



Snowy River Camp

Teachers' Handbook 2018

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Organisation of your camp

We're here to help you get the most out of your camp. If you have any queries about any of the information or instructions in this handbook please feel free to contact us.

Confirm your booking

- A refundable bond fee is due immediately to confirm your booking.
- Complete, sign and return via email the *Booking Form* (see
- Make payment of the 35% deposit, at least 2 months prior to your arrival date.

Nominate a group leader

Each group should nominate a leader to liaise with SRC staff. The group leader is responsible for:

- Liaison with SRC staff to confirm prices, dates, activities and final camp program.
- Distribution to students and parents of the information contained at the end of this handbook.
- Ensuring all students and teachers are aware of SRC policies.
- Overall supervision of students, management of medicines and medical issues, supervision of students in first aid.
- Informing SRC staff of any dietary requirements at least one week prior to your arrival date.
- Organise room allocation – see building and room plan and room allocation form.

Duty groups and expectations

Student duty groups are required to:

- Set and clear tables
- After meals wash dishes and wipe down tables
- Clean dining room floor and bathrooms prior to the first morning activity sessions

Everyone is responsible for keep their bedrooms clean. SRC staff suggest teachers inspect rooms each morning.

Mobile phones

Unfortunately, we have limited mobile phone reception. Only Telstra Next G, Boost and Aldimobile.com phones will work at SRC. You will need a Telstra Next G SIM card in your phone, or a Telstra Next G SIM card in your ipad/tablet to connect to the internet. You can also connect your tablet to the internet using your Next G phone as a Hot Spot.



List of activities

SRC is an ATAP accredited camp and all activities are conducted safely. Activities have been classified by the SRC proprietors according to levels of risk. Properly trained and qualified SRC staff are required to run grade A activities. Grade B activities may be supervised by appropriately experienced or qualified school staff. SRC staff will brief school staff about how to conduct the Grade B activities.

Grade A activities

- Flying fox/zipline
- Climbing tower for abseiling and prusiking
- Indoor climbing wall and Leap of Faith
- Trust course
- Bush cooking
- Bushwalking

Grade B activities

- Canoeing*
- Raft-building*
- Swimming in lake or pool*
- Camp fires*
- Burma Bridge*
- Low ropes course*
- Archery*
- Interactions with farm or native animals*
- Initiative course
- Orienteering
- Sports stadium – sports equipment available
- Ball games outside in designated area
- Volleyball
- Night walks
- Star gazing (astronomy talks can be organised)

*These activities require an experienced or qualified supervisor, either school or SRC staff.



Conditions of hire and booking information

It is the responsibility of each group leader to ensure that fellow campers understand and follow Snowy River Camps' rules and procedures.

Each group must have a competent leader in charge to liaise with SRC staff.

SRC recommends a ratio of one leader to ten campers (1:10). School teachers at this ratio are complimentary for over 30 students, plus one extra for Primary students. The group leader is responsible for camper supervision at all times. SRC staff or their sub-contracted outdoor activity providers may instruct, lead, demonstrate or assist in an activity but the group leader is deemed to be responsible for overall group supervision and safety. SRC will provide written procedures for the conduct of specialised outdoor activities.

DAILY DUTIES

SRC campsite is to be maintained in a clean condition by the campers. Catered and self-catered groups are to provide duty groups to set and clear tables for each meal and to wash the dishes and are responsible for cleaning and maintaining all areas including toilet areas in a hygienic manner. Daily cleaning duties will be specified by campsite staff. Duty group lists are in the camp book provided for Teachers/Leaders. Caravan and tent camping groups are required to maintain their campsite in a clean and hygienic state. If portable toilets are required this is a separate charge and needs to be organised with SRC management.

SLEEPING ACCOMMODATION

For the health and safety of the hire group the number of campers sleeping per room must not exceed the number of beds.

ARRIVAL/DEPARTURE

Campers must not enter the camp prior to the allocated time and must not overstay the allocated departure time. All groups are requested to clean and vacate the accommodation areas by stated times on departure day. Areas of the campsite are to be cleaned as directed by SRC staff and inspected prior to departure.

All equipment is to be returned and losses or breakages to be accounted for.

SRC staff will address the campers as soon as practicable after arrival. It is the responsibility of the group leader to assemble the campers at a mutually convenient time. If group dynamics do not permit this then it is the responsibility of the group leader to convey the safety briefing to the campers according to SRC guidelines in the camp handbook. SRC staff will follow this up prior to the first meal after arrival.

EMERGENCY PROCEDURES

(i) Procedures

Emergency procedure notices are posted in the dining room and throughout the campsite. Campers should make themselves familiar with the arrangements.

(ii) Fire Fighting Equipment



Extinguishers and smoke detectors are vital and should not be tampered with or removed.

(iii) Fires

Campfires and BBQs must be in one of three designated safe areas, and only when seasonal conditions permit. Fire restriction notices and total fire ban days must be strictly observed.

Smoking is not permitted inside buildings or outside the garden area at any time.

PROPERTY

(i) Damage and loss

All breakages and losses to campsite property or equipment are to be reported to the campsite management. They will be invoiced to the group. SRC takes no responsibility for the loss or damage to personal property. Campers are only permitted to access the buildings to which they have been allocated.

(ii) Parking

All vehicle parking is strictly at the owner's risk and only in areas as directed or sign posted. It is recommended that all groups bring their own permanent vehicle in case of emergencies. Campsite vehicles are not available for campers.

(iii) Speed restrictions

Speed restrictions apply. All animals have right of way on SRC roads/laneways

(iv) The environment

SRC campsite is a sanctuary for flora and fauna. No camper is permitted to bring firearms, animals or pets onto the property or to disturb the natural environment. Care and commonsense should be taken when approaching campsite animals. Campsite staff will brief campers on correct approaches for animals. Inappropriate behaviour towards animals will not be tolerated.

Garbage and recyclable materials are to be placed in designated areas.

(v) Smoke free environment

All buildings on the campsite are designated smoke free zones. Smoking is not permitted outside the garden area.

(vi) Out of bounds areas

Campers do not have access to the workshops, SRC staff and management residences, haystacks, stock paddocks, farm vehicles, gas tanks, petrol bowsers or electrical switchboards. In areas including abseiling & climbing areas, swimming pool, lake, sports stadium, trust courses and activity areas, ropes course and initiative activities, campers must be accompanied by teachers/leaders. Campers must also be accompanied when outside the garden area.

TELEPHONE

(i) Private calls



There is no incoming phone line for campers and SRC office staff will not pass on messages or make a phone available.

In case of an emergency campers can be contacted by phoning SRC on (02) 6072 5555. The SRC office may not be staffed during the daytime. Group leaders need to bring their own mobile phones. (Next G).

(ii) Emergency calls

Campsite staff are to be informed of any calls for emergency services.

FIRST AID

First aid is the responsibility of campers. Campers must provide their own first aid equipment and trained staff.

A First Aid room is available for sick campers

ACTIVITY PROGRAMS

Programs and activities are only available with approval prior to arrival at the campsite. SRC provides some specialist equipment for Grade A and B recreation and sports activities. It is the responsibility of the camp hirer to provide adequately trained, experienced or skilled leaders for the Grade B activities undertaken, and suitably qualified assistants for the Grade A activities. SRC staff reserve the right to withdraw equipment or access to activities should the camper group not provide suitably trained, qualified or experienced activity leaders or be found abusing equipment. When SRC staff, including sub-contracted activity providers, demonstrate, lead or instruct an activity they will take responsibility for the technical skills and related safety of campers. Group leaders are responsible for the supervision and behaviour of campers at the activity, to and from the activity and for those campers awaiting their turn.

No Grade A activities are to be undertaken without the leadership of SRC staff. No Grade B activities are to be undertaken without the prior approval and instruction of SRC staff. SRC can pre-arrange excursions to a variety of local attractions. The group leader is responsible for identifying safety issues associated with an excursion and taking the necessary precautions.

GROUP LEADERS

Group leaders must ensure: that campers under 18 years of age have appropriate parent/guardian consent to attend the camp; that each camper has completed a health/medical form; that the campsite's illness and injury register is filled out for all such incidents; and that Snowy River Camp is provided with a written list of camper names. It is the responsibility of the group leader to inform all day visiting members of the group of SRC's *safety briefing* and *conditions of hire*.

TERMINATING THE OCCUPANCY

SRC reserves the right to terminate the occupancy without notice for breach of the *Conditions of Hire*. SRC staff will take action to ensure the proper conduct of the camp.



BEHAVIOUR

Group leaders are asked to remind campers to respect each other, others personal property and the environment.

All noise should cease by 10.30 pm.

Food and drink may only be consumed in the dining room, alfresco area or out of doors.

PRICES

First meal on arrival day

ARRIVALS & DEPARTURES

Weekday Camps arrive at 11am (bring own lunch day 1) and depart 12 noon (flexible, see quote/itinerary)

Weekend Camps arrive Friday after 5pm and depart Sunday by 3pm.

Day only students arrive 9am and depart 4.30 pm.

There is an extra charge for unplanned earlier arrivals or later departure times than specified. We are as flexible as possible so please discuss with us prior to your camp.

QUALIFIED PROGRAM STAFF

To ensure the safety of all campers, qualified program staff can be provided for all activities. Grade A Adventure activities are exclusively led by SRC Program staff. These activities include: abseiling, climbing walls, flying fox, trust course and bushwalking.

Check your confirmation form for your allocated SRC program staff ratios. There is an extra charge for activities requiring our qualified staff where the activities are not part of the normal camp.

Please remember to allow 4 weeks written notice so we can guarantee the extra staff you require.

RESERVATIONS & PAYMENT:

In order to book a date we ask schools to forward a \$250 Date Booking Fee per camp – which is also a bond for damages - refundable 5 days after camp. Non-refundable if the camp does not go ahead. A 35% deposit (non-refundable) is required at least 2 months in advance of a camp.



Booking Form

THIS FORM AND DEPOSIT MUST BE FORWARDED AT LEAST TWO MONTHS PRIOR TO AN EXCURSION.

Please complete all sections on both pages:

Name of School/Group:

Location Address:

Phone:

Email:

Accommodation: **Exclusive / Non-exclusive / Tent sites only** (Please circle)

Period of Stay: From / / to / /

Arrive: am/pm Depart am/pm

Cost per person: \$

Includes: nights days meals.

Access to: Grade A activities /N Grade B activities /N Stadium /N

Bond fee/Deposit: A bond fee of \$250 per school group must be paid to hold the date when the booking is made.

A deposit of \$ must be returned with this form by / / to confirm your booking.

Details of Group: Estimated number in party Age range of campers

Number of boys girls Number of adults attending

(include staff and campers over 2 yrs. old).

AGREEMENT: The payment of a bond by the hirer constitutes an agreement to hire the use of the facilities from the campsite.

DEPOSIT: The 35% deposit must be paid 2 months in advance of a camp.

FINAL PAYMENT: Full payment is required prior to departure from the camp.

If necessary, any additional expenses incurred (extra campers, breakage's etc.) if over and above the date fee bond (\$250) will be invoiced and payment is requested within 7 days.

LIABILITY: SRC and its agents and employees do not accept liability for loss of property or damage or personal injury arising from the use of the facilities.



CANCELLATION: Deposits are non-refundable.

In the event of a cancellation by the campsite the hirer shall be entitled to a full refund of all monies paid.

PLEASE ATTACH:

1. For all camps please attach full details of proposed program if this differs from our suggested itinerary.
2. Staff experience and/or qualifications in the activities being conducted and/or First Aid Qualifications.
3. Previous student experience and preparation if any.

The Principal of the School or Group leader (delete whichever is not applicable) has agreed to the students and teachers/leaders being involved in this camp. I am familiar with the relevant sections of the Education Gazette (Compendium of Administrative Notice) and Safety in Outdoor Adventure Activities.

I have read the information above and the *Conditions of Hire and Booking Information* and the group and I agree to abide by them. I also acknowledge it is my responsibility to inform or to appoint a delegate to inform the group of these conditions and the content of the safety briefing, contained within the *handbook*.

Signature of Principal/Group/Leader: _____

Date: / /20

Please return form via email and confirm bank transfer of bond fee to
info@snowyrivercamp.com



List of staff to attend Camp

If employed teacher aides are included in the staff:student ratios please mark (T/A) after name.

If persons other than members of school staff accompany a school group with the Principal's approval please mark (P) after name. Names of teachers attending should be forwarded the week prior to camp.

Co-ordinator: _____ Phone _____

Staff 1 _____

Staff 2 _____

Staff 3 _____

Staff 4 _____

Staff 5 _____

Staff 6 _____

Staff 7 _____

Staff 8 _____

Staff 9 _____



Information for students and parents

What to bring

Essentials:

- lunch for day 1
- fitted sheet
- pillow
- sleeping bag or second top sheet & two blankets or doona (rooms have heating)
- 2 towels (one for swimming)
- T shirts with sleeves (no crop tops)
- sunburn SPF 50+ & aeroguard
- drink bottle
- brimmed hat
- swimming bathers
- bike shorts for wall activities
- long pants, one old, tracksuits recommended
- hair ties for long hair (ropes activities)
- waterproof jacket & pants - even in summer
- footwear: grip soles suitable for ropes activities
- gum boots
- plastic bag for dirty clothes
- fishing gear (note catch & release policy, one hook lures only)
- Disco clothes & dressups for concerts
- torch

Phones:

We have no public phone, except an emergency phone for leaders

Mobile phones must be Next G, not 3G

You will need a Telstra Next G SIM card in your phone, or a Telstra Next G SIM card in your ipad/tablet to connect to the internet. You can also connect your tablet to the internet using your Next G phone as a Hot Spot.

If camping in tents in cooler months also bring:

- wool socks
- thermal underwear
- warm pyjamas or tracksuits for sleeping



Safety briefing

- In an emergency three blasts of the air horn will signal that you need to go to the emergency assembly area near the BBQ.
- The property is a working farm with electric fences. Do not touch the bottom and top wires of most fences.
- Animals including our dogs, Bambi and wombats live within the enclosed gardens. Please make sure you shut the gates to keep them in. Also, keep your bedroom doors closed and don't encourage animals to go into your room.
- Please don't feed the dogs and Bambi.
- Group leaders/teachers are responsible for all medications, first aid and general supervision.
- A teacher/leader must supervise all activities outside the garden and in the stadium.
- Ball games to be played in the designated ball games area only.
- Canoes – please ensure these are returned to the rack and lifejackets and paddles are returned to the shed each day.
- **No fires** and no smoking.

Out of bounds areas

- Workshop
- Farm vehicles
- Swimming pool without a teacher supervising
- Outside of main garden without a teacher
- Private garden in front of owner's cottage
- Horse and cattle areas without SRC staff

We take pride in presenting a clean and safe property. If the facilities require urgent attention please let us know.



Suggested letter for parents

Dear Parent/Guardian,

Our school has chosen *Snowy River Camp* in the scenic Tallangatta Valley in North East Victoria for the Year camp. This camp provides many fun and educational outdoor activities plus interactions with farm and native animals. The students will/will not be camping out overnight onnight/s only.

The bus will depart from at am on the and return to school on..... at approximatelypm.

Snowy River Camp has been operating now for over 40 years, and has created an individual approach to developing each student's awareness of decision-making, working within a team and leadership. Some of the activities may include:

Flying Fox

Climbing walls, abseiling

Water activities

Ropes, trust and initiative courses

Total cost is \$..... for thedays. Please send your deposit of \$..... by and the final payment of \$ by

Attached is a list of items each student will need to bring, and permission forms which need to be returned with the deposit and medical form.

Yours sincerely,



Permission to use personal images

The proprietors of Snowy River Camp, respectfully seek permission to use images of students having fun outdoors, to use in occasional promotional activities such as the website, printed materials or facebook. No student's surnames are used to protect identities.

I give permission for an image of myself/son/daughter to be used for:

Printed promotional materials Yes/No (please circle)

SRC website Yes/No

SRC facebook page Yes/No

I understand that surnames will not be used in any promotional material.

My name/Name of child: _____

Name of parent/guardian: _____

Signature of parent: _____

Date: _____

Date of camp: _____

Thank you for your consideration. We look forward to hosting you/your child soon.

Kind regards

Tanya and Brian McErlain