

# YMCA Camp Wyuna

71 Flinders St Queenscliff 3225



## General Conditions For Hire

- It is the responsibility of each group to ensure that campers understand and follow the Campsite's rules, procedures and code of conduct.
- Each group must have a competent leader in charge to liaise with Campsite staff.
- Alcohol may only be consumed at camp with written permission and in line with our Alcohol Use Policy.
- Campsite 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.
- The YMCA is committed to the safety and well-being of all children and young people accessing its programs and services. We support the rights of the child and will strive to deliver a child safe environment at all times. We also support the rights and well-being of YMCA and group staff and volunteers and encourage their active participations in building and maintaining a safe environment for children.

### 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 9.00 am on departure day (weekday camps); or as arranged (weekends). Areas of the camp are to be cleaned as directed by Campsite staff and inspected prior to departure.

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

The Campsite staff need 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 Campsite staff's directions.

It is the responsibility of the camp organiser to obtain before arrival, and make available to the camp in an emergency situation, information regarding every camper including name, address, medical conditions and parent/guardian information. Day visitors are the responsibility of the group leader and must be signed in and out on the register of campers, and made known to camp. It is the responsibility of the group leader to give a safety briefing to all day visitors on arrival. The group is required to return equipment, and leave the facilities in the same condition as found. The clean up duties are posted in the dining room.

If cleaning is not completed satisfactorily, the cost of hiring cleaners may be invoiced to the group.

### Emergency Procedures

#### i Procedures

Emergency procedure notices are posted throughout the campsite and campers should make themselves familiar with the arrangements. The "Emergency Management Plan" is available prior to arrival on request.

#### ii Fire Fighting Equipment

Extinguishers, sprinkler systems and smoke detectors are vital and are located around the site. These should not be tampered with or removed. A fire drill will be conducted upon request.

#### iii Fires

No fire or BBQ may be lit on the property without the consent of Campsite staff. Fire restriction notices and Total Fire Ban Days must be strictly observed.

No wood may be collected on the campsite property without the approval of Campsite staff. No chainsaws are to be used on the campsite.

iv All groups must provide their own transport. In an emergency, group leaders will be responsible for organising and transporting campers. Campsite staff will only call an ambulance when directed by the group leader.

### Programs

Programs and activities are only available with approval prior to arrival at Campsite. The campsite provides a range of specialist equipment for recreation and sports activities (list can be provided on request). It is the responsibility of the camp to provide adequately trained, experienced or skilled leaders for the activities undertaken. No specialised activities are to be undertaken without the Campsite staff. Other non-specialist activities may be undertaken by campers upon approval by campsite staff.

The campsite 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.

Prior to participation in activities, any participants with medical conditions that may be affected by the activity must be identified to camp staff.

### First Aid / Sun Protection

First aid and sun protection is the responsibility of campers. Campers must provide their own first aid equipment and supplies, emergency vehicle and trained staff. It is the responsibility of the group leader to inform the camp when an accident/illness occurs.

### Privacy Policy

The YMCA collects private information at the time of booking. This information is used to establish a point of contact for your group. The YMCA complies with Privacy legislation. Please refer to [www.geelong.ymca.org.au](http://www.geelong.ymca.org.au) to review the YMCA's privacy policy.



### Minimum Numbers

A minimum number charge exists for the hire of the campsite. Please refer to the Campsite 'Booking Form and Hire Agreement'.

### Lodge Allocation

The Campsite 'Booking Form and Hire Agreement' indicates which Lodges have been allocated, based on the original number booked. If these numbers change, management reserves the right to change the Lodges allocated to your group.

### Deposit and Cancellations

A deposit is required to secure a booking. This will not be refunded if camp is cancelled within 180 days.

A 50% cancellation fee based on the stated minimum numbers will apply if the booking is cancelled within 90 days of camp dates. A 100% cancellation fee based on the stated minimum numbers will apply if booking is cancelled within 30 days of camp dates.

### Balance of Payment

Payment in full is required within 7 days of arrival unless other arrangements have been made with the Camp Manager.

### Behaviour

Group leaders are asked to remind campers to respect each other, others' personal property, camp neighbours and the environment. Unruly, anti-social behaviour will not be tolerated. Outdoor loud music and discussions must cease by 10pm; indoor loud music must cease by 11pm (Sun-Thurs) or 12 midnight (Fri-Sat).

Food and drink may only be consumed in the dining room or outdoors (not in lodges).

### Consumption of Alcohol

BYO alcohol is prohibited at camp.

### Terminating the Occupancy

Wyuna Campsite reserves the right to terminate the occupancy without notice for breach of the *General Conditions for Hire*. Campsite staff are empowered to take action as may be deemed necessary for the proper conduct of the camp.

### Property

**i Damage and loss** All breakages and losses to campsite property, buildings or equipment are to be reported to the campsite management. They will be invoiced to the group on the final account. Campsite takes no responsibility for the loss or damage of personal property.

**ii Parking** All customer vehicle parking is strictly at the owners' risk and only in areas as directed or signposted.

**iii Speed restrictions** 5km/hr speed restrictions apply and are strictly enforced.

**iv The environment** The campsite is a sanctuary for flora and fauna and rules apply. No camper is permitted to bring firearms, animals or pets onto the property or to disturb the natural environment.

**v Smoke free environment** All buildings on the campsite are designated smoke free zones. Butts must be placed in the outdoor ashtrays provided.

**vi Out of bounds areas** The camp kitchen and workshops are out of bounds to all guests. Other out of bound areas include activity areas and behind lodges, as directed by the management.

**vii Hazards** The camp has the highway to the north and the dune/beach to the south. Campers are advised to only go off site in groups of two or more, or for students when accompanied by an instructor/teacher.

### Telephone

**i Private calls** During office hours limited private calls may be available upon request. WiFi is available to limited areas on request. Excellent mobile phone coverage is available onsite.

**ii Emergency calls** Campsite staff are to be informed of any calls for emergency services and will make the business telephone available.

### Group Leaders' Responsibilities

The group leader 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 record sheet**; that the campsite's **illness and injury form** is filled out for all such incidents; and that Campsite is provided with a full written **list of camper names** if requested.

YMCA Camp Wyuna also advises that children under 9, bed-wetters and sleep walkers should not sleep on top bunks.

### Special Dietary Requirements

Where meal ingredients are required and are not available from normal suppliers, the group will be responsible for supplying the necessary items. All special dietary requirements must be discussed with management prior to arrival. Special dietary requirements are catered for at main meals only.

### Daily Duties

The campsite is to be maintained in a clean condition by the campers. Groups are to provide duty groups to set and clear tables for each meal and sweep/vacuum dining room floor. Other daily cleaning duties may be required and will be specified by campsite staff. Campsite staff will clean toilet areas.