

16 December 2021

Dear Parents

Re: Crusaders (Cadet U14/U19) Camp – Serpentine Camp 04 – 06 Feb 2022

This year's Cadet Camp is to be held at Serpentine Camp, 22 Transit Road Jarrahdale, which is located 45min South of Perth. The Camp is scheduled to begin on Friday 04 Feb 22 at 5pm and conclude around 2:30pm Sunday 06 Feb 22. The camp will expose Cadets to broader opportunities within Surf Life Saving and is a fitting reward for the Crusaders (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
- Camp Cost \$110.

The camp will be fully catered and accommodation is dormitory style.

Please note that attendance for the whole camp period is mandatory for participants. We simply can't have participants coming and going over the weekend. If there are any question with regard to this please direct them to Garry Williams as soon as possible. We would also like to take everyone but numbers are limited to a total of 65 at the camp.

The plan will be to meet at the Surf Club car park by 5pm on Friday 04 Feb 22. We will then load personal equipment and craft into the vehicles for a 5:30pm departure. If you cannot be there at 5pm; you need to advise us ASAP so that we can delay departure or make alternative transport arrangements.

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 Engagement Program (YEPs) participants with their Bronze Level reward - Crusader's Hoodie. (Don't forget to indicate your child size on the permission slip).

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.

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 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 the Serpentine Camp, 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.

The camp is highly subsidised by the Club, our valued partners and funds raised by the Crusader's participation in water safety activities, Abalone Patrols and community events and there for it is expected that our attendees will have been contributing actively over the season.

We will need confirmation of your child's/your attendance, along with Hoodie Size and dietary requirements and payment no later than **Friday 21 Jan 2022**.

Will confirmation is required by the 21 Jan 2022, **Places are limited for the camp – so it is highly recommended that you return the camp letter to the Club with the camp fee of \$110 as soon as possible.**

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 'Camp' and 'Surname' when paying accounts and email payment receipt to members@secretharbourslsc.com

Credit Card

Pay by credit card using the SLSA payment gateway at the following link: https://pnpnet.qvalent.com/OnlinePaymentServlet?cd_community=SLSA&cd_currency=AUD

OR



Contact the club to pay by credit card over the phone during office hours 9524 7092.

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

Garry Williams
YEPs Camp Coordinator
Secret Harbour SLSC
0418472827



Camp Coordinators

The camp will be run and supervised by a minimum of ten (10) facilitators that will be living in at Camp Serpentine. 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: 0418472827
- **Other Camp Facilitators TBC prior to the camp**

Accommodation & Logistics

Accommodation will be Dormitory style.

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.

Approximate timetable of activities will be:

(This schedule is subject to change on the day)

Day 1: 04 Feb 22

5pm	Meet Secret Harbour SLSC Carpark
5:30pm	Depart for Serpentine Dinner will be on Route – At member expense
7:00pm	Arrive Serpentine
7:10pm	Camp introduction / safety brief Unload and Familiarisation of facilities
7:30 - 8:30pm	Unpack
8:30 – 10:30pm	Light refreshment/Team Building and Camp discussion with Cadets
10:30pm	Lights Out

Day 2: 05 Feb 22

	TBC
06:00am	Wake Up/Breakfast
06:30 – 10:30am	Early Morning Activity Potentially to the city or local area
10:30 – 12:30pm	Activities
1:00 – 1:30pm	Lunch
1:30 – 5:00pm	Break into teams for activities – Team Challenge – Serpentine Falls
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/YLP/Training Officer Booklet Completion
10:30pm	Lights Out

Day 3: 06 Feb 22

06:30 am	Wake Up
07:00 – 8:30am	Morning /Activity
9:00 – 9:45am	Breakfast
10:00 – 12:00	Team Challenge
12:00 – 12:30pm	Lunch on the way home
14:30pm	Arrive Secret Harbour 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 / Bathers	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 for dinner Friday night / Snacks and lunch on the return on Sunday)		

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. Ian Noorman 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 one of the Buses or mentors vehicle being 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	Bus
Personal medications (as required)	Mentor Vehicle as required

Key Phone Numbers

- External Emergency Contacts
Emergency Services: 000
- Camp Coordinator: Garry Williams 0418472827

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, Serpentine
04 – 06 Feb 2022

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>

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 06 Feb 22 at 230pm
- 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 04 Feb to 230pm Sunday 06th Feb 2022.
- He/she/they understand that he/she/they have an obligation to respect the requirements of the camp, Serpentine, 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