



Important Notes for Leaders

As leader, you are responsible for the group that you bring to the camp and what happens to them while they are here. It is vital you have correct ratios of staff to children and management processes in place to ensure their safety at all times.

Arrival

On arrival please collect the camp folder from the office. This includes your key, these notes, your 'Group Report' and evaluation, 'Wi-Fi Vouchers, and Incident Forms.

Unload the buses using the second entry door. This has less steps to carry bags up. Once bags are inside please have group assemble on the inside hall stairs for a briefing with the managers.

Briefing

The acronym 'WE CARE' (see page 22 for full outline) is used to cover the following areas:

- W**ater (Tank)
- C**amp buildings and facilities
- E**mergency Procedures
- A**nimals, birds and plants
- R**esources and Rubbish
- E**ach other

Camping

If this is part of your program, please check with camp management before pitching any tents.

Cleaning

Cleaning equipment is available in the amenities at either end of the building in case you need to use it, Kitchen cleaning equipment is behind the door in the washup room. The cleaning cupboard next to the laundry has extra brooms and supplies but must be kept locked. The key hanging in the kitchen will open it. Equipment is colour coded as follows:

	GENERAL	Equipment is kept in the Cleaning Cupboard next to the Laundry
	BATHROOMS	Equipment is kept behind the Bathroom Entry Door
	KITCHEN	Equipment is kept behind the Washroom Door

The Centre is cleaned after you have used it but we do appreciate it being left tidy with everything in its right place. Cleaning that takes a lot longer than usual will incur an extra charge.

'Create a Memory' Photo Wall/Happy Memories Book

Our motto here is 'Create a Memory'. We would appreciate it if you could send us a photo of your group to add to our memory wall upstairs. We also have a Happy Memories book where students are welcome to share their favourite camp memory.

Damages

Your group is responsible for damage, breakage or loss of property. Please report to management.

Day Visitors

Please keep a record of day visitors as you need to know who is on site in case of an emergency. There is an extra charge for day visitors.

Departure

Ensuites, bunkrooms and the mezzanine floor must be cleared by 9:00 am ready for cleaning.

All rubbish must be removed from the Centre and placed in the wheelie bins outside near the Woodshed. Rubbish bags are available in the cleaning cupboard next to the laundry to replace bin liners.

Leave facility as it was when you arrived, with everything put away correctly.

Equipment Available for Use

The Centre has a whiteboard, Data Projector, Sound System, Piano, Keyboard and TV/DVD player available for you to use. Please let us know if you require any of this equipment.

Ethos

Please remember that the camp is a Christian camp. It is expected that all groups conduct themselves in a respectful manner.

Fireplace

You are welcome to light a fire. Matches are available in the top kitchen drawer on the right hand side of the kitchen. Wood is available from the woodshed at the far end of the building.

Please use the fire screen at all times. The wood burner is better to use for warming up the building.

Fires Outside

Are not permitted on the Camp Grounds except as directed by the Manager and as permitted by the local Fire Authorities.

First Aid

You must have a currently trained person delegated to this task and bring a group first aid kit with you, along with any medications your group may need and medical records.

Ice Packs

Kept in the bar fridge by the hot drink server. Please return after use.

Keys

A key to the building and rooms is hanging just inside the kitchen door. Individual keys to the rooms are available. Please contact camp management if you want to use this option.

Laundry Facilities

Situated on the ground floor at the boys end. There is a coin operated washing machine (2x \$2 coins required) and a coin operated dryer (2x \$1 coins required)

Lights

The switches for the main hall lights are in the blue switch board cabinet in the foyer by the ladies amenities. They are clearly labelled and are the top three switches. Please turn them off at night and during the day if they are not needed. The bottom three switches are for outside lights only.

There is a night light downstairs. The switch is across from the server. There are also lights in the stairwells that can be left on at night. Please turn all other lights off at night.

Night Activity

With respect for the neighbours, all noisy activities should cease by 10 pm.

Not Permitted

Smoking, alcohol, illegal drugs, pets (except guide dogs/assistance dogs with prior permission from management), firearms, fireworks or explosives of any kind are not permitted on the property.

Out of Bounds Areas

The kitchen and wash up rooms are out of bounds for children, unless under strict supervision by adult leaders.

The pump shed and water tank areas are all out of bounds as is the Managers House and Workshop area. Please keep your group within our Camp boundaries. There is a map on the website under Activities that shows this.

Children are not allowed on any of the activities without adult supervision.

Security

You are responsible for your own group and their property while on site. A key is provided to keep the building secure when you are not there. Camp Managers live on site.

Self-Catering

To ensure the safe use of our kitchen and the preparation of safe, healthy food, all groups are required to complete the Self-Catering Kitchen Usage agreement. Your cook must have completed Food Safety Training (this can be done for free on www.gsbc.imalert.com.au and be given a copy of the Kitchen Guidelines. Please have your cook plan for a packed lunch on the day of departure, they need to have the kitchen clean and be out of it by 9 am.

Sick Campers

Please don't bring people to the camp with any Covid symptoms. There is vomit powder in the cleaning cupboard opposite the men's amenities for use if someone is sick on the carpet. Viral gastroenteritis (vomiting and diarrhea) can spread easily and quickly from one person to another. Sick individuals with these symptoms should be separated from the group and sent home to prevent any spreading of the illness to other campers.

Tenting

If the facility is full this is allowed but please check with Management before pitching them or placing caravans

Wheelchair Access

Is available from the front of the building and there are ramps on the stairs inside for access to the downstairs rooms. Access is available to the BBQ shed but other areas around the site is limited.