



Seventh-day
Adventist Church™

North New South Wales

YOUTH DEPARTMENT

SUMMER CAMP STAFF MANUAL

REVISED
EDITION 2022



Contents

Camp Philosophy	3
Camp Culture	4
Safety Guidelines	7
Staff Policies	11
Code of Conduct	14
Devotions	16
Job Descriptions	19
Camp Director	21
Assistant Camp Director	22
Office Secretary	23
Camp Speaker	24
Camp Buyer	25
Program Coordinator	26
Activities Coordinator	27
Boys and Girls Dean	28
Cabin Leaders	29
Extra Notes for Cabin Leaders	30
Night Show Hosts	40
Music Coordinator	41
Drama Coordinator	42
Medical Staff	43
Catering Manager	45
Camp Videographer	46
Camp Photographer	47
Waterfront Coordinator	48
Boat Drivers	49
Waterfront Staff	53
Abseiling Instructor	54
Archery Instructor	55
Beach Activities Supervisor	56
Mountain Biking Supervisor	57
Snorkeling Coordinator	58
Sailing, Kayaking and SUP Instructors	59
Horse Riding Instructor	60
Photography Instructor	61

Camp Philosophy

In a society of rapid change & shifting values, summer camps are a unique opportunity for Christian leaders to offer a safe, healthy and spiritual environment where young people can taste the spirit of an authentic Christian community. Every young person is precious to God, and needs to be treasured, loved, respected and served. Summer camps are an opportunity for us as leaders to give them a glimpse of God's view of them. It is a time of great fun and laughter, a time to develop new relationships, a time to better know Jesus and worship Him meaningfully. Summer camps are a catalyst for our youth towards commitment and service to Jesus.

Objective: building confident & committed Christians

- To make attractive the joys and privileges of knowing Jesus. To encourage spiritual habits such as devotional times, prayer and witnessing.
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- To affect in each camper desirable changes toward Christian character and behaviour by meeting Jesus face to face for the first time or renewing a vital relationship with him.
- To promote Christian unity among the diversity of cultures our youth represent.
- To teach new skills and thus increase the sense of self-worth and self-confidence.
- To have fun.
- To give opportunity for making Christian friendships and to foster the development of social skills, loyalty, teamwork, and a sense of responsibility.
- To give knowledge of outdoor skills that may lead to a lifetime of enjoyment in outdoor recreation.

What Is Camp Culture?

Essentially a culture is the personality of our camp. It is comprised of our values, attitudes, and behaviours. It defines what we are about collectively and individually. In our decidedly Christian camp, our culture flows from how we love and serve God.

All organisations have a culture. Few camps take the time to define their culture. At NNSW summer camp we care enough about our culture to intentionally define it and to continually work to refine it. We are deliberately “taking aim” at what we hope to achieve.

Our Culture

Our culture is the glue that helps to bind our organisation together. If we abandon our culture our efforts will falter and we will become ordinary. The camps mission and core values remain words on a page until people make these ideals come to life. As we enthusiastically pursue the vision and embody the core values our culture comes to life in each of us and in our camp family.

Each and every member of our camp team should think of their position at summer camp not just as a job but also as a ministry for God and an exciting, rewarding, and enjoyable part of their lives. They should recognise the potential they have for positively and profoundly impacting the lives of each and every camper. They should share their passion for the success of camp, daily activities, and for their relationship with God, freely with each other. Staff members unique gifts are the keys to bringing out the best in their campers. We recognise your strengths and the vital role you play helping us realise our goals.

Our Corporate Culture Commitment

Create fun: we work at summer camp because we enjoy our jobs and care about kids. We hope to encourage the concept that life is fun. Further, that work can be as much fun... As fun. Staff should bring a spirit of enjoyment and creativity into their daily activities. With the addition of a little creativity and positive attitude, even the mundane can be fun. Laughter is an effective stress reliever and a smile communicates goodwill.

Follow Jesus: all we do and say should reflect our commitment to serve and follow Jesus. Through making space in our days to reflect the Holy Spirit and lead us, we operate at our best. Choices we make reflect this commitment. Having a relationship with Jesus is more than a statement of belief, it is a deep abiding presence readily seen in life. Where by Jesus, through the spirit, to live in our hearts... And that changes everything. Good character, strong ethics and high standards are some of the results of a relationship with Jesus and form the foundation for a quality work environment.

Deliver “wow” through service: when people visit NNSW summer camps they should say “wow”! Smiling faces, helpful interactions, intentional programming, happy campers, nicely kept grounds, all work in concert to provide the “wow”. Each of us contribute significantly to make this possible. Your job is important. You may provide the “wow” in somebody’s day!

Be adventurous, creative, and open-minded: we bring fresh perspectives to each new challenge. We do not allow ourselves to become constrained by irrational fears or memories of past failure. Instead, we encourage an environment that supports, fosters and rewards responsible creativity. We try new things, we try new ways to spice up all tasks, and we support the exploration of expanding our understanding.

Develop open honest relationships: we will strive to be open and honest in our communication with all. Honesty and openness characterises followers of God and is the basis for solid relationships. Dishonesty is destructive. We strive to be honest with ourselves, admitting our shortcomings and being tolerant of others.

Healthy diverse relationships bring joy and meaning to life. We choose to be intentional about making them a priority. Keeping secrets and creating hidden agendas causes miscommunications, confusion, and hurt feelings. Please be open with your concerns and speak personally to the person or persons involved in Christian kindness.

Do more with less: happiness and fulfillment is not dependent on circumstances or things. It is a choice. We will choose to be content with the resources that are available and we will be creative in maximizing what can be accomplished with them.

Be humble: each member of our team is vital. None is better than another. Success is sweet, however, overconfidence and routine can kill us. Continued success requires humility and attention. Each day brings a new challenge and requires new energy. Our task is to constantly invite the spirit to work through us and to help us see new areas of need where we can contribute.

Build a positive environment together: a positive environment at summer camp will only develop as we work together to create it. Attitude, connection, honesty, joy, commitment, and discernment all contribute to the environment. We make summer camp what it is together.

Provide a safe place: safety can never be guaranteed. But we can do a great deal to minimise the risks involved with doing the things we do at summer camp. Always do what needs to be done to minimise physical risks, emotional risks, and spiritual risks that you face this summer. It is not someone else's job, it is our job. Boundaries must be set early and clearly. Each camper is a precious gift to us and to those who love them. We always make your safety our priority.

Use good judgment at all times: we seek the best and brightest staff around. As a result we expect that you will exercise good judgement in all areas of life. This includes time at camp, time away from camp, time with your friends and time with campers. We also encourage responsible creativity which may occasionally result in failure. Always use good judgement and exercise grace, mercy, and forgiveness when things don't go as expected. Occasional failure is a small price to pay for greatness. Trust is built through the exercise of good judgement and the ability to take context and circumstances into account.

Build people: our mission focuses on teaching skills for the future. That is why we do what we do. Be encouraging, willingly pointing out how today's experiences will build us for the future. As we interact our first assumption should always be that another person's heart is pure and that their actions are properly motivated. Accountability results when we unite and pull in the same direction seeking to serve one another in love. Not through forcing behaviour.

Our Personal Culture Commitment

The individual commitment to choices that will define and reinforce culture.

1. **Model Jesus:** “the imitators of God therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself for us as a fragrant offering and sacrifice to God.” Ephesians 5:1- 2. Qualities such as forgiveness, humility, grace and mercy should be evident.
2. **Individual time with God:** it is expected that all staff will have the courage and discipline to develop skills of listening for God’s voice in their lives and allowing the spirit to live within them. This involves time reading the bible, meditation and reflection, and journalling. The camp schedule is tight and time is short but this time must not be neglected.
3. **Integrate face into your instruction and interactions:** our love for God should be seen in all that we do each day brings us the opportunity to demonstrate how today’s activities shape us for the future.
4. **Establish measurable goals and objectives each week:** the rewards of accomplishment are seen as progress is made. Camp goals, department goals, and individual goals will help us to see what we’re doing is working. Challenge yourself to grow. Don’t be content to stay the same.
5. **Be a role model:** a great staff member is like a great camper. Live within the boundaries that are set, be positive, do your best, try new things, be on time, be accountable, practice good work habits, co-operate.
6. **Prayer:** prayer illustrates our dependence on the power and serenity of God. It aligns our hearts and therefore our actions with his purposes. As we pray together our hearts are also softened and drawn together. Therefore, prayers are foundational to our success and should be a primary element of our planning and process.
7. **Humility:** a humble person does not think they are better or more important than anyone else. It is the recognition that we all have and all we are comes from God. This frees us to consider others needs before own.
8. **Connect with others:** one of the most significant benefits of a weaker camp is to be away from the busyness of city life and the constant connectedness to social media. Being at summer camp allows us to unplug to appreciate natural beauty, to focus on people face to face. Seize this opportunity and get to know campers and staff. They may become friends for life.
9. **Help out:** your ability to contribute does not end with your job description. Great staff members will learn to spot people who need help or areas where extra systems can be given. Pay attention!
10. **Take care of yourself:** the summer is a marathon not a sprint. Getting enough sleep, good exercise, healthy eating, personal time for meditation and prayer need to be priorities and will help your summer camp to be a success. However it will require you to discipline yourself to accomplish them.
11. **Respect:** respect people, respect the environment. Please do your best to preserve the precious resources that God has blessed us with at summer camp.
12. **Fruit of the Spirit:** we believe that the fruit of the spirit as described in Galatians 5 “love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control” characterise all who walk with the spirit. These are evidence of a transformed life. Although we are not perfect, we expect that everyone will make every effort to allow the spirit to produce this for it in their lives.

Conclusion

Our culture is what sets us apart from other camps. It is up to each of us to pursue the vision and prevent summer camp from becoming ordinary. Each person who is appointed a staff member on the summer camp team must believe and trust in the value of the words in this document. Your commitment to our culture is our insurance for success.

Safety First

We are happy that over the years yarrahapinni summer camps have operated they have been operated safely. Serious injuries have rarely occurred. We give thanks to God for his protection and would like to keep in His care this summer too.

A safe camp does not just happen. It is planned. In accepting our job, we have assumed the responsibility for seeing that the campers enjoy this adventure under conditions, which will ensure safe and happy experiences.

“Our common objective is that every area of camp be free from hazards that would cause accidental injury to residents or visitors.”

The thought that all hazards can be eliminated from a camping experience is unrealistic. Therefore, teaching campers to develop alertness and intelligence in facing hazards provides a learning experience equally as important as knowing how to avoid them. Camp safety can create a restrictive, take-the-adventure-out-of-life, pressure type program, or it can be an attitude of life in which the adventure is preserved — but with safeguards.

Administrative Responsibility

To aid in creating this attitude, the camp administration have taken care of certain essential preliminary matters. These would include: compliance with state and/or local laws; maintenance of camp site as free from hazards as possible; provision of facilities, and equipment adequate and in safe condition; medical personnel on the staff; detailed advanced plans to handle emergencies and proper insurance.

Staff Responsibility

An attitude of safety creates an awareness of potential sources of accidents. Each staff member is especially aware of this in their respective sphere of operation, such as:

1. Cabin or teaching area.
2. Slippery or wet floors, broken steps or railings, protruding nails, rough or splintery floors or edges of bunks, broken glass, sharp edges of tin, exposed unprotected pipe-lines or wires, tree stumps and roots etc.
3. Equipment, tools or belongings left out of place can be hazardous.
4. Camper limitations or restrictions. Overexertion, fatigue, chilling, sun-exposure, and altitude.
5. Swimming at beach without supervision.

The list could continue. No need though - because a list is restrictive. We are concerned about an attitude. Our common goal is that no camper would leave with permanent physical, mental or emotional scars. It is our privilege to be able to teach campers an awareness of safety, which hopefully will become a life pattern.

Natural hazards

INSECTS

Insects such as mosquitoes, bees, wasps and jellyfish are found at yarrahapinni. This is only a serious problem with those campers who are allergic to insect stings. The cabin leaders are made aware if one of their campers has this type of allergy. The nurse keeps proper medications available. Insect repellent is recommended.

UNATTENDED CAMPERS

Campers must be under cabin leader supervision when there are free time water activities, including the beach. Footwear is required except for water activities.

ACTIVITY EQUIPMENT

Protective clothing and devices are provided and are encouraged to be worn. No one under 16 years of age may operate any camp equipment. No one will be asked to use equipment that they are not familiar with or have not used before.

Fire emergency drill

OBJECTIVES

1. Protect campers from Impending life threatening danger.
2. Maintain calmness among campers.

EQUIPMENT

1. Fire extinguishers - each building has a fire extinguisher.
2. Fire hoses - note where these are located and the way they operate.
3. Kitchen - chemical extinguisher and fire blanket.

PREPARATION

1. Know your responsibility & location of equipment
2. Attend the fire drill.

SPECIAL INSTRUCTIONS

1. During staff orientation the camp ranger (fire officer) will instruct all staff on procedures.
2. The fire officer will liaise with local fire brigade.
3. During the fire danger, the director's office will be the communications centre (fire horn will be located here).
4. The first aid room where the nurse is stationed will be the centre for medical help.
5. All campers should assemble on the basketball court area.

PROCEDURE

1. Notify Camp Director or ranger immediately of any impending fire danger.
2. Report to positions if you are a fire crewmember.

EVACUATION

Check with the group to identify the person's location if a person is not checked as present, inform manager. There are two means of evacuation: the main roundabout at the entrance to camp and out to the beach.

Arena of safety

STATEMENT OF INTENT

The North New South Wales Conference of the Seventh-day Adventist Church is committed to the safety and well-being of all children and young people attending summer camps. We support the rights of the child and will act without hesitation to ensure a child-safe environment is maintained at all times. In the event of a breach we are committed to providing an atmosphere where children that have been abused can feel safe when reporting sexual or other events, and know that they will be believed and heard and that justice will be done. We also support the rights and well-being of our church members and encourage their active participation in building and maintaining a safe and secure environment for all.

DUTY OF CARE

Our summer camp has a moral and legal responsibility for the care, protection and safety of children when they are at summer camp, as well as staff both paid and unpaid.

PERSONAL SAFETY PLAN

1. You have the right to always feel safe.
2. Respect and consideration needs to be given to individual personal boundaries in all situations.
3. Healthy social contact with people demands being open and visible to the public gaze at any time.
4. For your safety, all staff working with children and youth have been subjected to an approved selection procedure.
5. If you feel unsafe or feel another safety is compromised, you have the right to be heard. You should contact the Camp Director or one of the pastors as soon as possible or phone ADSafe on 1800 220 468 and share your concern.

ARENA OF SAFETY

Arena of safety is a respect for physical and emotional boundaries for others in yourself. It is a position where morale and confidence is enhanced and where both adults and children can feel safe. It's a place of appropriate attitude, behaviour, lifestyle, and cultural practices that work together to create a safe place for all to be. Before an offence takes place there are behaviours that may give away the presence of an offender. The safe climate can help to identify and expose the potential offender before an offence takes place. Last, maintaining appropriate boundaries is of the highest importance in maintaining a safe community.

ARENA OF SAFETY VIOLATION

It is an intrusion either deliberate or accidental out of the safety zone that confuses the relationship and makes the vulnerable feel unsafe. It may be an act in public, such as giving out lollies to children while insisting on a kiss, or in private, just walking alone with a camper out of public view. At this point no offence may have taken place but if an allegation is made then where would the weight of evidence point? Would evidence point to the leaders innocence or guilt? Arena of safety violations give more weight to any allegation subsequently made.

ARENA OF SAFETY GENERAL GUIDELINES

The following principles shall apply to all persons working with children:

1. All contact with children is to be open to the public gaze.
2. Physical contact with children should only be in response to carrying out normal ministry duties. Under no circumstances should physical contact be invasive or intrusive or crossing personal boundaries making the child feel uncomfortable or uneasy.
3. Unduly rough play should be avoided at all times.

SUMMER CAMP RESPONSE TO ALLEGATIONS OF SEXUAL ABUSE

Once an allegation of sexual abuse has been made the Camp Director will initiate a formal enquiry, either via Adventist support or legal services. If an unacceptable risk exists of further harm to children the alleged offender will be asked to stand down pending the outcome of a formal enquiry. Making a decision that a person poses an unacceptable risk in a workplace environment involves campers is simply a statement that the risk of allowing that person to continue in their present role is too great. The determination of unacceptable risk must not be based on suspicion, worries or doubts. Rather the key element is that any assessment of risk must be made on the basis of known fact, not possibilities or rumours. This assessment can take into account a range of factors which together lead to a decision that the risk of allowing the person to continue working with children would be too great to be countenanced.

While the formal enquiries happen the summer camp leaders will initiate a pastoral or response using different persons to minister to both the alleged victim and alleged offender.

Once it has been established that an offence has occurred, the Camp Director:

1. Will undertake disciplinary action.
2. Will ensure that victims are heard, believed and reassured that strategies will be put in place to prevent a recurrence of the abuse.
3. Will seek healing and justice for the victim and will implement an appropriate pastoral or response.
4. Will encourage perpetrators to take responsibility for their actions and make reparation in accordance with the wishes of the victim or the victims family.

UNFOUNDED ALLEGATIONS

The possibility of a malicious, false, exaggerated or mistaken allegation is acknowledged. Where allegations prove to be unfounded, the person implicated will be sympathetically treated and every step will be taken to protect the person's reputation and standing within the summer camp, church and wider community. If knowledge of the allegation has not been contained, it is essential that the person is assisted to re-establish credibility in the eyes of church members and the community. It must always be kept in mind that an allegation is a statement or claim which is yet improvement.

It is not necessarily a statement effect and may be only one piece of evidence of inappropriate behaviour. It is essential to respect the rights of a person implicated by the allegation and to respond sensitively to his or her situation. The church takes allegations of misconduct seriously and if an allegation is shown to be mischievous then the matter shall be brought to the church pastor for appropriate pastoral response and where necessary make recommendations of any further action that may need to be taken to the church business meeting.

Staff Policies

1. **Appearance:** when in a service relationship you are to dress in a clean and neat manner. The camp will provide the t-shirt portion of the uniform. Modest swimming suits are preferred. No bikinis. Hair length and style must not be offensive to our campers or constituency. Staff and campers need to wear a rash shirt and board shorts.
2. **Authority:** the Summer Camp Directors have final authority overall summer camp personnel in activities on the grounds. In their absence this is automatically delegated to the Program Coordinator and Activities Coordinator.
3. **Availability:** all camp staff is seen by the camp administration as being available for the total camp ministry needs. Should a member of the administrative staff for specific help contact a staff member, it is expected that the staff member will, within reason, exhibit willingness to be used wherever needed.
4. **Checkout:** upon conclusion of the camp the cabin leader is responsible to see that the cabin is cleaned, or needed repairs responded in writing, and all lost and found item a labelled and brought to the office.
5. **Camp vehicles:** specific permission will be given to those who authorised to drive any conference vehicle. That permission is for specific job or time only.
6. **Relationships:** remember you are here to serve the camper. A minimum of social contact will be permitted. No dates with campers are permitted. Couples are to act in a manner with no physical affection shown.
7. **Cleanliness:** your personal hygiene and accommodation should be as neat and clean as possible at all times.
8. **Conduct:** staff should agree that while staying at the camp, he or she will adjust their personal habits and actions to the customs, policies, and ideals of the Seventh-day Adventist Church and both in camp and away from the camp to keep hours and habits which will enable them to remain in excellent physical condition.
9. **Curfew:** all staff should be in quarters by 10:30pm. Lights must be out 30 minutes later. Be considerate of those who must rise early as they should be of those who work late.
10. **Devotions:** in addition to required staff devotions, you are urged to develop your own regular daily time and place for your communion with God. The extra demands placed upon your in camp make the strengthening of your own spiritual life a must.
11. **Discipline:** each cabin leader is directly responsible for the camper under his or her care and is responsible for their control and correction. Boys and Girls Deans are directly responsible for cabin leaders and should be informed of any adherent behaviour. Cabin leaders must never in any manner strike or harm a camper. All camper problems are to be dealt with on an individual basis first by the unit cabin leader, then if needed by the Summer Camp Director. At no time shall another staff member attempt to discipline a camper not assigned to the unit unless they are:
 - A. Directly under the activity supervision
 - B. Exhibiting behaviour which might result in bodily harm to another person or be distracted to the group in a camp group activity. In such cases the staff member should also advise the cabin leader of the actions taken so that follow through the matter with the camper involved.
12. **Dining room:** no bare feet or bathing suits are allowed in the dining room.
13. **Emergencies:** the announcement will signal fire or other danger. You are to report immediately to the area specified in our fire emergency drill.
14. **Urgent leave:** in the event of a death in the family of staff, illness in the family, or urgent business, leave will be granted in relation to individual circumstances at the discretion of the Summer Camp Director.
15. **Equipment:** tools, keys and supplies will be checked out to the staff for useful purposes and these must be returned to the shed as soon as you're finished the work.

- 16. Fires:** no open flame is permitted accepted program activities, under supervision in designated sites. It will be against camp regulations to play with any fire equipment or firefighting apparatus within the camp. All fire hoses shall be kept in their respective positions and shall not be used except by order of the staff or in case of fire. It is very important that all of this equipment be kept intact and in working order to avoid any problem should have fire breaks out in camp. No candles will be allowed in the cabins. It is against regulations for any camper to have matches in their possession and use them about the camp except under the direction of an adult staff member for lighting the campfire or regular camp activities. Please note firecrackers are forbidden.
- 17. Dismissal:** on sufficient complaints the Camp Director may dismiss you. You may be given the opportunity to appeal your case to the Camp Directors. The camp always reserves the right in case of gross misconduct to relieve the staff member of their duties at once.
- 18. Food:** food is not permitted in cabins. Parties are scheduled in advance with the Camp Director.
- 19. Health exam:** should there be any question of physical fitness on the part of the volunteer, the camp reserve the right to require it anytime during the camp, a health examination by the physician or clinic of the camps choice, at the expense of the camp.
- 20. Insurance:** employees required to operate an automobile as a part of their work will be required to have an appropriate license.
- 21. Kitchen:** no one is permitted in the kitchen preparation area unless on duty there.
- 22. Lights:** the last person leaving a building is to close the door and turn out the lights. This is the responsibility of the cabin leaders in the cabin or whoever is in charge of activity in that particular building.
- 23. Camp upkeep:** all staff are required to assist in keeping the camp clean and tidy at all times and to take a personal interest in caring for furnishings, instruments, and recreational equipment.
- 24. Off grounds:** staff members may leave the camp grounds only after signing out on a chart with the time due to be back, the purpose of the trip and the Camp Directors permission in advance. If you cannot be back at the noted time please phone.
- 25. Personal items:** the camp administration assumes no responsibility for staff personal equipment and or valuables. Staff may check valuables and personal items in with headquarters for safekeeping. At no time shall staff use their personal equipment to endanger the life or safety of another human being or wildlife, distract the staff member from his or her assigned duties such as with the mobile phone, violate any camp policy, or be annoying to another staff member or camper.
- 26. Pets and music:** because our objectives call for a change of environment for the camper, we ask that no music, movies, laptops or tv be used in cabin areas. No staff pets are allowed on site.
- 27. Safety:** do not take risks in every area. If you were injured, report immediately to the nurse for care. In case of illness she can request that your supervisor excuse you for that day. You must check with the nurse each day before time to begin work.
- 28. Staff discipline:** staff violating a stated camp policy shall be consulted, first by their immediate administrative supervisor. If the matter cannot be resolved, it shall then be referred to the Summer Camp Director.
- 29. Staff fatigue:** it is important that all staff members get proper rest. All music should be silenced and all games put away in time for a good night's rest. Staff fatigue can be avoided if each member is self disciplined.
- 30. Staff guests:** a camp guest is anyone on the premises of Yarra regardless of length of stay who is not a registered camper or recognised staff member at the camp. Summer camp is a closed camp. No visitors are allowed. Under certain circumstances the Summer Camp Director may grant permission.
- 31. Staff meeting:** attendance is required at all staff meetings, including daily staff worship, unless previously excused because of illness or other duties.

- 32. Vehicles:** you are asked to leave a set of keys if you are leaving camp and not taking your vehicle. This will be helpful in case of fire or disaster.
- 33. Visitation:** fraternisation between members of the staff will not be tolerated and all association must be kept on a proper Christian basis. This is a coed camp and all must be very careful along this line. Camps are a great place to meet people and get to know them. However as long as it does not interfere with your work or with the entire camp program. Romances must be kept on a high plane at all times. Acts of affection are not to happen at summer camp. It is very important that we set a proper example before the campers. At no time is a staff member to enter the cabin or room of the opposite sex with visitation purposes.
- 34. Mobile phones:** campers are required to surrender their phone upon arrival and they are only allowed to use them during their hours of free time each day. Staff are requested not to use their phones for personal use unless it is also during their hours of free time. Please do not use your phone while supervising campers. Please do not ask to use the telephone in the office as it interrupts the work going on there.

What Is A Code Of Conduct?

A code of conduct is a list of behaviors that are encouraged and expected and a list of behavior that is not condoned. It is expected that everyone in the church follow the code in all their interaction with children and youth. The code of conduct will be reviewed regularly.

Why Do We Need A Code?

There are many benefits such as:

1. It makes it clear to adults what is expected, when we all have different points of view.
2. It makes it clear when someone's conduct 'crosses a line' which may lead to inappropriate behavior, before the conduct gets too serious.
3. It makes it clearer to children when someone isn't behaving in an appropriate manner, which can be confusing.
4. It helps keep children safer.
5. It makes adults less likely to be at risk of a false allegation of misconduct in relation to a child.

What Happens When...

It is everyone's business to monitor compliance. A minor breach of the code may be brought to a person's attention for their learning. Minor breaches may be done innocently and in ignorance. Persistent serious breaches will be reported to the church's child-safe coordinator. A person may be asked to sign a safety agreement as a condition of continued attendance at church or children's events.

DO NOT

- spend time alone with a child
- publish (in any manner, such as the internet) a picture or private information about a child such as their name, age, email address, number, residence, or places they frequent regularly
- show or share sexually suggestive material to a child in any form such as email, text, movie or sound file
- engage in inappropriately rough physical play
- touch a child in an age/culturally inappropriate manner
- hold, kiss, cuddle or touch a child in any manner except for appropriate touch to comfort distress
- make sexually suggestive comments to a child, including 'compliments' about their physical appearance
- use profane language near or around children
- assist children do things of a personal nature that they can do for themselves
- use any physical means to control or discipline a child
- take a child to your home, or encourage private meetings outside of church-sponsored activities, unless strict guidelines are in place
- take photos or movies of a child without prior written parental consent and explanation of the purpose and use of the photos and church permission

DO

- reflect the ethos of the adventist church
- behave as a positive role model to children and youth
- follow the local church's child-safe policy
- treat all children with respect
- use positive & affirming language toward children
- refrain from showing favouritism
- help provide an open, family-friendly environment for children to worship & interact
- alert someone if I see a breach of this code
- report suspicions of child abuse or neglect to the child- safe coordinator or other trusted leader such as the camp pastor
- seek advice about suspicions & disclosures of child abuse or neglect from the community services (NSW govt.) Helpline on 13 21 11

Why Are Devotions Important?

When a student is studying a subject, does he or she not have to attend class, do his homework, and read his or her textbook out of school and is his or her own time in order to do well in that class? If he actually doesn't do all three, they may have a difficult time with getting a good grade in the class. You may do some of the key principles for being a Christian, you must do all three to be a complete and God blessed Christian. In the same way you cannot attend church and do devotions and then hope to be blessed by God. Yes, you were doing two of the three key ideas of being a Christian, but you are not communicating with God. Ultimately you cannot be a mature Christian unless you have all of these concepts.

5 Biblical Dynamics Of Spiritual Growth

1. Ephesians 4:15 *"We will in all things grow up into Him who is the head that is Christ."*

People should grow in their personal day to day relationship with Jesus. We are to nurture our commitment to God and not the church or youth group.

In all things means that in all we say, do, feel, think needs to grow spiritually. Physical, mental, social and spiritual.

2. Ephesians 4:12 *"To prepare Gods people for works of service."*

Means a growing sense of being called to service.

3. Ephesians 4:14 *"We will no longer be infants."*

Our spirituality should develop from an infant through to an adult. Our faith becomes more mature as life goes on.

4. 1 Corinthians 13:1 *"If I speak in the terms of men and of angels but have not love I am only a resounding gong or a clanging cymbal."*

Love must be evident in our spirituality otherwise it is useless.

5. Ephesians 4:16 *"From him the whole body, joined and held together by every supporting ligament, grows and build self up in love, as each part does it's work."*

We must work in harmony together and build each other up for the kingdom of God.

Campers And Spiritual Decisions

AGES 9 TO 12

- Beginning to value approval of own age group
- Can understand doctrine and know what sin and salvation are
- Does not grasp symbolism well and they are just beginning to think abstractly
- Have trouble thinking of God as a spirit new line memorise well can be helped with a strong foundation of bible facts
- Want an obvious purpose in what they do
- Not emotional in regard to religion
- Beginning to think of God in more than superhuman terms
- Are beginning to look at God both theologically and scientifically
- Beginning to understand meaning of commitment
- Beginning to internalise prayer
- Capable of having quiet time
- Acquiring a religious vocabulary
- Not interested in principles but in fact
- Have questions but will still quite readily accept adult answers on religious matters
- Beginning to form own ideas
- Make a number of commitments for Seventh-day Adventist Church

AGES 12 TO 14

- Acute hero-worshippers
- Increased ability to articulate faith and to discuss
- Can deal with questions honestly and scripturally
- Prayers tend to be more personal and self-directed
- Beginning to develop and understand in a moral controls
- Unbalanced in emotion do not appeal to emotion but to needs
- Connect church fellowship with spiritual life
- Think of God in supernatural terms
- Can begin strong habits of bible study
- Basic beliefs of childhood may begin to break down as they learn to analyse
- Want to do things and be involved
- Cannot think abstractly and spiritual eyes ideals and understand symbols

AGES 14 TO 16

- Some confusion of aims and values
- Want satisfying answers to their religious questions
- Seeking to make religion their own
- Need to experience the reality of God
- Formulating their own moral code of conduct
- Require a very personal style of ministry
- Discovering spiritual gifts
- Have a strong desire to be committed to something
- Accept Christ as a matter of faith
- Sharper discernment of right and wrong
- Crave guidance outside the home
- May be indifferent to spiritual things this may have nothing to do with religion itself is often the result of rejection of authority etc.
- Most influenced by leader example
- Value serious discussion with peers and leaders
- Religion is very personal

Job Descriptions

Basics for all staff are included in this section. In addition, you will find a page which defines your specific job later in this manual. You are expected to fulfil all these tasks. Your page may contain details pertaining only to your job. The principles in this introduction apply to each of you in addition to your own position.

Final responsibility for the operation of the camp is invested by the NSW executive committee. Final in-camp authority for the summer camp rests with the Camp Director or other individual as delegated.

Basic Qualities

Apply to each staff member. All staff are evaluated by these foundational qualifications. Specific requirements for individuals jobs build upon these and include them.

1. Personal relationship with God through having received the Lord Jesus as your personal saviour.
2. Loyalty to the beliefs, standards and purposes of the camp.
3. Acceptance of the distinctive purposes and approaches of Christ-centred camping.
4. Agreement with the unique emphasis and policies of the camp and its appointed leaders.
5. Familiarity with the facilities and printed materials of the camp.
6. Live for the persons and concerns to minister to them in the name and spirit of Christ.
7. A willingness to work with others in a spirit of mutual ministry and under a supervisor to achieve common goals.

General Responsibility

Each staff member is to accomplish the camps objectives. You are to provide for each camper, the maximum opportunity to accept Christ as their savior and to grow in him into Christ-centred maturity. Every facility, activity and organisation is to be used for this task. Any task contributing to the camps successful operation may be assigned to you as necessary.

"Him we proclaim... instructing every individual in the whole range of wisdom, so that we may present every person complete in Christ, and for this I toil..." Colossians 1:28,29

Specific Responsibilities

Are listed on your job description page but also include those listed below:

1. Accept additional tasks as they arise and are assigned to you by your supervisor.
2. Take questions and problems regarding your job to your supervisor.
3. Attend all staff conferences and meetings - this especially includes all staff worships.
4. Read all required orientation literature
5. Obey all camp rules completely
6. Develop skills and attitude so as to do the best possible job.
7. Assist other staff in any way you can to develop a spirit of cooperation.

Considerations

The camp provides a combination of the worth of your duties and the availability of the resources.

1. Room and board for the period of camp.
2. All tools, equipment and supplies necessary to your job.
3. Health and accident insurance supplemental to your own policy.

Final Comments

Jobs are identified on specific pages. These are not descriptions of personas but positions.

In addition to your specific job, you are a part of the team developed to accomplish the ministry of summer camp. When you see any unanticipated problem, or can meet an immediate need, you are to provide the necessary assistance. Report these activities to your supervisor.

If you are an assistant and you do not have a separate job description, your specific responsibility is to assist your supervisor in fulfilling the responsibilities as outlined in their job descriptions.

"Whatever you may do, work heartily for the Lord and not for men." Colossians 3:23

RESPONSIBLE TO: DIRECTOR OF YOUTH MINISTRY & NNSW CONFERENCE EXECUTIVE COMMITTEE

The responsibilities of the Camp Director are to:

1. Assume final responsibility to the director of youth ministry for overall administration of camp operations.
2. Assume final responsibility to the director of youth ministry for overall administration of camp finances.
3. Implement all camp staff job descriptions. Supervise all camp staff in harmony with these job descriptions.
4. Make decisions in consultation with the director of youth ministry on all questions concerning camp policy, camper and/or staff selections, camper and/or staff supervision and/or discipline, camp programming and services, facility improvements, maintenance tasks, purchasing and any other matter relating to camp operation. Seek counsel as needed in the making of decisions.
5. Serve as chairman of the camp administrative council.
6. Plan and coordinate all staff worship. Take primary lead in presentation of staff worships.
7. Serve as a cabin leader in all camp staff matters as needed.
8. Rotate as needed through all camp activities in order to be aware of the general "pulse" of camp atmosphere and the degree of implementation of all camp policies and principles. Serve as a primary catalyst for camp atmosphere and spirit.
9. Participate frequently in evening programs and other general meeting functions in order to maintain leadership identity with campers.
10. Effect a personal ministry with camp staff as opportunities permit.
11. Lead camp staff in continual elevations of personal performance, overall camp administration, and camp programming in order to affect a continuing "forward thrust" of camp services and facility development.
12. Administer a continuing program of public relations with the conference administration and workers.
13. Develop and administer camper follow up procedures.

Assistant Camp Director

RESPONSIBLE TO: CAMP DIRECTOR

The responsibilities of the assistant Camp Director are to:

1. Coordinate all camp programming, including camp council and evening programs.
2. Work with the production team in preparation of the evening program including music and drama segments.
3. Oversee preparation of copies of all camp programs for Camp Director and staff.
4. Distribute camp programs to staff involved, with sufficient time prior to the program to ensure adequate preparation.
5. Arrange or purchase special programming needs prior to the event.
6. Assist Camp Director with staff meetings.
7. Supervise care and storage of all camp program supplies and equipment.
8. Serve as a member of camp administrative council.

RESPONSIBLE TO: CAMP DIRECTOR

General responsibilities include:

1. Secretarial work as indicated by the Summer Camp Director.
2. Supervise the operations of all activities of the office.

Specific tasks:

1. Type and duplicate records, forms and instructional materials for the various camp departments.
2. Answer phone calls and deliver messages.
3. Receive and distribute mail delivered to yarra for campers.
4. Monitor the camp daily schedule.
5. Check and maintain office supplies at beginning and end of camping season.
6. Maintain petty cash monies. Report any discrepancies to Summer Camp Director.
7. Develop, in council with Summer Camp Director, pre-registration process providing rapid service to incoming camp registrants.
8. Advise Summer Camp Director by Friday afternoon of each week, numbers of boys and girls to be registered the following Sunday, and numbers, if any individuals are on standby lists.
9. Prepare and maintain staff activity and accommodation lists for each camp.
10. Ensure completion and maintenance of staff records and working with children clearance identification numbers.
11. At all times, treat incoming campers and adults in the registration process with kindness and courtesy. Instruct all registration personnel to do likewise.
12. Advise Summer Camp Director immediately of any difficulties in the registration procedures.
13. Receipt all income for any staff payments or guest meals.
14. Clear any non-routine secretarial assignments by any camp personnel with Summer Camp Director.
15. Keep supply cupboards and storage areas orderly, with supplies identified for easy reference.
16. Keep files on all camp activities, campers and personnel, as requested by Summer Camp Director.
17. Check with camp nurse and Girls and Boys Deans at conclusion of registration to be sure all registered campers have a medical form on file with properly signed release by parent or guardian. At the conclusion of camp get documents from the nurse treatments and file it.
18. Monitor use of camp radios, maintain base contact and keep schedule of whereabouts of other radios.
19. Mix and mingle with campers and other staff as appropriate.

RESPONSIBLE TO: CAMP DIRECTOR

The responsibilities of the camp speaker are to:

1. Prepare and present worships for each evening meeting.
2. Communicate with the Program Director regarding any special needs for camp council.
3. The camp speaker should make it a point to become well acquainted with as many campers as time will permit, in order to ascertain the needs and problems of campers. The speaker can encourage the individual camper in spiritual ways by being available for counselling at all times. This can be done by closely associating with the campers in all activities.
4. Be available for counselling camp staff.
5. Be available to assist with worships or devotions or stories in individual cabins as requested by cabin leaders.
6. The camp speaker will facilitate decision-making of young people for Christ through appeals and calls as are appropriate. This may include a call for re commitment, bible study, baptism and/or taking my chances on my own.
7. Compose a commitment card to be used during the appeal call component of the program. This should be done before the camps and given to the youth ministries administrative assistant in preparation for the camp.
8. Make a note of any specific decisions or conversions that should be brought to the attention of a fellow pastor, and leave these for the secretary before leaving.
9. Pray with campers.
10. Serve as a member of camp administrative council.
11. The spiritual tone of the camp is set by the camp speaker. He or she now has the opportunity to influence, for eternity, the lives of many children. Much prayer and study is essential.

RESPONSIBLE TO: CAMP DIRECTOR, ACTIVITIES COORDINATOR AND CATERING MANAGER

The responsibilities of the camp buyer are to:

1. Create awareness amongst staff of the camp buyer service and process and also the location of camp buyer list.
2. Collect the list from the camp office each morning and replace with a blank list on the wall. Take daily list to Camp Directors for authorisation to purchase listed items. Nothing can be purchased without the consent of one of the Camp Directors.
3. Seek clarification from the person requesting any item you are unsure of.
4. Collect money from staff that you have agreed to purchase personal items for. Purchase of personal items for staff must not be made using the camp card or the camps money and can only be done if it does not interfere with the purchase of the regular camp supplies.
5. Daily visit the kitchen staff to collect a list of items they may need.
6. Announce your last shopping trip to staff so they have plenty of time to prepare a list for their cabin parties. The cabins must pay for any items for parties.
7. Call either the person requesting an item or the Camp Director if you are unable to get the exact item requested or if it is above the estimated price.
8. Always ask for tax invoices as proof of purchase.
9. Notify individuals upon your arrival back at camp for item collection purposes.
10. Enclose the daily buyers list with all corresponding tax invoices in an envelope labelled with the camp name, date, total spent for that day and the words 'camp buyer'. Give the envelope to the office secretary.
11. Mix and mingle with campers and other staff as appropriate.

Program Coordinator

RESPONSIBLE TO: CAMP DIRECTOR

The responsibilities of the Program Coordinator are to:

1. Be responsible for the coordination and production of the morning and evening programs, including music and drama segments.
2. Prepare copies of all camp program for Camp Director and staff involved, distribute in sufficient time prior to the program to ensure adequate preparation.
3. Arrange or purchase special authorised programming needs prior to the event.
4. Roster staff for morning staff worships
5. Evaluate sessions with program staff and report it to Camp Director during staff meetings on a daily basis.
6. Assist Camp Director with staff meetings.
7. Organise the sabbath morning program.
8. Coordinate the sabbath afternoon group activity.
9. Supervise care and storage of all camp program supplies and equipment.
10. Assist Camp Director in assigning cabin leaders to respective units.
11. Mix and mingle with campers and other staff as appropriate.

Activities Coordinator

RESPONSIBLE TO: CAMP DIRECTOR

The responsibilities of the Activities Coordinator are to:

1. Establish operational objectives with each camp activity leader.
2. Finalise list of campers for each activity and distribute in sufficient time prior to the activity. Manage requests for changes between activities and notify appropriate staff.
3. Evaluate daily how the activities are running and report to Camp Director at staff meeting. Be prepared for wet weather with alternative activities.
4. Prepare copies of all staff activity rosters for Camp Director and staff and distribute these to staff in sufficient time prior to the activity to ensure adequate preparation.
5. Work with the individual activity coordinators to arrange or purchase all authorised equipment for activities prior to the event.
6. Rotate frequently through camp activities and assist activity staff where needed to ensure each activity is meeting camp objectives.
7. Arrange with camp ranger for any special equipment or maintenance.
8. Assist Camp Director with staff meetings. Communicate to Camp Director during the course of camp any purchases required for maintenance on activity equipment.
9. Supervise, care and store all camp activity equipment and supplies.
10. Coordinate, clean-up and pack away all equipment at the end of camp.
11. Ensure that all activities are being carried out in a safe manner during camp. This includes making sure each person running an activity is familiar with and has signed off on the risk assessment.
12. Mix and mingle with campers and other staff as appropriate.

RESPONSIBLE TO: CAMP DIRECTOR

The responsibilities of the Girls/Boys Deans are to:

A) to the cabin leaders and their units:

1. Meet cabin leaders and provide them with an overview of their duties. This also includes during the staff training weekend.
2. Be available to cabin leaders for guidance. While you can arrange to counsel with campers, be aware that the cabin leader is the direct carer for the camper - work through the cabin leader as much as possible.
3. Participate with campers and cabin leaders in camp activities as much as possible.
4. Structure opportunities for ministry to units on a personal basis through the day; i.e., Morning worship, meal times, rest periods, evening worships, etc.
5. Guide all cabin leaders in relation to camp policies, principles, and worship attendance. Deal with problems on an individual basis. Inform Camp Director of major concerns.
6. Supervise allocated duties.
7. Supervise clean-up at the end of camp.

B) regarding general running of camp program:

1. Coordinate the registration process of all campers on their arrival day, including liaising with nurse, cook and cabin leader regarding camper special diets or medical requirements.
2. Supervise dining room. Act as host and hostess; units should sit at same table each day.
3. Supervise cabin inspection procedures.
4. Organise the special themed tea for the week and ensure its implementation and success.
5. Provide letter-writing facilities, filter and distribute letters in daily mail call. Maintain cleanliness of area and restock the paper supply.

RESPONSIBLE TO: BOYS AND GIRLS DEANS

The responsibilities of the cabin leader are to:

1. Care for a group of campers 24 hours/day for the entire camp. At all times, know the location of each camper and never leave them unattended.
2. Is responsible for the health, safety, and personal belongings of campers assigned.
3. Welcome campers upon arrival. Help the camper to select a bunk and introduce them to the other campers.
4. Supervise unassigned campers in activities all day.
5. Supervise campers in the dining hall.
6. Motivates campers in the morning and getting up and being ready on time.
7. Be in the cabin at all times that campers are there and enforce cabin discipline.
8. Be prompt with your campers at all camp activities. Stand in the middle of your group and supervise assigned campers at all activities.
9. Help campers select free time activities.
10. Assist instructors during class time.
11. Develop a system of cabin cleanup involving all campers.
12. Do all that you can to help campers have a good time.
13. Watch constantly for opportunities to help campers grow spiritually and socially.
14. Make opportunities to speak personally with each camper.
15. Become familiar with and obey all camp rules and regulations. Questions or disagreements should only be discussed privately with the Boys or Girls Deans.
16. Report symptoms of ill health to the nurse as soon as they're noticed.
17. Counsel the Boys or Girls Dean regarding camper needs and refer them for special needs.
18. Lead daily cabin devotions both morning and evening.
19. Never use physical punishment, it might involve you or the camp in legal difficulties.
20. Supervise final cabin clean up and check lost and found with campers.

Registration and Additional Cabin Leader Responsibilities

CAMPER REGISTRATION

Campers will proceed through registration immediately on arrival at camp. Campers do not all arrive at the same time, therefore some cabin leaders will be assigned soon after lunch, while others will experience the time of waiting. During this waiting time the cabin leader may be assigned to a related or unrelated task. If no responsibility is assigned, please use this time to study the camp program and remain in close proximity to registration.

CAMPER CABIN LEADER ASSIGNMENTS

The cabin leader may have all campers assigned simultaneously or there may be a delay between assignments. Either way proceed as follows with each camper.

1. Introduce yourself and any other campers you may have with you. Make the camper feel appreciated.
2. Go immediately to the cabin and help the camper selected bunk, make their bed, locate their personal items such as clothing on hangers and check their clothes for markings to identify them. Describe the camp program enthusiastically.
3. Explore the camp area, locating restrooms, dining room, buildings. Explain the camp rules in a positive way. Make it sound interesting and not restrictive.
4. Win the campers confidence for yourself and for the camp. Begin your Christian influence. Generally when a camper is lead to Christ it is their cabin leader who has the greatest influence on their decision.
5. After you have your full assignment, utilise any remaining time before dinner with a grand tour of the camp or if some activities are open allow the campers to choose which activity to participate in. Let the majority rule because all must stay together.
6. Be a good listener.
7. Adorn yourself with a positive Christian attitude.
8. Guard against sunburn. "Slip slop slap" t-shirt, sunscreen and hat.

POINTS FOR THE SUCCESSFUL CABIN LEADER

Some points to forget:

1. Forget all the mistakes campers have made in the past and help the offenders become good Christians.
2. Forget the uncomplimentary things you have heard about your campers. Start this week as though you have the best campers in the world.
3. Forget that you are underpaid.
4. Forget your tv set, your radio, etc.
5. Forget self. Apologise if you need to.

Some points to remember:

1. Remember that even the worst campers you have are probably the best their parents have.
2. Remember that you are a role model in dress, grooming, mannerisms, and in your best Christian standards.
3. Remember that being proud of your church is noticeable. You are it's best advertisement.
4. Remember that words cannot be recalled. Their effects can be permanent.
5. Remember to be fair. Campers are quick to sense unfairness.

6. Remember to listen. Campers should have opportunities to express themselves.
7. Remember to be cheerful. A smile is contagious and good humour is a friend.
8. Remember to keep your temper under control.
9. Remember to be courteous.
10. Remember God is an ever present help. Pray without ceasing.

TIPS FOR CABIN LEADERS

Some things to ask yourself about your campers:

1. Are they having a good time?
2. Are they getting to do the things they would really like to do and that would be good for them to do?
3. Is something bothering them? Have you found out what? Do you know what to do about it?
4. Do you like them and feel you are their friend?
5. Do they feel you really like them? Do they feel that you are their friend?
6. How are they getting along with the other kids in the cabin? Do they seem to feel that they are really a part of the group?
7. How is their health? Is there anything for which you should take them to the camp nurse?
8. Are they having some experiences that will help them to feel closer to God? Are they getting to do some things that make them feel good about themselves? Are they getting to do somethings at which they are good?
9. Do they need help in improving on some of their behaviour such as table manners, doing their share of cabin duties, or respecting the rights of others? Do you have a plan for helping them?
10. Are you being the kind of person they might look up to as a good role model?
11. Do you need help from that Camp Director in dealing with specific situations with this camper?

THE FIRST DAY OF CAMP

This is the most important day of the week! To you it means getting to know your campers and the beginnings of a week's experience with them. To campers it means the fulfillment of the hopes of many weeks of anticipation. Their first impression, the way they are greeted and helped, influences their attitudes for the rest of the week. To parents it means leaving their child in others care. The camp staff in a congenial, well-organized manner will put parents at ease.

Be ready to meet your campers. Have a sign on the door that include the cabin name, welcome, your name, and your campers name. Make sure your "home away from home" is neat and clean on registration day. Meet all parents, introduce yourself and find out their names. Make sure each camper has completed the registration progress before his or her parents leave. Help campers choose bunks and ensure they are settling in. Show the campers around the camp and show them where the different rooms and places they will need to know are.

Introduce campers to one another. Start on common ground by planning something everyone can participate in, such as a tour of the camp. While waiting for other campers to arrive have a little small talk and get to know them because they are a little nervous too. You want them to feel a sense of belonging. You all have a lot to look forward to.

At bedtime especially with the younger campers, see that each one is comfortable. Give a reassuring smile or hug to each of them. If they're over excited and find it hard to be quiet you might read or tell stories or talk quietly about tomorrow's activities until they are drowsy.

DISCIPLINE

Accentuate the positive! Camp does have rules but they need to be overemphasized. If campers are kept busy with constructive activities and plans there will be few discipline problems. Campers will not need to seek attention in negative ways if they go to bed at night with the sense of having done something worthwhile. If rules are broken try to understand the campers needs that led to the breach. Have they had enough exciting activity to satisfy them or have they had so much excitement that they're overtired, keyed up, or tense? Have they been allowed to make enough noise or have they been quiet too much? Have they had plenty of positive attention or have they failed to receive attention until they do something wrong?

Have they been given time to themselves? Or has an enforced competitive spirit prodded them to achieve and excel every minute, question has there been satisfying relationships with at least one person or preferably the whole cabin? Have there been any feelings, rejection, jealousy, or clicks? Try to deal with the basic cause of the breaches. Then you may not even need to discipline the campers for what was done.

Many children labelled as discipline problems have legitimate reasons for misbehaving. You may never be able to determine the root of the problem. But even if you know the cause, you may be unable to do anything about it. In that case simply learn to listen, resolve not to be easily shocked, and accept campers as they are. Whether simple or compound, children's problems should not be treated lightly.

Serious behaviour problems have many causes. Common hurts of children range from divorce in the whole family to child abuse. Children may have learnt to cope with their problems in unrealistic ways, often blaming themselves for family situations. They may not function well in a group, either showing extroverted or introverted behaviour. Discipline problems may also result from chemical imbalances or nutritional deficiencies. Then too, people of all ages go through a sort of orientation process in a new situation such as camp. They ask themselves will I survive? Will I be liked? Until a camper recognises the appropriate behaviour of camp he or she may cause problems.

If you need to discipline use a gentle look, word, or touch. Never shame and embarrass the camper in front of others. Encourage the camper to want to do better. Use a light touch when possible. Here when used correctly, helps change attitudes and eliminates embarrassment. When appropriate, have private talk. Don't make this time a trip to the principal's office or an emotional scene. Reason, explain, request, express confidence in love. Use just enough discussion or discipline to produce results. Don't plead. Be clear and firm. Never scold, lose your temper, shout or hit a camper. Your role in disciplining and helping children with problems is to build trust and to provide a listening ear.

Don't use regular tasks as means of discipline because these are normal part of living together. Working together can be a pleasure and privilege and must never be thought of as a punishment. On the other hand, if the cabin group makes a mess the campers would certainly be expected to pick it up.

If necessary privileges might be withheld. The cabin group might be kept in for a while after quiet time it says been slow in quieting down. They might have to use free time to undo the results of an elaborate practical joke. When possible, the cabin leader should remain with the campers and undergo the loss of privilege with them. Supervision or some type of check-up system should be used if an individual camper or camper group must remedy wrongdoing.

COMMON PROBLEMS

How to handle some typical camper problems.

Bed Wetting:

- Usually an emotional problem sometimes physical.
- Change from home to camp.
- Will experience self shame. Does not need ridicule of other campers.
- Let them know they can trust you not to treat them abnormally.
- Help them to build their own self confidence.
- Don't baby them or mother them.

THINGS TO DO:

- Make sure they go to the bathroom before bedtime.
- Don't let them drink anything after tea.
- If they do wet the bed, take their sleeping bag down to the laundry where no other camper will notice.
- Protect the campers integrity. Don't embarrass them!

Birthdays:

Birthdays will be recognised by singing if you call it to the attention of the boys or girls deans.

Bullying:

- Craves attention
- Seeks peer approval

THINGS TO DO:

- Redirect their energies in other directions.
- Don't put them in an authoritative position unless it's part of the cabin routine and all other campers have the same opportunity.
- Stay around when they are in charge.
- Speak to them alone about the problem so you don't embarrass them.
- Praise them for right actions.
- Don't tolerate violence.

Clothing:

Discourage the borrowing and lending of clothing.

Contraband Items:

- Firearms
- Explosives
- Knives
- Playing cards
- Matches
- Cigarettes, drugs, narcotics etc.

Crying:

Is there no time for tears? There should be. You should anticipate that there will be tears. The child needs something, probably you. Plan to take them where they can be quiet, and let them cry. Stay with them if they want you to. Do not apologise for them. You probably cry at times. When the spasm is over, you may be told what the matter was or you may not. Don't pry; try to infer.

Dirty Jokes or Stories and Swearing:

- May be habitual
- May be trying to put on a tough image

THINGS TO DO:

- Don't laugh even if it's funny, because this gives them positive reinforcement.
- Explain that camp should provide an atmosphere for spiritual growth for the other campers.
- Encourage long-term changes.

Disobedience:

- Wants approval from peers
- Lack of discipline at home
- They think they're "hot stuff"

THINGS TO DO:

- Remember discipline is to "make a disciple of".
- Always use reasonable discipline.
- Insist on obedience from the first.
- Ask your Girls and Boys Deans for assistance.

Early arrivals:

- They easily get homesick if they are not kept involved.
- Some campers may be willing to help with a camp maintenance assignment.

THINGS TO DO:

- Use this time as an opportunity to get to know them well.
- Emphasise that you need to know where they are at all times.
- Have them help you move into the cabin and prepare it for the arrival of the remaining campers.
- Give them the responsibility of helping other campers move in.
- Beware of the camper feeling like the cabin leaders pet for the rest of the week.

Homesickness:

- Nearly every camper will miss home, but not all will demonstrate it.
- May be caused by an unstable home life resulting in the camper being afraid of what may happen while they're gone.
- Camp may seem like the rejection of their parents to get them out of their hair.
- May be caused by not being used to being away from home.

THINGS TO DO:

- Recognise early signs.
- Keep the camper busy with camp activities.
- Beware of letting them spend time alone.
- Use diversion activities or responsibilities.
- Have a staff member they like talk to them.
- Discourage calls home.
- Try to establish a friendship with another camper.
- Don't let homesickness get to be so bad that the camp becomes a bad experience.
- Try to talk them into staying one more day then talk again.
- Discuss it with the Boys or Girls Dean.
- No child has ever died of homesickness, but many think they will. It is very real to the homesick one. Don't ridicule. To tell a boy that "boys don't cry" is really rather silly.

Hot-tempered Camper:

- Keeps eyes and ears open for things that cause anger.

THINGS TO DO:

- Restrain your own anger.
- Let the heat of the conflict cool off before trying to solve the problems or to reason with the camper. Trying to solve the problem while the camper is hot only creates more stress. We are not reasonable when angry.
- Remove the camper from the problem.
- Stay away from conflict.
- Separate physical fights physically instead of verbally.
- Wait until the situation is called off before endeavouring to solve the problem with the camper individually.
- Decide on a reasonable punishment between you and the camper.

Hyperactive:

- They may be on medication.
- Most normal kids are somewhat hyperactive
- They especially need much rest.

THINGS TO DO:

- Keep them from hurting themselves.
- Don't try to wear them out, you will wear out before they do.
- Try to keep up with them, it's good for your heart.

Late arrivals:

- Often they feel like they aren't one of the crowd.

THINGS TO DO:

- Introduce them to the rest of the cabin by name.
- Show them that you are glad that they are here.
- Help them make friends with other campers of common interests.
- Give them cabin responsibilities.
- Have another camper show them some of the things that have happened at camp so far.

Meal problems:**THINGS TO DO:**

- Make sure you set a proper example.
- Be positive about the food. If you are critical, so will they be.
- Have campers wash up before meals.
- Enter the dining room quietly.
- Expect the child to eat well and they probably will.
- Encourage your campers to try some of everything, but do not insist on such.
- Campers should only take what they can eat, guard their nutritional intake.
- Encourage mealtime etiquette.
- Suggest that the cabin leader pour all of the drinks.
- Each can but should clean up what they spill.
- Campers should understand that it is not funny to waste or spoil food.

- Select campers to collect forks, spoons, knives, plates or glasses and take them to dish wash.
- Campers should be selected to clean the table.
- Make meals a special time for pleasant conversation.
- Shoes must be worn.
- Food remains in the cafeteria. When taken out of drawers and rodents and makes the camp cleanup more difficult.
- Keep decibel levels down by talking in a soft voice yourself.
- The entire cabin must be finished with the meal before dismissal by the Girls or Boys Deans.
- No one is to leave the table without permission from the Girls and Boys Dean.
- Check the duty board at every meal.

Negativity:

- Didn't want to come to camp.
- Often the camper feels that they have been mistreated.

THINGS TO DO:

- The cabin leader must always show a positive attitude towards the camper or staff and be supportive and participate in everything themselves. We teach by example.
- Have the camper try everything and be involved
- Find out why they're negative and remedy the situation if possible.

Prankster:

- Tries to get approval from peers.
- Pranks are not done alone.
- They believe pranks to be a part of the camping experience.
- Cabin leader should take pranks in fun, maintain a good attitude and refrain from getting angry or yelling.
- Pranks that tend towards vandalism should not be tolerated and should be reported to the Girls or Boys Deans.

THINGS TO DO:

- Try to be aware of any planning going on.
- If you, the cabin leader, are with the campers at all times, pranks will not have an opportunity to develop.

Quiet Time:

- The cabin leader usually needs it most.
- The entire unit must remain quietly within the cabin during the whole rest period.
- Require it to be quite enough for someone to sleep if they want to
- Require campers to remain in their beds.

Shy and Withdrawn:

- Extremely sensitive.
- Maybe put down at home a lot.
- Low self-image, insecure, low self-confidence.
- Doesn't have ready-made group of friends at camp.
- May feel out of place if they are non-Adventist or from out-of-state.

THINGS TO DO:

- Give responsibilities.
- Praise them for what they do.
- Treat their quietness as normal. Asking them if something is wrong all the time may make them uncomfortable.
- Be aware of cabin mates attitudes towards them, make they sure that they aren't picked on but guard against overprotectiveness.
- In conversation, ask open-ended questions and stay away from yes or no questions and try to draw them out.
- Consciously try to include the quiet as they are likely to need the most attention.

Sick:

General prevention is important.

- Clean hands and face.
- Jackets at campfires.
- Wear shoes at all times.
- Eat properly.
- Drink plenty of water.
- Get plenty of rest.

THINGS TO DO:

- Have others do special things for them.
- Tell kids at beginning of week to come to you any time they're sick or hurt.
- Make sure they get medication regularly. It's your responsibility.
- Take precautions against contamination spreading to other campers.

Tattletail:

- Trying to get cabin leaders approval.
- Usually has inferiority complex.
- Gets satisfaction from seeing others punished.
- Demonstrates holier-than-thou attitude towards other campers.

THINGS TO DO:

- Minimise or avoid dramatizing your response for example I'll keep my eyes open or I'm already aware of it.
- Try to be a head of their reports.

Teaser:

- Usually a bright kid with misdirected potential.

THINGS TO DO:

- Keep away from rude, vulgar or malicious teasing.
- Refrain from letting the tears and get out of hand or being the primary conversation of the cabin.
- Make sure harmless teasing does not lead to cutting remarks, malicious teasing, or chopping another person.

Uncleanliness:

- There will be personal inspection during the breakfast line call.

THINGS TO DO:

- When cleaning the cabin, request that they pick it up, put it away, and not lay it down somewhere
- Peer pressure against sloppiness is acceptable within reasonable limits.
- Emphasise room inspection grades.
- Make sure your area of the cabin is clean.
- Get all of your campers out of the sack at reveille.
- Hands and face must be washed before every meal.

Wanderer:

- Misdirected sense of adventure or direction.
- Cabin leaders know where every camper is at all times.

THINGS TO DO:

- Wonder with them if possible. Never lose sense of adventure.
- Let them go where they want with obvious limitations if they ask you first.
- Let them get in the habit of asking for permission.
- If a camper cannot be found, report it to headquarters immediately, any time of day or night.

Night Show Hosts

RESPONSIBLE TO: CAMP DIRECTOR, PROGRAM COORDINATOR

The responsibilities of the Night Show Hosts are to:

1. Prepare a 10-minute night show segment for the evening worships that encourages camper participation and sets the tone that aligns with the theme of camp.
2. Coordinate the production of a video that can be played at the beginning of each segment to introduce you and your co-host to the campers and create a connection throughout the week.
3. Be available as needed to assist in supervising during activity periods.
4. Mix and mingle with campers and other staff as appropriate.
5. Clean area after each night program.

Music Coordinator

RESPONSIBLE TO: CAMP DIRECTOR, PROGRAM COORDINATOR

The responsibilities of the Camp Music Coordinator are to:

1. Rehearse with appropriate staff music production.
2. If there are special items; audition these items for evening programs.
3. Arranging consultation with Camp Program Coordinator leading a group singing and special music for all morning and evening programs.
4. Assist with the staff and or camper preparations of musical specials, secular and sacred. Be available as a resource person to encourage the formation of musical numbers and assist with practicing as needed.
5. Be available if needed, to assist in supervising activities during activity period.
6. Be available to cabin leaders for individual music within cabin units such as free time periods morning or evening worships etc.
7. Be available if needed in consultation with Camp Program Coordinator for preparation of special recorded music that may be required for evening programs.
8. Mix and mingle with campers and other staff as appropriate.
9. Pack up and clean area before leaving.

Drama Coordinator

RESPONSIBLE TO: CAMP DIRECTOR, PROGRAM COORDINATOR

General responsibilities:

1. Supervise and direct drama program.

Specific tasks:

1. Train and assign all assistance.
2. Assistant video production.
3. Produce the evening drama.
4. Work with a Camp Program Coordinator to coordinate evening program.
5. Keep all equipment in good condition.
6. Design set for evening drama with drama team.
7. Inventory drama equipment and supplies at beginning and end of camp session. Inventories must be turned into office to complete check out.
8. Supervise scheduled rehearsal sessions.
9. Choose costumes for drama and drama team.
10. Assist in making sure drama team fulfils other camp duties including but not limited to; activity supervision, speciality preparation and kitchen duties.
11. Operate within a set budget and retain receipts for purchases to be reimbursed.
12. Ensure that all activities associated the drama I conducted in a safe manner.
13. Mix and mingle with the campers and other staff as appropriate.

RESPONSIBLE TO: CAMP DIRECTOR

General responsibilities:

The overall role of the camp medical personnel involves supervising health procedures, administering medications, first aid and treatments. Understand the purpose of summer camp for example: lead children and youth to Christ.

The camp medical staff supervises the health care of all campers and staff and provides education in wellness and healthy habits. They must be available for senior campers and staff in the treatment room but it's not limited to the facility. They make decisions regarding accidents on medical incidents in consultation with the Camp Director. They maintain the medical records of campers and staff members; administer medications under the direction of campers parents; supervise the camp clinic and may need to liaise with parents regarding the health of their child. Must be a registered nurse or paramedic in the state of NSW, current certification in first aid and CPR desirable; primary healthcare, paediatric, and or experience in camp setting helpful. Need to possess basic knowledge of: pathophysiology of asthma, medications utilised in the treatment of asthma, allergens and allergic responses.

Specific tasks:

1. Commit to a full week of camp on call 24hrs a day.
2. Attend staff camp.
3. Assistant preparing treatment room and equipment during orientation.
4. Ascertain the medical status and special needs of all campers and staff, including any allergies and medications required. This may require discussion with parents prior, during, or at close of camp.
5. Attend to first aid requirements and other ailments as presented by campers and staff.
6. Manage the treatment room, including the maintenance, operation and security of the clinical supplies cupboard.
7. Ensure clinical supplies cupboard and first aid kits are stocked with the necessary drugs and equipment by stocktaking and reporting deficiencies to the Camp Director and buyer for purchasing.
8. Liaise with NSW paramedics regarding stocktaking supplies.
9. Administer medication to children as requested by their parents and as per staff health observations.
10. Administer medication to children as requested by their parents and as per staff health observations inform Summer Camp Director or Boys and Girls Deans of any person and health information on campers whilst maintaining client confidentiality.
11. Inform Summer Camp Director or Boys and Girls Deans of any pertinent health information on canvas whilst maintaining client confidentiality.
12. Maintain accurate and complete health records including health screening, health histories, record of accidents, and first aid medical treatment of everyone at camp. Complete incident report where necessary.
13. Record all treatment details and call parents when necessary to inform treatment.
14. Provide relevant information to parents when they call.
15. Provide nurturing for campers will only, homesick in conjunction with counselling staff.
16. Assistant formal and informal education during the week and attend medical staff meetings as scheduled by the Camp Director.

17. Transport ill an injured campers to hospital as directed by Camp Director.
18. During checkout review with parents or carers their child's medical questions and concerns.
19. At close of camp, inventory all treatment room and first aid supplies, prepare list of needed supplies and make recommendations for future changes and improvements.

Confidentiality: if at any time I become aware of any incident or concern, which affect Yarrahapinni summer camps, it's families or team members, I shall not discuss it with any person other than the Camp Director or person designated.

Catering Manager

RESPONSIBLE TO: CAMP DIRECTOR

The responsibilities of the catering manager are to:

1. Take care of the total food service operation including meal preparation, food quality, purchasing, budgeting and serving.
2. Plan a menu that is nutritious and serve palatable food, consistent with nomination of standards.
3. Ensure that meals are served at the scheduled time.
4. Work with kitchen assistance to ensure that all equipment, work and storage areas are kept clean and orderly at all times.
5. Train and supervise all assistance in the kitchen.
6. Maintain adequate supplies far enough in advance to avoid running out of any particular item.
7. Report any equipment malfunction immediately to camp ranger.
8. When ordering any food items with other suppliers, it must be ascertained that they do not contain any pork or unclean animal derivatives.

RESPONSIBLE TO: CAMP DIRECTOR, PROGRAM COORDINATOR

The overall role of the camp videographers to assist in providing content for the evening program. This content is broken up into two specific areas;

1. Capturing the memory of summer camp
2. Providing video clips to use in the program

Specific tasks

1. Capturing the memory of summer camp
 - It is important to have people dedicated to collecting footage. Invite campers to submit their footage if they have chosen to take their camera to an activity.
 - Make sure that a variety of events at camp are filmed.
 - Make sure variety of kids are filmed.
 - Be creative in your filming.
 - Each night a highlight video of the days activity is to be shown. This needs to be around 5 minutes in length. Choose music that suits your footage, and ties in loosely with the theme of camp. Ensure your music is from the provided playlist.
 - Remember you have special skills that can make camp special for the kids. Be a servant, willing to do all you can capture the memories of some account.
2. Providing video clips to use in the program
 - It is important to liaise with the Program Coordinator to see what requirements are needed for the night programs. In most cases the night show hosts and drama team able to produce their own intro video. If video support is requested by the Program Coordinator be sure to work together and decide how involved you are able to become without sacrificing the task of capturing the memories of some account.
 - Set up a camera at the drama and capture the whole drama, generally one camp is enough for this so please discuss this with the Drama Coordinator.
 - Allocate enough time to complete the video editing.
 - Provide Program Coordinator with the final video, already exported and ready to play, no later than 30 minutes before the program starts in the chapel.
3. Collect and store photographs in a manner that is consistent with the working with children check and the safe places services website.
4. Mix and mingle with the campers and staff as appropriate.

Camp Photographer

RESPONSIBLE TO: CAMP DIRECTOR, PROGRAM COORDINATOR

The overall role of the camp photographers is to capture the memory of summer camp and provide the daily highlight photo slideshow for the evening program.

Specific tasks

1. Is important to plan ahead. We don't want an event to be missed because the photographer couldn't find location of an activity.
2. Invite campers to submit their photos if they have chosen to take their camera to an activity.
3. Make sure that a variety of events at camp are photographed.
4. Make sure that a variety of kids are photographed.
5. Take photos in accordance with the guidelines outlined by safe places services. This can be viewed on the safe places website.
6. Be creative in your photography.
7. Each night, a highlight photo slideshow of the days activities is to be showed. This needs to be around 5 minutes in length. Choose music that suits your photos, and ties in loosely with the theme of the camp. Ensure that the music you select is from the provided playlist.
8. Remember you have special skills that can make camp special for the kids. Be a servant, willing to do all you can to capture the memories of summer camp.
9. It is important to liaise with the Program Coordinator to see what requirements are needed for the night programs.
10. Be sure to photograph the drama and evening program.
11. Allocate enough time to sort through your photos and produce your photo slideshow.
12. Provide the Program Coordinator with the final photo slideshow, already exported and ready to play no later than 30 minutes before the program starts in the chapel.
13. Mix and mingle with campers and staff as appropriate.
14. On the training day before camp, get a picture of all staff including the kitchen staff, print them and put the names of them on the wall for all to see.

Waterfront Coordinator

RESPONSIBLE TO: CAMP DIRECTOR, ACTIVITIES COORDINATOR

General responsibilities:

1. Oversee total waterfront program. Supervise waterfront staff and see that they operate their program in a safe manner.
2. Collect first aid kits for all activities.

Specific tasks:

1. Give direction to all watercraft involved at the waterfront so that all activities can be carried out safely effectively and in unity.
2. Make sure there is a system in place that inches all campers and staff in and out of the water at an appropriate time in an appropriate way.
3. Monitor the setup, use, pull down and maintenance of the worm and all apparatus related to it.
4. Ensure that all activities and equipment meet and operate in a fashion that meets all local state and federal requirements. This includes but is not limited to correct licencing, load capacities and registrations.
5. Communicate with the kitchen the numbers for lunch and arrange it's delivery.
6. Ensure deadlines related to activity change times are met.
7. Maintain adequate communication at all times with the camp office.
8. Assign equipment to each waterfront activity.
9. Liaise with both drivers to keep informed of any needs for new equipment.
10. Keep all waterfront equipment in a good, safe working condition.
11. Be responsible for the clean appearance of grounds in the immediate area of the waterfront.
12. Assign jobs for any staff that come to participate as needed.
13. Create an inventory of waterfront equipment at beginning and end of camping season. Inventories must be turned into office to complete check out.
14. Be familiar with it and sign off on a risk assessment for waterfront.
15. Mix and mingle with campers and other staff as appropriate.
16. Ensure sun safety for campers, staff and boat drivers.

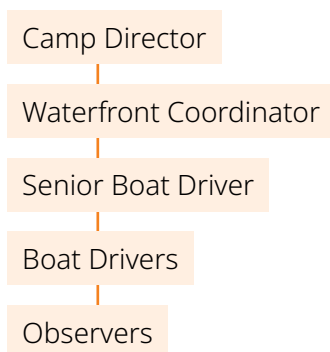
"So peter got out of the boat and walked on the water and came to Jesus; but when he saw the wind, he was afraid, and beginning to sink, he cried out, 'Lord save me.' Jesus immediately reached out his hand and caught him."
Matthew 14:29-31

RESPONSIBLE TO: CAMP DIRECTOR, ACTIVITIES COORDINATOR

Guidelines for boat drivers for summer camps.

The purpose of the following document is to drive boats at Yarrahapinni summer camps, whether it will be their own boat or the boat owned by the NNSW Youth Department. All drivers must adhere to the guidelines outlined below to ensure the safety of everyone involved in activities on the water at the time.

Flow chart of responsibility



Responsibilities:

CAMP DIRECTOR

It is the Camp Director's ultimate responsibility to ensure that all safety measures are adhered to when people are involved with boating activities. The Camp Director will determine if a person is suitable to undertake the responsibility of driving a boat for the water activities offered at the time. The Camp Director will remove that person from the position if they feel the driver is not complying with the safety regulations outlined in this document.

SENIOR BOAT DRIVER

It is the responsibility of the senior boat driver to ensure that procedures which promote the safety of all people involved in water activities are carried out. It is their duty to ensure that all drivers are aware of all procedures and that they carry out all activities in a safe and efficient manner. The senior boat driver should also notify the Camp Director of any equipment or boat damage or any injury to participants' as a result of activities undertaken.

BOAT DRIVERS

It is the responsibility of each boat driver to obey all NSW waterways regulations and also to follow the procedures outlined by the NSW Youth Department. Boat drivers will ensure that all drivers are aware of the procedures and regulations involved with the activities and should there arise a question concerning these issues the first point of call should be with this person. Safety of the participating people in and around the activities is the foremost obligation of all drivers, and drivers must ensure they're clear on the expectations required of them. Boats must be registered and insured.

BOAT OBSERVERS

Must be over the legal age of 16 years and can be relied on to do the duties required by the boat driver.

1. Responsible to throw ski rope to waiting skier or wakeboarder and retrieve it at the completion of their ski.
2. Carefully watch the skier or wakeboarder at all times and report any signal and signs that the ski and may be conveying to the boat driver.
3. Indicate to the driver if the person has fallen off or released the ski rope.
4. Assist in collecting skis and wakeboards out of the water if required.
5. Assist the driver in any way to ensure that all passengers and riders have a safe and fun ride.

Procedures and responsibilities

Drivers for the morning shift should:

1. Assist in getting all boats to the lagoon at Stuarts Point and placed in water.
2. Ensure that all activity equipment is carried over to the appropriate places from where the activities will be conducted.
3. Be at the pick-up point near the boat ramp as soon as the bus arrives with the kids for the first activity.
4. Transport and return the kids in a safe manner to the place with the activities for take place.

Afternoon drivers should:

1. Assist in transporting all passengers and equipment back to the boat ramp.
2. Help in loading and transporting the boats back to the campground.
3. Ensure that all boats and equipment have been thoroughly washed, cleaned and refilled ready for the use for the next day.
4. Repair or notify the activity coordinator or Camp Director of any damage to the boats or equipment.

All drivers should:

1. Hold a licence with NSW waterways.
2. Follow all regulations issued by NSW waterways.
3. Drive in an anti-clockwise direction from the takeoff point.
4. Ensure that no swimmers are in the path of the boat that anytime, and instruct the beach staff to assist you if you feel this is not being adhered to.
5. Drive at a speed that is appropriate for the conditions and of the ability of the skier/wakeboarder.
6. Drop the skier/wakeboarder off at the designated point and immediately have your observer pull the rope in as you manoeuvre in line for the next one. You should not have to beach your boat unless you are changing observers or passengers as it only takes valuable time that is needed to ensure that all kids have maximum exposure to the activities.
7. Watch out for skiers and wakeboarders in the water that can be obscured by rolling waves created at the pick-up point.
8. Drive to the pick-up point where the beach staff will have a skier or wakeboarder waiting for you in the water ready to go, where you pick them up and start the procedure again. Remember, better to be a little too slow than a little too fast!
9. Be very watchful of what lies ahead of you at all times, especially when towing learners as it's easy to watch the skier and not where you are going.

10. Be aware of people getting into your boat when the motor is running.
11. Allowing no skier or person to ride on any water toy without a lifejacket and under no circumstance is there to be any variance from this.
12. Do not carry more than the specified number of passengers for your boat.
13. Read risk assessment before starting activity.
14. Between activities drivers are permitted to tow camp staff if time permits.
15. If they are driving their own boats they may have a licenced driver of their choice drive for them if they wish to have a ski however only approved drivers by the Camp Director are permitted to drive the Youth Department boat and there is to be no variation in the guideline.
16. Should be back at the pick-up point in time to meet new arrivals and start the next session of activities.

Whilst driving for the tube:

1. Have the length of rope from the rear of the boat to the tube no greater than 50. This will ensure that you have better control of the people in it. Remember the laws of physics; the faster you travel into a corner, the faster the towed individual will go. Also the heavier your passengers are, the faster they will travel in tight whips.
2. The aim for the passengers is to have fun whilst remaining in the tube, and not being purposely thrown out. The only injuries that have occurred with this activity have been due to careless boat driving, with people traveling too fast and being thrown out of the tube.
3. Make sure that you take the tube riders right away from all of the boats and sailing vessels and focus on where you're going. Rely on the observer details as to how your passengers are fairing.
4. When returning to the shore have the tube stay behind the boat and travel at a slower speeds to ensure you have full control of the tube. Remember that the passengers cannot steer the tubes you are totally responsible as to the direction it takes.
5. Do not attempt to land the tube and passengers onto the shore. People only get injured when drivers feel they have the ability to do so. There are too many variables that constantly change for this to be done safely 100%. Slow the boat, bring the tube close to the shore and have passengers swim to the beach where staff will gather the tube and load for the next run.
6. Remember your riders if you still continue to travel in the arc even if you need to come to a sudden halt.
7. If using two tubes they must be identical tubes with exactly the same length ropes.

Drivers of the youth departments boat should:

1. Only drive with the distinct permission of the Youth or Assistant Youth Director.
2. Take extra care with this boat as it is not yours, and you are being interested to make sure you return it in the same condition you received it.
3. Make sure before starting the boat that all connections and bungs are in place, particularly the hose leading to the water pump. Do not start the engine without first checking these details.
4. Be especially careful of picking up and dropping off passengers, as it can be very shallow at low tide. There are channels for which it is safe to motor in and if unsure ask before proceeding. Proceed with extreme caution in this area, a few extra seconds taking in caution could save the youth department hundreds of dollars and you the embarrassment of being asked not to drive the boat again.
5. Be cautious of skiers driving at idle speeds and back into your own wash when picking up a skier. Wwater can easily enter the boat over both the bow and the stern if you stop too suddenly after travelling at high speed.

6. Don't start the boat until the boat is clearly afloat from the bank as it easily sucks into the water pump and causes damage.
7. When cleaning the boat, clean thoroughly when washing the motor out, as it has to last the allotted time and does a lot of hard work in saltwater.
8. Ensure to flush the motor out at the end of the day, so that the water is running before starting the motor and check the gearbox is in neutral. At completion of flushing the motor, reconnect the hose back onto the water pump.

First aid:

1. A first aid kit should be located on the beach and first aid should be administered to any injury.
2. In the event of a serious injury that requires further medical attention call 000 for an ambulance.
3. Contact the Camp Director, Camp Medical Personnel and the Waterfront Coordinator immediately and notify of the situation and actions taken.
4. Complete an incident report form straight away and ask witnesses to write up a report. The forms can be found at the camp office.

Induction of new boat drivers and owners

Upon arrival to Yarrahapinni the Senior Boat Driver at the time or the Camp Director will assist new boating staff in ensuring that they are familiar with the equipment and layout of the area.

The following steps will occur:

1. A tour of where the boats and equipment will be kept.
2. Where the fuel is stored and how to access this.
3. Explanation of the water activities program will be given and some of the details will be coming in this document.
4. Upon the first visit to the water as for where the boats are to go for the activities, where certain channels are and further explanation of what goes where etc.
5. For those who may at times be required to drive the Youth Department boat, a rundown of how it operates, what to watch out for, and cleaning procedures.

RESPONSIBLE TO: CAMP DIRECTOR, WATERFRONT COORDINATOR

General responsibilities:

1. Supervise and teach waterfront attendees and see that all operations within each activity session are conducted in a safe manner

Specific tasks:

1. Answer to the Waterfront Coordinator and follow their direction to all jobs involved at the waterfront so that all activities can be carried out safely effectively and in unity.
2. Have a clear understanding of the waterfront coordinator and boat drivers job description in order to see the overall objectives of the waterfront team.
3. Mix and mingle with the campers and other staff as appropriate.
4. Sunsmart for all campers and staff. Hat, sunscreen, rashie or shirt with sleeves and preferably a collar. No midriff must be showing and board shorts must be worn.
5. At least one staff member is to have a current bronze medallion lifesaving certificate.
6. Staff must stay of their phones and monitor campers continually.

RESPONSIBLE TO: CAMP DIRECTOR, ACTIVITIES COORDINATOR

Please note the following guidelines for:

1. Collect first aid kit that should be provided by medical staff.
2. During staff camp familiarise yourself with all items available in the storage room for your youth in the activity. Inspect quality and report to Activities Coordinator if maintenance or replacements are required.
3. Make a list of supplies that you will need in addition to what you already have. Give this list to the Camp Buyer and, providing this remains within your allocated budget, the authorisation will be granted for the Camp Buyer to purchase them on your behalf.
4. Setup roping equipment on a daily basis prior to the activity times. Ask assisting staff to check the correct attachment of all devices and that the ropes used are the correct length for belaying.
5. Monitor weather forecasts and advise Activities Coordinator if it is not suitable to operate the outdoor abseiling. Alternative in chapel activities may be an option.
6. Brief assisting staff and assign tasks to maintain effective group control and ensure safety at all times.
7. Clear the area of any dead or dying tree limbs and trees that may interfere.
8. All equipment must be checked for defects before any session commences, any defected equipment should not be used. Ensure all safety features are functioning how they were designed to. Report defected equipment to Activities Coordinator.
9. Due to the outdoor nature of the activity, ensure all participants apply sunscreen and are equipped with a water bottle. Campers and staff are to wear long shorts and shirts with a collar and sleeves.
10. Instruct activity, brief them on discipline, some guidelines and correct use of equipment, observe and supervise for the safety of all participants. Ensure harness and helmet I fitted correctly for each participant.
11. Ensure all supplies are stored neatly, with identification for easy reference, at the end of each camp store in a cool, dark, dry place away from vermin .
12. Provide a written inventory of all supplies for this activity & a list of anything that needs replacing and repairing for the next camp.
13. Be familiar with and sign off on a risk assessment specific to your activity.
14. Mix and mingle with campers and staff as appropriate.

RESPONSIBLE TO: CAMP DIRECTOR, ACTIVITIES COORDINATOR

Safety:

Collect first aid kit for activity.

Archery must always be properly organised with a competent person-in-charge. The following rules must be strictly observed:

1. Loose clothing or anything on the clothing that might catch the bow string should not be worn or should be held back by a brazer or chestguard. Long hair should be tied back and scarves removed. Long dangling earrings should also be removed. Sunsmart clothing is to be worn by staff and campers.
2. Participants must stay behind the waiting line until after coming forward to the shooting line. Nothing must be touched until told to do so.
3. Short blasts of the whistle must be obeyed.
4. One blast from the whistle equals "get ready" and two blasts from the whistle equals "fire".
5. A bow even without an arrow on the string must only be drawn when standing with one foot either side of the shooting line once permission has been given and only then in the direction of the target. Bows should not be dry shot without an arrow as this damages the bow.
6. All participants must know to stop all archery when anyone calls stop and blows three short blasts from a whistle. In particular, participants must be able to come down relaxing bow string tension without letting go of the string and losing the arrow.
7. If a person or animal moves towards or whilst shooting is in the progress all shooting must stop.
8. An arrow must never be shot upwards into the air.
9. No person is to move forward in front of the shooting one until everyone has finished shooting and permission is given by the instructor.
10. No one should run to the target or anywhere else in the archery area. Participants must walk to the side of the targets watching the ground for arrows that have fallen short. Arrow should be removed from the ground before removing those in the target. Nobody should stand behind any drawing arrows from the target.
11. Be familiar with and sign off on a risk assessment for your activity.
12. Mix and mingle with the campers and other staff as appropriate.

Beach Activities Supervisor

RESPONSIBLE TO: CAMP DIRECTOR, ACTIVITIES COORDINATOR

A) the safety of campers:

1. Check weather reports and monitor surf conditions to determine if it is safe to run the activity. Do this in conjunction with the council-appointed lifeguards patrolling on our beach. It is your responsibility to work with the council lifeguards at all times. If they determine the beach unsafe and closed to swimming the beach activity supervisor must follow their advice. Communicate with the lifeguards numbers you have coming in activity groups and when they arrive and leave. Always swim between the flags. Report to the Activity Coordinator before the morning worship as to whether the beach is open and activities can run.
2. Ensure campers wear appropriate sunsmart clothing and apply sunscreen that you have collected from the medical staff.
3. Assess participants' own capabilities and advise accordingly.
4. Brief assisting staff and assign tasks to maintain effective group control.
5. Ensure campers consume water and have sufficient rest breaks if required.
6. Instruct activity, brief participants' on guidelines and correct use of equipment, observe and ensure the safety of all participants.
7. Have appropriate recognised water skills.
8. Mix and mingle with the campers as appropriate.
9. Be familiar with and sign off on a risk assessment for your specific activity.

B) for equipment:

10. All boards and leg ropes must be checked for defects before any session commences, any defected equipment should not be used.
11. Obtain a first aid kit from the medical staff and ensure any items used to replace when they're empty.
12. Obtain UHF radio from the medical staff. You must sign the item out, and then in again when returning it. The care of this item is your responsibility.
13. Care, store and maintain equipment and supplies. If you need more supplies or maintenance requirements see the Activity Coordinator for approval.

C) for session times:

14. You are to prepare for morning skill sessions and brief the group including the instruction briefing of other staff.
15. You are to brief the group for the afternoon session at the beach, communicating with the activity director regarding staff requirements and group-size. Ensure required equipment is taken to the beach and all campers are between the flags.

Mountain Biking Supervisor Qualified

RESPONSIBLE TO: CAMP DIRECTOR, ACTIVITIES COORDINATOR

Please note the following guidelines:

For the safety of campers:

1. All downhill rides are to be supervised.
2. Ensure there is an allocated seat for each rider in the tow vehicle .
3. All mountain bikers must wear a helmet and shoes and other protective wear as appropriate.
4. Ensure all riders ride within their own capability.
5. Don't follow another mountain biker too closely.
6. Ride for enjoyment and not competing.
7. Assess skill level before engaging in any downhill riding.

For equipment:

1. All bikes must be checked for any mechanical defect before any session of downhill riding commences.
2. Any bike that has any mechanical defect should not be used.
3. Report all mechanical defects to Activities Coordinator so that appropriate maintenance can be organised.
4. Ensure the tyres are inflated correctly to suit the type of riding.
5. All bikes are to be secured to the trailer with the use of tie down straps.
6. First aid kit to be carried and tow vehicle.
7. It is the responsibility of the tow vehicle driver to ensure the trailer is secured to the tow vehicle and all lights work.
8. Care and store and maintain the equipment and supplies at the end of camp by providing an inventory to the Activities Coordinator and the Summer Camp Director.
9. Be familiar with and sign off on a risk assessment for your specific activity.

Snorkeling Coordinator

RESPONSIBLE TO: CAMP DIRECTOR, ACTIVITIES COORDINATOR

1. Locate equipment during staff camp and ensure sufficient sets are available for group-size. Notify the Activities Coordinator if more required.
2. Determine the location of the activity for each day and arrange transport for the group and equipment with Activities Coordinator prior to the first morning of activities.
3. Ensure the safety of participants:
 - A) check weather reports to determine if it is safe to run the activity and report to the activity director before the morning worship ends.
 - B) obtain a first aid kit and sunscreen from medical personnel and ensure sunscreen is applied regularly. Ensure any items from the first aid kit are replaced where necessary.
 - C) Assess swimming capability of participants and ensure correct use of equipment while in a controlled environment.
 - D) set parameters and clearly communicate them to the participants' observing at all times to ensure participants' remain within the parameters.
 - E) Each person snorkeling is to use a pool noodle for easy to use safety, boat safety and personal safety.
4. Care, store and maintain the equipment. Ensure defected equipment is not used. Maintenance issues that cannot be resolved immediately by the instructor need to be reported to the activities directed to arrange correct maintenance.
5. If vehicle is used for transport make sure that all campers and staff have a seatbelt, equipment is packed and you have arranged emergency contact details with the Activities Coordinator.
6. Be familiar with and sign off on a risk assessment for your specific activity.
7. Mix and mingle with campers and staff as appropriate.
8. Sunsmart clothing is to be worn by all staff and campers.

RESPONSIBLE TO: CAMP DIRECTOR, ACTIVITIES COORDINATOR

A) the safety of campers:

1. Check weather reports and monitor conditions. Determine if it is safe to run the activity and report to the Activity Coordinator before morning worship.
2. Ensure campers wear appropriate clothing and apply sunscreen that you have collected from medical personnel.
3. Assess participants' swimming capabilities and advise accordingly.
4. Brief assisting staff and assign tasks to maintain effective group control.
5. Ensure campers consume water and have sufficient rest breaks if required.

Instruct activity, brief participants' on guidelines and correct use of equipment, observe and ensure the safety of all participants.

B) for equipment:

1. All equipment and life jackets must be checked for defects before any session commences, any defected equipment should not be used.
2. Collect the first aid kit from medical staff. Ensure any items used are replaced where necessary. Sailing, kayaking and SUP activities can share this due to the close proximity of activities.
3. Care, store and maintain equipment and supplies. Any repairs that can be made can be expressed to the activity director and repair items can be requested for purchase by the Camp Buyer list.

C) for session times:

1. You have to prepare for two morning skill sessions and brief the group, including the instruction briefing of other staff.
2. You are to lead the group for the afternoon session, communicating with the activity director regarding staff requirements and group size.
3. You are responsible to see that all campers are on the bus and ready for it on time scheduled departure.
4. Be familiar with and sign off on a risk assessment for your specific activity.
5. Mix and mingle with campers and staff as appropriate.

Note: Campers get bored quickly if just sent out to paddle, teach them skills and apply their skills in games.

RESPONSIBLE TO: ACTIVITIES COORDINATOR

Please note the following guidelines for:

A) the safety of campers:

1. Check weather reports and determine if it is safe to run the activity and report to the Activity Coordinator before morning worship ends.
2. Ensure campers wear appropriate clothing and apply sunscreen that you have collected from the camp medical staff.
3. Monitor riders ability and advise accordingly.
4. Horse riding leader is to brief assisting staff and assign tasks to maintain effective group control.
5. Educate campers on how to harness correctly. Leaders must check all harnesses and helmets are secured correctly.
6. Ensure campers consume water and have sufficient rest breaks if required.
7. Instructor activity, brief participants' on guidelines and correct use of equipment, observe and ensure the safety of all participants. Stick to riding parts and always have stuff spread evenly throughout the class.
8. Monitor horse behaviour and remove any horses necessary.

B) for equipment and horse maintenance:

1. All saddles, harnesses and helmets must be checked for defects before session commences, any defected equipment should not be used. Any equipment that can't be maintained by horse riding staff or needs replacing or repairing must be reported to the activity director.
2. Collect the first aid kit from the camp medical staff. Ensure any items used are replaced if necessary.
3. Obtaining UHF radio from the camp office. Sign it out, and then in again when returning it. The care of this item is your responsibility.
4. Care, store and maintain equipment and supplies.
5. Feed the horses and provide water.
6. Provide a written inventory of all the camp supplies for this activity and the list of anything that needs replacing and repairing for next camp.
7. Be familiar with and sign off on a risk assessment specific to your activity.
8. Mix and mingle with campers and staff as appropriate.

RESPONSIBLE TO: CAMP DIRECTOR, ACTIVITIES COORDINATOR

1. Locate equipment during staff camp and ensure sufficient working cameras are available for group size. Notify the Activities Coordinator if more are required.
2. Making inventory of items before camp begins and after it ends and provide a written list of anything that needs repairs or replacing.
3. In conjunction with the Activities Coordinator write a list during staff camp if other items are required for purchase and ensure this is added to the Camp Buyer list, in the camp office, for Directors approval.
4. Determine the location of the activity for each day and notify the appropriate personnel, specifically the Activities Coordinator. Starting point should change each day.
5. If possible, have the camper produce a video during the week to be shown to campers on Saturday night.
6. If the activities take place indoors: be aware of fire exits and locate any fire safety equipment available such as an extinguisher.
7. If the activities are taking place outdoors: check the weather report to determine if you can run the activity outdoors. Obtain sunscreen from the camp medical staff and ensure it is applied. Set parameters clearly and communicate them to the participants, observing it all times to ensure campers remain within the parameters. Asking campers to keep to the tracks may help to avoid damaging the environment, injuries and or snake bites. Participants' must stay in groups of 2 or more. Advise participants' to carry water and seek shade in brakes.
8. Breif assisting stuff about guidelines, activity instruction and effective group control.
9. Be aware of how you will contact the nurse in case of medical emergency.
10. Care, store and maintain the equipment. Ensure affected equipment is not used.
11. Be familiar with and sign off on risk assessment for your specific activity.
12. Mix and mingle with campers and staff as appropriate .
13. Ensure sun safety.



North New South Wales

YOUTH DEPARTMENT