



Dear Leader

Soon you will be visiting YMCA Camp Wyuna for an exciting marine and coastal adventure experience with your group.

While at camp it is important for leaders to work together with YMCA camp staff to deliver a safe and secure environment for your all guests.

Whether this is your first stay or your tenth, this booklet has been designed to assist in the smooth running of your camp and contains vital information for the pre-planning of your camp.

We have included information to help outline the responsibilities and duties of all guests while at camp.

It is the goal of the YMCA Camp Wyuna staff to make your stay enjoyable, safe and successful.

We are always happy to assist with the planning of your camp and if you have any questions or would like more information, please do not hesitate to contact us or visit our website at www.geelongymca.org.au.

We look forward to seeing you all soon.....

Camp Wyuna

Ph: 03 52581656

Email: campwyuna@ymca.org.au

Web: www.geelong.ymca.org.au



CAMP CODE OF CONDUCT

To Keep You Safe:

While at camp we want you to have a fun time and stay safe. Below are the rules that you need to follow:

Around Camp:

1. Care and respect of property is a must at all times – damage, loss or breakages must be reported immediately.
2. “Do The Right Thing – Put Litter In The Bin”.
3. Cigarette butts must go into ashtrays provided.
4. When finished playing with the sports equipment, put it back where it belongs.
5. Be on time for your meals, activities and duties.
6. Pathways can sometimes be slippery in the wet. Walk slowly on the down-slope from lodges.
7. Loud noise and/or amplified music are not acceptable outdoors after 10pm (Sun-Thurs) and 11pm (Fri & Sat), in consideration of our close neighbours.

Rooms:

1. Be careful climbing in and out of bunks.
2. If you are the last to leave the room, turn the light off.
3. Only touch what belongs to you.
4. Respect the other people in your cabin.

Out of Bounds Areas:

1. Bush Area.
2. Main Kitchen.
3. Behind Main Kitchen.
4. Behind the Lodges.
5. Behind the Recreation Hall and outside toilet block.

We trust your stay here will be an enjoyable & safe one; however, remember that your camp is only as good as you make it!

Leaders' Responsibilities

First Aid – While you are at camp, you, the leaders, are responsible for first aid. We advise you to have leaders with first aid certification available for emergency care. You are responsible for bringing your own first aid supplies and we ask for you to ensure that there are enough medical supplies for any planned activities. Camp Wyuna staff are trained in first aid and CPR and will use their training if needed, but your leaders are the primary resource.

Consumption of Alcohol – Leaders must ensure that YMCA Geelong's Alcohol Use Policy is completed, signed and adhered to by all guests.

Campers' Medications – are the responsibility of the leaders. Camp Wyuna's staff are not responsible for or allowed to administer medication to camp participants.

Emergency Transport – A car is to be provided by your group, along with a non-drinking driver, to transport any guest in the event of an emergency if he or she needs transport to/from the doctor/hospital. In the event that an ambulance is called, the school is



responsible for providing someone to ride with the guest to the hospital. Emergency contacts and numbers are included at the back of this booklet.

Camper Code of Conduct – While you are at camp, leaders are responsible for ensuring all guests follow the camper code of conduct.

Activities – Leaders are responsible for the supervision and behaviour of guests during activities, where applicable. We ask that leaders work with YMCA staff to ensure the program is delivered effectively and as scheduled.

The YMCA camp staff are responsible for conducting activities in a safe and responsible manner and to work with your group to achieve the desired activity outcomes.

Duty Groups – Guests are required to participate in duty groups 15 minutes before, and after meals (particularly breakfast and dinner). Camp kitchen staff will assist to coordinate tasks.

Incident Reporting - The YMCA Camp Wyuna Manager (or one of the camp staff) must be notified of any accidents requiring medical attention, incidents requiring follow-up, and accidents regarding camp safety that were not attended to by Camp Wyuna staff member. A report will be completed on all incidents.

Camp Clean Up – On the last morning of camp, it is the responsibility of the leaders to supervise the final clean up including vacuuming, tidying of all bedrooms and bathrooms, and checking that all areas/rooms/grounds are free of gear & rubbish.

DIETARY REQUIREMENTS

Camp Wyuna caters for most dietary requirements. Below is some information to assist you with the planning of your upcoming camp.

- All dietary requirements including food allergies must be clearly listed on the catering form supplied, and returned to camp no less than 10 days prior to arrival.
- It is the responsibility of the group leader to monitor and assist guests with special dietary requirements.
- Dietary requirements are catered to for Breakfast, Lunch and Dinner only.
- The camp does not cater to dietary requirements for morning and afternoon teas; however we do provide access to fresh fruit for all guests.
- A refrigerator and microwave is provided in the main Dining Room for guest use.
- Our kitchen as far as possible runs a nut-free environment.



We understand that sometimes dealing with special dietary requirements can become complicated and if you require further information on any of our menu items, please do not hesitate to contact us so we can be of assistance.

Recommended Meal Times

BREAKFAST (8:00am)

LUNCH (12:30pm)

DINNER (6:00pm)

- Please let us know (via your catering form) if you wish to slightly amend these mealtimes to suit your schedule.
- Note that meals will be served at this time, with a 'window' of approximately 30 minutes.

IN AN EMERGENCY

1. Verify... *Verify the report.*

Confirm the nature and extent of the emergency.

Get accurate information and assess the assistance required.

2. Notify... *Notify both campsite management and emergency services.*

Be prompt, detailed and accurate with information.

3. Assess... *Assess the danger posed by the emergency.*

Has the situation passed or is it likely to escalate?

4. Act... *Respond to the situation.*

Prevent further injury and danger, and try [if safe] to contain the situation. Refer to the Camp's Emergency Plan.

ESSENTIAL INFORMATION

LOCATION: Camp Wyuna

ADDRESS: 71 Flinders Street, Queenscliff
[Melways Ref: Page 500 F1]

PHONE NUMBER: 03 5258 1656



CLEANING DUTIES

DINING HALL:

1. FLOOR: Sweep floor after each meal, at end of the day and on departure.
2. TABLES/BENCHES: Wipe down tables, benches and beverage counter 1 after each meal.
Rinse out waste buckets and liquids bin.
Wipe down toaster area and empty toaster crumb trays.
3. CHAIRS: Wipe down chairs after each meal and on departure.
Chairs neatly under tables after meals; stacked near DR window on departure.

ACCOMMODATION AREAS:

1. BEDROOMS/ FLOORS: Before you leave, vacuum all rooms, under beds and hallways.
Check for litter and personal property.
Ensure all mattresses are rubber side up, with mattress protectors and pillows straight.
Empty all bins into main hallway bin.
2. BATHROOMS: Check them and leave them tidy.
3. LODGE ENTRANCES: Sweep entrance and stairs as required.

RECREATION HALL/ GROUNDS:

1. FLOORS: Vacuum the entrance, hallway and recreation hall.
Return furniture.
Remove all tape & decorations. Clean whiteboards.
2. TOILETS: Check them and leave them tidy.
4. GROUNDS: Ensure all papers, cans and mess are disposed of.
Pathways to be swept and left tidy.
5. SPORTING EQUIPMENT Return to Rec Hall in same condition as borrowed. Any lost or damaged equipment to be reported (fee may be incurred).

***PLEASE NOTE: All cleaning equipment will be made available by camp staff.
Portable vacuum cleaners are located in lodge hall and Rec Hall cupboards.***



THE LAST DAY CLEAN-UP CHECKLIST

CLEAN UP DUTY

DINING ROOM

- ✓ Wipe down tables
- ✓ Stack chairs near windows
- ✓ Sweep & mop floors

ACCOMMODATION

- ✓ Vacuum all rooms, under beds and hallways
- ✓ Check for litter and personal property
- ✓ Check bathrooms and leave tidy
- ✓ Mattresses rubber side up; protectors straight
- ✓ Sweep entrance and stairs

RECREATION HALL

- ✓ Return all furniture as found
- ✓ Clean all whiteboards
- ✓ Vacuum carpet area
- ✓ Remove all decorations & tape
- ✓ Return sports equipment
- ✓ Check all toilets and leave tidy

GROUNDS

- ✓ Ensure all papers, cans and mess are disposed of
- ✓ No cigarette butts
- ✓ Pathways swept and tidy



MAP DIRECTIONS

Camp Wyuna Melways: Page 500 F1

- From Geelong, take the Queenscliff Road
- Once you are approaching Queenscliff, look for the Marine Discovery Centre on your left
- Flick your right indicator as you enter Queenscliff's 60km/hr zone
- You will see King St to your left. Immediately on your right is Camp Wyuna's entrance.
- - **Coaches should park outside**
 - **Limited car parking inside camp grounds**
 - **Leave vehicle access south of fire hydrant**
 - **Overflow parking outside gate and on King Street**
 - **Always be aware of vehicles entering and leaving**

EMERGENCY- FIRE/ AMBULANCE/ POLICE 000 or 112 (from mobiles)

Bellarine Medical Centre (03) 5258 0888:

- From Camp, follow road back towards Point Lonsdale
- At first roundabout, turn left
- After approx 350m, take first turn right
- 100m on left is car park for Medical Centre

Geelong Hospital (03) 5226 7564 or 000:

- Take Queenscliff Rd back to Geelong
- On entering the Geelong outskirts, continue on same road toward city
- Continue on to Bellarine Street. A & E is on the corner.