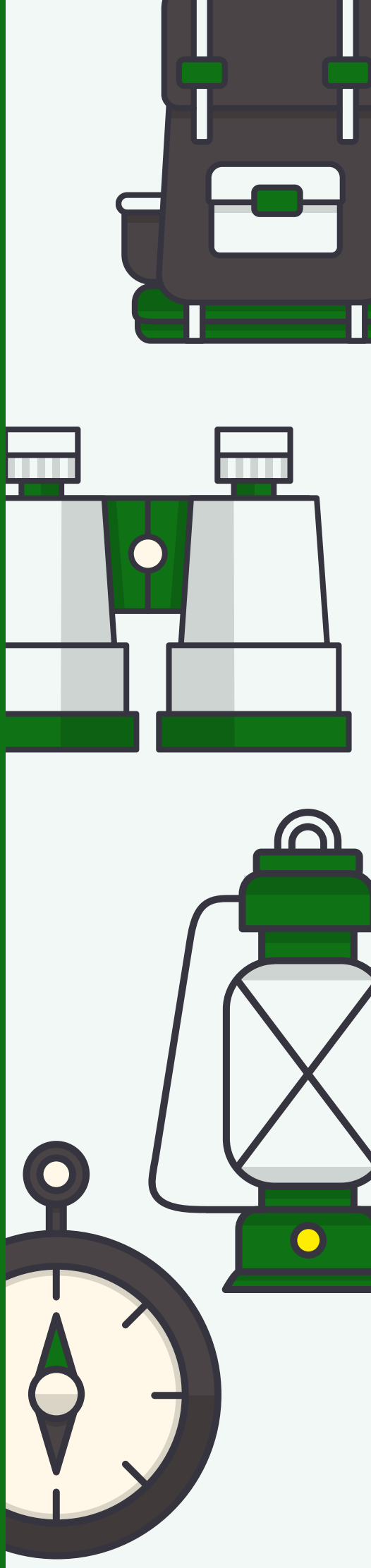
GROUP LEADERS

GLENHAVEN PARK

GENERAL CONDITIONS OF HIRE/CAMP GUIDELINES



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Glenhaven Park General Conditions of Hire/Camp Guidelines – Group Leaders

It will be the responsibility of each group to ensure that campers understand and follow the Camp Guidelines during their stay at camp. The Manager will liaise primarily with the Group Leader and will conduct a camp orientation/welcome when the group arrives at camp.

Arrival:

A Glenhaven Park staff member needs to 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 Glenhaven Park staff directions. On arriving the group leaders must provide the Glenhaven Park staff with a list containing the camper's full names (Cabin Occupancy form & Camper Information Register) and if participating in our programs the Medical & Consent forms and Activity Group form.

Group Leader Responsibilities:

It is the group leader's responsibility to ensure that:

- Campers under 18 years of age have the appropriate parent/guardian consent to attend the camp.
- Each camper has completed a Medical & Consent form (when Glenhaven Park specialised activities are being used.
- The campsite's illness and injury register is filled out for all such incidents.
- The campsite is provided with a written list of campers (Cabin Occupancy form)
- Glenhaven Park advises Group Leaders that children under 6 & sleep walkers should not sleep on top bunks.
- All day visiting members of the group are to be advised of the campsite's safety briefing and 'Camp Guidelines'
- Safety issues associated with self-led off-site excursions are identified and the necessary precautions taken. Please consult with Chris the Manager before embarking on a self-led off-site excursion.
- Campers adhere to Sun safety strategies.
- Glenhaven Park staff are advised of camper medical conditions or behaviour that may arise and may place the campers or others at risk.

Change-Over days:

Should more than one group be at the camp the Manager will organise with the different group leaders to ensure equal access to all facilities; this will only occur on a change-over day' Wednesdays or Fridays.

Programs:

- Glenhaven Park staff are available to assist with the development and implementation of a camp program.
- The following specialised activities are available at Glenhaven Park; Low & High Ropes courses, Initiative and trust activities, Giant Swing, Archery, Hike (off site activity), Tower Challenge, Giant Ladder, Leap of Faith, Mohawk Walk, Raft Building, Campfire Cooking, Bush Skills & Orienteering, all of which are only available with Glenhaven Park staff supervision. When Glenhaven Park 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 and first aid. No specialised activities are to be undertaken without the prior approval of Glenhaven Park staff.
- Swimming Pool – A qualified lifeguard must be on duty during any access to the swimming pool, if the group is providing their own lifeguard a certificate of qualification must be provided before the camp commences.
- It is the responsibility of the camp hirer to provide adequately trained, experienced or skilled leaders for the other activities undertaken. Glenhaven Park reserves the right to withdraw equipment or access to activities should the camper group not provide suitable trained, qualified or experienced activity leader, or to be found abusing equipment.
- The Group Leader is responsible for camper supervision at all times.

What to Bring:

Sleeping bag, pillow, towel, tea towel, appropriate clothing (including walking shoes & swimming costumes for summer), toiletries (include sunscreen & insect repellent!), personal needs and a torch.

You will need to bring our Medical & permission forms if undertaking any of Glenhaven's activity programs.

Daily Duties:
The campsite is to be maintained in a clean condition by the campers. Groups are to provide duty groups to wash dishes and clean the dining hall after meals.

First Aid:
First aid is the responsibility of campers. Campers must provide their own first aid equipment and trained staff; Glenhaven Park staff are equipped and qualified first-aiders as back up.

Emergency Procedures:
- Procedures – emergency procedure notices are posted throughout the camp. Leaders and campers should make themselves familiar with emergency arrangements.
- Fire Fighting Equipment – Extinguishers, fire hoses and smoke detectors are vital and are located around the site. These should not be tampered with or removed.
- Fires – No fire or BBQ may be lit on the property without the consent of Glenhaven Park Staff and then only in designated fire areas. Fire restriction notices and Total Fire Ban Days must be strictly observed.

Telephone:
- Emergency calls – Glenhaven Park staff are to be informed of any calls for emergency services and will make the telephone available for such calls.
- Private calls – Campers can be contacted in an emergency on 85828 2250

Property:
- Damage and loss – Should you or your group find that something is not working, please notify the Manager promptly. Any breakages or damage incurred by your group should be made aware to camp staff so that we can enable arrangements to be made for its repair/replacement (the cost of which will be charged to your final account). Glenhaven Park takes no responsibility for the loss or damage to personal property.
- Parking – All vehicle parking is strictly at the owner's risk and only in designated car parks.
- Speed restrictions – Speed restrictions apply and are strictly enforced.
- Smoke free environment – All buildings in the camp are designated smoke free zones and there is no smoking anywhere in the camp except for outside the Managers residence.
- Alcohol – May only be consumed with approval prior to arrival at the campsite.
- Out of bounds areas – The kitchen, workshops, sheds & residence are OUT OF BOUNDS. Other areas including work sites, specialised activities (including ropes courses etc.) are OUT OF BOUNDS or as directed by Glenhaven Park staff.
- Pets – Pets are not permitted on site.

Minimum Numbers:
A minimum charge exists for the hire of Glenhaven Park. Please refer to the Glenhaven Park 'Booking Form and Hire Agreement'.

Payment & Cancellations
Please see the Booking Form and Hire agreement for conditions.

Departure:
All areas of the camp used by the group are to be cleaned before departure (except for normal cleaning of cabins). All equipment is to be returned and losses or breakages to be accounted for.

Terminating the Occupancy:
Glenhaven Park reserves the right to terminate the occupancy without notice for breach of General Conditions of Hire. Glenhaven Park staff are empowered to take action as deemed necessary for the proper conduct of the camp.

Privacy Act:
The campsite gives assurance that any personal information including medical details gathered by the campsite, or provided by the group leader, will remain confidential and only used for the purposes for which it was collected.

The staff at Glenhaven Park takes pride in presenting the facilities and grounds in an aesthetic, clean, safe and hygienic manner and we welcome your feedback for further improvements.

Glenhaven Park
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GLENHAVEN PARK
WHERE GREAT CAMPS HAPPEN