

BREATHE EXPERIENCE DISCOVER

CYC



TEACHERS MANUAL

CYC ADANAC

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YARRA JUNCTION VICTORIA 3797

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FOR INFORMATION ON:

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

PLEASE REFER TO OUR WEBSITE [ADANAC.CYC.ORG.AU/PLANNING-RESOURCES](https://adanac.cyc.org.au/planning-resources)

SECTION 1 – ESSENTIAL INFORMATION

CAMP ORGANISER CHECKLIST

- ☐ **Arrange to visit CYC Adanac** - If you want to take another look around, book a site tour through our office. This will help familiarise yourself with our facility and assist with allocating guests to rooms.
- ☐ **Head to our website** - Here you will find a range of camp planning resources including Site Maps, Emergency Management policies, Risk Assessments for all onsite activities and Adanac's Accreditation and Insurance certificates. adanac.cyc.org.au/planning-resources
- ☐ **Questions** - We are more than happy to answer any questions you have along the way. For enquiries regarding activities and programming please direct them to our Program Coordinator: adanacprogram@cyc.org.au
For all other enquiries our Office staff will be able to assist: adanac@cyc.org.au
Alternatively you may ask questions through your MyCYC hub.
- ☐ **Confirming details** - We will ask for your camp details to be confirmed. Please take careful note of student numbers, arrival and departure times and notify us immediately to confirm or update these details. We will also ask if you would like to include an excursion in your program or if you would like us to arrange buses for you.
- ☐ **Activity program**
Based on your confirmed details, a program will be completed and uploaded to the MyCYC hub.
- ☐ **Appoint camp personnel**
 - Camp Leader** to liaise with our Office and Program Coordinator regarding all details of camp.
 - Meals Coordinator** to liaise with our Catering staff regarding special diets and meal procedures whilst on camp.
 - First Aid Officer** with adequate first aid training. Please ensure your group brings a first aid kit to camp.
- ☐ **Prior to camp**
The following information will be handled through the MyCYC hub;
 - Confirm final numbers,
 - Special diets – have they all be submitted?
 - Anaphylactic Action Plans (if applicable). These must be in colour and with a photo attached and should be uploaded into the MyCYC hub
 - Assign students and teachers to rooms
 - Menu requests (if any) and any birthdays to be celebrated at camp
- ☐ **On arrival at CYC Adanac**
Your host will greet you. Once settled in, your host will conduct a safety and camp procedure briefing with your group and will present the Camp Leader with an information pack, including Wi-Fi and door access codes
- ☐ **End of camp** - Please complete the necessary paperwork and return to your host on departure. If you would like to discuss future camp dates and rebooking please head to the office prior to your departure. An invoice will be prepared for the balance of payment and forwarded to you within a few days. Final payment is due within 7 days of invoice. Please ensure this is forwarded to your Accounts Department.
- ☐ **Your next camp** - We hope you have loved camp and have decided to rebook with us. If this is the case, along with your invoice we will forward to you:
 - Booking Form and
 - Conditions of Hire Agreement

The booking form must be signed and returned (along with any deposit payable) in order to secure your future camp dates. This needs to be completed within 2 weeks.

WHAT TO BRING TO CAMP

CAMPERS

- | | |
|--|---|
| <input type="checkbox"/> Sheets | <input type="checkbox"/> Beach towel |
| <input type="checkbox"/> Sleeping bag or doona | <input type="checkbox"/> Medication |
| <input type="checkbox"/> Pillow slip | <input type="checkbox"/> Sun hat |
| <input type="checkbox"/> Toiletries (soap, toothbrush, etc.) | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Bath towel | <input type="checkbox"/> Sturdy shoes |
| <input type="checkbox"/> Plastic bag for dirty clothes | <input type="checkbox"/> Old shoes for water activities |
| <input type="checkbox"/> Jeans / long pants | <input type="checkbox"/> Socks |
| <input type="checkbox"/> Jumpers | <input type="checkbox"/> Water bottle |
| <input type="checkbox"/> Rain jacket | <input type="checkbox"/> Camera |
| <input type="checkbox"/> Shirts | <input type="checkbox"/> Torch |
| <input type="checkbox"/> Shorts | <input type="checkbox"/> Lunch (for first day) |
| <input type="checkbox"/> Bathers | |

Leave at home - Valuables, electronic equipment, singlets, and thongs.

DO NOT bring any NUTS or items that contain NUTS (i.e. Nutella, Peanut Butter, Pesto Dip, Chocolate containing nuts etc.)

NOTE

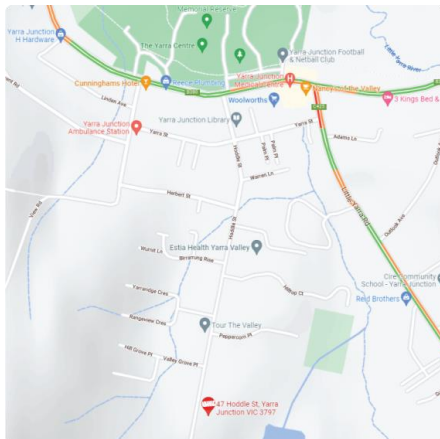
For all activities, students will need at least one pair of long shorts, a T- shirt, runners and a hat.

GROUP LEADER

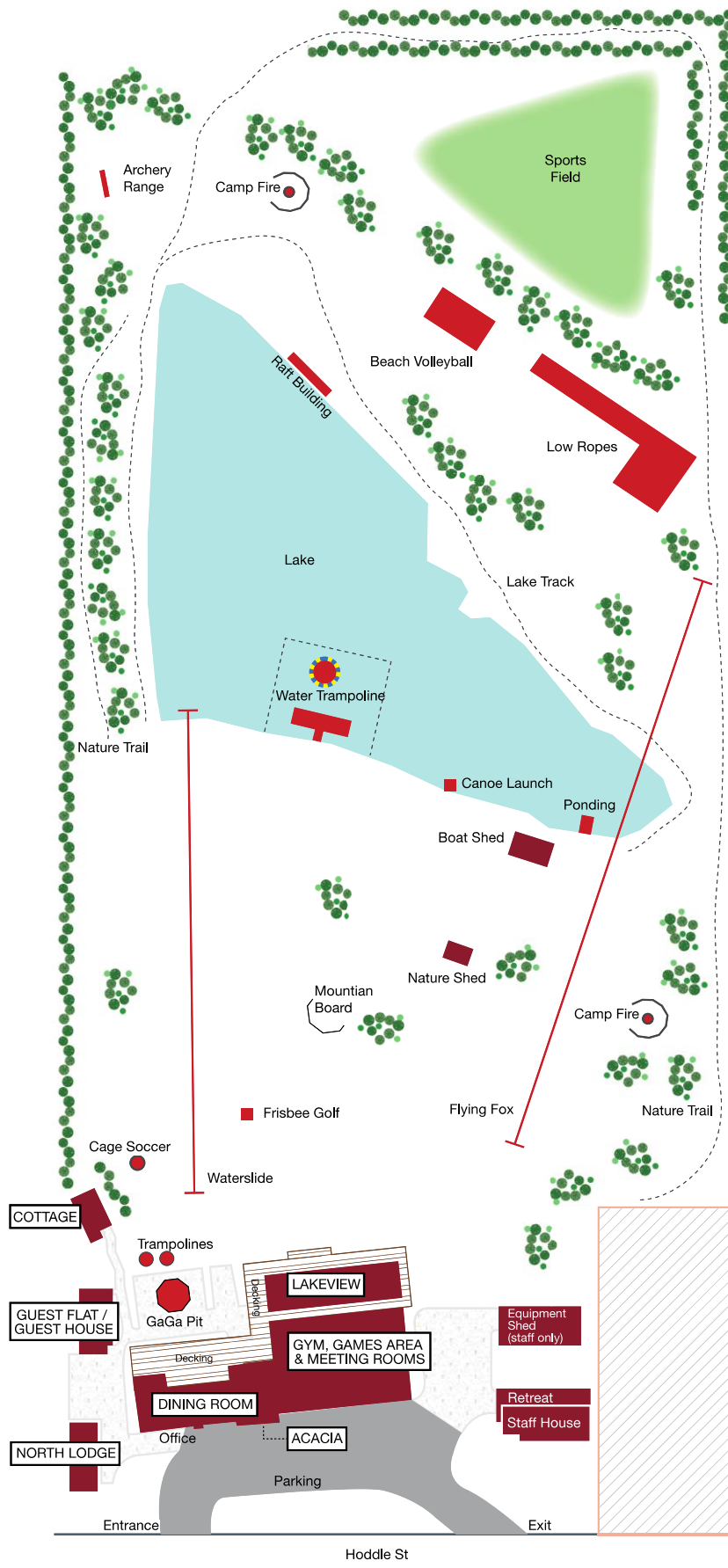
- | | |
|--|--|
| <input type="checkbox"/> First Aid Kits, Sunscreen, Icepacks, Insect repellent | <input type="checkbox"/> Staff Car (for emergencies) |
| <input type="checkbox"/> Dietary information | <input type="checkbox"/> Mobile Phone |
| <input type="checkbox"/> List of Duty Groups | <input type="checkbox"/> Teacher & Student booklets (optional) |
| <input type="checkbox"/> Medication Forms | <input type="checkbox"/> School camera (optional) |
| <input type="checkbox"/> Accommodation Register | |
- Lists of guests allocated to rooms can be printed straight from the MyCYC hub and attached to doors if desired

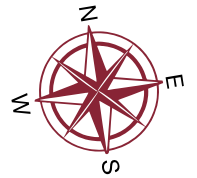
LOCATION

CYC Adanac
47 Hoddle St
Yarra Junction 3797



SITE MAP





ACCOMODATION MAP



CAMPSITE PROCEDURES & FACILITIES

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 seats approximately 130 guests. It has a large smart TV 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 seats 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	<p>Lakeview Two central small lounge rooms each seating 10 guests.</p> <p>Lower Lounge Breakout Room Seats approximately 45. It has a large TV & HDMI input.</p> <p>Mezzanine Meeting room Seats 20 guests.</p>

SHARED FACILITIES

Stadium and Games Rooms - incorporates table tennis, foosball, volleyball, basketball.

Open 8:00am - 10:00pm

Outdoor Activities - Includes above-ground trampolines, bush-walking track, 2 seated campfire areas, 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 CYC Adanac 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 on arrival in your welcome pack.

ARRIVAL & DEPARTURE TIMES

Your arrival and departure times are detailed on your booking form. 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 servery, typically starting with the special diets.

DUTY GROUPS

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 Booking Form. 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 providing that they are submitted at least 10 days prior to camp. Birthday cakes can be prepared by kitchen staff with advance notice.

A fruit basket is available 24 hours.

Meal times are normally (check your activity program):

Breakfast 8.00 am

Lunch 12.30 pm

Dinner 6:00 pm

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 groups 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 to meals on time.



SPECIAL DIET/ ALLERGY INFORMATION

A huge benefit of our new MyCYC hub is that we can gather dietary information directly from the parents/participants. This ensures that each participant can be catered for with the most up to date information. We trust that you see the potentially life-saving benefits of this approach.

After students and teachers have been added to your MyCYC Account – you will send them an invitation to submit their dietary needs directly to the system.

All dietary needs should be submitted at least 10 days prior to camp to allow for menu planning and food ordering.

ASCIA Action Plans will also need to be uploaded through the MyCYC hub for any anaphylaxis guests

Examples of special diets we routinely cater for:

Peanuts	Gluten	Vegetarian
Tree nuts	Coeliac	Pescatarian
Wheat	Lactose	Pesco Pollo Vegetarian
Eggs	Fructose	Vegan
Fish	Milk	Halal
Shellfish	Sesame	Soy

Please ensure one adult leader is responsible for all dietary information. This person will need to meet with the CYC Adanac Catering staff upon arrival to camp. It is highly encouraged that this person is NOT the overall camp leader, as their attention is often needed elsewhere.

All guests with special dietary requests will need to introduce themselves to the catering staff at each meal to ensure they receive the correct meal.

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.

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

Please ensure this is relayed to all staff and parents and students.

TRANSPORTATION OPTIONS

As a way of simplifying the camp planning process and paperwork, CYC Adanac can provide you with transportation or excursion quotes to and from camp. If you choose to book your buses or excursion through CYC Adanac, 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 CYC Adanac 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	zoo.org.au/HealesvilleSanctuary	9 am – 5 pm
Maroondah Reservoir	parkweb.vic.gov.au	8 am – 5:30 pm
Yarra Junction Aquatic Centre	yarracentre.com.au	6 am – 8:30 pm
Lillydale Lake	yarraranges.vic.gov.au	Daylight hours only
Mt Donna Buang – Snow Fields	parkweb.vic.gov.au	Daylight winter only
Upper Yarra Reservoir Park	parkweb.vic.gov.au	8:30 am – 5 pm
Yarra Ranges National Park	parkweb.vic.gov.au	Daylight hours only
Lillydale-Warburton Rail Trail	railtrails.net.au	Daylight hours only



END OF CAMP CLEANUP

To allow for cleaning, guests need to vacate rooms by the time listed on your program.
Typically this is by 8am.

ACCOMMODATION ROOMS

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

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

GROUNDS

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

MEETING ROOM

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

DINING ROOM

- ☐ Wipe down tables and chairs
- ☐ Tidy beverage area
- ☐ Vacuum Floor
- ☐ Stack chairs 10 high in the designated area – please do not place against wall at back of room.
Please don't pack up tables

EMERGENCY PROCEDURES

IN THE EVENT OF FIRE OR EMERGENCY

- EVACUATE PEOPLE IN IMMEDIATE DANGER
- NOTIFY CAMP STAFF AND/OR EMERGENCY SERVICES
Camp staff will raise the alarm by a siren
Camp staff will call Emergency Services
- ON HEARING THE ALARM EVACUATE TO THE FRONT CARPARK NEAR THE BLUE SKIP BIN WHERE ALL PERSONS WILL BE ACCOUNTED FOR

Campsite staff will co-ordinate the emergency procedures or in the event camp staff are not available, implement your own emergency plan until Adanac staff or emergency services have arrived and have taken control of the situation.

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 CYC Adanac staff or Emergency Services

FIRE DANGER PERIOD

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

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



EMERGENCY CONTACTS

PLEASE INFORM EMERGENCY SERVICES OF:

- | | |
|-----------------------|---|
| 1. Location | CYC Adanac
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
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After Hours Doctors:

Eastern Ranges Medical Service	1300 766 858 333 Maroondah Highway, Healesville Mon – Fri (7am-10pm) Sat, Sun & Public Holidays (12pm – 8pm)
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Maroondah Public Hospital	(03) 9871 3333 Davey Drive, Ringwood East (40 minute drive)
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RACV	13 1111
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After Hours Emergency ONLY	CYC Adanac Camp Manager – 0402 943 882 CYC General Manager – 0438 552 193
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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. For further information including Risk Assessments and Activity Safety Guides head to our website:

adanac.cyc.org.au/planning-resources


To ensure the camp program reflects the number of students attending camp you will need to confirm/update the numbers within the MyCYC hub. Taking into account your group size and age of students, our Program Coordinator will design a program that best suits your group. Uploaded to the MyCYC hub, you are then welcome to discuss further with our Program Coordinator.

The number of Adanac activity instructors assigned to your booking is based on your group size:

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



SAMPLE PROGRAM

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



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 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 CYC Adanac, 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 a CYC Adanac qualified staff member.



Specialised Activities	Grade P-2	Grade 3-4	Grade 5-6	Year 7+	Adanac Staff Required	Teaching Staff Required (depending on group size)
Archery		✓	✓	✓	1	1
Arrow Soft 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
Stand Up Paddle Boards				✓	1	1
Water Trampoline (seasonal)	✓	✓	✓	✓	1	1-3
Supervised Activities						
Aqua Ponding	✓	✓	✓	✓		1
Beach Volleyball	✓	✓	✓	✓		1
Cage Soccer/Trampoline	✓	✓	✓	✓		1
Camp Cooking	✓	✓	✓	✓		1
Disc Golf		✓	✓	✓		1
Hut Building	✓	✓	✓	✓		1
Indoor Tread Wall				✓		1
Low Ropes Course	✓	✓	✓	✓		2
Orienteering			✓	✓		1
Photo Hunt	✓	✓	✓			1
Thunder Hockey	✓	✓	✓	✓		1
Waterslide	✓	✓	✓	✓		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 CYC Adanac's policy that teachers/leaders instruct activities whilst 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.

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 AN EMERGENCY PLEASE 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 on the MyCYC Hub.

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.

Staff Required	Participant Numbers	Organization
1	1 – 20 Students	CYC Ltd

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.

ACTIVITY STAFFING

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

Site staff	School Staff	Participant Numbers	Organization
1	1	1 – 20 Students	NSW Education Department

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

**ARROW SOFT ARCHERY (SPECIALISED ACTIVITY)**

LOCATION

On site - Stadium

DESCRIPTION

Arrow Soft Archery is a lot of fun that involves participants to learn basic archery skills of how to load a bow and shoot an arrow that has a soft end. Participants will be in 2 teams and have to work together to aim at a "knock out target" and/or participants from a 5m distance to eliminate them from the round.

AGE SUITABILITY

Year 7 and above.

RATIOS

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

ACTIVITY STAFFING

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

ARCHERY STAFFING

Site staff	School Staff	Participant Numbers	Organization
1	1	1 – 20 Students	CYC Ltd

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 arrow soft archery. CYC Adanac instructors have all the necessary qualifications.

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.

Staff Required	Participant Numbers	Organization
1	1 – 20 Students	CYC Ltd

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.

Staff Required	Participant Numbers	Organization
1	1 – 20 Students	CYC Ltd

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

Staff Required	Participant Numbers	Organization
1	1 – 20 Students	CYC Ltd

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 CYC Adanac 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.

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.

Site staff	School Staff	Participant Numbers	Organization	Venue Type
1	2	1 – 12 Students	Vic Education Department	Type 3
1	3	13 - 18		Inland: flatwater

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). CYC Adanac 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

Staff Required	Participant Numbers	Organization
1	1 – 20 Students	CYC Ltd

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.

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.

Site staff	School Staff	Participant Numbers	Organization
1	2	1 – 12 Students	Victorian Education Department
1	3	13 – 18 Students	

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 Edelrid Radialis Comp Harness, helmet and all other flying fox equipment. CYC Adanac 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.

Staff Required	Participant Numbers	Organization
1	1 – 20 Students	CYC Ltd

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 – Climbing room.

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.

Staff Required	Participant Numbers	Organization
1	1 – 20 Students	CYC Ltd

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.

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.

Staff Required	Participant Numbers	Organization
2 (Victorian schools)	1 – 24 Students	Victorian Education Department
1 (Non-school)	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.

ACTIVITY STAFFING

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

Site staff	School Staff	Participant Numbers	Organization
1	1	1 – 20 Students	Victorian Education Department

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.

Site staff	School Staff	Participant Numbers	Organization
1	1	1 – 20 Students	Victorian Education Department

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.

Staff Required	Participant Numbers	Organization
1	1 – 20 Students	CYC Ltd

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.

Staff Required	Participant Numbers	Organization
1	1 – 20 Students	CYC Ltd

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.

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.

Site staff	School Staff	Participant Numbers	Organization	Venue Type
1	2	1 – 10 Students	Vic Education Department	Type 3
1	3	11 - 15		Inland: flatwater

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). CYC Adanac 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.

STAND UP PADDLE BOARDING (SUP) (SPECIALISED ACTIVITY)

LOCATION

On site – Lake

DESCRIPTION

SUP Boarding is a unique sport where the students stand on a buoyant board and use a paddle to manoeuvre around the lake. The group members to learn the basics of SUP Boarding and is relatively easy to pick up and will continue to develop the student's sense of balance, paddling techniques and core strength.

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 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.

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.

Site staff	School Staff	Participant Numbers	Organization	Venue Type
1	2	1 – 12 Students	Vic Education Department	Type 3
1	3	13 – 18 Students		Inland: flatwater

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 SUP Boarding 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). CYC Adanac 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.

Staff Required	Participant Numbers	Organization
1	1 – 20 Students	CYC Ltd

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. 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.

Staff Required	Participant Numbers	Organization
2	1 – 20 Students	Victorian Education Department
3	21 – 30 Students	

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.

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.

Site staff	School Staff	Participant Numbers	Organization	Venue Type
1	1	1 – 10 Students	Vic Education Department	Type 3
1	2	11 – 15 Students		Inland: flatwater

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). CYC Adanac 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 CYC Adanac 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.

Staff Required	Participant Numbers	Organization
2	1 – 20 Students	CYC Ltd

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 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 & FOOSBALL

These tables are situated in the upstairs games area and therefore can also serve as a good wet weather activity. All equipment is 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. CYC Adanac 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.

CAGE SOCCER

Requiring minimal 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 and shoes need to be removed.