

# ***A Guide for Outdoor Leaders***

## ***- Caring Leadership and practical guidelines for organizing a hike***

*Kaisa Koivisto and Sophie Solin*

### **Contents**

About the guide.....	1
Practical preparations .....	2
Working with the idea .....	2
What? .....	2
When? .....	3
Why?.....	4
How?.....	4
Detailed planning .....	4
Schedule .....	5
Budget and Finance .....	5
Competences and Experience .....	6
Marketing .....	6
Sponsors .....	7

Getting ready.....	8
Area .....	8
Route .....	9
Gear and equipment .....	9
Food.....	11
Reservations.....	12
Safety plan.....	12
Carrying it out.....	13
Get together before the hike .....	13
Transportation.....	14
The Hike.....	14
Get-together afterwards .....	16
Sources .....	17
Attachments	

    Planning schedule

    Budget

    List of participants

    Packing list

    Safety plan

    Accident report

## About the guide

What is it that makes a hike successful? Have you ever been on a trip where everything seemed to fail? Has some trip been particularly memorable? Why?

Sometimes it depends on the very smallest details when a hike changes from successful to the opposite. This guide is directed to anyone aiming to plan a successful hike. Our aim has been to consider all the important details that make a difference in planning and carrying out hikes.

We discuss two main themes in this guide. The first one is planning, preparing and leading a hike and the second one is about leadership and the leader's role in the group. As our leadership style we have chosen a caring leadership, where the leader builds trust and creates a safe atmosphere by focusing on the group and the individuals in it. Especially for a beginner it may be a challenge to go on a hike, as an adventure beyond their safety zone awaits and the other participants and the hiking area may be unfamiliar to them. A hike is also a great opportunity to learn social skills and make new friends. In order to support this opportunity, the leader should be aware of the teamwork opportunities a hike offers, like making food together and helping one another with packing the backpacks. In this guide we bring up these opportunities and ideas for the leader to acknowledge while planning the hike and making it happen, because in addition to the knowledge and experience of outdoor life, a good leader should have people skills that help to build trust between the leader and the group. *The notes for leaders are written with green and Italics.*

We want to clarify that this guide is written with the focus on Scandinavia as the main environment but it can also be applied to similar environments.

The idea for the guide came up in an early stage of the planning of our thesis. After three years of studying civic activities and youth work the primary interests on our minds had become hiking as a method in youth work, leadership, grouping, and teamwork. The ingredients for our thesis were set. We started to examine our topic more thoroughly and as

our interest grew even more we started to figure out ways of sharing what we had learned. A guide seemed like a natural choice.

We hope that our guide inspires and gives you ideas when planning a hike.

Kaisa Koivisto and Sophie Solin

In Turku, 6.5.2011

## Practical preparations

### Working with the idea

When you start working with the idea of your hike, you should to ask yourself a few questions. By answering these questions you form a picture of the upcoming hike. In this chapter we have come up with questions that will help and support you with different aspects of the hike.

### What?

When you are planning a hike, you should start by considering the following aspects:

- What kind of a hike?
  - Is the aim of the trip to have a good time and gain some new experiences or do you for example want to achieve some more challenge and ascend some high point of a mountain?
- What kind of a group do you want to take with you?

- Of what age? How experienced and what kind of backgrounds? How many participants?
- Do the skills and experiences of the group respond to the challenges of your hike?
- To what kind of terrain do you want to head off to?
  - Is the area or the terrain you have chosen familiar to you?
  - Does the terrain you have chosen fit to your hike when the experience of your group is taken into consideration? A trail that is too demanding could easily turn the hike into an unpleasant experience. A trail too easy, on the other hand, can result in lack of motivation among the participants who seek for more challenge.
  - Are there marked trails in the area or do you want to orientate by yourself with the group?

## **When?**

While planning your hike it is important to think of the season and what time of the year you are going. Remember to consider the season according to the area you are heading to. It is good to have a look at the following questions:

- When are you heading off to the nature and what is going on in the nature at that time? Is there something particular that you want to see or experience in the outdoors?
- Is some area possibly preserved during a particular time period? Do you have to take something special into consideration because of this?
- Winter? Pay attention to the temperature. Are you going to sleep in cottages or tents? It is important that you suit the decision according to your group and their experience in order to give them the experiences they are after. Colder temperatures mean also that you have to pack more warm clothes with you, and this could result in a bit more physical hike because of the added weight.

- Spring? Summer? Fall? Where in the area is there access to running water? That is an important aspect to take into consideration because you cannot melt water from snow as during winter time. Maybe you have the opportunity to choose to camp by a creek?

## **Why?**

When you are planning a hike where you are going to be the leader, it is good to ponder your reason and motivation. Did you start the planning of your own will or did someone else ask you to do it? If you are not feeling too motivated it can easily reflect on the atmosphere of the group. While thinking about your own attitude and motivation towards the hike it is also good to think about the aim of the hike. What is it that you want to offer your group? Why do you want to arrange the hike?

## **How?**

- How are you going to put your plans into action?
- Where do you get the funding to cover the transport, food and other expenses?
- How do you reach the participants?
- How many leaders are needed? Do you need help?

## **Detailed planning**

When the idea of the hike has become clear to you and you have answered the questions “what”, “when”, “why” and “how”, it is time to start the actual planning. Into this phase you should include planning timetables, sorting out the budget as well as outlining your own resources.

Be sure to reserve enough time for the planning, because well planned is half done. When your goal is to have a successful hike where you take everything and everyone into consideration it is better to over think rather than take things for granted.

## **Schedule**

When starting the arrangements of your hike it is good to come up with a schedule in the very beginning to support your planning process. When do you want to do the advertising? When do you want the deadline for the sign-up to be? When should the budget and finance be clear? How about the route and food? A carefully considered schedule will clear up the working process for you and your possible co-organizers.

Publish your adverts as soon as you know the necessary facts of the hike as the dates, destination, approximate price and target group. Advertising early is important in order to make sure that the possible participants have the possibility to plan the hike in their personal schedules. The last sign-up date is good to put a couple of weeks before the hike so it leaves you time and the opportunity to make some last minute changes if it is necessary.

## **Budget and Finance**

A hiking trip means that a group of people are going to be on the move and live together. This means without a doubt that there will be some costs. Start by sorting out all the possible costs that could result of the hike and its planning. The farther away the hiking area is located, the bigger part of the budget the transport costs will require. Another aspect that will vastly affect the budget is the length of the trip. The more days in the outdoors, the more food and other supplies are needed. You may have to consider also gear and equipment costs, advertising and other possible costs that can come up during the planning.

While going through the budget you should also consider your own share. Are you as a leader meant to pay for your share of the trip? What about the other possible leaders?

After determining the budget you will see what the hike is going to cost for the participants. In case the price for the participants seems too high, you could cut some expensive part of the hike or alternatively look for possible sponsors. Maybe you have the possibility to apply

for financing that would cover some of the costs? When you have figured out the financing and the final price of the hike, you can start advertising.

## **Competences and Experience**

*Before you head off to lead a hike, you should take a look at your own resources. Do I have the needed competency to lead a hike and a group? What kind of earlier experience do I have? Is the hiking area familiar to me? Do I have the necessary first aid skills? If you are missing some of the resources or feeling uncertain about something, ask for help or adjust the hike to match your skills. As a leader you have the biggest responsibility for the quality of the trip, so it is important that you feel self-confident and know what you are doing.*

*Remember to consider the skills and experience of the group while planning the hike. The length of the day trips, for example, should match the competency of the participants and the reasons why they are participating. The reasons for participating can vary a lot depending on different personal backgrounds, age or personal goals, for example. Moreover, you can find out if someone in your group has skills that you can make use of during the hike. One of your participants may have some experience of the area you are heading to. This person could give you some useful information of where to camp or cross a river, for example.*

## **Marketing**

In order to have participants on your hike you should spread the word about its existence in good time. At this point you should know the dates, area, estimated price, target group and purpose of your hike. The target group defines the methods of marketing to a certain point, but you can still choose the methods that suit you best. Here are some examples:

- homepage
- e-mail



- SMS
- newspaper announcement
- social media (Facebook)
- flyers and short presentations
- grapevine
- letter
- poster

It is worth to use more than one method while marketing in order to be sure that you really reach all the possible participants.

*To reach the target group it is good to use the channels and a language that draws their attention. Avoid using people in-between when marketing and try to contact your target group by yourself instead. Because you are the one who is going to the hike, you are probably the most inspiring and motivating advertiser. Keep this in mind in case you make someone else advertise for your hike.*

## **Sponsors**

In case you need financing for your hike you can apply for sponsors. Sponsors are the first contact you should advertise your hike to. You should always apply for financial support in good time and in order to do it you should have a budget plan which includes all the outcomes and incomes of your hike. It always looks better if you add a short description of the hike and its purpose to the actual application.

## Getting ready

When the planning and marketing are well on their way, you should take one step forward and begin the practical preparations for your hike. The leader should check the route, equipment and gear, food and possible reservations well in advance. Remember to make a safety plan!

*In case you already have got participants at this point, you can involve them in the preparations. From the leader's point of view involving participants in the preparations is good because it means that the different tasks can be shared and you may get more different points of view. For the participants this is good because getting involved in the preparations before the hike gives them the opportunity to get to know each other before the hike. This team work will form the individual participants into a group and the trust relationship between the group and the leader will start to grow as the leader gives some responsibility to the group.*

## Area

When you are heading out into the nature you ought to remember that you are a guest there. You should be aware of the possible restrictions concerning various animal- and plant species so be sure to check those in advance.

Access to running water in mountain areas should be relatively easy during spring time as the snow melts and the rivers are overflowing with running water. During summer time you should pay more attention to the water accessibility, in order to have running and thus clean water. If you want to be sure of the purity you should cook the water you use.

*Choose the terrain according to what you think gives the group the best possible experiences. Think also about your own preferences and what you are up for. To go to an unfamiliar area with a less experienced group asks more from you as a leader, but on the other hand it might be tiresome for you to go to the same area time after time*

*Before heading out you can do some research of the history and culture of the area. General knowledge and small details of the area can bring another aspect to the hike as you can tell the group about a historical place while passing it, for example.*

## **Route**

It pays off to choose your hiking route carefully, because it will be the common thread of the hike and therefore define the content of the trip to a high extend. Get yourself an adequate and updated map in advance and familiarize yourself with it. That way you will gain a good grasp of the area in advance and it will help you to plan your route. While planning, consider the following questions:

- existing hiking route or do you want to orientate by yourself?
- is the area/route familiar to you?
- variation; offers challenges, but is not too demanding or difficult
- length of the day trips (remember the goals and purpose of your hike)
- cabins, huts, campfire sites along the route
- what does the area offer? E.g. some summit that is worth to climbing on?
- where can you call help to or what is the fastest way to get away from the area in case of emergency? (see "Safety plan")

In case you want to be absolutely certain that you will keep on your route the whole time, it is worth to carry along a GPS, in which you can save all the coordinates of the day trips and camping spots.

## **Gear and equipment**

While thinking of your gear and equipment you should pay attention to the time of year you are heading out. During spring time, for example, temperatures can vary a lot. Days can be warm but the night temperature can go down below zero. This is why you really should pay

attention to your sleeping bag. You do not necessarily have to take as much extra clothes with you than for example during winter time.

You should start to observe the weather a week before your hike in order to know better what kind of clothes and gear you will need to pack.

When thinking about clothing the most important thing is that you stay dry and are able to move without a problem in what you are wearing. Footwear can be seen as the most essential part whether you prefer hiking shoes or boots.

**Shoes:** On a hike it is important that your feet are OK. Hiking shoes ought to be firm, water resistant and the bottom should be thick enough. Boots are less likely to rub blisters on your feet than hiking shoes, but they are not as firm either. During winter time boots can, however, be warmer to wear than hiking shoes.

**Clothing:** The main thing to remember about clothing is that you should always wear fewer clothes while you are on the move than what you are wearing while taking a break. A good rule to that is that you feel a bit chilly when starting to move and get more comfortable after moving a while. That way you won't have to stop right away to take off extra clothes. Depending on the time of the year you can adjust your clothing as you like, but the key is to dress in layers.

- 1) The layer closest to your skin is supposed to keep you dry, i.e. to transport the humidity away from your skin; base layer garments work well here.
- 2) The middle layer is meant to keep you warm; a shirt with long sleeves or a fleece works well.
- 3) The outer layer is supposed to be resistant to water and wind; for example Gore Tex or DrymaxX outfits.
- 4) You may need an extra layer of warm clothes during winter time especially while taking a break. At that point the best alternative is absolutely a down

jacket, which you can wear on your outer layer jacket and thus avoid taking off clothes in cold weather.

ATTENTION! What is always most important is that you can move as freely and effortlessly as possible; clothing should not restrict your ability to move.

The most important thing to remember when packing your backpack is to think about practicality; what do you need, when and how often. Gear like rain clothes should be easily found in the backpack if it starts to rain suddenly, for example. The heaviest gear like sleeping bag and tent, on the other hand, should be packed near your back, in the middle or down in the backpack in order to balance the weight properly considering your shoulders and back.

*As the leader you should have comprehensive first aid supplies with you. These supplies should include a basic first aid kit with some extra pair of dry socks and gloves which you can lend to the participants if needed. Remember to tell the whole group that some extra gear and supplies can be borrowed from you. This may seem like a very small detail, but remember that these kinds of details are of the ones that build trust and show caring.*

## **Food**

When planning the menu for the hike you should take special diets and allergies into consideration. Remember also the impact of the time of year and temperatures on food. During winter time food stays edible longer than during summer time when it may be better to leave easily rotten or melting food substances home. You might want to prefer dried food because it is easily stored, carried and prepared. It is also good to think about having variation in the food supplies, having enough food and having as light food to carry as possible (or depending on how heavy food you are ready to carry in your backpack). Weight of the food is an important aspect especially on longer hikes as the more food you will need the more days you will be spending outdoors.

The most practical way to prepare food in outdoors is to use a cook kit. You can choose to use either gas or fuel when cooking your food. Gas is lighter and faster to use but can be problematic if it is cold outside. Fuel works always no matter the time of year, but it weights more and you have to be very careful not to spill any of the liquid in your food because the smallest amount of it will make your food inedible.

During the hike regular meals are very important due to the general atmosphere and energy level of the group. Each day should include five meals; breakfast, lunch, snack, dinner and evening meal. In addition to those, you should always also have “fast energy snacks” like peanuts, chocolate or dried fruit bits in your pockets or at hand. Drinking water is of course very important and needs to be taken into consideration especially during winter time when the cold weather does not necessarily make you feel as thirsty as you feel in the heat of the summer days.

*Like with other supplies and gear, a good leader has always some extra food with them. Caring and thoughtfulness come in when you also take some extra snacks with you and offer it to the group when you notice that the spirit and energy level is getting lower.*

## **Reservations**

You will most possibly have to make some reservations concerning your hike. Usually at least the booking of transportation, some of the equipment and gear and the possibility to shower and dine after the hike belong to these. Other reservations you may have to consider are for example some extra activity like paddling during the hike or staying the night indoors.

## **Safety plan**

It is the leader’s responsibility to form a safety plan and present it to the group before heading out. The safety plan should include when and where the hike takes place (coordinates), number of participants, contact information of the leader and a risk analysis. The risk analysis should hold all the possible risks of what could happen during the hike and

the journey to the destination and back home, like a traffic accident, a sprained ankle, someone cuts themselves, gets frostbitten or seriously sick, for example. In addition to identifying the risks there should be a plan of how to act in case of emergency. You should also come up with an evacuation plan in case you need to get someone or the whole group out of the area; how should you act, where should you call and where are the nearest place you can be picked up.

During the hike the leader is responsible for the participants and that is why you have to write the safety plan and go it carefully through it with the whole group.

### **Carrying it out**

Now that most of the planning and preparations are done for the hike, the remaining challenges for you are the highlights which are the hike itself and possible get-together meetings before and after it with the participants.

### **Get together before the hike**

Now that the hike itself is getting nearer it is time to call all the participants together in case you want to meet them beforehand. The get-together is important when it comes to grouping. The meeting is a good opportunity for you as a leader to meet the participants before the hike itself and get an overview on the group. It can also be important and useful for the participants to meet the other group members and the leader before the hike. Especially for those who are participating on their first hike and are possibly a bit uncertain, meeting the rest of the group and going through the hike in general could offer a great ease.

*During this get-together you could go through for example: the route you have planned, gear and equipment needed on the hike, packing the backpack, food and tent units, travelling to the destination, the participants' expectations and your own expectations as a leader. In case there are some first-time participants this get-together beforehand is more than recommended. You should at least go through how to put up a tent, how to use an outdoor*

*cook kit, how to pack a backpack and the basics of orientation (how to read a map and a compass).*

## **Transportation**

Travelling to the destination and back are often long and it is preferable to plan the travelling times properly in order to make the travelling as convenient as possible. You should for example think about the departure and arrival times, change of driver, meal stops and other possible stops on the way.

*While travelling to the destination you have a good opportunity to get to know the participants better and to observe the general atmosphere in the group and the personal mood and thoughts of the individuals.*

## **The Hike**

As you have got to your destination and shared the mutual gear and equipment within the group you should pack all the backpacks again. *You should be especially careful with the first timers' backpacks in order to make sure everyone has packed their equipment as practically as possible before heading into the nature. Just before starting the actual hike it is good to get the group together and ask everyone if their backpacks feel alright and tell them about the basic routines of the hike.* The group should know that the hike follows a basic schedule throughout. This means simply that you wake up in the morning, move during day time, set up the camp before dark and sleep at night. The daily meal times are also worth to tell to the group; breakfast in the morning, lunch after hiking for a bit and starting to get hungry, abundant snack before the last squeeze before arriving to the camping place, dinner after arrival and evening snack before bedtime.

On the hike it is practical to divide the group into “food units” who will work as a team during the hike and take care of their meals together. Each unit should have one outdoor cook kit to carry along and prepare their meals with.



The hiking should be divided persistently into hiking itself and breaks. A useful rule is 50/10, which means 50 minutes of hiking and 10 minutes break. During the breaks everyone should drink and the ones who need to take off or put on clothes can do that. One break per hour also gives the leader an opportunity to keep posted on the groups' spirits. *The leader should observe the groups' spirit and energy level throughout the hike. It happens easy that the hiking itself goes to walking with your head down, stirring at the heels of the person in front of you. It is easy to follow the groups' spirit by changing position every now and then in the line or formation you are hiking in. This helps you also with keeping the group together and noticing if someone starts to fall behind. It's also a safety matter if for example bad weather conditions gets to you by surprise the leader has to manage to gather the whole group together and tell them how they will continue. Flexibility and determination should be balanced all the time in order to offer the group an enjoyable day while reaching the actual goal of the day; the place to spend the night.*

As a leader you should plan the day trips according to the group. The group should feel alright with the length and the level of challenge, but still feel that they have done some serious walking when you get to the camping place. The routes should not be measured only in kilometers or miles, but the ground should be considered as it affects your transition quite a bit. High ascends and descends are tough for feet, for example. Or if the terrain is thick morass, for example, it is challenging in another way. *Remember to reserve some extra time to the transitions that you can use to have/take a break by a beautiful view or slide down a nice hill in winter, because these are moments that bring a special edge to the hike.*

When you have reached the place where you are going to camp the leader should think of a couple of things; you should place your tents close to each others in order to leave space to other possible campers. It is also useful to remind the group about the necessary routines that take place when the tents are up; change into dry clothes, drying of your wet clothes and gear, location of fresh water and cooking of dinner. *When the group is done with dinner and settled down it can be nice to put up a campfire and discuss how the day has been and how everyone is feeling. For the group it can be very important that the participants get the opportunity to tell how they have felt about the day, if there has been some things that have*

*been bothering them or if something has been especially fun. This kind of group discussion is good to have every morning and evening and possibly during the day if you notice it is needed. At this point you can tell the group your plans for the next day and ask if they have some wishes or suggestions concerning the route or stops.*

On a hike you can sleep in a tent, bivouac shelter or cottage as you like. It is good to pay attention to the area and the weather. If it is rainy or humid it is not a good idea to put up your tent somewhere down in a valley but rather somewhere higher where the moisture does not reach. A tent, however, picks up some humidity, which means that nights can feel very cold. To fight it you can burn a candle in the apse of the tent. In wintertime a cottage may offer a comfortable and warm alternative to spend the night. In a cottage, however, you must always be prepared to leave and make space to other campers who arrive after you. It can be a nice way to spend the night in a bivouac shelter if your sleeping bag and the bivouac's wind shelter are enough to keep you warm. Before going to sleep you should remind the group about tidying up the campsite and the schedule of the following morning.

It is good to plan in a couple of hours, depending on the group, for the morning routines and getting ready for the transition of the day. Before heading off you ought to check that everybody is feeling alright with their backpacks and that their possible blisters are plastered. Remember to ask and observe the atmosphere in the group and the need for breaks during the day.

The trip is not over after reaching the destination in the end of the last day of hiking. There is still the road home ahead. Before that, however, it might be refreshing to shower and change clothes. The spirit gets probably even higher if there is a ready-made dinner at a restaurant before hitting the road. While driving home you can muse over the highlights of the hike and get some sleep.

### **Get-together afterwards**

Considering the process that goes on within the group during the hike, it would be good to arrange a get-together afterwards. The idea of the meeting is to bring together the people,

who have spent several intense days as a group, to have a laugh while remembering different moments of the hike and watch some photos and possible video clips. It would be good to arrange the meeting after you have had a couple of weeks to take some distance and gain perspective of all the things you have experienced.

*As a leader the meeting is also a great opportunity to get feedback and possibly some new ideas from the participants. What worked well? What was remarkably fun? What was not too successful? If the hike has been successful and inspiring, the group or some participants may start to talk about arranging a new hike. As a leader you can offer your help and advice if asked to.*

## Sources

Aalto, Mikko 2000. *Ryppäästä Ryhmäksi. Turvallisen ryhmän rakentaminen*. Tammerpaino OY: Tampere.

Aaltonen, Tapio. 2005. *Syty ja sytytä. Valmentavan johtamisen filosofia*. Talentum Media OY: Jyväskylä.

Cockerell, Lee 2008. *Creating magic. 10 Common Sense Leadership Strategies from a Life at Disney*. Vermilion: London.

Fält, Lars 2001. *Vinterfärden*. Fält och Hässler AB : Värnamo.

Graham, John 1997. *Outdoor Leadership. Technique, Common Sense & Self-Confidence*. The Mountaineers: Seattle.

Hanson, Anders 2010. *Salutogenet ledarskap – för hälsosam framgång*. Fortbildning AB:Stockholm.

Hederstedt, Johan Försvarsmakten 2000. *Pedagogiska Metoder*. Fält och Hässler: Värnamo.

Laaksonen, Jouni 2008. *Vaeltajan opas*. Edita publishing OY: Helsinki.

Steinberg, John 2010. *Hitta styrkorna- Samtal som stärker medarbetarna*. Liber AB: Malmö.

Fröjd, Erik & Söderlund, Anna 2009. *En introduktion till vandring*. The Green and Free blog.

Tillgänglig www: [http://www.greenandfree.se/files/vandring\\_greenandfree\\_se.pdf](http://www.greenandfree.se/files/vandring_greenandfree_se.pdf)

#### Planning Schedule

Month	1	2	3	4	5	6
Working with the idea	*	*				
- What, why?						
- Where, when?						
- To whom?						
Budget	*	*				
Marketing		*				
Reservation of gear and equipment		*	*	*		
Safety plan				*		
Route plan				*	*	
Food						
- planning					*	
- buying						*
Information letter to the participants						
- introductory letter			*	*		
- final letter with packing list and such attached					*	
Final day to sign up					*	
Get-together beforehand						
- planning and inviting				*	*	
- practical arrangements for the meeting					*	
Practical preparations						
- gathering the gear						*
- observing the weather						*
- checking the gear						*
The Hike						*
Get-together afterwards						*

### An example of budget:

Autumn hike to Lapland: 9 people, five days in the nature

#### Costs:

Mini bus + gas

Food 500€

Sauna + last day dinner 400€

Assistant leader 50€

Gear and equipment

Maps

Material

Marketing

Planning 200€

#### Incomes:

1200€ Participant fee x 7: 100€

Assistant leader feet x 1: 50€

Sponsors?

Other funding?

#### Budget:

	Incomes	750€
-	Costs	2350€
=		- 1600€

The budget has been estimated with rather big estimates. In case you want to keep the participant fee fair, you might want to apply for funding.

<b>Hike:</b>	<b>Destination:</b>	<b>Date:</b>						
<b>Participant information</b>								
<b>Name</b>	<b>Date of birth</b>	<b>Allergies/diet/ medication</b>	<b>Telephone</b>	<b>@</b>	<b>Home address</b>	<b>Guardian</b>	<b>Guardian's telephone</b>	<b>Guardian's @</b>

## PACKING LIST

Season:

Hiking days:

W= Necessary during winter time  
S= Necessary during summer time  
O= Optional      Blank= not needed

Item	Amt.	Specifying note	Winter	Summer	Get	Packed
Tent			W	S		
Backpack + rain cover			W	S		
Sleeping bag + water resistant bag			W	S		
Camping mattress		normal and/or inflatable	W	S		
Hiking shoes/ -boots			W	S		
Cooking kit			W	S		
Extra kettles		coffee pot and a bigger extra kettle	O	O		
Fuel bottle/gas		a cover/warmer is good in cold temperature	W	S		
Wind shield			O	O		
Dish		to eat from	O	O		
Spoon			W	S		
Cup/mug			O	O		
Thermos bottle			W	O		
Water bottle			O	S		
Water bag		very useful to get water with	O	S		
Dish brush		only the brush part	O	O		
Fairy liquid			O	O		
Matches/lighter		pack these water resistant	W	S		
Underwear			W	S		
Socks			W	S		
Woollen socks			W	O		
Undershirt + long Johns			W	O		
T-shirt			O	S		
T-shirt with long sleeves			W	S		
Pants				S		
Shorts				S		
Fleece/windstopper			W	S		
Woollen pullover			W	O		
Fleece woollen pants			W			
Waterproof shell set		jacket and pants	W	S		
Down jacket + insulated/padded pants			W			
Scarf/tube scarf			W	O		
Gloves			W	O		
Hat			W	O		
Cap				S		
Mosquito head net		this can be very useful when its mosquito season		O		

Flashlight		headlamp and a normal flashlight	W	S		
Knife			W	S		
Saw		remember the cover	O	O		
Shovel			W	O		
Axe		remember the cover	O	O		
Toilet paper		pack water resistant	W	S		
Hygiene accessories		toothbrush, deodorant, savettes	W	S		
Towel			O	O		
Light shoes for camp		trainers, sandals	W	S		
Leashes, straps		you always need extra	W	S		
Line, cord			W	S		
Duc tape			W	S		
Needle and thread			W	S		
Chemical warmers		hand and toe warmers	W	O		
Map		remember also a map bag	W	S		
Compass			W	S		
Gps			O	O		
Firts aid equipment		check it and add what you need	W	S		
Fast energy		chocolate-nut-raisin mix	O	O		
Minigrip plastic bags		to pack your clothes in into the backpack	O	O		
FOOD!!		you can pack every day separately	W	S		



# SAFETY DOCUMENT FOR CAMPING AND EXCURSION ACTIVITIES

## 1. COMPILATOR OF THE DOCUMENT AND THE LEADERS ATTENDING THE CAMP

Person in charge of the camp/trip	Assignment	Telephone

Name and telephone number of the staff attending the camp

Name	Assignment during the camp	Telephone

Number of assistant leaders attending: \_\_\_\_\_

## 2. BASIC INFORMATION OF THE CAMP

Name of the camp	Date	Duration

Type of camp/trip ☐ trip ☐  
confirmation camp ☐ another camp ☐  
city activities ☐ camp/trip abroad

Total number of participants \_\_\_\_\_ of whom Under 18 years \_\_\_\_\_  
Under school age \_\_\_\_\_  
Has special needs \_\_\_\_\_

Camp program attached ☐ Contact list of participants and leaders attached ☐  
Beforehand information sent to the participants ☐ Beforehand information attached ☐

## 3. CAMPING AREA AND RESCUE PLAN

Camping area: \_\_\_\_\_

In case other than the organisation's own area ☐ Leaders have led a trip in the area before ☐  
Known area, but leaders have not led a trip there before ☐  
No experience of the area ☐

☐ There is a ready made rescue plan in the camping area  
☐ The person in charge of safety has read up on the rescue plan of the camping area  
☐ The person in charge of safety will read up on the rescue plan of the camping area in the beginning of the camp  
☐ The camping area does not have a ready made rescue plan  
☐ A lesson about the safety arrangements will be held in the beginning of the camp programme

## 4. TRANSPORT

☐ Travel company  
☐ Other transport, which: \_\_\_\_\_

Safety arrangements of boat travel \_\_\_\_\_  
\_\_\_\_\_

## 5. FOOD ARRANGEMENTS

- ☐ Staff of the camping area  
☐ Leaders make the food  
☐ Participants make their own food  
☐ Something else, what: \_\_\_\_\_
- ☐ A hired hostess of the camp  
☐ Food in the nature

## 6. DESCRIPTION OF THE SAFETY ARRANGEMENTS OF THE CAMP PROGRAMME

### A. Activity

- ☐ Swimming Safety arrangement: \_\_\_\_\_  
\_\_\_\_\_
- ☐ Boating Safety arrangement: \_\_\_\_\_  
\_\_\_\_\_
- ☐ Paddling Safety arrangement: \_\_\_\_\_  
\_\_\_\_\_
- ☐ Hiking Safety arrangement: \_\_\_\_\_  
\_\_\_\_\_
- ☐ Other, what: \_\_\_\_\_  
\_\_\_\_\_
- Safety arrangement: \_\_\_\_\_  
\_\_\_\_\_

### B. Other safety arrangements with regard to the camp programme

Activity / programme that involves risks

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

Action to minimise the danger and eliminate risks

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

☐ A programme led by an outside supplier involves: \_\_\_\_\_  
\_\_\_\_\_

Supplier's contact information/person: \_\_\_\_\_  
\_\_\_\_\_

- ☐ I have gone through the safety arrangements of the supplier with the supplier  
☐ I have accepted the supplier's insurance arrangements  
☐ The participants or their guardians have received information of the special programme beforehand

The safety arrangements of the camping area deviate from the normal arrangements (e.g. because of a construction site)

☐ None ☐ Yes, there is: \_\_\_\_\_  
\_\_\_\_\_

## 7. INSURANCE

- ☐ I have familiarised myself with the valid insurance for camping and excursion activities of the organisation  
☐ I have completed the insurance according to the needs of the camping area in the following way: \_\_\_\_\_  
\_\_\_\_\_

## 8. TREATMENT OF THE SAFETY DOCUMENT AND SIGNATURES

Compiler of the document: \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_

### Permission granter

- ☐ I accept the safety document of the camp/trip  
☐ Document will not be accepted before the following complements have been made: \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Assignment \_\_\_\_\_

### Personnel who are attending the camp/trip

- |   |             |
|---|-------------|
| <input type="checkbox"/> I have familiarised myself with the safety document<br>_____ Date: _____ | Name: _____ |
| <input type="checkbox"/> I have familiarised myself with the safety document<br>_____ Date: _____ | Name: _____ |
| <input type="checkbox"/> I have familiarised myself with the safety document<br>_____ Date: _____ | Name: _____ |
| <input type="checkbox"/> I have familiarised myself with the safety document<br>_____ Date: _____ | Name: _____ |

# ACCIDENT REPORT

This report must be written also in "almost scenarios".

## 1. BASIC INFORMATION ABOUT THE OCCASION:

Name of the occasion:

Place:

Time:

Duration:

Number of participants:

Person in charge of safety:

Person in charge of the occasion:

## 2. DESCRIPTION OF THE SITUATION THAT CAUSED THE ACCIDENT

a. Short description of the safety instructions and proaction of the situation:

---

---

---

---

b. Short description of the situation:

---

---

---

## 3. CONSEQUENCES OF THE ACCIDENT

a. casualties

---

---

---

b. other damages

---

---

---

## 4. SHORT DESCRIPTION OF THE ARRANGEMENTS AFTERWARDS

---

---

---

## PERSON INFORMATION OF THE WRITER OF THIS REPORT

Name:

Contact information:

Signature:

\_\_\_\_\_ / \_\_\_\_\_

The safety plan of the camp/trip has to be attached to this report.