

INFORMATION FOR GROUP LEADERS

We thank you for choosing CYC for your retreat. The following information outlines CYC's guidelines, expectations and requirements for a hassle free stay. Please make sure each of your group leaders are familiar with the information outlined below.

ACCOMMODATION & FACILITIES

ACCOMMODATION

Guests are accommodated in comfortable dormitory style accommodation with a minimum of eight (8) and maximum of ten (10) beds in each hut. Beds are configured in bunks with some huts having ensuite bathrooms (refer to the Cabin Allocation Template). Male and female students are accommodated in independent blocks separated by the Dining Hall and Recreation Room

GROUP LEADER ACCOMMODATION

Group leaders can be accommodated in separate, yet close by accommodation. Group Leader's accommodation consists of ensuited rooms with a variety of sleeping configurations from single beds to double beds and bunks. All mattresses are comfortable innerspring (Refer to the Cabin Allocation Template).

FACILITIES

- Dining room to seat 150 people with 24 hour access kitchenette
- Recreation room to seat 150 people with PA, projector with DVD, TV and computer input
- Chapel to seat 35 people with PA, projector with DVD and computer input
- Fire Pit to accommodate 50 people.
- CYC does not provide sports equipment (such as basketballs) or consumables (such as whiteboard markers, paper, pens etc).

CATERING

- Generally, your first meal will be lunch on the day you arrive and your last meal will be lunch on the day you depart (different arrangements can be made through the office prior to your stay). Morning and afternoon teas and suppers are provided complimentary after the first main meal. Please note the following meal times when at the campsite. It is important that your group arrive for meals promptly at the times agreed upon. Meal times are the responsibility of your group leaders:
- Breakfast – 7.30am
- Lunch – 12.30pm
- Dinner – 6.00pm

DIETARY REQUIREMENTS

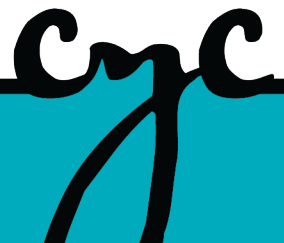
Our catering department can accommodate special diets including vegetarian, lactose intolerant, vegan, diabetic, halal and many more. Please contact the office if you would like to discuss any catering needs.

CYC provides a template for assessing Individual Dietary Needs. Individual guest's dietary needs must be summarised on the Dietary Information Summary. It is essential that you complete the Dietary Information Summary and return it to CYC 14 days prior to your stay. Failure to do this may result in the required dietary requests not able to be met.

DUTIES

We ask that visiting groups provide a duty group to sweep the dining hall floor after each meal. Due to health and safety regulations, CYC does not permit guests to wash dishes, however there are other duties that can be carried out if you wish:

- Serving food (older students only)
- Wiping down tables
- Setting tables



PROGRAMMING & ACTIVITIES

CYC offers a range of activities for all seasons in an effort to best meet the needs of our campers. Whether it be Leadership, Personal Development, Social Integration or Outdoor Education, CYC can design a tailored program to suit your needs. For a comprehensive list of our activities please see our website – www.cycburleigh.com.au/activities

PROGRAMMING

CYC provides both half-day and full-day activity packages. Half-day packages apply to the first and last day of your stay, while full-day packages apply to all days in between. A package includes all activities during the day and night, starting at 8.15am and finishing at 5pm. Night activities begin at 7.30pm and conclude at 9.30pm.

NIGHT SUPERVISION

CYC offers night supervision starting at 10pm and concluding at either 1am or 6am. Alternatively, group leaders are welcome to perform night supervision themselves. For more information, please contact the office.

HEALTH & SAFETY

OUR COMMITMENT TO SAFETY

Programs at CYC contain inherent risks that would be reasonably associated with any campsite and outdoor education program with consideration to the nature and location of activities.

We are committed to providing our guests with a safe and comfortable experience. Our staff keep abreast of current developments in health and safety and implement best practice procedures within all areas of our service, including our accommodation, campsite facilities and outdoor education programs.

As part of our commitment to safety, we have detailed risk management plans, regularly reviewed safety procedures and fully qualified, accredited and competent employees with current first aid certification.

YOUR COMMITMENT TO SAFETY

We work in partnership with you to manage health and safety risks associated with your visit to CYC.

DUTY OF CARE

CYC will work with you in providing a safe and enjoyable environment for your guests. During your program, the welfare of your participants, either during activities or in and around the Centre, ultimately rests with you. If you have queries or concerns regarding a camper's ability to participate, please bring it to the attention of CYC staff on arrival.

All guests must wear sunscreen and a hat when outdoors. Closed in footwear must be worn during some creek activities and thongs are required for beach activities.

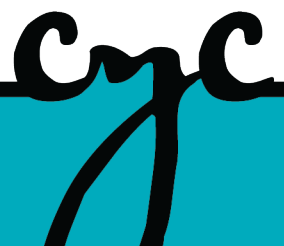
ROLE CLARITY AND RESPONSIBILITIES

As group leaders, it is your responsibility to:

- Inform CYC staff of any issues a participant may have that may impact his/her ability to participate in any activity (e.g. poor swimming ability, fear of the water)
- Ensure all participants behave appropriately at all times including meal times and bed times
- Assist CYC staff during activity times when needed
- Oversee meal times, bed times and other non-activity times
- Report any incidence of illness, accidents or breakages to CYC staff as soon as possible

CYC Burleigh Staff Responsibilities

- Activity facilitation, technical skill, set up/pack up and safety
- Ensuring all equipment is handled appropriately
- Overall group management (including management of group leaders) during activities
- Ensuring safety procedures are practiced at all times
- Preliminary risk management
- Emergency Evacuation Procedures



IN AN EMERGENCY

A CYC staff member is on call 24 hours a day, and their mobile number will be left with your group upon arrival. In emergencies, the on-call staff member and/or the CYC Site Manager must be notified.

In the event of an emergency, CYC employees will take leadership of the situation if:

- They are on site and have immediate knowledge of the incident; and
- There is no one else with a higher level of emergency response and medical training at the scene.

GENERAL SAFETY NOTES

- Mobile phone and vehicle support is in place at all activities
- CYC staff carry mobile phones and first aid kits
- All CYC staff maintain specific qualifications in addition to general qualifications such as first aid
- CYC does not permit direct parental contact (other than through the school or group)
- All incidents, accidents and illnesses must be reported to CYC staff
- Guest supervision is the responsibility of group leaders at all times
- It is important follow the *What to Bring* list carefully, including shoes that can be worn in the water

MEDICAL INFORMATION

As the group leader, you are responsible for notifying CYC of all medical information for each group member (including group leaders). Please complete and return the Medical Information Summary at least 14 days prior to your stay.

You should also ensure you have fully detailed medical information for each group member. Each group leader should keep this with them all times during your stay.

CURFEW

Due to the location of the centre in close proximity to neighbours, CYC has in place a strict noise curfew from 9.30pm to 7.30am. All activities and excessive noise must cease between these hours including basketball.

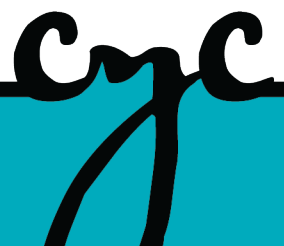
MINIMUM NUMBERS

Your minimum numbers will be calculated on the numbers you nominate on your *Campsite Booking Agreement*. Minimum numbers are used for booking, programming and invoicing purposes. Please ensure you;

1. conservatively nominate your estimated numbers on your *Campsite Booking Agreement*, and
2. do your best achieve your minimum numbers through active promotion etc.

FEEDBACK

CYC values your feedback! Please take the time to complete the feedback form at the back of your Camp Booklet (received on arrival).



CAMP PREPARATION TIMELINE FOR GROUP LEADERS

CYC understands that many of you are very experienced in the art of planning a camp. If, however you would like some assistance, particularly in the area of timelines, developing a program, interaction with parents (notes, consent forms etc), please contact us as we are only too happy to help.

Please note, CYC does have a timeline in place for things that effect our ability to successfully facilitate your program:

6 MONTHS PRIOR TO YOUR PROGRAM:

- Camp should be booked
 - *Campsite Booking Agreement* signed and returned
 - Deposit paid
 - *Camp Summary & Quote* returned
- Desired outcomes should be outlined

3 MONTHS PRIOR TO YOUR PROGRAM:

- Circulate camp correspondence among participants (permission notes, medial & dietary information forms, camp costings etc)
- Finalise any program modifications

14 DAYS PRIOR TO YOUR PROGRAM:

- The following forms need to be returned:
 - *Occupant Details Form* (please ensure your numbers are accurate as you will be invoiced from the information submitted on this form)
 - *Group Dietary Information* form (all guest's dietary information needs to SUMMARISED on this form)
 - *Group Medical Information* form (all guest's medical information needs to SUMMARISED on this form)
 - *Cabin Allocation Template* (kept on file for health and safety records)

BRING WITH YOU ON THE DAY OF YOUR PROGRAM:

- *Assumption of Risk* forms (Please give to CYC staff on arrival)
- A copy of activity group lists and cabin allocations.

If you have any questions regarding camp preparation, please don't hesitate to contact the office.

