

24 August 2018

Dear Parents

Re: Crusaders (Cadet U14/U19) Camp – Legacy on Geographe 08 – 10 Feb 2019

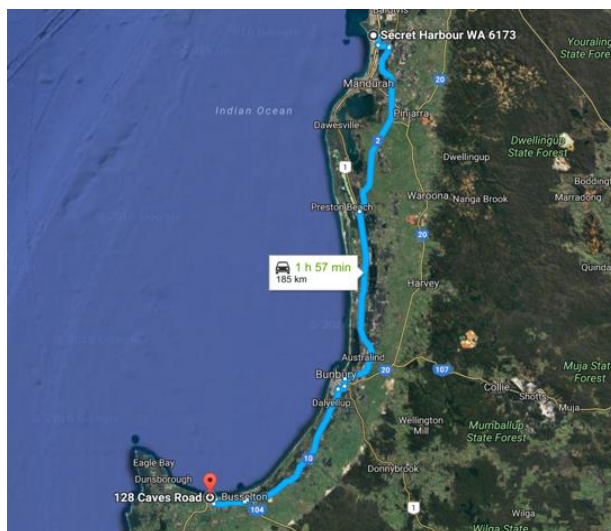
This year's Cadet Camp is to be held at Legacy on Geographe, 128 Caves Road, which is nestled on five acres, 11kms south of Busselton on the edge of Geographe Bay. The Camp is scheduled to begin on Friday 08 Feb 19 at 5pm and conclude around 4:30pm Sunday 10 Feb 19. The camp will expose Cadets to broader opportunities within Surf Life Saving and is a fitting reward for the cadets for their commitment over the summer months.

This letter serves as your **Information Booklet¹** and the following items have been included:

- Permission slip
- Dietary requirements notice
- Medical conditions notice
- Sequence of Events (Tentative Programme)
- List of requirements for the camp
- Legacy on Geographe Layout.

Legacy on Geographe is situated, 185kms south of Secret Harbour, near the picturesque town of Busselton.

On the camp doorstep are kilometres of white sandy beaches alongside the generally tranquil waters of Geographe Bay, providing a great playground for our planned activities.



The camp will be fully catered and accommodation is dormitory style. See the attached Legacy on Geographe Layout.

¹The Government of Western Australia Education Guidelines Excursions Policy V2.2 and Procedures 2.6, SLSA Member Protection Policy 6.5 and SHSLSC Bylaws have been used in the preparation of this document.

The plan will be to meet at the Surf Club car park by 5pm on Friday 08 Feb 19. We will then load personal equipment and craft into the vehicles for a 5:30pm departure. If you cannot be there on time you need to advise us ASAP so that alternative arrangements can be made.

The camp will be run by Club Facilitators that have met the SLSWA child protection requirements.

The format for the camp is based around having fun, developing teamwork and exposing the Crusader's to new activities. It's not a training weekend, but everyone will be expected to participate in all of the activities set by the Facilitators.

We'll have special guests who will assist us with some of our activities and hopefully they will be available to join us for an overnight stay and lead us in a discussion into the pathways that Surf Life Saving has available and a bit of an insight on their journey through surf.

We will also be rewarding our Youth Involvement Program (YIPs) participants with their Bronze Level reward - Crusader's Hoodie. (Don't forget to indicate your child size on the permission slip).

Cadets are welcome to bring their Surf Life Saving Boards, as paddling will form part of the activities in exploring Geographe Bay. If you don't have a board let us know so that we can make arrangements to source one from the club. Other activities including, kayaking, surfing, swimming, snorkelling, exploration of the local area and free time (supervised), will be made available. Crusaders with RSTs will be provided an opportunity to drive our IRBs under supervision of IRB drivers on the flat waters of Geographe Bay. IRBs will be equipped to meet all waterways regulations.

If your son/daughter has any dietary requirements, allergies (to nuts, bees, thistles etc); wears a medical alert bracelet; carries an anaphylactic pen etc. we need to know about this. Please make sure you complete the appropriate sections of the enclosed forms.

Whilst this camp is designed to be fun and rewarding, there will be behavioural expectations placed on each person that are in accordance with our SLSC Member Protection Policy 6.5 and Secret Harbour SLSC Bylaws paragraph 6.8. (Please refer to <http://secretharbourslsc.com/wp-content/uploads/SHSLSC-Club-Bylaws-July-2015.pdf>).

We have an obligation to respect the requirements of the management of Legacy on Geographe, who are our hosts, and to behave in an appropriate manner towards each other and the environment in which we operate. Everyone is expected to follow the instructions of the Camp Facilitators. Although we do not expect this to happen, any person who cannot honour this requirement will be sent home immediately. This will require you to collect your son/daughter.

We hope to take a team/group photo, and will be keeping you up to date on Facebook over the course of the camp.

To be eligible to receive the subsidised camp fee of \$100, camp participants must be active in the club actively contributing over the season. Most of the cost being covered by the Club, our valued partners and funds raised by the Crusader's participation in water safety activities and community events.

We will need confirmation of your child's/your attendance, along with Hoodie Size and dietary requirements and payment no later than Wed 23 Jan 2019.

Confirmation of camp attendance will be based on:

- Return of permission slip and associated paperwork (attached) to the club office or email members@secretharbourslsc.com.
- Payment for the camp.

Club accounts can be paid by:

Bank Transfer

Westpac

Secret Harbour Surf Life Saving Club Inc

BSB: 036060

Account Number: 108739

Please Quote 'Legacy' and 'Surname' when paying accounts and email payment receipt to admin@secretharbourslsc.com

Credit Card

Pay by credit card: <https://www.trybooking.com/book/event?embed&eid=426872>

OR

Contact the club to pay by credit card over the phone during office hours.

If you have any additional questions, please do not hesitate to contact us.
Yours Sincerely,

Garry and Megan Williams
YIPs Camp Coordinators
Secret Harbour SLSC
williamsaigm@bigpond.com
Mobile: 0418 472 827 or 0407 499 775

Camp Coordinators

The camp will be run and supervised by a minimum of ten (10) facilities that will be living in at Legacy on Geographe . All are required to have current working with children checks that have been checked by the club administration. Other Surf Life Saving Members may be in attendance during the day to assist with camp activities.

- **Senior Camp Facilitators:**
 - Garry Williams – Camp Coordinator
 - Phone: 0418 472 827
 - Megan Williams (Member Welfare Officer)
- **Other Camp Facilitators TBC prior to the camp**

Accommodation & Logistics

Accommodation will be Dormitory style. See Floor Plan below.

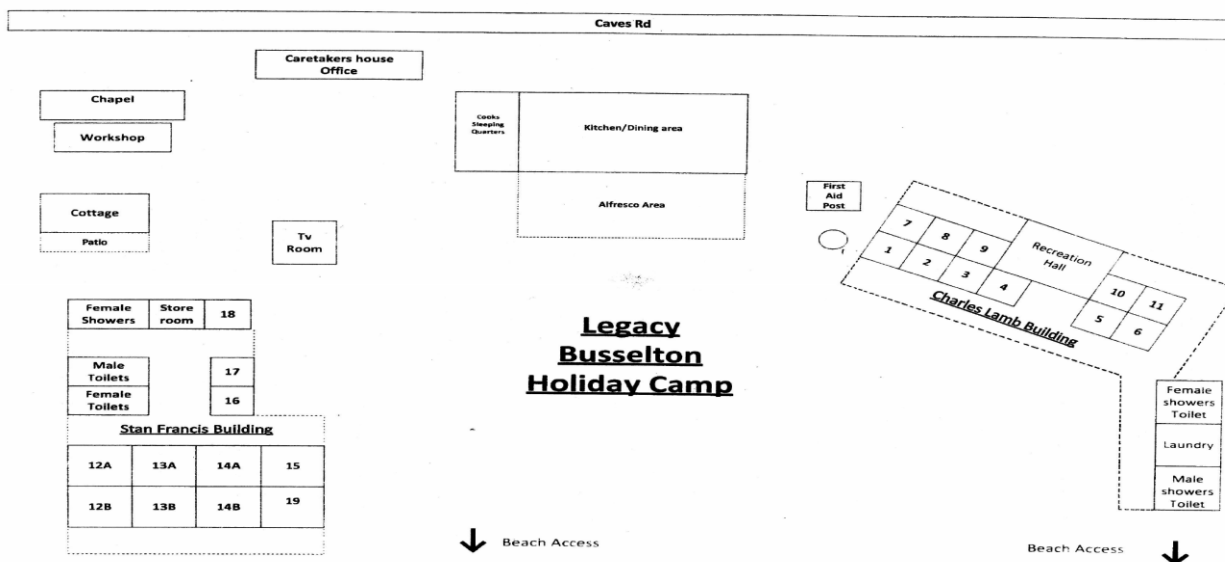
Specific control measures associated to individual male and female accommodation / change room & ablutions access and use is IAW SHSLSC Code of Conduct will be applied for the duration of the camp.

Separate male and female change rooms and ablutions are provided.

Males and Female camp participants will be accommodated in separate rooms. This will be strictly enforced by the facilitators.

The supervision ratio for Facilitators to Participants will be not less than 1:5. Camp Leaders/Facilitators will be of mixed gender.

Parents concerned with the accommodation plan should contact Garry Williams so that any concerns can be addressed.



An approximate timetable of activities will be:
(This schedule is subject to change on the day)

Day 1: 08 Feb 19

5pm	Meet Secret Harbour SLSC Carpark
5:30pm	Depart for Legacy on Geographe Dinner will be on Route – At member expense
8:00pm	Arrive Legacy on Geographe
8:10pm	Camp introduction / safety brief Unload and Familiarisation of facilities
8:30 - 9:00pm	Unpack
9:30 – 10:30pm	Light refreshment and Camp discussion with Cadets
10:30pm	Lights Out

Day 2: 09 Feb 19

Option 1

06:30am	Wake Up
07:00 – 7:30am	Morning Run – explore

Option 2

06:00am	Wake Up
06:30 – 7:30am	Early Morning Paddle/Row
08:00 – 8:30am	Breakfast
08:45 – 1:00pm	Visit Smith Beach/ Hamelin Bay – Team Challenges/Surfing/Board/Ski
1:00 – 1:30pm	Lunch Hamelin Bay
1:30 – 5:00pm	Break into teams for activities – Team Challenge – return to Camp
5:00- 5:30pm	Own time to explore area
5:30 – 6:30pm	Clean up and Personal preparations pre-dinner
6:30 – 7:30pm	Dinner
7:30 – 8:30pm	Camp discussion with Cadets (Presentation by Guest Speakers. Their Journey in Surf Life Saving)
8:30 – 10:30pm	Personal time/Movie/YIPS Booklet Completion
10:30pm	Lights Out

Day 3: 10 Feb 19

06:30 am	Wake Up
07:00 – 8:30am	Morning paddle/Kayak/Run/Activity
9:00 – 9:45am	Breakfast
10:30 – 12:00	Team Challenge
12:00 – 12:30pm	Lunch
12:30 – 1:30pm	Pack-up/load vehicles/Clean up accommodation
2:00pm	Depart Legacy on Geographe
5:30pm	Arrive Secret Harbour SLSC

TBC – Possible Visit to SMITHS Beach SLSC

What to Bring

The following is a list of equipment is required by all persons attending:

1. Each person may bring other personal equipment or items to use (Walkman / iPod / camera / Mobile Phone).
2. No responsibility can or will be taken for the loss of personal items (cash, iPods, cameras and phones included).
3. A **No Hat No Play** policy will be enforced. Make sure a hat is packed.
4. Club equipment will be made available, personal boards are required.

Item	Qty	Compulsory / Optional
Personal Medications (to advise)	as required	C
Pillow	1	C
Sleeping Bag/sheet and/or doona	1	C
Pyjamas / Sleeping Attire	1	C
Toiletries (soap / toothbrush etc)	all as required	C
Flashlight / Torch	all as required	C
Casual Outfit (neat)	1	C
Warm Jumper or Jacket	2	C
Track Pants / Trousers	either or both	C
T-Shirts (short and long sleeve / include Club shirt)	3	C
Underwear and Socks	2 of each	C
Wet Weather (Spray) Jacket [check the forecast]	1	O
Spare Dry Clothes (preferably warm items)	1 set	C
Board Shorts / Swimmers / Bathing	1	C
(Club) Rash Vest / Wetsuit either or both	1	C
Runners / Athletic Shoes	1	C
Sports Attire (shorts and top) [for daily activities]	2	C
Beach Towel	2	C
Sun Hat	1	C
Sunscreen	1	C
Swimming goggles	1	C
Sunglasses	1	O
Thongs	1	C
Water bottle	1	C
Insect Repellent	1	O
Equipment (Board/Fishing Gear)	1	O
Personal cash (approx \$30-\$50)		

Insurance/Indemnity

The SHSLSC's members' registrations through Surf Life Saving Western Australia (SLSWA) will cover all members' for insurance purposes. All participants (Under 14's – U19, and Facilitators) are to be registered members of SHSLSC.

Behavioural Expectations

Whilst this camp is designed to be fun and rewarding, there will be behavioural expectations placed on each person in accordance with our SLSA Member Protection Policy 6.5 and Secret Harbour SLSC Bylaws paragraph 6.8. (Please refer to <http://secretharbourslsc.com/wp-content/uploads/SHSLSC-Club-Bylaws-July-2015.pdf>).

We have an obligation to respect the requirements of the management of Legacy on Geographe, who are our hosts, and to behave in an appropriate manner towards each other and the environment in which we operate. Everyone is expected to follow the instructions of the Camp Facilitators. Although we do not expect this to happen, any person who cannot honour this requirement will be sent home immediately. This will require you to collect your son/daughter.

Transport

Transport to and from Legacy on Geographe will be provided by bus. There may be a requirement for some Crusader's to accompany facilitators in Private Motor Vehicles when transporting equipment.

Risk Analysis and Management Work sheet

Safety and welfare is the responsibility of the Camp Coordinator. The camp is to be conducted in accordance to the Surf Life Saving Policies, and the Risk Analysis and Management work sheet. All activities are to be preceded by a specific activity Risk Analysis.

An overall safety brief is to be conducted by the Camp Coordinator prior to any activity commencing. Facilitators are to provide detailed safety briefs to all participants, prior to conducting individual activities.

The safety, welfare and wellbeing of participants is supported by SLSWA's requirement to ensure Club's identify Welfare Officers to all participants in advance of activities of the camp. Megan Williams is the identified Welfare Officer who will be on site for the duration of the camp.

Risk Analysis and Emergency Procedures

Context for risk assessment

The ratios of Facilitators to juniors will not exceed 1:5, and in most cases will be less.

Emergency actions are relatively simple, with the club 4WD utilised as the emergency vehicle to transfer the patient to the planned point of recovery or in urgent cases an ambulance will be called.

Weather, to include air temperature for the area will be researched one week prior to the commencement of the activity and in the immediate days leading to the activity.

Risk	Control	Emergency Response
Environment		
External activity area unsuitable Eg. Too wet Winds too strong	Monitor forecast daily Review conditions at start of each session Continue to monitor as session continues. Shift to another location or training centre if necessary. Return to camp, and relocate activity to another alternative location	Return to camp, and relocate activity to another alternative location
Heat	Monitor forecast, sun protection, suitable clothing, hydration, monitor group.	Evacuate group if heat stress likely.
Cold	Monitor conditions and forecast, suitable clothing, carry hot drinks.	Returns to vehicle evacuate, warm drinks and re evaluate
People		
Minor injury, sudden minor illness	Limit exposure to hazards, ensure safe practices in all activities, appropriate protective clothing, check all equipment, health declaration	First aid or evacuate if necessary
Major injury, illness	Health, injury, medication check at each briefing session, monitor group throughout activity, ensure safe practices, protective clothing, avoid major hazards, take extra care in harder areas.	Treat or reduce at scene if possible, return to vehicle if possible, call emergency services if unable to manage with own resources, transport injured or ill person to appropriate medical aid
Fatigue, muscle soreness	Limit total duration of activity sessions, include breaks, carry snacks & drinks, monitor group, modify activities if necessary	Rest; restrict activities necessary and return to pavilion
Equipment		
Faulty, damaged items	Inspect all equipment at start of activity, repair or replace if necessary, inspect daily, carry repair kit and spares.	Evacuate group if major equipment damage and items unable to be temporarily repaired.

Emergency Equipment Used or Carried by the Facilitators

First Aid Kit	2 x IRBs
Water Bottles	Oxy Kit
Mobile Phone	Whistle
Emergency Contract Details	Radio
Sun Block	Club Ute
Personal medications (as required)	

Key Phone Numbers

- External Emergency Contacts
Emergency Services: 000
- Camp Coordinator: Garry Williams: phone 0418 472 827

Weather

The Camp Coordinator is to monitor weather conditions 36 hours, 24 hours, and 6 hours prior to commencing the activity. The activity is not to commence or is to cease immediately if the following occur:

- Windspeeds over 35 knots
- Lightning
- Severe thunderstorms or squalls
- Gales
- Tropical cyclones within 500 nautical miles of the activity area.

Medical General

Camp Coordinator is to ensure suitably qualified medical personnel are on location for the duration of the event.

Facilitators are to carry an appropriate stocked first aid kit whilst conducting away from base activities and a comprehensive first aid kit is to be maintained in the safety vehicle.

Communications

The primary means of communications will be through the Camp coordinator via mobile phone and UHF Radio using the Training Channel

If an incident does occur which requires communications to the participant Parent/Guardian/club this will be via phone from the Camp Coordinator. The SLSA Social Media 6.20 will be strictly enforced.



Secret Harbour Surf Life Saving Club
Parental/Cadet Permission Slip Cadet Camp, Legacy on Geographe
08 – 10 Feb 2019

Name of Child Attending:			
Child Date of Birth:			
Parent/Guardian Name:			
Contact Details:			
	<i>Mobile Phone</i>	<i>Home Phone</i>	<i>Email</i>
Alternative Family Contact:			
	<i>Insert Name</i>		
Relationship to child:			
Contact Details:			
	<i>Mobile Phone</i>	<i>Home Phone</i>	<i>Email</i>

Hoodie Size (Please circle - sizes are men's)

XS S M L XL XXL XXXL

Special Dietary Requirements:

Please list any dietary requirements that your son/daughter may have e.g. vegetarian, gluten intolerant

Medical Alert Notice:

In the interest of your child's health and safety we would be grateful if you could acknowledge the following:

"As a natural consequence of their involvement in this Club Camp, your child may at some time be injured or involved in an accident. The information provided will help us better care for your child."

Please list any medical conditions or alert requirements that your son/daughter may have eg. Asthma, allergic to bee stings, thistles, nuts, uses prescribed or self-administered medications, uses an anaphylactic pen, has diabetes, has a medic alert bracelet etc.

Other Information:

Please provide any other information about your child, which will enable the organisers to provide a more effective level of care i.e. existing injuries, previous operations, and other issues:

When was your child's last tetanus shot?	
<i>Insert Date</i>	
Medicare Number:	
Do you have Private Health Insurance?	Yes / No
<i>Please circle</i>	
Name of Company:	
Do you have Ambulance Cover?	Yes / No
<i>Please circle</i>	
Name of Family Doctor / medical Centre	
Contact details:	
<i>Phone Number</i>	

Please tick the following to confirm you have read:

- I am aware that involvement in these activities may require my child travelling by private vehicle.
- Where it is not practical to communicate with me, I authorise the Camp Co-ordinator to consent to my child receiving medical treatment as may be considered necessary.
- We acknowledge that Camp Leaders and those others accompanying Club members on this Camp will take all reasonable care while the participants are in their charge to protect them from injury and to control and supervise their behaviour and activities. However, we acknowledge that each individual child has a duty to take responsibility for their own actions and behaviour during this camp.
- We are aware that Camp Facilitators and other helpers are not responsible for injuries or damage to property, which may occur where, in all circumstances, they have not been negligent.
- We accept that costs incurred as a result of accident or illness is the responsibility of the parent/guardian.
- The Club's insurance policy provides a general public and products liability of up to \$20,000,000 and covers:
 - o *"Legal liability to third parties for Injury and/or Damage to Property caused by an occurrence in connection with the insured's business"*
- We accept the conditions outlined above and understand the behavioural expectations placed on each person.
- We also understand that any person who cannot honour this requirement will be sent home immediately. This has been emphasized with our son/daughter(s).
- Unless previously advised, we shall collect him/her/them from Secret Harbour SLSC at the conclusion of the camp on Sunday the 10 Feb 19 at 530pm
- I have read and understand the information provided above and give permission for my son/daughter(s) to be part of the Secret Harbour SLSC Cadet Camp from 5pm Friday 09 Feb to 530pm Sunday 10th Feb 2019.
- He/she/they understand that he/she/they have an obligation to respect the requirements of the camp, Legacy on Geographe, Busselton, and to behave in an appropriate manner towards each other and the environment they are in and in accordance with the policies of Secret Harbour Surf Life Saving Club.
- He/she/they also understand that the instructions of the Camp Facilitators are to be followed and that they will be sent home immediately if they misbehave.

Cadet/Attendee Name:

_____ *Please print* *Signature*

Parent/Guardian Name:

_____ *Please print*

Signed (Parent/Guardian):

_____ *Signature* *Date*