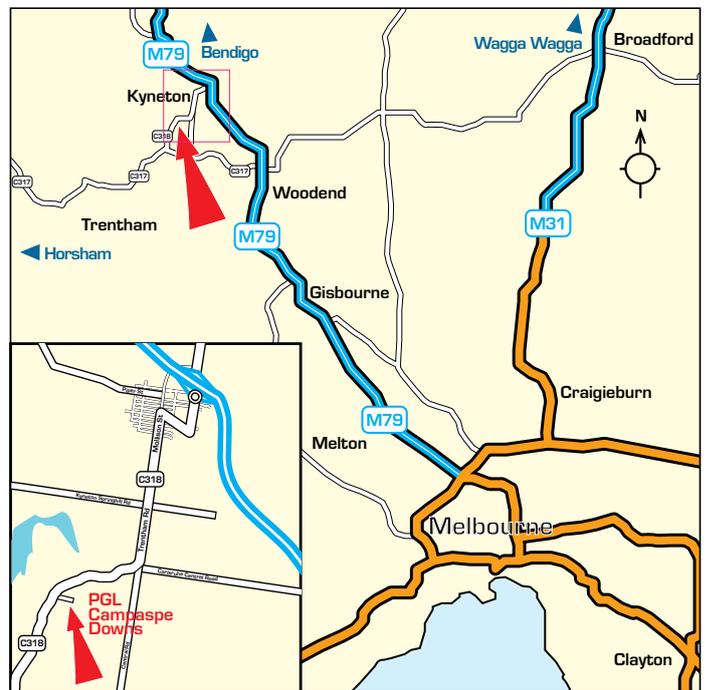
On day of departure, please have personal items packed and rooms vacated by 9am. Secure storage spaces will be allocated.

Preview visits

We strongly recommend the Party Leader attends a site preview visit prior to travel.

Accessibility

PGL is committed to providing equal opportunity to all. Accessible rooms and spaces are available. Please discuss specific requirements with us prior to travel.





Facilities

- Campfire circle
- Conference rooms
- Indoor sports stadium
- Leaders' lounges
- Tennis courts
- Recreation room
- Sports oval
- Two dining rooms (full catering and self-catering)

Accommodation

Students: Rooms sleep 4-10 with en suite bathrooms or 2-12 students with separate purpose-built toilet and shower blocks.

Party Leaders: Single or twin en suite rooms.

Accommodation will be allocated to groups during the weeks before travel on the basis of the party composition provided by you and any other groups on camp. A rooming plan will be provided once we know your final numbers and gender splits.

Adult rooms are located close to and amongst young people's accommodation to support effective supervision.

Bedding

We provide a fitted sheet, but please bring your own bedding (doona/sleeping bag and pillow). Alternatively, bedding is available at a supplementary cost if you'd like to hire it from us, but we find that most groups prefer to bring their own. Towels are not provided.

Full bedding is provided for teachers and Party Leaders.

Wi-Fi access

Wi-Fi is only available close to the main office for adults and Party Leaders.



Leaders' Lounge



Recreation Room



Sports Hall



Evening entertainment

Your PGL Group Leader (Groupie) will run evening entertainment activities for the whole group. Evening ents are fast-paced and designed to engage all participants. Some evening ents are listed below. Your Groupie will help you choose the right ent for your group during camp.

Campfire

Around a traditional campfire setting the group learn new songs, games and take part in challenges. This allows participants to improve their communication and team building skills in a relaxed but safe and controlled environment. Available outside the fire restriction periods only.

Capture the Flag

A large scale team game in which participants must try to capture their opponent's flag whilst defending their own from the opposing team.

Splash!

A collection of relay-style team and individual games designed for active participation. Teams gain points in order to buy or win equipment to build a device that can protect a water balloon or "egg" when dropped from a height.

Passport to the World

Passport to the World is an exciting run-around ent where participants must navigate their way to find flags scattered across centre. The flags are featured on plaques, which also contain a question to be answered. Resourced with a map, participants work together to find the flag plaques and answer the question on each. If the question is correctly answered, the group builds up points and is then sent on to the next destination.

Quiz

In teams, participants have to answer Q&A style challenges. There's plenty of variety to keep guests motivated in order to maximise their participation and interaction.

Robot Wars

Teams compete in challenges, to earn points which they swap for building materials. With the materials earned, participants will dress one team member as a robot. The robot will then compete against other robots in the arena. A fun and active session that allows guests to use their imagination, creativity and communication skills.





Guide to activities

We'll create a program for your group which reflects your requests and objectives. The number of sessions you receive will depend on the duration of your camp. Each session typically lasts for 90 minutes. For a 3 day, 2 night camp there will be a total of 8 activities – 2 on day 1, 4 on day 2 and 2 on day 3.

Our programs aim to provide the same activities for your whole group on a suitable rotation.

A selection of activities will be delivered by trained, skilled PGL activity instructors, with a proportion led by teachers. Please talk to your PGL Reservations Consultant for full details of your program.

Activities list

abseiling **aeroball** **archery** **bushcraft** **bush** **walk** **canoeing** **centipede**
challenge course **climbing** **fencing** **flying fox** **giant swing** **initiative exercises** **leap of faith**
low ropes course **orienteering** **possum glider** **raft building** **sports and team games** **team challenge**

Abseiling*

Determination and courage are rewarded with an overwhelming sense of achievement for the student who manages to walk backwards over the edge of a climbing tower, under the full supervision of a PGL instructor. In addition to learning a new skill, abseiling enables students to understand risks and how to control them.

Aeroball

A cross between trampolining, basketball and volleyball - it's an exhilarating, high-energy sport. Four players learn the basics required - then spring into action! The aim is to get the ball in the opposing player's net. As well as being lots of fun, your students will develop team tactics and improve communication skills along the way.

Archery*

Our qualified archery instructors teach basic archery skills - students will need accuracy, control and a steady hand. The instructors encourage students to develop their technique and show awareness of all safety measures.

Bushcraft

Learn how to build a shelter in an on-site 'wilderness' environment and operate as a team. Basic survival skills such as building a shelter, water filtration, knot craft and signalling are developed by the group during the design of their camp

layout. Key responsibilities will be identified and shared by the team who work together to get the most from the 'wilderness' experience.

Bush Walk

Make the most of the local surroundings by taking a short hike in our bushland environment. Spend some quality time getting to know one another as you walk through 180 acres of open bushland, home to a diverse variety of plant and animal species. It's a great way to bring the team together and spend some time reflecting on your camp experience.

Canoeing*

Experience one of our most popular activities and take to the water in a canoe. Challenging and fun, students learn and develop paddling techniques, teamwork and communication skills using a combination of games and instruction both on land and afloat.

Centipede*

Students belay and encourage each other as they negotiate their way up a series of suspended obstacles.

Challenge Course

A well-loved and popular activity with plenty of opportunities for everyone to get involved; it can even get quite competitive sometimes! As your students negotiate the various obstacles



that lie ahead, it's an experience that will promote teamwork, lateral thinking, problem solving and decision-making - as well as being physically challenging too.

Climbing*

Qualified instructors teach students how to recognise and control risks, before learning the basic skills and techniques of climbing with a top-rope belay.

Flying Fox*

Travelling at high speed suspended and harnessed from an overhead cable isn't something forgotten easily! Determination, courage and exceeding limitations are qualities often observed.

Giant Swing*

The ultimate test of nerve and joint decision-making! Members of the group haul the Giant Swing 10 metres into the air with two people in the harness. When both participants agree, they pull the ripcord and swing towards the ground at high speed. The question is...how high will you go?

Initiative Exercises

Students participate individually and as part of a team to complete a number of mental challenges, some of which may also require some physical activity to complete. Planning, making decisions and communicating with each other are all skills required in order to accomplish a set task.

Leap of Faith*

This individual challenge requires determination and courage to climb a six-metre pole. Each student can succeed within their own parameters - even if they don't make the final dive for the trapeze.

Low Ropes Course

Less than a metre off the ground, this activity promotes teamwork and communication. Students negotiate a series of obstacles and challenges which are not as easy or as straightforward as they appear!

Orienteering

Students are introduced to practical map reading by working in small groups on a number of courses. They may develop map reading skills by locating control points within the boundary of the centre. Decision-making, symbol recognition and judgement of distance travelled are all required.

Possum Glider*

The team on the ground pull on a rope, raising the participant almost 15 metres off the ground and up into the tree canopy. This activity is designed to put the participant outside their comfort zone as they swing around freely. It also encourages communication and teamwork among the rest of the team.

Raft Building*

Build it well or you are likely to get wet! Promoting teamwork, planning and communication skills, students work together to build a raft from different components that will float and which they can steer.

Sports and Team Games

Participants will engage in a variety of mini team games that are fast-paced, fun and energetic. Mini games should lead to larger team games which promote the development of team skills.

Team Challenge

A variety of fun adventure activities with physical challenges which require cooperation and participation from everybody in order to complete.

* Delivered by PGL instructors. All other activities are teacher led.

Free time activities

- Basketball
- Cricket
- Downball
- Netball
- Soccer (indoor and outdoor)
- Table foosball
- Table tennis
- Tennis
- Volleyball (indoor and outdoor)



Catering

PGL Menus are designed to be delicious, nourishing and appetising for all. Breakfast, lunch and dinner are served buffet style, meaning no ones leaves hungry.

Salad bars are provided at lunch and dinner.

We do our best to cater for special diets but please let us know about these in advance so we can discuss requirements.

Fresh fruit is supplied at breakfast and lunch and we encourage students to take a piece for snacking during sessions. Morning tea of biscuits and cake, and afternoon tea of sandwiches can also be purchased.

Self serve tea, coffee, hot chocolate and biscuits for supper are available at a supplement.



Sample menu (fully catered)

Day 1

Afternoon

Arrive at camp. Bring packed lunch.

Dinner

Pasta with bolognese, napoli or carbonara sauce
Garlic bread
Salad bar
Seasonal fresh fruit
Chocolate pudding

Day 2

Breakfast

A choice of cereals
White, wholemeal & multi-grain toast with preserves
Baked beans
Hash browns
Seasonal fresh fruit

Lunch

Baked potato with a choice of fillings
Salad bar
Seasonal fresh fruit

Dinner

Chicken schnitzels with a choice of toppings
Mashed potato
Salad bar
Seasonal fresh fruit
Strawberry mousse

Day 3

Breakfast

A choice of cereals
White, wholemeal & multi-grain toast with preserves
Baked beans
Sausages
Seasonal fresh fruit

Lunch

Wraps & baguettes with a choice of fillings
Salad bar
Seasonal fresh fruit

Depart camp after lunch



What to expect while you are on site

PGL Group Leaders ('Groupies')

Your PGL Groupie will be there to help from the moment you arrive. The Groupie will meet the bus on arrival, be there to help at meal times, run evening entertainment activities and help activity groups move around site.

Welcome briefing

On arrival, your Groupie will provide an orientation induction to all Party Leaders. This covers such things as:

- Introduction to camp
- Rules and guidelines
- Meeting points and common rooms
- Fire evacuation procedures
- Daily routine
- Activities
- Meals
- Accommodation

Individual needs

At PGL we are continually working to enable all guests to enjoy the many benefits of our courses. If a member of your group has additional requirements, we will be pleased to discuss them with you.

So we can make a fair assessment of service provision and identify appropriate resources in relation to access, programming, successful participation and health and safety, we need you to provide us with full details as soon as possible.

Ensuring we can cater for the additional needs of an individual requires advanced notification, assessment, agreement and planning. We are only able to take responsibility for arrangements that have been discussed and agreed with us in advance.

Keeping you safe

Managing risk

Safety is our highest priority at all our camps. All staff members are highly trained, and we regularly assess and improve our procedures and equipment.

Summary versions of risk assessments and our Code of Practice are available from our website: www.pgladventurecamps.com.au. Please contact us if you require more detail.

Night security

There will always be access to a PGL member of staff during the night. You will be given a duty phone number in case of emergency overnight.





Roles and responsibilities

The Party Leader is in loco parentis at all times and has ultimate sanction to withdraw children at any time from any program.

There should always be at least one adult from the visiting party available on camp outside sessions when young people are in residence.

Party Leaders are responsible for deciding educational objectives. PGL will advise how we can meet these. Party Leaders are responsible for the ongoing monitoring of guests' progress against these objectives.

The Party Leader's authority is delegated to PGL instructors during activity sessions. The PGL instructors have the right to withdraw an activity for safety or operational reasons.

We recommend that a supervising adult is present with each group during activities.

Evening activities & entertainment - PGL will lead evening entertainment, but the Party Leader is responsible for ensuring that at least one adult is present during all the evening entertainment/activity sessions to assist with supervision of the children.

To avoid any confusion, we seek to ensure a clear handover of responsibility for party members from Party Leaders to our staff and vice versa at appropriate points during the day.

The Party Leader is responsible for deciding whether a party member should be referred to a doctor or hospital, with the assistance of our qualified First Aid staff. We may not always be able to provide a vehicle or to assist in transport arrangements. Payment for transport arrangements is the responsibility of the Party Leader.

The Party Leader is responsible for notifying parents of any visit to a doctor, dentist, hospital visit, or other incident affecting a member of their group, if appropriate. He/she must therefore hold a list of contact numbers for next of kin or have 24 hour access to this information.

The Party Leaders and accompanying adults are responsible for ensuring their group adheres to the Code of Conduct.

PGL Group Leaders provide support to the Party Leader outside of session times. The Party Leaders escorting the group retain

responsibility for their group's welfare and supervision. All medications required must be supplied and administered by the Party Leader.

Party Leaders and supervising adults are the primary First Aid contacts, and remain responsible for administration of First Aid for their group. PGL staff will assist with First Aid as and when required.

Code of Conduct

As part of our booking conditions, Party Leaders agree to maintain the discipline and supervision of their party. The following points further amplify our requirements and we would be grateful if you could ensure that your party members comply.

- We ask that party members show consideration for other parties they meet, as well as PGL staff, coach drivers and neighbouring residents.
- It is also important that they show respect for property - coaches, centre fabric and equipment, and all other property. Costs for intentional damage will normally be passed on to the party responsible.
- Party members should be aware of the curfew and restrict noise to a minimum during curfew hours.
- No smoking is permitted in the public areas of PGL camps or on coaches. It is strictly prohibited in all accommodation units and tents. Smoking is only allowed in designated areas.
- Party Leaders should not allow any underage possession or consumption of alcohol at PGL camps.
- Party members must not behave in an anti-social fashion, e.g. use offensive or insulting language, threatening behaviour or bullying.
- Theft or illegal activities will be reported to the police.
- Young people must not leave the camp unless accompanied by a supervising adult.
- Party members must follow the camping code of leaving no trace, treading lightly and protecting the native plants and animals.
- PGL reserves the right to send any party member(s) home for illegal activities, or consistent or gross misconduct. In such cases, the cost will be totally borne by the individual or party.

Please ensure that all items are named.

CLOTHING

Clothes are likely to suffer wear and tear and also get dirty and/or wet therefore you should bring several changes of old clothes for doing activities.



T-shirts

Your arms will need to be covered to do some activities.

Tops & jackets

- Long sleeved shirt/T-shirts
- Waterproof jacket
- Fleeeces/jumpers

Trousers or leggings

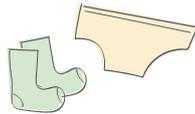
but not jeans as they get heavy and cold when wet



Underwear & socks

Your socks will need to cover your ankles to do some activities.

1 or 2 sets of **clothes for the evening**



Suitable **nightwear**

FOOTWEAR

- 2 pairs** of trainers
- 1 for activities
 - 1 old pair for watersports

- 1 pair of dry shoes** for evening activities



OTHER ITEMS

- 2 towels**
- 1 for showering
 - 1 old one for activities

- Plastic **drinks bottle**



- Small **rucksack/bag**

- Labelled **bin bag** for wet and dirty clothing



- Sleeping bag or doona** and pillow (unless otherwise advised)

- Washbag** including soap, shampoo, toothbrush and toothpaste (please do not bring aerosols)

- Torch**

PLEASE DO NOT BRING

- ✗ Electrical devices
- ✗ Computer games
- ✗ Jewellery/valuables
- ✗ Aerosols

If you bring your **mobile phone**, please note, it is not covered by our insurance.



TRAVELLING IN THE...



...SUMMER?

- Shorts
- Baseball hat/sun hat
- Sunscreen



...WINTER?

- Warm jacket
- Hat and gloves

Lost property

We recommend you write a list of what you pack to check before you come home. If you do leave anything behind, please contact your Party Leader who will contact PGL. Postage will be charged for returning lost items.