

CYC DIRECTORS INFORMATION PACK



CYC

EL SHADDAI



CHRISTIAN YOUTH CAMPS

OF SOUTH AUSTRALIA INCORPORATED
ABN 86 857 437 624

196 EL SHADDAI ROAD WELLINGTON SA 5259
PHONE (08) 8572 7262 FAX: (08) 8572 7135
www.cycsa.org.au email@cycsa.org.au

Thank You

Thank you for taking on the responsibility of directing camp.

We can not run camps without volunteers, and we appreciate the time it takes to be organised for a camp like this. We want to offer you as much support in your role as possible so we have provided you with this Director's Pack which should hopefully fill you in with everything you need to know about your role for camp. All of this information is important so please take the time to look through it.

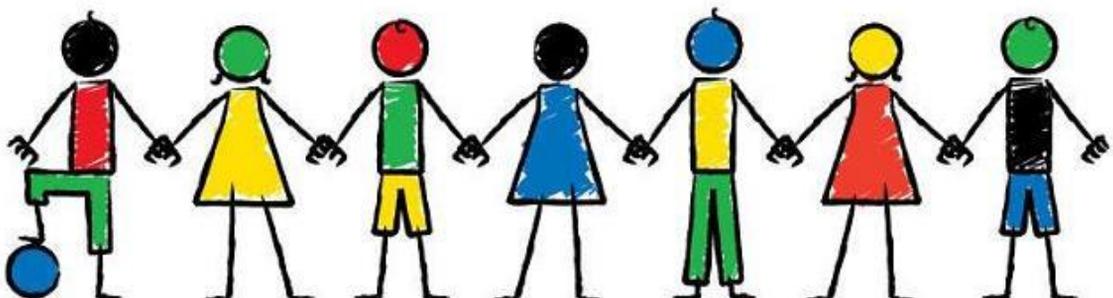
If you have any questions that are not answered by the information in this booklet then please do not hesitate to contact me.

Yours sincerely,

Peter Breuninger

CYC Camps Coordinator

peter@cycsa.org.au



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So What's Your Role?

Director

← Before Camp	↓ During Camp	After Camp →
<ul style="list-style-type: none"> • Pray for camp • Recruit suitable Cabin Leaders • Ensure all leaders sign a Code of Conduct and filled in a Leadership Application Form • Ensure all leaders have a current Working With Children Check (WWCC) • Remind leaders to send their signed Code of Conduct, Application and WWCC • Prepare and circulate a prayer calendar for the lead up to camp • Organise meetings - Make sure leaders know expectations and follow up commitment • Liaise with Program Director and Study Leader • Decide camp theme in conjunction with Program Director (consider the aims of camp and the studies) • Delegate music • Consult the leader's team on decisions where appropriate 	<ul style="list-style-type: none"> • Pray for camp • Support leaders • Rules and last line of discipline • Night patrol • Support and aid the Program Director as required 	<ul style="list-style-type: none"> • Pray for campers and leaders • Encourage the leaders – thank you letters • Debrief the camp with the Program Director and Study Leader

If you would like some more information on what the other roles on camp involve then take a look at pages 3, 4 and 5 of the Leadership Training Manual

First Things First

8 Steps to finding suitable leaders

Start Looking for leaders as early as possible as this will allow people enough time to plan ahead and prepare for camp!

- Step 1.** Contact the Camps Coordinator and find out how many leaders you will need for the specific camp. Each camp is different and numbers can fluctuate but as a general rule you will need 2 leaders per cabin of up to 8 campers and the same number of male leaders as female leaders.
- Step 2.** Think of a long list of leaders who you think would be suitable to lead at camp (Think of more than you need as not everyone will say yes)

Before asking your leaders, ask yourself:

Will they be able to fulfil the expectations of their role as outlined on page 6 of the Leadership Training Manual? Will they be able to work well with the other leaders in the team? How will they manage with the challenge of leading at camp for a week? How much experience have they had? Does the number of young/inexperienced leaders outweigh the number of experienced leaders on my list?

(A Cabin Leader must be at least 16 years old for Kids Camp and 19 years old for Teens Camp)

- Step 3.** If you aren't sure you may wish to run your list past the Camps Coordinator who could potentially offer some insight into your leaders
- Step 4.** Contact your potential leaders and ask them if they would be interested in leading on camp. Outline their roles, responsibilities and expectations for before, during and after the camp (covered in the Leadership Training Manual). Give them the dates of the camp and some time to think and pray about the role.
- Step 5.** If you are not entirely confident with their ability to lead you may need to ask them for a referee first (Church Pastor, Mentor, Bible Study Leader etc.) so you can gain more insight into their leadership capabilities.
- Step 6.** Panic because you don't have enough leaders! Unfortunately this is common but don't stress. Keep asking people and keep looking. Contact Youth or Lead Pastors at churches in the local area and see if they have anyone they could recommend. Contact the Camps Coordinator and see if they have any further suggestions of potential leaders.
- Step 7.** Re-contact your leaders and confirm their commitment to being a Cabin Leader on the camp. Ask them some questions about how they feel they will go at camp, what they might struggle with throughout the week and what you can pray for in the lead up to camp. Knowing these things will help you to think and prepare yourself in how you can support each of your leaders while they are on camp.
- Step 8.** Celebrate because you have all your leaders!



REMEMBER: TO BE A LEADER ON CAMP IS A PRIVILEGE NOT A RIGHT!





Once you have your leaders...



What's Next?

CYC requires certain paperwork from each of the leaders who will be attending the camp and it is important you pass all this information onto them.

As you begin to confirm your leaders contact the Camps Coordinator to confirm what paperwork each of your leaders have already submitted. This will help you to know what you need each of them to ensure they have submitted and by when. By pointing all your leaders to our website:

www.cycsa.org.au/about/join-us/become-a-leader they will find all the necessary documentation outlined below.

[Leadership Application Form](#)

This document is required to find out crucial information about each of the leaders coming to camp. As a part of this document they are required to get two referees who can sign to say they believe the applicant will be able to suitably fulfil their role as a cabin leader throughout the week. The Camps Coordinator may contact these referees to confirm the applicant's suitability as well. Once they have this completed, they can scan and email it to the email address below. This application needs to be submitted at least **2 weeks** prior to the start date of camp and once approved are valid for 12 months.

[CYC Code of Conduct](#)

All volunteers involved at CYC need to read and sign the CYC Code of Conduct whether they are a Cabin Leader or Key Leader. All volunteers **MUST** read and sign this document if they wish to volunteer on any CYC Camp. This needs to be submitted **2 weeks** prior to the start date of camp and is valid indefinitely unless the document is changed or updated.

[Working With Children Check](#)

It is a legal requirement that all volunteers (in any capacity) have a valid Working With Children Check (or equivalent) and if they do not have this, **THEY CANNOT** be involved at CYC.

If a leader doesn't already have a WWCC they can obtain one through us for free as they will be volunteering.

For this, we need there Your Full Name, Email and Date of birth (please send this through to the Camps Coordinator) the sooner this come through the better as it can take 6 weeks to come back in.

The Camps Coordinator will need the WWCC sent though **2 weeks** prior to the camp start date.

Police Check Applications can be posted to:
196 El Shaddai Road, WELLINGTON SA 5259

All other documents can be scanned and sent to: peter@cycsa.org.au

Meet For Coffee

Liaising with the other Key Leaders on Camp is important so you can begin working as a team to achieve a common goal through camp.

What you want to do with one another is discuss the aims for camp (outlined on Page 2 of the Leadership Training Manual) and maybe even come up with some of your own aims together.

Discuss how you plan on achieving your aims in each of your roles on camp and be prepared to support each other and keep each other accountable in these goals.

This would also be a great time to discuss the practical aspects of camp and have the opportunity to brainstorm ideas for each others roles. You could discuss things like:

Camp Theme
Activity Ideas
Potential Cabin Leaders
Pre-Camp
Prayer Points
Further Meeting Dates
Study Topics

In the end it is up to each individual Key Leader to make the final decisions within their role and discussing these topics together is mainly to offer suggestions and ideas to one another.

The Program Director will make the final decision on the camp theme and all activities on camp.

The Director will make the final decision on who they would like to cabin lead on the camp.

The Study Leader will make the final decision on study topics and how these will be presented.

Meeting with other Key Leaders face to face is recommended but optional. If for some reason it is not practical for you all to meet together then make sure you all make an effort to communicate clearly with one another by other means.

Meet and Greet

Communication with your Cabin Leaders is important to ensure you and they are prepared for their role on camp and are equipped to be able to fulfil their role as best they can.

You may decide its best to meet with all the Cabin Leaders and Key Leaders prior to camp to pass on any important information, pray for camp together, give people the opportunity to ask questions and allow everyone to meet the team face to face.

This gives the Program Director the opportunity to share the theme with the Cabin Leaders as well as the main activities that are planned and if there is anything they would like the Cabin Leaders to bring to camp.

The Study Leader can also take this time to share the study topics with the group as well as the key bible verses that will be focussed on during camp. This will give the Cabin Leaders the opportunity to go away and study the topics themselves to prepare them for camp.

As the Director it is your responsibility to ensure you have outlined the expectations that you have of the Cabin Leaders and the requirements that are needed for them to be able to fulfil their role (these may be similar to the expectations and guidelines outlined in the Leadership Training Manual). Highlight to them what commitment is needed to follow up campers effectively and brainstorm with them some ideas on how they could do this after camp. Follow up is never easy and takes commitment and dedication. As a leader they need to know that camp doesn't end for them on the Friday of camp but should continue onward in the form of follow up. Take the time to share the aims of camp with everyone and any other aims that the Key Leaders have come up with so the Cabin Leaders can help you all achieve them on camp.

Make sure you pass on any of the following other information to your Cabin Leaders as well:

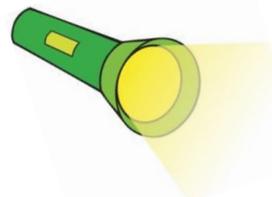
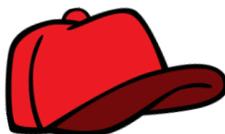
- List of documentation required by them
- The list of what they will need to bring to camp
- Expected arrival/departure time
- Pre-Camp Prayer Points
- Volunteer Fees (outlined in 'Campsite Procedures' on Page 15)

Again, it is recommended that you all meet face to face as this is easier but is optional if it is not practical to do so. If you do not meet all together make sure you communicate clearly to the Cabin Leaders so they can be fully prepared for camp. Creating a Hidden Facebook Group or Email thread may be a good option to pass information between everyone.

What to bring to Camp

Here is a list of everything you will need to consider bringing to camp. Please pass this onto the Cabin Leaders so they know what to bring as well.

- Sleeping bag
- Pillow
- Clothes (enough for each day + an extra set)
- Underwear and socks
- Pyjamas
- Shoes (at least one pair of closed in shoes e.g. sneakers)
- Garbage bag for wet/dirty clothes
- Notebook and pen
- Bible
- Canteen money (if you want to)
- Any medication that you need
- A torch (optional)
- Drink bottle
- Hat and sunscreen
- Toiletries
- Towel
- Costume (if this is required as a part of the program)
- Anything required by the Program Director or Study Leader



During the colder Winter months consider:

- A rain jacket
- Warm clothes
- Beanie and Gloves



During the warmer Summer months consider:

- Bathers
- T-shirt or rash vest with covered shoulders (required for swimming)
- Thongs
- Swimming towel
- Closed in shoes that can get wet
- Goggles



We will send a list similar to this to each of the campers prior to camp along with bus details for their parents, the camper hotline phone number and the standards for better camping. If you would like to see a copy of this letter or you have any information that you would like to include in it please contact the Camps Coordinator at least **2 weeks** prior to camp.

TESTIMONIES

Testimonies are an important part of camp as it allows people the opportunity to share what God has done or is doing in their life.

A great time to share a testimony on camp is during supper before the campers head off to bed. That way campers can reflect on what was shared as they settle down and go to sleep.

Talk to all your leaders about sharing testimonies on camp. They may not be asked to share it in front of the entire camp but they may have the opportunity to share it one on one or in their small groups so they should be prepared for this.

Either get people to volunteer to share their testimony at supper time or approach some of your leaders individually and ask them if they would like to do this. It is best to have one leader who can share each night with a mix of boy leaders and girl leaders sharing.

Once you have chosen your 4 leaders point them to Page 15 of the Leadership Training Manual on 'Preparing your Testimony'. This has some great pointers on how to share your testimony effectively. Encourage them to think about it before they come to camp, pray about it and seek guidance from a mature Christian if they need help in preparing it. Remember they may also need your emotional, practical and prayerful support during camp as they prepare to share with the group.

Worship Leader

On camp we love having the opportunity to praise and worship God through song. Consider which of your leaders would be a suitable person to lead everyone in worship before the study each day.

Being a Worship Leader is a great privilege and we want someone who is able to lead everyone on camp effectively and to the best of their ability. Please pass on the following page 'Tips on Worship Leading' to the leader you have selected to help them prepare for that role on camp. Having a read of this will also help you to select someone you think would be most suitable.

Allow the Worship Leader to select other leaders on camp who can play an instrument or sing to be involved. Ensure they avoid having too many people involved as this can make it difficult to manage. The more consistent the Worship Team is each day on camp the better.

You will probably need to give the Worship Leader and Worship Team some time to practice the songs that have been selected before the campers arrive. This is ideally done the night before camp or in the morning before the campers arrive on the Monday. We would prefer if leaders didn't practice during the week as this takes them away from camp and their campers.

Tips on Worship Leading



On camp we love having the opportunity to praise and worship God through song. Being a Worship Leader is a great privilege and we want someone who is able to lead everyone on camp effectively and to the best of their ability. That is why we have provided you with these tips on worship leading, particularly in a camp context.

First of all contact all of the other Cabin Leaders and find out who would be interested in being involved and what they can bring to the Worship Team. Be practical when choosing your team. Avoid having too many people involved as this can make it difficult to manage. The more consistent you are with the Worship Team each day on camp the better.

Practice is important but being with your campers during camp is more important! Get all of your practice out of the way the night before camp or in the morning before the campers arrive to avoid leaders having to be pulled away from their campers to practice. If you feel you have used the time allocated effectively and still haven't had enough time to practice then speak to the Director to come up with a practical solution.

Usually the worship songs happen in conjunction with the study either before, after or both. It would be good to discuss with the Study Leader how they would like to structure this so it best fits in with their study.

Think about what songs you would like to select for camp. Think about the following things when you do:

- Ask the Study Leader what songs they can suggest that might tie in with their study topics.
- Think about the abilities within your Worship Team. Pick songs that are achievable for all those involved. It's better to play a 'simple' song well rather than trying to play a 'complex' song not as well.
- Consider the Audience that you are presenting to. Will they understand the lyrics? Is the song too slow/fast? Is it aimed at the right demographic/age?
- Avoid too much 'Christanese' (e.g. words like repent, gospel and born again can be confusing) or explain these words to the campers so they can understand what they are singing.
- Consider that some kids at camp may not have experienced the concept of worship songs before. Choosing songs whose lyrics sing about the 'truths' of God (i.e. "You came from Heaven to Earth to show the way", "My Redeemer lives", "Saviour he can move the mountains") , rather than our 'feelings' (i.e. "There is no one else for me, none but Jesus", "My heart and my soul, Lord I give you control, consume me from the inside out", "Everyday Lord I'll learn to stand upon your word and I pray that I might come to know you more") can be more effective as they may have never experienced these 'feelings' themselves.
- Make sure you use songs that mention Jesus!!! That's important!
- Songs with actions can be very fun and effective to get campers involved.
- Repeating some songs over the week helps to reinforce them and makes it more likely that they will remember them after they leave camp.
- Be enthusiastic!!!! Campers and leaders respond to the person up the front so always be enthusiastic and motivating!

Ask the Music Team to bring up their own instruments and gear (cables, amps, pedals etc.) for the week. If there are any instruments or equipment that people are unable to bring then please contact the Camps Coordinator to arrange an alternative.

Please send through a list of songs you wish to play at camp and which key you would like them to be in to the Camps Coordinator at least **2 weeks** prior to camp. This will allow the Camps Coordinator time to have them printed and ready for your arrival to camp.

Peter Breuninger
CYC Camps Coordinator
peter@cycsa.org.au
8572 7262



**“God doesn’t care about the art of Worship Leading,
He only cares about your heart in Worship Leading”**

PRAYER CALENDAR TEMPLATE

Creating a Prayer Calendar is a great way to get people outside of camp to spiritually support camp and all those involved. Using the template below as a guide write the dates of the two weeks prior to camp as well as the dates of camp and a prayer point in each box. Send this to the Cabin Leaders, Key Leaders, Camps Coordinator, Your Church, Your mentor and anyone else you would like to be praying for you.

For physical, emotional
and spiritual strength

The studies will
challenge the Kids

The staff involved at camp

Each of the Key Leaders
God's protection
over the camp

That the campers can be effectively
followed up after camp

That we will make the
most of every opportunity
with the campers

The campers coming to camp

That we will rely on
God's strength not ours

Each of the Cabin Leaders

The program will be fun,
safe and memorable

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
First Day of Camp				Last day of Camp		

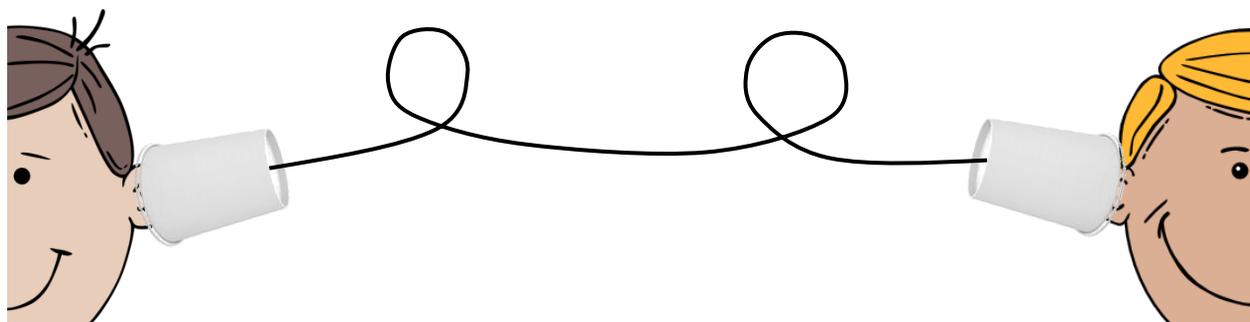
Contact with the Camps Coordinator

Staying in contact with the Camps Coordinator is important in the lead up to camp. There is a lot of information that the Camps Coordinator will pass onto you as camp approaches and there is also some information that the Camps Coordinator will need from you.

<u>What CYC needs from you:</u>	<u>When we need it by:</u>
Your Key Leadership Application Form	3 Months prior to camp
A Current Police Check	1 Month prior to camp
A signed copy of CYC Code of Conduct.....	2 Weeks prior to camp
Confirmation of whether any of your immediate family will be on camp.....	2 Weeks prior to camp
A list of confirmed Cabin Leaders.....	As they are confirmed
Any information on leaders that is relevant to know (e.g. need to leave camp early, needs a lift to camp etc.)	As it is known

<u>What you can expect from CYC:</u>	<u>When you can expect it by:</u>
Other Key Leaders contact details	As they are confirmed
List of documents that we require from each leader.....	As they are confirmed
Numbers of boy and girl campers	1 month before camp & 1 week before camp
A finalised copy of the Program and Camp Theme	1 Week before camp
A List of the campers coming to camp and which dorms they are in.....	Upon arrival to camp
Campers relevant medical information	Upon arrival to camp

You can contact the Camps Coordinator by email peter@cydsa.org.au or by phone on 8572 7262



Campsite Procedures

Below are a few CYC Procedures for you to have as a reference. If you have any questions about these, please contact the Camps Coordinator.

CYC VISITORS

Visitors during CYC Camps can be very disruptive to campers and the overall atmosphere of the camp. However we are aware that people that are interested in becoming part of CYC camps can find it beneficial to see what actually happens during the camps when they are running. People are welcome to come and visit CYC camps only at the discretion of the Camps Coordinator. Each case shall be assessed individually. If interested in visiting a CYC camp, the person should contact the Camps Coordinator and discuss the situation. The Camps Coordinator can then make an informed decision as appropriate.

ADULT TO CAMPER RATIOS

The minimum ratio of adults to campers, in any circumstance is either 1 adult to 2 campers, or 2 adults to 1 camper, where at least one of the adults is the same gender as at least one of the campers.

CAMPER COUNSELLING

If one on one counselling is required between a camper and a leader, this needs to be done in a public viewable area.

LEADERS IN CABINS FOR CYC CAMPS

For the protection of campers under our care against bullying and harassment from other campers we believe it is important that we have leaders in rooms with campers. Two leaders are to be appointed to each cabin for CYC Camps. Leaders should always ensure that their behaviour is appropriate and above reproach.

THONGS AND CYC CAMPS

All volunteers on a CYC camp are able to wear thongs or non covered footwear other than when:

- Campers are required to wear covered footwear for an activity on camp
- They are at, assisting, or running a site activity requiring covered footwear
- Whenever they need to go in the kitchen
- They are doing any manual activity where there is a risk of injury to non covered feet (i.e. lifting or carrying heavy objects)

CAMP ACCIDENTS

Camp accidents will be handled by the Director. In consultation with the First Aid Officer on duty.

PHYSICAL RESTRAINING OF CHILDREN

If a child is becoming aggressive/uncontrollable, it is only appropriate to physically restrain them if:

- The child is a danger to those around them or
- The child is a danger to themselves

If restraining the child is the only option the following measures must be put in place:

- The person restraining the child must be visible to at least one (preferably more) adult witness
- The person restraining the child may only do so by holding the child's arms, shoulders, waist or legs
- The person restraining the child must release the child after the child is no longer a danger to those around them or themselves
- Preferably the person restraining the child should be of the same gender

It is essential that if physical restraint is used that the whole incident is documented thoroughly and signed by the person who restrained the child and an adult witness.

Campsite Procedures

KEY LEADERS WITH FAMILIES

Key Leaders involved with a CYC Camp are able to bring any of their immediate dependant family members along after approval from the Camps Coordinator has been sought. These family members would be considered volunteers on the camp and must therefore abide by all campsite policies and procedures and would be accountable to CYC staff. Any person in a volunteer capacity who is aged 16 or over is required to have a current WWCC or equivalent to be involved at CYC.

National

SEXUAL HARASSMENT

There should be no physical contact between leaders and campers, unless deemed appropriate and necessary, and then only by mutual consent. The underlying principle is that all in-camp behaviour should be seen to be above reproach by everyone.

WEAPONS

No weapons of any nature must be brought onto the site, unless authorised by the Campsite Management or Camps Coordinator for CYC Camps (Please note, If campers bring toys that resemble weapons they must not be used in any aggressive, violent or harmful way as deemed appropriate by the Director and would be otherwise confiscated).

CAMPER TRANSPORT

No campers are to be driven, during the course of a camp, by Probationary drivers, drivers under suspension or unlicensed drivers. No vehicle is to be loaded beyond the number of seat belts provided which must be correctly fitted and worn. Directors must be reasonably satisfied concerning the apparent road worthiness of the vehicle concerned. Car owners may be reimbursed for fuel use.

VOLUNTEER FEES

Any and all volunteers on a CYC camp are not required to pay any fees. They are encouraged to consider donating to support the ongoing ministry of CYC but it is not an expectation. The suggested amount is to be reviewed annually. Site staff are not expected to pay any fees for themselves or their dependant family members.

CHILD PROTECTION

No leader may strike a camper under any circumstances. Any suspected cases of child abuse must be reported to the Child Safety Officer who must then take appropriate action in consultation with the Camps Coordinator or Executive Officer.

CODE OF CONDUCT

All staff, volunteers and members of the Executive Council are required to sign and abide by the CYC Code of Conduct.

SMOKING

The campsite is a smoke free zone. No smoking is allowed anywhere in any of the buildings, or at any activity of the camp. Should any staff or camp leaders be a smoker, they must be over 18, and adhere to the rule above. They must also take care to not smoke in front of other campers or leaders.

Campsite Procedures

CAMPER PROPERTY

In the event of the need for an examination of any camper's property, the examination must only be conducted in the presence of the camper, the Director or Camps Coordinator and an adult witness. Any property confiscated, will be returned at the conclusion of camp, in a manner dependant upon the Director's discretion and the maturity of the camper, provided such material is not illegal.

PETS

Campers or volunteers are not permitted to have pets on site unless approved by the Executive Officer.

CAMPER ROMANCES

The development of romantic attachments at camp should not be encouraged. A Christian standard should be modeled in such relationships.

CAMPER MISSING

The Director must ensure that a thorough search of the site, camp houses or locality of last sighting has been made. They must then notify the Camps Coordinator. Parents/Guardians must be notified in case camper returns home; and would obviously contact us if camper appears. Local police must be notified of situation and steps taken according to their direction.

STAFF AREAS

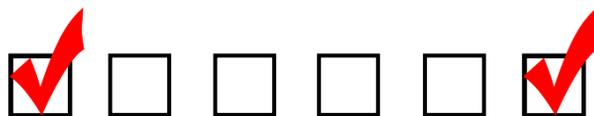
Anybody who is in a volunteer role for a CYC camp (whether an employee of CYC or not) is only allowed access to staff areas if it is required for their role or they have been asked to assist someone else's role and it is deemed appropriate by the CYC Workers on duty. Volunteers are not expected or required to fulfill the duties of staff unless asked to do so by the Camps Coordinator and both have agreed upon undertaking such duties.

CYC's Privacy Policy is available on our website: www.cycsa.org.au/privacy

Final Checklist for Camp

Here is a checklist so you can make sure you have everything prepared for camp!

- I have sent through my Key Leadership Application
 - I have provided a copy of my current Provide First Aid Certificate if I indicated that I have one on my application
- I have a current Working With Children Check or have applied for one
 - I have sent through a copy of my With Children Check
- I have signed a copy of the CYC Code of Conduct and sent it through
- I have read through my Information pack
- I have read through the Leadership Training Manual and understand the requirements of the Cabin Leaders and other Key Leaders
- I have found suitable Cabin Leaders for camp
 - I have passed on the list of confirmed Cabin Leaders to the Camps Coordinator
 - The Cabin Leaders have submitted all the required documentation
- I have contacted the other Key Leaders and discussed aims for camp
- I have contacted the Cabin Leaders and outlined my expectations of them
- I have passed on the Campsite Policies on Pages 14 and 16 to all the Cabin Leaders
- I have informed the Cabin Leaders when they are expected to arrive at camp and when they can depart from camp
- I have passed on a list of what to bring to camp to the Cabin Leaders
- I have selected an appropriate Worship Leader
 - I have given the Worship Leader the 'Tips on Worship Leading' sheet on Page 11
- I have confirmed Cabin Leaders who can share their testimonies to the whole group on camp
- I have created a prayer calendar for the lead up to camp and circulated this to the Cabin Leaders, Key Leaders, Camps Coordinator, My Mentor, My Church and anyone else I would like praying for camp (See template on Page 12)
- I have been praying for camp!
- I have made the time to catch up with my mentor before camp



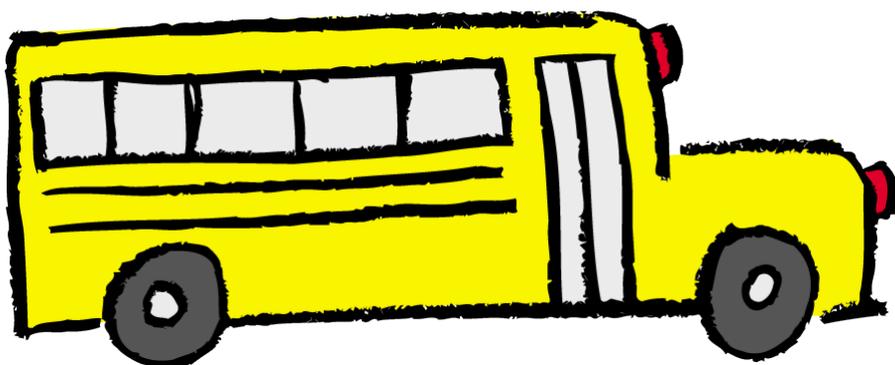
What to Expect on Arrival

The Camps Coordinator will liaise with you on the first day of camp and give you all the last minute information you need.

You will get the following things:

- A printed copy of this information pack for you to reference throughout the week
- A copy of the Leadership Training Manual for your reference
- A dorm list of campers
- Emergency contact information on each camper and any relevant information to pass onto Cabin Leaders
- A copy of the program
- The locked chest for medication and valuables
- A list of campsite rules for you to explain to the campers
- A list of the Dining Room rules to explain to the campers
- A stack of "CYC Camp Leaders Contact Information" forms for each Cabin and Key Leader to fill out and give back to the Camps Coordinator
- Access to the sound equipment for the Worship Team

If you require any of these things on the Sunday night before camp please contact and arrange this with the Camps Coordinator the week before camp.



Basic Camp Structure

Below is a basic outline on the structure of camp and what you need to know before camp commences. Please pass any relevant information onto your Cabin Leaders as soon as practical

Arrival

Everyone needs to be at the campsite no later than 5:30pm on the Monday night as we will provide dinner that will be served at this time. However we do need to know everyone's dietary requirements before Monday so that we can cater for them. The Director must communicate with the Camps Coordinator if anyone intends to be arriving later than this. The Director should communicate with the other Key Leaders and find out if it will be beneficial for people to arrive earlier than this (i.e. to set up program activities, decorate the dining room, have a pre-camp meeting, assist Study Leader with any set up, Worship Team practice etc.).

A time should be decided upon (no earlier than 2:00pm on Monday) and communicated with the Cabin Leaders, Key Leaders and Camps Coordinator. This arrival time is up to the Director of the camp. Only ask people to come up if the time is going to be used effectively. You don't want people to be sitting around with nothing to do.

The Director should inform everyone about the compulsory training Monday evening that happens straight after dinner. This normally takes 2 hours as there is a lot to get through. A Supper will also be provided after the training is finished.

Set a bed time Monday night! It sounds silly but make sure people don't have a late night, you don't want them to be tired before camp even begins.

Tuesday Morning

Breakfast will be provided at 8am on Tuesday morning. A meeting is scheduled for 9am that morning with some house keeping points and last minute training as required. Once they have done this it is the Directors responsibility to facilitate the rest of the meeting using the guidelines outlined on page 24 of this document titled "Leaders Meetings". All of this will usually take 1-1 ½ hours.

Use the rest of the morning to do any last minute preparations that are needed before the campers arrive (e.g. assist Program Director, Study Leader, final Worship Team Practice etc.). Campers are due to arrive at 11am. In the event of an early arrival at camp, introduce the camper to their Cabin Leaders and get the Cabin Leaders to show them to their dorm and hang out with them till everyone else arrives.

Camper Arrival

As soon as the bus arrives ensure everyone makes their way out to the bus to welcome all of the campers that have arrived. Once all the luggage has been unloaded, escort them into the Meeting Hall to introduce them to everyone. Begin by introducing yourself and the other Key Leaders and Camps Coordinator and what it is that each of them will be doing during the week. Then run through the basic rules of camp as outlined on the welcome card provided by the Camps Coordinator. After this introduce the Cabin Leaders to everyone and announce the cabin groups. Ensure everyone has been put into a group and that all leaders have all of their campers.

Just Before or Just After Lunch

As the campers begin to get settled into their dorms and explore the campsite inform them that you will need to collect up any prohibited items (weapons, mp3s, phones etc.) and medication. Use the templates for medication and item collection on Pages 21 and 22 to keep a track of everything and lock it all away in the box provided by the campsite. Keep the key in a safe place so you don't lose it (ideally in the site staff room where it can't be misplaced).

Medication

Make sure you are administering medication as required and set yourself reminders if needed so you don't forget. It is best to do this away from other campers as some may be embarrassed to take their medication in front of others. The campsite staff room is available if needed to administer medication or first aid.

Basic Camp Structure

First Meal on Camp

Before the first meal on camp run through the rules of the Dining Room as outlined on the card provided by the Camps Coordinator. It is up to the discretion of the Director whether campers are allowed tea, coffee or hot chocolate on a Teens Camp and these things are not available on Kids Camp for campers.

During Activities

Be involved with the activities as much as you can! Campers need a Director who is engaged with them, having fun with them and who gets involved.

Other Meal Times

Throughout the week try to sit with each of the dorms for an entire meal at least once. This is a great opportunity to get to know them more.

Study

Be present in the studies as much as possible. Choose your seat strategically. Sitting off to the side or at the back is best. You want to be able to see what's going on in the entire room. Make sure leaders are spread out and sitting next to potentially disruptive or talkative kids and be ready to do the same if it is needed.

Bed Time

Once the campers have gone to their dorms to get ready for bed take the time to say goodnight to each of the dorms and encourage them to have their lights out on time. If campers are being too noisy then go into their dorm and get them to be quiet (remind them that other dorms are trying to sleep). Hang around outside the dorms till they are all quiet and settled before you head to bed yourself. This is a great time to debrief the day with the other Key Leaders or Camps Coordinator.

Final Meeting and Departure

Once the bus has left make sure you know which campers are still waiting to be picked up. Ensure they are still supervised until their parents have arrived. Once all the campers have gone gather everyone together for one last meeting. Take the opportunity to thank people for their involvement in camp and share anything you feel is relevant. Give the other Key Leaders the opportunity to do the same then pray as a group. Keep this meeting as brief as possible/necessary as people will be tired and will want to get home as soon as possible. The Camps Coordinator will have some final things for the leaders to complete before leaving.

Once the meeting has concluded make sure everything is packed up before everyone heads home (check with the Program Director and Study Leader in case they need a hand). Once everything is done and people have said their goodbyes encourage people to leave straight away. The Campsite Staff cannot go home till everyone else has left and the site has been locked up, so the longer people 'hang around' the longer the staff need to wait. The bus will depart camp at 2:30pm and you can inform the Cabin Leaders before camp that the meeting should conclude by approximately 4:30pm

Leaders Meetings

It is the Director's responsibility to facilitate the morning meetings with all of the leaders. Below is a suggested structure in how these meetings should run.

Director

Take the time to talk to the leaders and share any information that is relevant for them to know. This could be to keep an eye on a particular camper, highlight something the leaders did well or encourage them to improve in a particular area.

CYC Worker

Give the CYC Worker the opportunity to talk about anything they may need the share with the group.

Study Leader

Ask the Study Leader to share what the study topic will be for the day and give leaders an outline on what they need to know for it. They may want to go through the small group questions, give out some handouts or ask for feedback as well. This will also be the time that they will give their devotion to encourage the leaders and bring their focus to God in all they do.

Program Director

Ask the Program Director to give an outline of the days activities and pass on any information the leaders may need to know. This could be explaining a game to the leaders, asking the leaders to be prepared for a particular aspect of the program or asking for any feedback on the program so far.

Cabin Leaders

As time permits, give the Cabin Leaders a chance to share any relevant information that the other leaders may need to know. They may want to share something they saw that was encouraging, something that they would like other leaders to help keep an eye on or a prayer point they might have for the day.



Standards of Behaviour

Below is a list of the Standards of Behaviour and the actions expected to be taken in response to these. It is expected that the Director enforces these consequences in consultation with the Camps Coordinator

Smoking - Phone parents on first offence, second offence sent home

Alcohol - Phone parents and sent home

Drugs - Phone parents, notify police and sent home

Weapons - If found in possession of a weapon other than a gun the item is confiscated, if a weapon is used in a threatening manner; sent home immediately. If a gun is bought to camp, call parents, notify police and sent home

Physical / Sexual Relationships - Not to be encouraged on camp, the Director in consultation with the Camps Coordinator will come to a suitable arrangement and outcome

Intercourse - Phone parents, sent home from camp and re-evaluate if they are permitted to come to the following camp. If it was not mutual consent, phone parents, notify police, sent home and follow up with pastoral support / counselling. Perpetrator banned from camp indefinitely. Offer counselling to other campers / leaders

Girls in Boy's Dorm or Vice a Versa - Extra duties on first offence, second offence duties for the rest of camp, third offence sent home

Out of Dorms at Night - Extra duties on first offence, second offence duties for the rest of camp, third offence sent home

Deliberate Damage to Property - Parents phoned, extra duties and damage paid for

Threatening and Harassing Others - Counselling with extra duties on first offence, second offence counselling and duties for the rest of camp, third offence sent home. When physical harassment occurs phone parent/s of both campers involved and decide on an appropriate course of action in consultation with Campsite Staff as outlined below

Failure to Participate in Majority of Activities - Counsel camper, encourage them to get involved, phone parents and sent home if necessary

Mobile Phones, iPods and Other Devices that Campers Refused to Hand in - Confiscated and daily duties added on top of their existing duties

Blatant Disrespect to Leaders and Campers - Consequences can range from duties to being sent home and is at the discretion of the Director in consultation with the Campsite Staff as outlined below

Paedophilia - Remove perpetrator from site and report to police. Referees / Pastors are contacted to discuss further action and counselling

It is the Director's responsibility to enforce the following consequences listed above:

- Counsel campers as needed
- Confiscate prohibited items
- Enforce extra duties

- Phone parents

It is the Director's responsibility to enforce the following consequences listed above after having consulted the Camps Coordinator.

It is the Camps Coordinator's responsibility to enforce the following consequences listed above after having been consulted by the Director and consulting with the Camps Coordinator:

- Follow up with pastoral support / counselling for leaders or campers

It is the Camps Coordinator's responsibility to enforce the following consequences listed above after having been consulted by the Director:

- Notify police
- Make a decision to send a camper home
- Re-evaluate persons participation in future camps
- Evaluate the cost of any damage made to camp property

So what do I do now that camp has started?

Camp has finally begun! So what to do now?

What should you expect from your Cabin Leaders?

You want your Cabin Leaders to be doing the best possible job they can do to meet the expectations that you have set for them throughout the week. Consider the following things as you observe your Cabin Leaders throughout the week:

- Are they achieving the aims of camp as set by CYC?
- Are they achieving the aims that you have set for camp?
- Are they supporting everyone else in the leadership team?
- Are they looking after their spiritual health?
- Are they spending time with their campers?
- Are they making the most of opportunities that they have with their campers?
- Are they connecting with their campers on an emotional/relational/spiritual level?
- Do they have a camper focus in all that they do?
- Are they following the policies outlined on Pages 14 and 15 as set out by CYC?
- Are they adhering to the CYC Code of Conduct?
- Are they meeting the 'General Expectations of Leaders' as outlined in the Leadership Training Manual?
- Are they following the 'Guidelines for Leaders' as outlined in the Leadership Training Manual?
- Are they following the 'Day to Day Role of a Cabin Leader' as outlined in the Leadership Training Manual?
- Are they behaving appropriately and leading by example in everything they do?

It can be hard for people to entirely meet the expectations set out for them so while on camp it is your role to help your Cabin Leaders do their best to achieve them. This may come in the form of encouragement to them individually, encouragement to the entire team, constructive criticism, challenging their thoughts or actions and even sometimes discipline. In every way you interact with your Cabin Leaders ensure you have a focus on wanting them to do their best to achieve your common goals. A good rule to follow is to say 5 positive or encouraging things each time you have to say something negative or constructive to them. Don't forget to take the time to pray for every decision you have to make and to ask God for his guidance in your actions throughout the week.



So what do I do now that camp has started?

What should we expect from you?

Do your best to support your Cabin Leaders and Fellow Key Leaders as much as possible. This can look different to different people but consider:

- How am I supporting them physically?
- How am I supporting them emotionally?
- How am I supporting them spiritually?

You may need to assist others in the following ways as well:

- Behavioural management of campers
- Being an 'Extra Cabin Leader' in some more difficult dorm groups
- Preparation or execution of an activity for the Program Director
- Preparation or execution of aspects of the Studies for the Study Leader

Take the time to either formally or informally catch up with each of the Cabin Leaders to see how they are going throughout the week and find ways that you can continually support them in their role. Dividing your time between your leaders also important and a good way to do this is to write down when you catch up with each of your leaders throughout the week so no one is forgotten (we will provide you with a template to help you do this on your arrival).

As the Director it is your duty to facilitate all medication administration and First Aid requirements during camp. If you have training in First Aid then you will be the nominated First Aid Officer for camp. If you do not have any First Aid training then a person who is qualified will be nominated as the First Aid Officer for camp. It is either the First Aid Officer's responsibility (or another person with First Aid qualifications) to administer First Aid as needed and to assess the need for further qualified medical attention. The Director must ensure the policy on **CAMP ACCIDENTS** is adhered to as specified on Page 14

Be involved in camp and the activities as best you can. Campers should be able to relate to a Director, so take the time to hang out with them, get to know them and relate to them on more than just a surface level.

From time to time step back and try to have a wider perspective on what is going on at camp. Observe how the leaders are interacting with one another, how they are interacting with their campers, how the campers are interacting with each other, the body language that people are using and the intentions behind peoples actions. Take the time to ask people what their perspectives are and how they see things. Continually pray for God's guidance, insight and perspective in every situation. By doing all these things you will be able to approach each situation with as much insight and clarity as you possibly can to be able to make the best decision possible.

Remember that fulfilling your role in its entirety can be very difficult so expect encouragement and constructive criticism to come your way as well. Take it as an opportunity to recognise and praise yourself in the things you have done well but also to look for ways you can improve in your role as well.

What you should expect from us?

The roles of each of the staff involved with CYC are outlined on Pages 3-5 of the Leadership Training Manual.

The Camps Coordinator will meet with you on the Monday morning of camp, welcome you to the site and provide you with the final information you will need to know for camp. They will also introduce you to the CYC Workers who will be involved with the camp.

The Camps Coordinator is your direct line of communication while you are on camp. If there is anything you need to know or would like clarified then meet with the Camps Coordinator. It's the Camps Coordinator's role to support you in your role on camp so take the time to catch up with them, seek their guidance and debrief with them. The Camps Coordinator is the nominated Child Safety Officer on camp.

Any queries in regards to Mandatory Notification should be communicated through them.



REMEMBER TO

PRAY

Prayer is an extremely important part of looking after our spiritual health and should not be neglected.

Pray before camp

Pray for the Cabin Leaders

Pray for the campers

Pray with the campers

Pray for the Key Leaders

Pray with the Key Leaders

Pray with the Cabin Leaders

Pray alone during camp

Pray with the leaders presenting their testimonies

Pray as a group

Pray with the Worship Team before they play

Pray the studies will be challenging and encouraging

Pray for support and follow up when the campers go home

Pray for God's spiritual and physical protection over camp

Pray after camp



What to do after camp

Sadly camp is over but there are a few things left for you to do before you complete your role as Director.

Make the time to catch up with your mentor and encourage the Cabin Leaders to do the same

Follow up with any campers or leaders where you feel it is necessary

Consider writing your Cabin Leaders a thankyou note with some words of encouragement to show them your appreciation for their efforts

Consider catching up with the Key Leaders to debrief camp and review what worked well and what could be improved for next time

Think about the aims that CYC has set for camps and any aims you set for camp and consider if and how you achieved them

Thank God for the opportunity and privilege you had to invest into the lives of the campers who attended

PRAY

THANK YOU

for all your efforts