

‘Conduct a Camp’ Training Matrix

Session Contents as Suggested by the GGA Outdoor Activities Committee

Camp Leader Training should be appropriate for the type of camp or expedition being undertaken.

- ‘Conduct a Camp’ or ‘Conduct an Expedition’ training courses should be advertised as appropriate eg *Wilderness Expedition Leader training course* or *Indoor Camp Leader training course*.
- Outdoor trainers can develop their own programs according to conditions and environments in their state.
- Participants in ‘Conduct a Camp’ Training will be qualified Leaders or Managers and will therefore already have significant Guiding knowledge, particularly in programming.

Equipment (4 hours) – two sessions

- Tents/shelters eg QM
- Flagpoles and gadgets
- Lighting on camp
- Personal equipment

Any specific equipment needed for activities

Cooking – (2.5 hours)

- Menu - Nutrition and dietary requirements (including allergies and religious requirements)
- Food and cooking
- Safe food handling and storage
- Stoves and cooking including gas safety
- QM gear/boxes
- Fires and cooking (how to manage these on a campsite, location, etc)

Risk Management & Being Safe on Camp – (1.5 hours)

- Camping and other related rules from Guide Lines
- Forms including risk assessment plans
- Waivers (if applicable)
- Girl Guides Australia Activities Manual and instructors – how to book/contact/requirements
- First aid
- Hygiene and sanitation
- Special activity ages

Budgeting (30 minutes)

- **How to create a budget**
 - Catering
 - Activities
 - Accommodation
 - Equipment
 - Travel
 - Staff (including qualified instructors if needed)
- **Contingency Funds**

Programming (2 hours or two 1-hour sessions)

- Consulting participants and keeping them engaged on camp
- AGP on camp
- Leader roles on camp
- Patrol duties & the way you model it eg delegating to Patrol Leaders
- Promise & Law (Guides Own, Grace)
- Traditions – campfire, colours, grace, ceremonies
- Camp courtesy (eat together & stay seated, don't walk through camp sites, use gateways)
- Themes & activities

Campsite Management (1 hour)

- State approval requires compliance with fire and safety requirements, adequate bathroom, kitchen and sleeping facilities
- Site selection and layout
- Sanitation
- Environmental protection