

Thank you for choosing **Adanac CYC** for your school camp.  
We are looking forward to your arrival.

This Teachers Resource Manual will answer many of your questions however please feel free to contact us should you wish to further discuss any details regarding your camp.

We are happy to help.

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#### FOR INFORMATION ON:

- Risk Management Plans
- Activity Safety Guides
- Emergency Management Plan
- Child Protection Policy
- Accreditations

Please refer to our web site: <http://adanac.cyc.org.au/planning-resources/>



# **SECTION 1**

## **ESSENTIAL INFORMATION**

**(YOU ARE WELCOME TO DUPLICATE ANY PART OF THIS DOCUMENT)**

## CAMP LEADER'S CHECKLIST & TIMELINE

WHEN:	WHO:	WHAT:
NOW	Camp Planner	<b>Read</b> this handbook carefully.
PRIOR TO OR AFTER BOOKING	Camp Planner	<b>Visit</b> the campsite if you haven't been before to help with your planning of program, room allocation etc. (please telephone us first) OR ring to speak with our program staff who can help with your program planning.
AT TIME OF BOOKING	Camper Planner	<b>Organise</b> transportation to and from camp through a local Bus Company. Adanac CYC is happy to book buses for you and include all costs on your final camp invoice.
1 TERM PRIOR TO CAMP	Adanac Program	<b>Sends</b> an Activity Request Form
1 TERM PRIOR TO CAMP	Camp Planner	<b>Complete</b> Activity Request Form and return to Adanac Program team.
1 TERM PRIOR TO CAMP	Camp Planner	<b>Advertise</b> your camp. Draw up an application form (include date and times, costs, what to bring, and parent/guardian medical consent section, etc.) Conduct a parent's information session.
8 WEEKS PRIOR TO CAMP	Adanac Program	Sends a <b>draft program</b> , staff allocation list, and ASG's (Activity Safety Guides) for scheduled activities.
4 WEEKS PRIOR TO CAMP	Camp Planner	<b>Arrange</b> first aid equipment and appoint a qualified 1 <sup>st</sup> aid officer.
4 WEEKS PRIOR TO CAMP	Camp Planner	<b>Appoint</b> camp personnel (supervisors for special diets, dining room, announcements, activities, first aid, etc.) and arrange duty groups.
3 WEEKS PRIOR TO CAMP	Adanac Office	<b>Sends</b> Information Request Form, Accommodation Register, Special Diets link and menu options
3 WEEKS PRIOR TO CAMP	Camp Planner	<b>Complete</b> and return the School Information Request sheet by the date requested, including: <ul style="list-style-type: none"> <li>- Arrival and departure times</li> <li>- Total number of people attending camp</li> <li>- Birthdays</li> <li>- Equipment needs</li> </ul> Special dietary requirements via the web link Menu requests (if any) <b>Allocate</b> campers to appropriate rooms using the Guest Accommodation Register.
3 WEEKS PRIOR TO CAMP	Camp Planner	<b>Print</b> copies of: Program Room lists Duty Group lists Camper list for Adanac CYC
ON ARRIVAL	Adanac Program	<b>Welcomes you</b> and conducts a group briefing including safety and emergency procedures.
ON ARRIVAL	Teaching Staff	<b>Confirm</b> your Accommodation Register <b>Receive Welcome Pack</b> , including a Costing Sheet to record the actual number of people in attendance. Return this Sheet at the end of camp, as your final camp invoice will be created from this record.
AT CAMP	Teaching Staff	<b>Supervise</b> safety by ensuring that all necessary guest's medical records, special dietary requirements, epi-pens, and first aid equipment are brought to camp.
AT CAMP	Teaching Staff	<b>Arrange</b> for the teacher in charge of special diets along with all guests with special dietary needs to meet with catering staff to further discuss diets.
BEFORE DEPARTURE	Teaching Staff	<b>Return</b> Costing Sheet and Evaluation Form. Visit the office to discuss dates for future camps.

## WHAT TO BRING TO CAMP

### CAMPERS

- |  |   |
|--|---|
| <input type="checkbox"/> Sheet                               | <input type="checkbox"/> Bathers                        |
| <input type="checkbox"/> Sleeping Bag or Doona               | <input type="checkbox"/> Beach Towel                    |
| <input type="checkbox"/> Pillow Slip                         | <input type="checkbox"/> Medication                     |
| <input type="checkbox"/> Toiletries (Soap, toothbrush, etc.) | <input type="checkbox"/> Sun Hat                        |
| <input type="checkbox"/> Bath Towel                          | <input type="checkbox"/> Sunscreen                      |
| <input type="checkbox"/> Plastic bag for dirty clothes       | <input type="checkbox"/> Sturdy Shoes                   |
| <input type="checkbox"/> Jeans / Long Pants                  | <input type="checkbox"/> Old shoes for water activities |
| <input type="checkbox"/> Jumpers                             | <input type="checkbox"/> Socks                          |
| <input type="checkbox"/> Rain jacket                         | <input type="checkbox"/> Drink Bottle                   |
| <input type="checkbox"/> Shirts                              | <input type="checkbox"/> Camera                         |
| <input type="checkbox"/> Shorts                              | <input type="checkbox"/> Lunch (for first day)          |

**Leave at home:** Valuables, electronic equipment, singlets, thongs, crocs

NOTE:

For all activities, students will need at least one pair of long shorts, a T- shirt, runners and a hat.

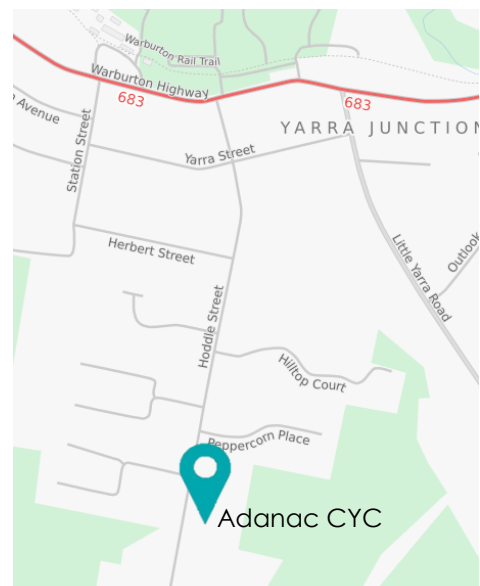
### GROUP LEADER

- ☐ First Aid Kits, Sunscreen, Icepacks, Insect repellent
- ☐ Accommodation Registers
- ☐ List of Duty Groups
- ☐ Medication Forms
- ☐ Copy of Dietary Requirement forms / ASCIA Plans
- ☐ Staff Car (for emergencies)
- ☐ Mobile Phone
- ☐ Teacher & Student booklets (optional)
- ☐ School camera (optional)
- ☐ Sports Equipment (optional)

### LOCATION

**Adanac CYC**  
47 Hoddle St  
Yarra Junction 3797

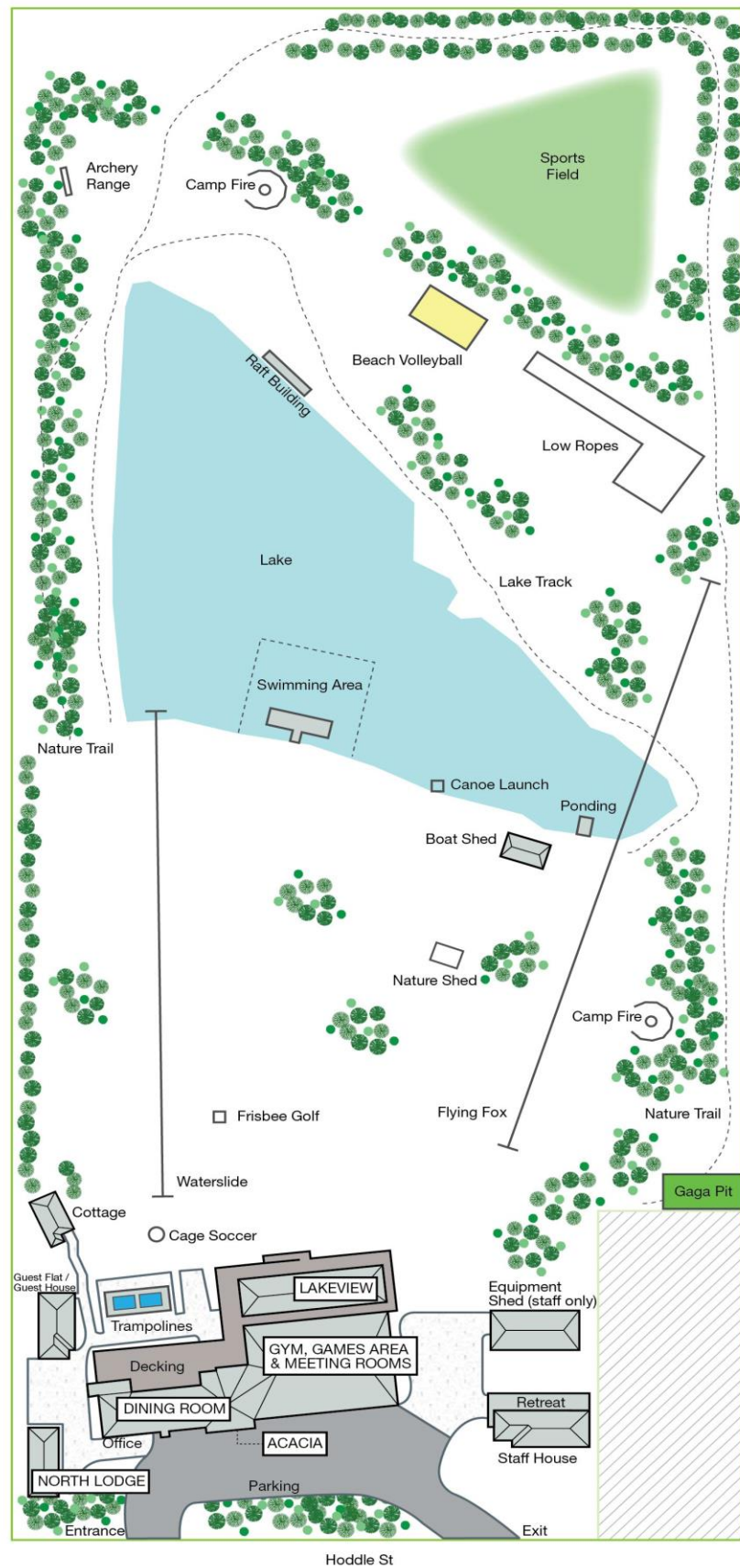
Melways Reference: Map 288 – D10



# CAMP MAP

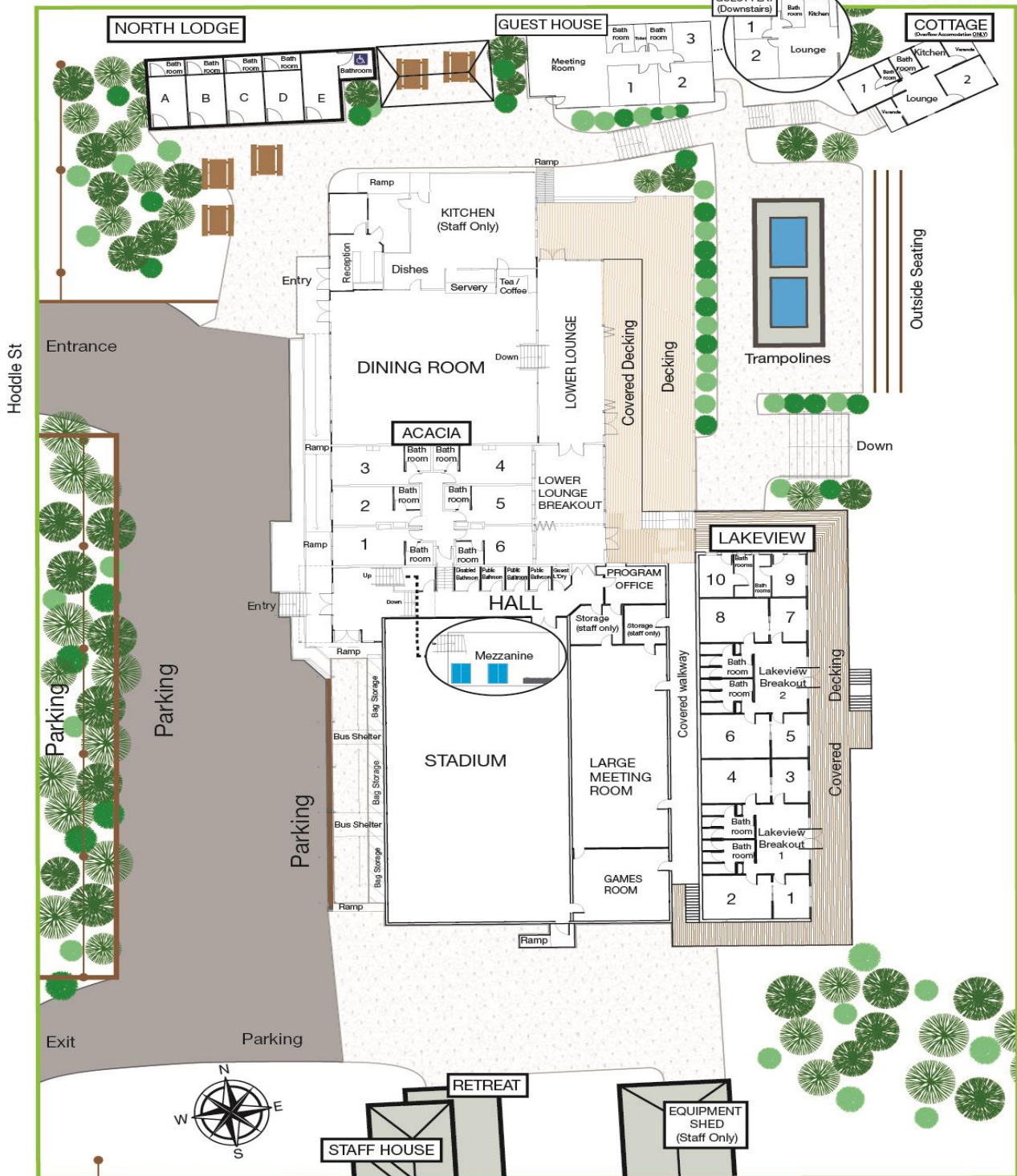
## ADANAC SITE MAP

47 Hoddle St  
Yarra Junction, Vic 3797  
p: (03) 5967 1594  
e: adanac@cyc.org.au





# ADANAC SITE MAP



Updated 01/03/2017

**CHRISTIAN YOUTH CAMPS**  
GIVE YOUR YOUTH AN EXPERIENCE

## MEETING ROOMS AND LOUNGES

The Group Leader is responsible to ensure that all heaters (not on self-timers) are turned off when unattended, and before retiring from these areas.

LARGE MEETING ROOM	GUEST HOUSE MEETING ROOM	ADDITIONAL BREAKOUT ROOMS
Large Meeting Room seating approximately 130 guests. It has a data projector with Blu-Ray and basic PA functions. Use of this space is scheduled according to your program needs and is often shared between groups.	Lounge room seating approximately 40 guests, located in the Guest House. This area is available as a meeting space to groups that have booked the Guest House. It has a large TV and Blu-ray player	Two central small lounge rooms each seating approximately 10 guests. Available to groups who have booked Lakeview.  The Lower Lounge Breakout Room is adjacent to the Lower Lounge seating 45. It has a large TV.

## SHARED FACILITIES

**Stadium and Games Rooms** - incorporates table tennis, foosball, billiards, volleyball, basketball. Open 8:00am - 10:00pm

**Outdoor Activities** - Includes in-ground trampolines, a lake, bush-walking track, seated campfire area, sports oval, and beach volleyball court.

**On-site Activities** – canoeing, flying fox, low ropes, indoor tread wall, raft making, water trampoline (seasonal), stand-up paddle boards, archery, waterslide, disc golf, cage soccer, hut building, camp cooking, mountain boards, mountain bikes. Some of our activities are only available in conjunction with Adanac CYC staff.

## PARKING

Parking is available in designated parking lots only. Grass areas are NOT available for car parking.

## INTERNET

There are hotspot areas around camp for teacher/staff use. The WIFI password will be given to you in the welcome pack. We ask that you download responsibly.

## ARRIVAL & DEPARTURE TIMES

Your arrival and departure times are detailed on your Hire Agreement. Please keep your arrival and departure to within the contracted terms.



## DINING ROOM

Our versatile dining area accommodates up to 150 guests, providing a fully-catered, cafeteria-style service.

## DINING ROOM ROUTINE

### Dining Room Briefing

Adanac Catering staff will brief the entire group prior to the first meal on dining room procedures and requirements.

### Order of Service for Meal

The adult supervisor will call one table at a time to file past the server, typically starting with the special diets first.

### Duty Groups

Are needed to set tables 15 minutes before each meal and to clear the tables, wipe the tables, and vacuum the floor after each meal. This needs to be under the supervision of a group leader.

### Adult Supervision

It is important to have appropriate supervision for Special Diets and Duty Groups.

### Tea and Coffee

Available at all times for adults from the beverage area.

## MEAL TIMES

Your first and last meals are listed on your Hire Agreement. If the first meal provided on the day of arrival is afternoon tea, students will need **to bring their lunch and morning tea**. If the last meal provided on the day of departure is lunch, a packed lunch may be able to be arranged if an earlier departure is required. Please enquire before your arrival.

Meals include a wholesome variety of dishes with plenty of fruits, salads and vegetables. Most dietary requirements are able to be catered for by using the special diets link at least 10 days prior to camp. Birthday cakes can be prepared by kitchen staff with advance notice via the School Information Form.

Meal times are normally (check your activity program):

Breakfast	8.00am
Lunch	12.30pm
Dinner	6:00pm

Morning Tea, Afternoon Tea and Supper are provided and left for distribution at the Group Leader's discretion.

A central bell will be rung 15 minutes prior to a meal to alert duty teams to set-up. A second bell will ring 15 minutes later to call everyone to the dining room for meals. The group leader is responsible for ensuring the group arrives at meals on time.

## SPECIAL DIET/ ALLERGY INFORMATION

We have an online system for special dietary requests. We will send you an email 3 weeks prior to your arrival with the following link: <http://resources.cyc.org.au/dietary/adanac>. Once you submit and confirm your requests, you will receive an email with a hyperlink which you may use if you need to edit or add to your requests. Feel free to update your requests up until 10 days prior to your arrival. We ask for all special dietary requests to be submitted prior to your arrival to guarantee we will have the supplies/staff on hand to provide for your requests.

Examples of special diets we can cater for:

Anaphylactic (including traces)	Allergic	Intolerant	Other
<input type="checkbox"/> Peanuts	<input type="checkbox"/> Peanuts	<input type="checkbox"/> Gluten	<input type="checkbox"/> Vegetarian
<input type="checkbox"/> Tree nuts	<input type="checkbox"/> Tree nuts	<input type="checkbox"/> Gluten (Coeliac)	<input type="checkbox"/> Pescatarian
<input type="checkbox"/> Wheat	<input type="checkbox"/> Wheat	<input type="checkbox"/> Lactose	<input type="checkbox"/> Pesco Pollo Vegetarian
<input type="checkbox"/> Eggs	<input type="checkbox"/> Eggs	<input type="checkbox"/> Fructose	<input type="checkbox"/> Vegan
<input type="checkbox"/> Fish	<input type="checkbox"/> Fish	<input type="checkbox"/> Additives	<input type="checkbox"/> Halal
<input type="checkbox"/> Shellfish	<input type="checkbox"/> Shellfish	<input type="checkbox"/> Other	<input type="checkbox"/> Diabetic
<input type="checkbox"/> Milk	<input type="checkbox"/> Milk		<input type="checkbox"/> Other
<input type="checkbox"/> Sesame	<input type="checkbox"/> Sesame		
<input type="checkbox"/> Soy	<input type="checkbox"/> Soy		
<input type="checkbox"/> Other	<input type="checkbox"/> Other		

Please ensure one adult leader is responsible for all dietary information. This person will need to meet with the Adanac CYC Catering staff upon arrival to camp. All guests with special dietary requests will need to introduce themselves to the catering staff at each meal to ensure they receive the appropriate meal.

**Please Note:** The above categories are examples of the dietary needs that we are able to cater for. For those who do not have a straightforward diet, we request that a guardian call our Catering Co-ordinator on 5967 1594 at least 10 days prior to camp to further discuss.

For any diets that we are not able to cater for, we recommend that pre-prepared snacks & supplies be brought to camp. There is a fridge and microwave in the dining room for your groups use. A fruit basket is available 24hours.

Please note that Adanac CYC is an Allergy Aware campsite. **DO NOT** bring any NUTS or items that contains NUTS (i.e. Nutella, Peanut Butter, Pesto Dip, Chocolate containing nuts etc.) on camp.

## TRANSPORTATION OPTIONS

As a way of simplifying the camp planning process and paperwork, Adanac CYC can provide you with transportation or excursion quotes to and from camp. If you choose to book your buses or excursion through Adanac CYC, we will include these costs on your final camp invoice.

All of our bus quotes offer fully seat-belted coaches with extra luggage storage and fully qualified bus drivers. Bus sizes consist of large (48, 53 and 57 seat) and mini (24 seat) coaches making it possible to cater to a variety of group sizes while keeping costs to a minimum.

Please contact Adanac CYC for a quote today.

## OPTIONAL EXCURSIONS AND TRAVEL BREAKS ON YOUR WAY TO CAMP

The following information has been compiled as a guide only.

ATTRACTION	WEBSITE/ INFORMATION	OPENING TIMES
Healesville Sanctuary	<a href="http://www.zoo.org.au/HealesvilleSanctuary">http://www.zoo.org.au/HealesvilleSanctuary</a>	9 am – 5 pm
Hedgend Maze & Mini Golf	<a href="http://www.hedgend.com.au">www.hedgend.com.au</a>	10 am – 5:30 pm
Maroondah Reservoir	<a href="http://www.parkweb.vic.gov.au">www.parkweb.vic.gov.au</a>	8 am – 5:30 pm
Yarra Junction Aquatic Centre	<a href="http://www.yarracentre.com.au">www.yarracentre.com.au</a>	6 am – 8:30 pm
Lillydale Lake	<a href="http://www.yarraranges.vic.gov.au/Things_To_Do/Lillydale_Lake">www.yarraranges.vic.gov.au/Things_To_Do/Lillydale_Lake</a>	Daylight hours only
Mt Donna Buang – Snow Fields	<a href="http://www.parkweb.vic.gov.au">www.parkweb.vic.gov.au</a>	Daylight winter only
Upper Yarra Reservoir Park	<a href="http://www.parkweb.vic.gov.au">www.parkweb.vic.gov.au</a>	8:30 am – 5 pm
Yarra Ranges National Park	<a href="http://www.parkweb.vic.gov.au">www.parkweb.vic.gov.au</a>	Daylight hours only
Lillydale-Warburton Rail Trail	<a href="http://www.railtrails.net.au/vic/lillydale_warburton/index.htm">www.railtrails.net.au/vic/lillydale_warburton/index.htm</a>	Daylight hours only

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## END OF CAMP CLEANUP

Guests need to vacate rooms by the time listed on your program to allow for cleaning.

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### Accommodation Rooms

- ☐ Remove all personal belongings
- ☐ Ensure each bed has the appropriate number of pillows / doonas, etc.
- ☐ Ensure that rooms are left neat and tidy

**Leader in Charge:**

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### Gymnasium and Upstairs Lounge

- ☐ Put all rubbish in the bin and leave everything neat and tidy
- ☐ Tidy furniture and stack chairs
- ☐ Return all sports equipment to Sports Bin

**Leader in Charge:**

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### Grounds

- ☐ Pick up any rubbish and put in bin
- ☐ Collect Lost Property and put in a central location for collection

**Leader in Charge:**

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### Meeting Room

- ☐ Put all rubbish in the bins
- ☐ Stack chairs against wall in groups of 10
- ☐ Return any borrowed equipment to Adanac CYC

**Leader in Charge:**

-----

### Dining Room

- ☐ Wipe down tables and chairs
- ☐ Tidy beverage area
- ☐ Vacuum Floor
- ☐ Stack chairs 5 high in the designated area – please do not place against wall at back of room.  
Please don't pack up tables

**Leader in Charge:**

## EMERGENCY PROCEDURES

### IN EVENT OF FIRE OR EMERGENCY

#### EVACUATE PEOPLE IN IMMEDIATE DANGER

##### NOTIFY CAMP STAFF

Camp staff will raise the alarm by a siren

Camp staff will call Fire Brigade / Emergency Services

##### ON HEARING THE ALARM

#### EVACUATE TO THE FRONT CARPARK NEAR BLUE SKIP BIN

#### ALL PERSONS WILL BE ACCOUNTED FOR

Campsite Staff will co-ordinate the Emergency Procedures

Evacuation from the site WILL NOT be attempted unless under the direction of Emergency Services

Where site evacuation is deemed necessary, evacuating vehicles will proceed to a safe place under the direction of Adanac CYC staff or Emergency Services

## FIRE DANGER PERIOD

FIRE DANGER PERIOD RATING	Steps to be taken are as follows (where possible):
<b>CODE RED (CATASTROPHIC)</b>	<ul style="list-style-type: none"> <li>GUESTS ARE REQUIRED TO LEAVE THE SITE AS PER CFA FIRE DANGER RATING GUIDELINES</li> <li>ALL STAFF ARE RELEASED FROM DUTY AFTER GUESTS HAVE BEEN EVACUATED</li> </ul>
<b>EXTREME</b>  <b>SEVERE</b>	<ul style="list-style-type: none"> <li>Guests are encouraged to follow their own bush fire plan but are welcome to stay as per booking</li> <li>The guest leader should be advised of any important changes, local incidents and weather conditions</li> <li>The CFA should be notified of group occupancy numbers</li> <li>If you are leaving the property ensure that you sign out on the register in the office</li> </ul>
<b>VERY HIGH</b>  <b>HIGH</b>	<ul style="list-style-type: none"> <li>The guest leader should be advised of any important changes, local incidents and weather conditions</li> </ul>
<b>LOW-MODERATE</b>	<ul style="list-style-type: none"> <li>Operations as per normal</li> </ul>

If your fire plan is to evacuate our site other than on a Code Red day, please contact the office and advise prior to camp.

## EMERGENCY CONTACTS

PLEASE INFORM EMERGENCY SERVICES OF:

- |                       |   |
|-----------------------|---|
| 1. Location           | Adanac CYC<br>47 Hoddle St, Yarra Junction 3797 |
| 2. Nature of Incident |   |
| 3. Number of Patients |   |
| 4. Phone Number:      | (03) 5967 1594 (Office)                         |

Please note: If an emergency occurs after office hours, provide emergency services with your mobile number. All main mobile phone carriers cover this area.

## EMERGENCY CONTACT PHONE NUMBERS

Police, Fire or Ambulance in emergencies	Dial 000 and give above details.
Yarra Junction Police	(03) 5967 1104
Warburton Police	(03) 5966 2006
Yarra Junction Fire Dept. (CFA)	(03) 5967 1128
Vic Bushfire Information Line	1800 240 667
State Emergency Service (SES)	(03) 9684 6651 Wait by phone 5 minutes for contact
Doctors: Yarra Junction Medical Services	(03) 5967 1606 2454 Warburton Highway, Yarra Junction
After Hours Doctors: Eastern Ranges Medical Service	1300 766 858 333 Maroondah Highway, Healesville Mon – Fri (7am-10pm) Sat, Sun & Public Holidays (12pm – 8pm)
Maroondah Public Hospital	(03) 9871 3333 Davey Drive, Ringwood East (40 minute drive)
RACV	13 1111

After Hours Emergency ONLY

**Off-Site Staff Member – 0481 107 597**

Adanac CYC Camp Manager – 0402 943 882

CYC General Manager – 0438 552 193



## **SECTION 2**

### **PROGRAM OPTIONS AND ACTIVITY DESCRIPTIONS**



## PROGRAM PLANNING

Throughout this section of the booklet you will find a list of activities and the requirements for each of the activities. Please use these resources as you begin to think about what type of program you would like to plan for your camp. Things you might like to take into consideration while developing your program:

- The age group and mix (gender and culture) of the group.
- The aims and objectives of the camp (i.e. self-development, co-operation, group dynamics, developing self-awareness, getting to know each other, fun , etc.)


## FOR ACTIVITY- BASED PROGRAMS

1. Look at the activities the camp has to offer and identify which activities would complement your aims and objectives. If desired, contact the Adanac office to schedule a visit to the campsite if you haven't been before to help with your activity selections.
2. Check that you meet the staffing requirements for all of your selected activities according to the adult to student ratios found in each activity description. Our School's Program Coordinator can help you in this area if needed.
3. The number of Specialised Activities your school can run at the same time is dependent on your anticipated student numbers. Our Program Team will confirm your number of Specialised Activities when you receive your Activity Request form.

0-40 students	1 Specialised Activity at a time
41-80 students	2 Specialised Activities at a time
81-120 students	3 Specialised Activities at a time
121+ students	4 Specialised Activities at a time

4. Complete and return to the Activity Request form.
5. The Program Co-ordinator will draft a program based on your requests and return to you for approval. See example page 17.
6. Program is approved and becomes the basis of your camp stay.

# SAMPLE PROGRAM

TIME	Day 1	Day 2	Friday - 30
		7:45 Duty team set-up.	7:30 Cabin Cleanup
		8:00 <b>Breakfast</b>	8:00 Room Inspection (school staff)
		9:00 <i>Tidy Rooms &amp; dress for upcoming activity</i>	8:00 Duty team set-up after Inspection
		9:30 <b>ACTIVITY ROTATION THREE</b>	8:15 <b>Breakfast</b>
		1 Archery	9:00 <b>Whole Group Activity</b>
		2 Trampolines / Cage Soccer	Group 1-4: Ga Ga
		3 Low Ropes / Volleyball	Group 5-7: Bombardment
		4 Canoeing	
		5 Flying Fox	10:30 Morning Tea
		6 Camp Cooking	11:00 <b>Whole Group Activity</b>
		7 Waterslide	Group 1-4: Bombardment
			Group 5-7: Ga Ga
11:00	Welcome and Enter Rooms	10:30 Morning Tea	
		11:00 <b>ACTIVITY ROTATION FOUR</b>	12:00 Duty team set-up.
11:30	<b>Safety Brief and Site Tour</b> (Teacher Activity Training)	1 Archery	12:30 <b>Lunch</b>
		2 Trampolines / Cage Soccer	
12:30	<b>Lunch (BYO)</b>	3 Low Ropes / Volleyball	1:30 <b>DEPART ADANAC</b>
		4 Canoeing	
1:45	<b>Whole Group Activity - the Great Adanac Scavenger Hunt</b>	5 Flying Fox	
		6 Camp Cooking	
		7 Waterslide	
		12:00 Duty team set-up.	
		12:30 <b>Lunch</b>	
		1:30 <b>ACTIVITY ROTATION FIVE</b>	
2:30	<b>ACTIVITY ROTATION ONE</b>	1 Waterslide	
	1 Low Ropes / Volleyball	2 Archery	
	2 Canoeing	3 Trampolines / Cage Soccer	
	3 Flying Fox	4 Low Ropes / Volleyball	
	4 Camp Cooking	5 Canoeing	
	5 Waterslide	6 Flying Fox	
	6 Archery	7 Camp Cooking	
	7 Trampolines / Cage Soccer		
3:30	<b>Afternoon Tea</b>	2:30 <b>ACTIVITY ROTATION SIX</b>	
4:00	<b>ACTIVITY ROTATION TWO</b>	1 Camp Cooking	
	1 Trampolines / Cage Soccer	2 Waterslide	
	2 Low Ropes / Volleyball	3 Archery	
	3 Canoeing	4 Trampolines / Cage Soccer	
	4 Flying Fox	5 Low Ropes / Volleyball	
	5 Camp Cooking	6 Canoeing	
	6 Waterslide	7 Flying Fox	
	7 Archery		
5:00	Free Time: Basketball, Table Tennis, Trampolines, Indoor Treadwall etc.	3:30 <b>Afternoon Tea</b>	
5:45	Duty team set-up.	4:00 <b>ACTIVITY ROTATION SEVEN</b>	
6:00	<b>Dinner</b>	1 Flying Fox	
		2 Camp Cooking	
		3 Waterslide	
		4 Archery	
		5 Trampolines / Cage Soccer	
		6 Low Ropes / Volleyball	
		7 Canoeing	
		5:00 Free Time: Basketball, Table Tennis, Trampolines, Indoor Treadwall, etc.	
		5:45 Duty team set-up.	
		6:00 <b>Dinner</b>	
		<b>Evening Activity:</b> Movie Night, Talent Show, Disco, Campfire & Marshmallows, Night Walk, etc	

## IMPORTANT NOTES:

The First Meal Provided by ADANAC will be **Afternoon Tea** (lunch on the first day can be provided if arranged with office prior to arrival)

Group Leader:

\_\_ Students + 8 Staff

Room:

Year level:

Adanac Staff to Supervise:

School Staff to Supervise:

## ACTIVITY SAFETY KEY

For your safety, one of these three activity safety signs can be found at each onsite activity. These signs will be explained to all staff and students during your camp welcome. Please ensure that the appropriate level of supervision is provided when completing activities.

ACTIVITY SAFETY KEY		
<p><b>STOP</b></p>  <p><b>SITE STAFF SUPERVISION ESSENTIAL</b></p>	<p><b>CAUTION</b></p>  <p><b>ADULT SUPERVISION ESSENTIAL</b></p>	<p><b>THINK</b></p>  <p><b>SUPERVISION ADVISED</b></p>
<p>THIS SIGN INDICATES</p> <p><b>SPECIALISED ACTIVITY</b></p> <p>A specialised activity <b>MUST</b> be supervised by site program staff.</p> <p>All instructions must be followed to ensure maximum safety and enjoyment.</p>	<p>THIS SIGN INDICATES</p> <p><b>SUPERVISED ACTIVITY</b></p> <p>This activity <b>MUST</b> be supervised by site staff or an adult who has been trained &amp; signed off by site staff.</p> <p>All instructions must be followed to ensure maximum safety and enjoyment.</p>	<p>THIS SIGN INDICATES</p> <p><b>ENJOY</b></p> <p>Supervision is optional however, it is recommended that all activities have an adult in attendance.</p> <p>All instructions must be followed to ensure maximum safety and enjoyment.</p>

Specialised - Refers to those activities that **MUST** be run by Adanac Staff. School staff will be responsible to assist after being trained and signed off by Adanac Staff. School Staff remain primarily responsible for the supervision, behaviour and safety of campers.

Specialised Activity Areas are strictly out of bounds, unless under the supervision of an Adanac CYC Staff member. This is for the safety of all guests, including future users.

Supervised – Refers to those activities that require adult supervision after being trained and signed off by Adanac Staff.

Recreational - Refers to those activities that are readily available to guests without the need for booking, training, or Adanac Staff facilitation. These activities still require adult supervision.

A summary list of all Program Activities offered by Adanac CYC and a more detailed description of each activity follows.

## GENERAL GUIDELINES

### FOR THE SAFE USE OF RESOURCES AND EQUIPMENT

No supervised activities are to be undertaken without the prior approval of campsite staff.

Activities are only to be used during daylight hours.

The designated group leader is responsible for identifying safety issues associated with the use of the equipment and for taking the necessary precautions. Do not use if damage or excessive wear is evident.

The designated group leader is responsible for guest supervision at all times.

It is the designated group leader's responsibility to provide activity leaders to be trained in the use of the equipment.

Adanac staff will provide the training for adult activity leaders from school groups in the use of equipment, and will monitor that use until they consider that safe practices are being used.

The adult activity leader will sign off to verify that they have been trained in how to safely use and instruct the activity designated to them.

If unsafe practices are being used by the adult activity leader, they must consent to re-training by Adanac staff.

Any continued misuse will result in the withdrawal of the equipment from use, and the designated group leader will be notified by Adanac staff of that withdrawal.

The management reserves the right to withdraw equipment or access to facilities at any time, should they consider the equipment or activity to be inadequately supervised, used in an unsafe manner, or abused.

Sporting Equipment borrowed by guests must be returned to the designated location before departure from Adanac CYC, otherwise replacement costs may be charged to the group.

Groups using the Main Stadium for sporting purposes are requested to turn off lights after use.

Damage to and/or misuse of any Program Equipment/Activity will be charged to the group.

**PLEASE NOTE - Specialised Activity equipment cannot be used without an Adanac CYC qualified staff member.**

<b>Specialised Activity</b>	Grade P-2	Grade 3-4	Grade 5-6	Year 7+	Adanac Staff Required	Teaching Staff Required (depending on group size)
Archery		✓	✓	✓	1	1
Canoeing		✓	✓	✓	1	1-2
Flying Fox	✓	✓	✓	✓	1	1-3
Mountain Biking				✓	1	1
Mountain Boarding				✓	1	1
Raft Making			✓	✓	1	1-3
Water Trampoline (seasonal)	✓		✓	✓	1	1-3
<b>Supervised Activities</b>						
Aqua Ponding	✓	✓	✓	✓	0	1
Beach Volleyball	✓	✓	✓	✓	0	1
Cage Soccer/Trampoline	✓	✓	✓	✓	0	1
Camp Cooking	✓	✓	✓	✓	0	1
Disc Golf		✓	✓	✓	0	1
Hut Building	✓	✓	✓	✓	0	1
Indoor Tread Wall				✓	0	1
Low Ropes Course	✓	✓	✓	✓	0	2
Orienteering			✓	✓	0	1
Photo Hunt	✓	✓	✓		0	1
Thunder Hockey	✓	✓	✓	✓	0	1
Waterslide	✓	✓	✓	✓	0	2

## ACTIVITY OVERVIEW

### AGE SUITABILITY AND RATIOS

For age suitability please see specific activity description. It is recommended group size for all activities is limited to 10-12 participants.

### ACTIVITY STAFFING

It is ADANAC CYC policy that the user group teachers/leaders instruct activities while at ADANAC, however some activities are considered by our accrediting body as **specialised activities**. For these activities a qualified Adanac staff member is required to set-up & operate the equipment and will be deemed the Activity Leader. A guest teacher/leader is also required at these activities and then deemed the assistant Activity Leader.

### ACTIVITY LEADER RESPONSIBILITY

Leaders are responsible for:

- ☐ Ensuring they are trained up and have read the Activity Safety Guide.
- ☐ Camper supervision at all times including behaviour and safety of the campers at an activity, to and from the activity, and for those campers awaiting their turn.
- ☐ When Adanac Staff are deemed Activity Leader, this responsibility falls to the assistant Activity Leader.
- ☐ Encouraging all campers to co-operate and work towards the goal.
- ☐ Briefing the participants on safety and activity procedures.
- ☐ Clarifying any questions.

Management reserves the right to withdraw equipment or access to facilities should they not be adequately supervised, used in an unsafe manner, or be abused.

### PARTICIPANT RESPONSIBILITY

Participants are required to:

- ☐ Follow safety guidelines and instructions
- ☐ Act sensibly, with the welfare of the other group members in mind
- ☐ Listen to leaders and stay at the activity location unless other arrangements have been made

### LEADER/PARTICIPANT REQUIRED EXPERIENCE

For leader/participant required experience please see specific activity description

### APPROPRIATE PARTICIPANT CLOTHING

All activities require participants to have:

Closed toe shoes for all activities

Long shorts and a sleeved t-shirt for harnessed activities

Board shorts and sleeved t-shirts are recommended for water activities

Sunscreen and hat (during warmer months)

### FIRST AID REQUIREMENTS

The person responsible for first aid should attend to all first aid needs for group members. Their location should be noted before commencing the activity. The group leaders are responsible for administering any first aid requirements to participants.

Groups should come prepared with additional basic first aid kits to take with them for off-site activities.

### WEATHER

Outdoor activities are not suitable for operation in adverse weather conditions e.g. thunderstorms, strong winds and constant rain. A wet weather program will be implemented in these conditions.

### EMERGENCY RESPONSE

All campers are made aware of the emergency evacuation procedure upon arrival at camp. In case of an emergency, the entire group should stop the activity and make their way as a group to the emergency evacuation area. In case of an injury requiring treatment; the group should stop the activity and be seated together nearby. Someone should be sent to obtain extra assistance if necessary. Camp site staff should be informed as soon as possible.

### IN EMERGENCY NOTIFY

Emergency services

Campsite Management

See Emergency Procedures - Section 1

**PLEASE NOTE:** The following are not Activity Safety Guides (ASG's). ASG's can be found on our website or sent to you from our Programming Department. The following overviews are a guide in helping you to select your preferred activities that will form part of your program whilst on camp.

## AQUA PONDING

### LOCATION

On site – Nature Shed, above the lake, and also around the lake.

### DESCRIPTION

Develop a greater understanding of our eco-systems, habitats, lake creatures and environmental succession, through the Aqua Ponding worksheet as participants observe the different species within our lake and surrounding environments.

### AGE SUITABILITY

Grade Prep and above.

### RATIOS

This activity is not listed in the AAS or Victorian Education Department activity guidelines; therefore ratios are based on CYC recommendations of 1 leader to 20 participants.

### ACTIVITY STAFFING

This activity is usually supervised by leaders from the user group. Before supervising this activity the leaders must be trained by site program staff. The leaders are also responsible for the overall supervision, behaviour and safety of the campers for the duration of the activity.

AQUA PONDING Staffing		
Organisation	Staff Required	Participant numbers
Adanac Staff	N/A	N/A
Group Leaders	1	1-20

### LEADER REQUIRED EXPERIENCE

Leaders must be trained in the Aqua Ponding procedures by ADANAC staff.

### ASSISTANT REQUIRED EXPERIENCE

Assistants need no previous experience.

### PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience



## ARCHERY (SPECIALISED ACTIVITY)

### LOCATION

On site – Back of Lake at the Archery range

### DESCRIPTION

Archery can be enjoyed by everyone. It is a sport suitable for almost all age groups and levels of physical ability. Archery is a safe sport when conducted properly, but has the potential to be dangerous if rules are not complied with. It involves the use of bows and arrows in a small group.

### AGE SUITABILITY

Grade 3 and above.

### RATIOS

This activity is not listed in the AAS or Education Department guidelines, therefore the supervision ratios are based on NSW Education Department Archery guidelines.

ARCHERY GUIDELINES		
Organisation	Staff Required	Participant numbers
NSW Education Department	1	1-20

### ACTIVITY STAFFING

This is a specialised activity and must be run by ADANAC Program staff.

ARCHERY Staffing		
Organisation	Staff Required	Participant numbers
ADANAC Staff	1	1-20
Group Leaders	1	1-20

**NOTE:** if participant numbers increase the user group may have to provide extra staff to cover the activity ratios.

### LEADER REQUIRED EXPERIENCE

Leaders do not need any previous experience in archery; however recent experience with CYC archery equipment is preferable.

### ASSISTANT REQUIRED EXPERIENCE

Assistant need no previous experience.

### PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience

## BEACH VOLLEYBALL

### LOCATION

On site – Middle of grounds, between lake and rear oval.

### DESCRIPTION

**Beach volleyball** is a team sport played on sand. Like regular volleyball, two teams, separated by a high net, try to score points against the each other by grounding a ball on the other side of the court. Beach volleyball teams may consist of two to ten players.

### AGE SUITABILITY

Grade Prep and above.

### RATIOS

This activity is not listed in the AAS or Victorian Education Department activity guidelines; therefore ratios are set based on CYC recommendations of 1 leader to 20 participants.

### ACTIVITY STAFFING

This activity is usually supervised by leaders from the user group. Before supervising this activity the leaders must be trained by site program staff. The leaders are also responsible for the overall supervision, behaviour and safety of the campers for the duration of the activity.

BEACH VOLLEYBALL Staffing		
Organisation	Staff Required	Participant numbers
Adanac Staff	N/A	N/A
Group Leaders	1	1-20

### LEADER REQUIRED EXPERIENCE

Leaders must be trained in the Beach Volleyball rules and safety procedures by ADANAC staff. Leaders do not need any previous experience in Beach Volleyball.

### ASSISTANT REQUIRED EXPERIENCE

Assistants need no previous experience.

### PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience

## CAGE SOCCER

### LOCATION

On site – In courtyard area, below trampolines.

### DESCRIPTION

Cage soccer is played like soccer, but instead of having 11 per team, it is played 1-on-1 inside the Cage Soccer Cage. The object of the game is simple - be the first to score a certain number of goals, and you win.

### AGE SUITABILITY

Grade Prep and above.

### RATIOS

This activity is not listed in the AAS or Victorian Education Department activity guidelines; therefore ratios are set based on CYC recommendations of 1 leader to 20 participants.

### ACTIVITY STAFFING

This activity is usually supervised by leaders from the user group. Before supervising this activity the leaders must be trained by site program staff. The leaders are also responsible for the overall supervision, behaviour and safety of the campers for the duration of the activity.

CAGE SOCCER Staffing		
Organisation	Staff Required	Participant numbers
Adanac Staff	N/A	N/A
Group Leaders	1	1-20

### LEADER REQUIRED EXPERIENCE

Leaders must be trained in the Cage Soccer rules and safety procedures, by ADANAC staff. Leaders do not need any previous experience in Cage Soccer.

### ASSISTANT REQUIRED EXPERIENCE

Assistants need no previous experience.

### PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience.

## CAMPFIRE COOKING

### LOCATION

On site – Campfire area.

### DESCRIPTION

Participants will work as a group to make a fire and damper dough and to then cook it as individuals. Equipment and ingredients will be provided by ADANAC staff.

### AGE SUITABILITY

Grade Prep and above.

### RATIOS

This activity is not listed in the AAS or Education Department activity guidelines; therefore ratios are set based on CYC recommendations of 1 Leader to 20 Students.

### ACTIVITY STAFFING

This is run by user group leaders who have been trained on the campfire rules and safety procedures, by ADANAC staff. The leader is also responsible for overall supervision, behaviour and safety of the campers at an activity, to and from the activity and for those campers awaiting their turn.

CAMP COOKING Staffing		
Organisation	Staff Required	Participant numbers
ADANAC Staff	N/A	N/A
Group Leaders	1	1-20

**NOTE:** if participant numbers increase the user group may have to provide extra staff to cover the activity ratios.

### LEADER REQUIRED EXPERIENCE

Leaders must be trained in the Campfire rules and safety procedures, by ADANAC staff. Leaders do not need any previous experience with the Campfire, however some experience in cooking is recommended.

### ASSISTANT REQUIRED EXPERIENCE

Assistant need no previous experience.

### PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience

## CANOEING (SPECIALISED ACTIVITY)

### LOCATION

On site – Lake

### DESCRIPTION

Canoeing is great fun at Adanac CYC where canoeists can explore the 2 acre lake. The aim of this activity is for group members to learn the basics of canoeing, while enjoying the experience of being on the water, in pairs, and participating in some fun games.

### AGE SUITABILITY

Grade 3 and above.

### RATIOS

The ratios and qualifications for this activity have been taken from the Victorian Education Department Canoeing guidelines and the AAS.

The supervision strategy will vary depending on the venue type, relevant conditions, as well as the group completing the activity. School groups will need to comply with the Education Department ratios.

In regards to safety guidelines, the lake at ADANAC is considered a Type 3 venue.

CANOEING GUIDELINES			
Organisation	Venue Type	Staff required	Participant numbers
Vic Education Department	Inland: Flatwater	2	1 – 12
		3	13 – 18

### ACTIVITY STAFFING

**This is a specialised activity and must be run by ADANAC Program staff.** Adanac Program Staff is thus deemed Activity Leader while the second teacher/leader is deemed the assistant Activity Leader. The assistant Activity leader is deemed to be responsible for overall supervision, behaviour and safety of the campers at an activity, to and from the activity and for those campers awaiting their turn.

CANOEING Staffing for Type 3 venues		
Organisation	Staff Required	Participant numbers
ADANAC Staff	1	1-12
Group Assistant Leaders	1	1-12

**NOTE:** if participant numbers increase the user group may have to provide extra staff to cover the activity ratios.

### ACTIVITY LEADER REQUIRED EXPERIENCE

The Activity Leader should be able to teach basic swimming strokes and be aware of relevant safety factors as outlined in the Canoeing SOP and Activity Safety Guide. The staff member should also be qualified in Life-saving and resuscitation methods. (A St John's first Aid Certificate, Austswim, Teacher of Swimming Certificate, R.L.S.S.A. or Bronze Medallion would satisfy this requirement). **Adanac CYC instructors have all these necessary qualifications.**

### ASSISTANT REQUIRED EXPERIENCE

Assistant need no previous experience, although qualification in Life-saving and/or resuscitation methods are preferred.

### PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience, however it is recommended participants be able to swim 50m in a buoyancy vest.

## DISC GOLF

### LOCATION

On site – On the hill side and on the other side of the lake

### DESCRIPTION

Disc Golf is a variation of regular golf played with a “Frisbee” disc. Players throw the discs into disc golf baskets to end each hole. The aim is to complete all 12 holes in as least throws as possible.

### AGE SUITABILITY

Grade 3 and above.

### RATIOS

This activity is not listed in the AAS or Victorian Education Department activity guidelines; therefore ratios are set based on CYC recommendations of 1 leader to 20 participants.

### ACTIVITY STAFFING

This activity is usually supervised by leaders from the user group. Before supervising this activity the leaders must be trained by site program staff. The leaders are also responsible for the overall supervision, behaviour and safety of the campers for the duration of the activity.

DISC GOLF Staffing		
Organisation	Staff Required	Participant numbers
Adanac Staff	N/A	N/A
Group Leaders	1	1-20

### LEADER REQUIRED EXPERIENCE

Leaders do not need any previous experience in disc golf.

### ASSISTANT REQUIRED EXPERIENCE

Assistants need no previous experience.

### PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience

## FLYING FOX (SPECIALISED ACTIVITY)

### LOCATION

On site – Below the equipment shed, near the fire pit area, at the top end of the property.

### DESCRIPTION

The harnessed participant is attached to a 'pulley and strop' system at the mounting point which then runs freely via gravity along a cable to the lower dismount point 130 metres away. The mounting point is at ground level. A rolling platform is to be used to assist with the dismount at the completion of the ride.

### AGE SUITABILITY

Grade Prep and above providing that all participants are able to wear a correctly fitted full body harness. The Vertical High Top harnesses used have a weight limit of 140kg.

### RATIOS

The ratios and qualifications for this activity have been taken from the Education Department Challenge Ropes Course guidelines and the AAS for Challenge Ropes Courses.

The supervision strategy will vary depending on the type of venue and relevant conditions as well as the group completing the activity. School groups will need to comply with the Education Department ratios.

FLYING FOX GUIDELINES		
Organisation	Staff Required	Participant numbers
Victorian Education Department	2	1-12
	3	13-18

### ACTIVITY STAFFING

**This is a specialised activity and must be run by ADANAC Program staff.** Adanac Program Staff are thus deemed to be the Activity Leader while the second teacher/leader is deemed the assistant Activity Leader. The assistant Activity Leader is deemed responsible for overall supervision, behaviour and safety of the campers at an activity, to and from the activity and for those campers awaiting their turn.

FLYING FOX Staffing		
Organisation	Staff Required	Participant numbers
ADANAC Staff	1	1-18
Group Assistant Leaders	1	1-18

**NOTE:** if participant numbers increase the user group may have to provide extra staff to cover the activity ratios.

### ACTIVITY LEADER REQUIRED EXPERIENCE

The instructor should be aware of relevant safety factors as outlined in the Flying Fox SOP and Activity Safety Guide. They should also be trained in the correct fitting and use of the Vertical High Top Harness, helmet and all other flying fox equipment. **Adanac CYC instructors have all these necessary qualifications.**

### ASSISTANT REQUIRED EXPERIENCE

User group leaders assisting with the running of this activity must be trained and signed off on the flying fox rules and dismount safety procedures, by ADANAC staff. The leader is also responsible for overall supervision, behaviour and safety of the campers at an activity, and to and from the activity.

### PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience



## HUT BUILDING

### LOCATION

On site – Behind oval, back of property.

### DESCRIPTION

Hut Building is an activity designed to increase outdoor education knowledge and skills by teaching groups to build waterproof and structural shelters with only natural materials found within our native bushlands and forests.

### AGE SUITABILITY

Grade Prep and above.

### RATIOS

This activity is not listed in the AAS or Victorian Education Department activity guidelines; therefore ratios are set based on CYC recommendations of 1 leader to 20 participants.

### ACTIVITY STAFFING

This activity is usually supervised by leaders from the user group. Before supervising this activity the leaders must be trained by site program staff. The leaders are also responsible for the overall supervision, behaviour and safety of the campers for the duration of the activity.

HUT BUILDING Staffing		
Organisation	Staff Required	Participant numbers
Adanac Staff	N/A	N/A
Group Leaders	1	1-20

### LEADER REQUIRED EXPERIENCE

Leaders must be trained in the Hut Building safety procedures by ADANAC staff. Leaders do not need any previous experience in Hut building, though CYC recommends that one of the group leaders present at the activity has a level 2 first aid qualification.

### ASSISTANT REQUIRED EXPERIENCE

Assistants need no previous experience.

### PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience

## INDOOR TREADWALL

### LOCATION

On site – Upper floor of gymnasium area

### DESCRIPTION

Wall progresses under the participants weight as they climb upwards. Fosters self-confidence, group support and increased physical co-ordination and agility.

### AGE SUITABILITY

Year 7 and above.

### RATIOS

This activity is not listed in the AAS or Victorian Education Department activity guidelines; therefore ratios are set based on CYC recommendations of 1 leader to 20 participants.

### ACTIVITY STAFFING

This is run by user group leaders who have been trained and signed off on the Indoor Tread Wall rules and safety procedures by ADANAC staff. The leader is also responsible for overall supervision, behaviour and safety of the campers at an activity, to and from the activity and for those campers awaiting their turn.

INDOOR TREADWALL Staffing		
Organisation	Staff Required	Participant numbers
ADANAC Staff	N/A	N/A
Group Leaders	1	1 - 20

**NOTE:** if participant numbers increase the user group may have to provide extra staff to cover the activity ratios.

### LEADER REQUIRED EXPERIENCE

Leaders must be trained and signed off on the Indoor Tread Wall rules and safety procedures by ADANAC staff. Leaders do not need any previous experience with the Indoor Tread Wall.

### ASSISTANT REQUIRED EXPERIENCE

Assistant need no previous experience.

### PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience

## LOW ROPES

### LOCATION

On site – Middle of property, between lake and rear oval.

### DESCRIPTION

Challenge rope courses provide participants and/or groups the application of individual and/or team skills. They foster self-confidence, group support and increased physical co-ordination and agility.

### AGE SUITABILITY

Grade Prep and above.

### RATIOS

The ratios and qualifications for this activity have been taken from the Victorian Education Department Challenge Ropes Course guidelines and the AAS for Challenge Ropes Courses.

The supervision strategy will vary depending on the type of venue and relevant conditions as well as the group completing the activity. School groups will need to comply with the Education Department ratios.

LOW ROPES GUIDELINES		
Organisation	Staff Required	Participant numbers
Victorian Education Department	2	1-24

### ACTIVITY STAFFING

This is run by user group leaders who have been trained and signed off on the low ropes rules and safety procedures, by ADANAC staff. The leader is also responsible for overall supervision, behaviour and safety of the campers at an activity, to and from the activity and for those campers awaiting their turn.

LOW ROPES Staffing		
Organisation	Staff Required	Participant numbers
ADANAC Staff	N/A	N/A
Group Leaders (Victorian School)	2	1-24
Group Leaders (non-school)	1	1-14

**NOTE:** if participant numbers increase the user group may have to provide extra staff to cover the activity ratios.

### LEADER REQUIRED EXPERIENCE

Leaders must be trained and signed off on the low ropes rules and safety procedures by ADANAC staff. Leaders do not need any previous experience in low ropes.

### ASSISTANT REQUIRED EXPERIENCE

Assistant need no previous experience.

### PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience

## MOUNTAIN BIKE RIDING (SPECIALISED ACTIVITY)

### LOCATION

Off site – Lilydale -Warburton Rail Trail.

### DESCRIPTION

Biking is a team activity where campers can challenge their own skills in conjunction with others whilst enjoying the surrounding beauty of the famous Warburton Trail. This activity can be run on-site in a limited area. Care needs to be taken whilst travelling off-site.

### AGE SUITABILITY

Year 7 and above.

### RATIOS

The ratios and qualifications for this activity have been taken from the Victorian Education Department Cycling guidelines and the AAS for Cycling.

The supervision strategy will vary depending on the type of venue and relevant conditions as well as the group completing the activity. School groups will need to comply with the Education Department ratios.

MOUNTAIN BIKE RIDING GUIDELINES		
Organisation	Staff Required	Participant numbers
Victorian Education Department	2	1-20

### ACTIVITY STAFFING

This is a specialised activity and must be run by ADANAC Program staff.

MOUNTAIN BIKE RIDING Staffing		
Organisation	Staff Required	Participant numbers
ADANAC Staff	1	
Group Leaders	1	1 - 20

**NOTE:** if participant numbers increase the user group may have to provide extra staff to cover the activity ratios.

### LEADER REQUIRED EXPERIENCE

Leaders do not need any previous experience in Mountain Bike riding, however recent experience with mountain bike equipment is preferable.

### ASSISTANT REQUIRED EXPERIENCE

Assistant need no previous experience.

### PARTICIPANT REQUIRED EXPERIENCE

Students should not be taken offsite until they can:

- demonstrate an adequate understanding of the likely traffic conditions
- demonstrate the ability to respond appropriately to potential hazards
- develop the physical and cognitive skills to manage the road traffic environment safely as a cyclist
- develop responsible behaviours, attitudes and decision-making skills for the safe use of bicycles.

## MOUNTAIN BOARDING (SPECIALISED ACTIVITY)

### LOCATION

On site – Sloping grassed area at the base of the hill.

### DESCRIPTION

Mountain boarding is one of the world's fastest growing extreme sports. It combines the freestyle aspects of snowboarding, skateboarding and surfing with the trail and mountain riding aspects of mountain biking. A mountain board is part skateboard, and part snowboard. Most mountain boards include a rugged deck, adjustable steering system, large air filled tires, and foot strap system.

### AGE SUITABILITY

Year 7 and above.

### RATIOS

This activity is not listed in the AAS or Education Department activity guidelines; therefore ratios are set based on CYC recommendations of 1 Leader to 20 Students.

### ACTIVITY STAFFING

This is a specialised activity and must be run by ADANAC Program staff.

MOUNTAIN BOARDING Staffing		
Organisation	Staff Required	Participant numbers
ADANAC Staff	1	1-20
Group Leaders	1	1-20

**NOTE:** if participant numbers increase the user group may have to provide extra staff to cover the activity ratios.

### LEADER REQUIRED EXPERIENCE

Leaders do not need any previous experience with Mountain Boarding however recent experience with CYC mountain board equipment is preferable.

### ASSISTANT REQUIRED EXPERIENCE

Assistant need no previous experience.

### PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience

## ORIENTEERING

### LOCATION

On site – On the hill side and in the main carpark

### DESCRIPTION

The aim is to navigate their way around the site using the compass and bearings provided whilst collecting punches from the markers around the course. This is usually achieved in pairs.

### AGE SUITABILITY

Grade 5 and above.

### RATIOS

This activity is listed in the AAS or Education Department activity guidelines, and ratios are set based on CYC recommendations of 1 Leader to 20 participants.

### ACTIVITY STAFFING

This activity is usually supervised by leaders from the user group. Before supervising this activity the leaders must be trained by site program staff. The leaders are also responsible for the overall supervision, behaviour and safety of the campers for the duration of the activity.

ORIENTEERING Staffing		
Organisation	Staff Required	Participant numbers
Adanac Staff	N/A	N/A
Group Leaders	1	1-20

### LEADER REQUIRED EXPERIENCE

Leaders do not need any previous experience in Orienteering

### ASSISTANT REQUIRED EXPERIENCE

Assistants need no previous experience.

### PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience

## PHOTO HUNT

### LOCATION

On site – This activity covers most areas of the campsite.

### DESCRIPTION

Working in groups of 2-3 participants Find, Collect and Answer as many clues and questions as possible in a given time frame. Each group will be given a clue sheet and an answer sheet to fill in.

### AGE SUITABILITY

Grade Prep and above.

### RATIOS

This activity is not listed in the AAS or Education Department activity guidelines; therefore ratios are set based on CYC recommendations of 1 Leader to 20 Students.

### ACTIVITY STAFFING

This is run by user group leaders who have been trained on the Photo Hunt rules and safety procedures by ADANAC staff. The leader is also responsible for overall supervision, behaviour and safety of the campers at an activity, to and from the activity and for those campers awaiting their turn.

PHOTO HUNT Staffing		
Organisation	Staff Required	Participant numbers
ADANAC Staff	N/A	N/A
Group Leaders	1	1-20

**NOTE:** if participant numbers increase the user group may have to provide extra staff to cover the activity ratios.

### LEADER REQUIRED EXPERIENCE

Leaders must be trained in the Photo Hunt rules and safety procedures by ADANAC staff.

### ASSISTANT REQUIRED EXPERIENCE

Assistant need no previous experience.

### PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience



## RAFT MAKING (SPECIALISED ACTIVITY)

### LOCATION

On site – Lake

### DESCRIPTION

This is a great initiative activity whereby students construct a raft from basic materials and try to make it across the lake with all participants on board. Requires close supervision at all times.

### AGE SUITABILITY

Grade 5 and above.

### RATIOS

This activity is not listed in the AAS, therefore the supervision ratios and qualifications have been taken from the Education Department Recreational Swimming guidelines.

The supervision strategy will vary depending on the type of venue and relevant conditions as well as the group completing the activity.

In regards to safety guidelines, the lake at ADANAC is considered a Type 3 venue.

RECREATIONAL SWIMMING GUIDELINES			
Organisation	Venue Type	Staff required	Participant numbers
VIC Education Department	Type 3	2	1 – 10
		3	11 – 15

### ACTIVITY STAFFING

**This is a specialised activity and must be run by ADANAC Program staff.** Adanac Program Staff are thus deemed to be the Activity Leader while the second teacher/leader is deemed the assistant Activity Leader. The assistant Activity Leader is deemed responsible for overall supervision, behaviour and safety of the campers at an activity, to and from the activity and for those campers awaiting their turn.

RAFT MAKING Staffing for Type 3 venues		
Organisation	Staff Required	Participant numbers
ADANAC Staff	1	1-10
Group Assistant Leaders	1	1-10

**NOTE:** if participant numbers increase the user group may have to provide extra staff to cover the activity ratios.

### ACTIVITY LEADER REQUIRED EXPERIENCE

The Activity Leader should be able to teach basic swimming strokes and be aware of relevant safety factors as outlined in the raft making SOP and Activity Safety Guide. The staff member should also be qualified in Life-saving and resuscitation methods. (A St John's first Aid Certificate, Austswim, Teacher of Swimming Certificate, R.L.S.S.A. or Bronze Medallion would satisfy this requirement). **Adanac CYC instructors have all these necessary qualifications.**

### ASSISTANT REQUIRED EXPERIENCE

Assistant need no previous experience, although qualification in Life-saving and/or resuscitation methods are preferred.

### PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience, however it is recommended participants be able to swim 50m in a buoyancy vest.

## THUNDER HOCKEY

### LOCATION

On site – Stadium

### DESCRIPTION

Thunder Hockey is a sport similar to ice hockey but played without ice skates. Like its parent sport, skaters on two teams use hockey sticks to direct a disk-shaped puck into the opponent's goal; however, various details of the game, such as the playing surface, puck and stick design, have been adjusted to allow playing of the game on an unfrozen surface.

### AGE SUITABILITY

Grade Prep and above.

### RATIOS

This activity is not listed in the AAS or Education Department activity guidelines; therefore ratios are set based on CYC recommendations of 1 Leader to 20 Students.

### ACTIVITY STAFFING

This is run by user group leaders who have been trained in the Thunder Hockey rules and safety procedures, by ADANAC staff. The leader is also responsible for overall supervision, behaviour and safety of the campers at an activity, to and from the activity and for those campers awaiting their turn.

THUNDER HOCKEY Staffing		
Organisation	Staff Required	Participant numbers
ADANAC Staff	N/A	N/A
Group Leaders	1	1-20

**NOTE:** if participant numbers increase the user group may have to provide extra staff to cover the activity ratios.

### LEADER REQUIRED EXPERIENCE

Leaders must be trained in the Thunder Hockey rules and safety procedures by ADANAC staff. Leaders do not need any previous experience with the Thunder Hockey.

### ASSISTANT REQUIRED EXPERIENCE

Assistant need no previous experience.

### PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience

## TRAIL WALKING

### LOCATION

Off site – Lilydale - Warburton Rail Trail and surrounding state forests.

### DESCRIPTION

Bushwalking is an educational and relaxing activity that can bring the participants into a closer connection with the surrounding flora & fauna. The Department of Education identify bushwalking as a specialised activity and any walk taken should follow a marked path through bush land. The walk is not weather-dependent, however in periods of high fire danger or rough wet weather, groups are advised to select another activity.

### AGE SUITABILITY

Grade Prep and above.

### RATIOS

The ratios and qualifications for this activity have been taken from the Education Department bush walking guidelines.

Organisation	Staff required	Student numbers
Victorian Education Dep.	2	1-20
	3	21-30

### ACTIVITY STAFFING

This activity is usually supervised by leaders from the user group. Before supervising this activity the leaders must be trained by site program staff. The leaders are also responsible for the overall supervision, behaviour and safety of the campers for the duration of the activity.

BUSH WALKING Staffing		
Organisation	Staff Required	Participant numbers
Adanac Staff	N/A	N/A
Group Leaders	2	1-20
	3	21-30

**NOTE:** if participant numbers increase the user group may have to provide extra staff to cover the activity ratios.

### LEADER REQUIRED EXPERIENCE

Leaders must be trained in the bush walking safety procedures, by ADANAC staff. It is recommended that at least one of the leaders present on the walk has a level 2 first aid qualification. If the group is planning to be off-site for any more than four hours, one of the group leaders may need to have further experience and/or qualifications.

### ASSISTANT REQUIRED EXPERIENCE

Assistant need no previous experience, however, a good level of fitness is recommended.

### PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience, however, a good level of fitness is recommended.

## WATER TRAMPOLINE (SPECIALISED ACTIVITY – SEASONAL)

### LOCATION

On site – Lake

### DESCRIPTION

The Water Trampoline is a Water-based activity, located within the floating safety barriers on the lake. Participants take turns on the trampoline while others participants are free to swim within the floating safety barriers.

### AGE SUITABILITY

Grade Prep and above.

### RATIOS

This activity is not listed in the AAS, therefore the supervision ratios and qualifications have been taken from the Education Department Recreational Swimming guidelines.

The supervision strategy will vary depending on the type of venue and relevant conditions as well as the group completing the activity.

In regards to safety guidelines, the lake at ADANAC is considered a Type 3 venue.

RECREATIONAL SWIMMING GUIDELINES			
Organisation	Venue Type	Staff required	Participant numbers
VIC Education Department	Type 3	2	1 – 10
		3	11 – 15

### ACTIVITY STAFFING

**This is a specialised activity and must be run by ADANAC Program staff.** Adanac Program Staff are thus deemed to be the Activity Leader while the second teacher/leader is deemed the assistant Activity Leader. The assistant Activity Leader is deemed responsible for overall supervision, behaviour and safety of the campers at an activity, to and from the activity and for those campers awaiting their turn.

WATER TRAMPOLINE Staffing for Type 3 venues		
Organisation	Staff Required	Participant numbers
ADANAC Staff	1	1-10
Group Assistant Leaders	1	1-10

**NOTE:** if participant numbers increase the user group may have to provide extra staff to cover the activity ratios.

### ACTIVITY LEADER REQUIRED EXPERIENCE

The instructor should be able to teach basic swimming strokes and be aware of relevant safety factors as outlined the water trampoline SOP and Activity Safety Guide. A staff member should also be qualified in Life-saving and resuscitation methods. (A St John's first Aid Certificate, Austswim, Teacher of Swimming Certificate, R.L.S.S.A. or Bronze Medallion would satisfy this requirement). **Adanac CYC instructors have all these necessary qualifications.**

### ASSISTANT REQUIRED EXPERIENCE

Assistant need no previous experience, although qualification in Life-saving and/or resuscitation methods are preferred.

### PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience, however it is recommended participants be able to swim 50m in a buoyancy vest.

## WATERSLIDE

### LOCATION

On site – Above and into the lake.

### DESCRIPTION

The 110m Waterslide at Adanac CYC is a great activity for all our campers. There is nothing better than speeding down the slide and ending up in the beautiful lake.

### AGE SUITABILITY

Grade Prep and above.

### RATIOS

This activity is not listed in the AAS or Education Department activity guidelines; therefore ratios are set based on CYC recommendations of 2 Leaders to 20 Students.

### ACTIVITY STAFFING

This is run by user group leaders who have been trained and signed off on the Waterslide rules and safety procedures by ADANAC staff. The leader is also responsible for overall supervision, behaviour and safety of the campers at an activity, to and from the activity and for those campers awaiting their turn.

WATERSLIDE Staffing		
Organisation	Staff Required	Participant numbers
ADANAC Staff	N/A	N/A
Group Leaders	2	1-20

**NOTE:** if participant numbers increase the user group may have to provide extra staff to cover the activity ratios.

### LEADER REQUIRED EXPERIENCE

Leaders must be trained and signed off on the Waterslide rules and safety procedures, by ADANAC staff. Leaders do not need any previous experience with the Waterslide, however due to this activities location on the water it is recommended that group leaders be qualified in Life-saving and resuscitation methods. (A St John's first Aid Certificate, Austswim, Teacher of Swimming Certificate, R.L.S.S.A. or Bronze Medallion would satisfy this requirement).

### ASSISTANT REQUIRED EXPERIENCE

Assistant need no previous experience.

### PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience

## **FREE TIME ACTIVITIES**

### **BASKETBALL COURT**

This requires minimum supervision and is the ideal activity for the campers to use during any free time they might have. This fully marked basketball court could also be used for indoor unstructured play or other indoor group games.

### **BEACH VOLLEYBALL COURT**

Requiring minimal, if any supervision, this is another good free time activity. This activity could also be used as a rotation session if groups wanted to incorporate it as a part of their structured program. Volleyballs provided.

### **TABLE TENNIS, AIR HOCKEY, FOOSBALL & POOL TABLES**

These tables are situated in both the upstairs and downstairs games areas and therefore can also serve as a good wet weather activity. All pool cues, table tennis bats and balls are provided.

### **FOOTBALL, CRICKET, SOCCER & FIELD GAMES**

Our sports field includes two soccer goals and is great location to run off some extra energy. Groups can use this area to play organised wide games and sports or simply for some unstructured play. To be utilized only in daylight hours.

### **TRAIL WALKING**

The nearby Warburton Trail is suitable for trail walking. From the centre of town, head left towards Launching Place or right towards Warburton. Adanac CYC staff will give you a map of the walk. It is suggested that you have a first aid kit and water to take with you. Adult supervision is required. Please refer to the Bushwalking Activity Description for supervision ratios.

### **CAGE SOCCER**

Requiring minimal, if any supervision, this is another good free time activity. This activity could also be used as a rotation session if groups wanted to incorporate it as a part of their structured program. Soft soccer ball provided. To be utilized only in daylight hours.

### **TRAMPOLINES**

Requires at least one adult to supervise children at all times and to ensure the rules are being followed. Rules state only one person jumping on a trampoline at a time, shoes off, and no jumping from one trampoline to the other. To be utilized only in daylight hours.

### **STAND UP PADDLE BOARDS**

Requires 1 Adanac Staff (specialised activity) and 1 adult to supervise. Suitable for grade 5 and above. There are 6 boards available and can be used in conjunction with canoeing.