

MODULE 4 · LEARNER GUIDE

GOOD PRACTICE GUIDES — HOW TO USE THEM

EONZ publishes a library of Good Practice Guides (GPGs) so you don't have to invent risk management for every activity from scratch. This module shows you how the library is organised and how to make it part of your planning.

1 WHAT IS A GOOD PRACTICE GUIDE?

A **Good Practice Guide** is a short, focused document that distils the current consensus among New Zealand outdoor educators on *how to run a particular activity or manage a particular theme well*. Each one is written and reviewed by experienced practitioners and updated as practice evolves.

GPGs sit between the broad **EOTC Guidelines** (the legal/principled framework you met in Module 1) and the operational **EONZ Coordinator Toolkit** forms (the templates you saw in the Toolkit Map). They tell you *what good practice looks like* for a specific activity — the kit, the controls, the teaching points, the things experienced people have learned the hard way.

WHY THIS MATTERS

If you're running a tramp, a snorkelling session, or an overnight camp, someone has already done the hard thinking about what good practice looks like. Reading the GPG before you plan saves hours and surfaces risks you wouldn't have thought of. **It's the cheapest competence boost in the EOTC ecosystem.**

2 TWO FAMILIES OF GPG

GENERIC GPGS

Cross-cutting themes

Apply across many activities. Read these once and they inform everything else you plan.

Examples: General Guidance for Organised Outdoor Activities · Overarching Managing Risk Guidance · Driving · Emergency Communication · Accessibility and Inclusion.

ACTIVITY GPGS

Specific activities

Each one is a focused playbook for a particular activity, paired with a planning template you can fill in.

Examples: Tramping · Beach & Surf · Camp Fire Cooking · Adventure Based Learning · Snorkelling · Overnight Camping · Archery · Target Shooting · and more.

3 ACTIVITY GPGS COME IN PAIRS

For each activity, EONZ publishes **two documents designed to be used together**. Use both — the GPG without the template is incomplete advice; the template without the GPG is a blank form.

The **Good Practice Guide** — what good looks like, the

The **Activity Planning Template** — a structured form

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USING A GPG WELL

A four-step workflow for folding GPGs into your planning — not as a one-off chore, but as a habit you build for every event.

4 THE GPG PLANNING WORKFLOW

STEP 01

Identify

Is there an Activity GPG for what you're doing? Check the Index. If not, the closest match plus the Generic GPGs is your starting point.

STEP 02

Read in pairs

Read the relevant Activity GPG *alongside* the General Guidance for Organised Outdoor Activities. The activity GPG tells you the specifics; the general one fills the gaps.

STEP 03

Adapt & record

Use the Planning Template to capture *your* version. Don't copy-paste — adapt for your site, your group, your staff. Note where you depart from the GPG and why.

STEP 04

Compare to current practice

Where does your current planning differ from the GPG? Difference isn't automatically wrong — but it should be deliberate, defensible, and recorded.

5 THREE HABITS THAT MARK EXPERIENCED USERS

- **Read the Generic GPGs first.** They cover the things that catch everyone out — driving, comms, inclusion, risk thinking. Once you've absorbed them, every Activity GPG reads faster.
- **Treat the GPG as the floor, not the ceiling.** Good practice is the minimum standard for a competent leader — your context (weather, group, site) often raises the bar.
- **Re-read before every event.** Even for activities you know well. Practice evolves; the GPG is updated; you'll notice things you missed last time because the group is different.
- **Bring the GPG to the planning meeting.** Have it open when you're briefing other staff. It's a shared reference that depersonalises decisions.

WHERE THIS FITS IN THE COURSE

Module 4 introduces the GPG library. Modules 5–7 take you into the operational discipline that backs the planning up — SOPs and operational limits (Mod 5), dynamic risk management out in the field (Mod 6), and emergency response when it all goes wrong (Mod 7). Module 8 closes the course with event evaluation, the no-blame review culture, and implications for back at school.