



GENERAL CONDITIONS OF HIRE

It is the responsibility of each group to ensure that campers understand and follow Teen Ranch rules and procedures. Each group must have a competent leader in charge to liaise with Teen Ranch staff. Teen Ranch requires a minimum ratio of one leader per activity group. The group leader is responsible for camper supervision at all times. Teen Ranch staff instruct, lead, and demonstrate all activities but the group leader is deemed to be responsible for overall group supervision, safety and first aid.

WHAT TO BRING: All bedding, bottom sheet and pillow plus either sleeping bag or doona, Enclosed shoes, Long pants for horse riding (if applicable), Old clothes and second pair of enclosed shoes for canoeing (if applicable), Swimmers for the pool (if applicable), Casual clothes, Sunscreen and hat, Insect repellent, Torch, Towel and toiletries, Rain wear, Warm jumper for evenings, Pocket money for snack bar and souvenir shop

ARRIVAL: Teen Ranch 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 as indicated on the program. The overall group leader will be given a briefing sheet which will outline our expectations of group leaders whilst at Teen Ranch, it is the group leaders responsibility to ensure that it is read by all leaders. The overall group leader is also responsible for ensuring that any latecomers are made aware of the camps expectations as covered in the initial orientation meeting.

EMERGENCY PROCEDURES

(i) Procedures. Emergency procedure notices are posted throughout Teen Ranch and campers should make themselves familiar with the arrangements.

(ii) Fire Fighting Equipment. Extinguishers and smoke detectors are vital and are located around the site. These should not be tampered with or removed.

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

PROPERTY

(i) Damage and loss. All breakages and losses to Teen Ranch property or equipment are to be reported to Teen Ranch staff. They will be invoiced to the group. Teen Ranch takes no responsibility for the loss or damage to personal property. Campers are only permitted to access the buildings to which they have been allocated.

(ii) Parking. All vehicle parking is strictly at the owner's risk and only in designated car parks.

(iii) The environment. Do not approach horses unless directed to by a member of Teen Ranch staff. Garbage and recyclable materials are to be placed in designated areas.

(iv) Smoke free environment. No smoking is permitted on Teen Ranch property except by prior arrangement with the programmer in a designated smoking area.

(v) Alcohol & drugs. Teen Ranch is an alcohol and drug free site

(vi) Lost property. Any unclaimed items left behind at the end of a camp will be kept for a period of four weeks before being donated to Lifeline.

(vii) Out of bounds areas. All paddocks, gates, workshops, sheds, residences, surrounding property and river are 'out of bounds'. Other areas including work sites, specialised activities (ropes course, pool, stables and barn) are 'out of bounds' as directed by Teen Ranch staff. These activities can only accessed with the prior approval of Teen Ranch staff and under adult supervision.

TELEPHONE: The group leader will need to bring **one mobile phone** with them.

FIRST AID: First aid is the responsibility of campers and their group leaders. Groups should bring their own first aid equipment and have a qualified leader to administer it. Teen Ranch also has first aid accredited staff on site and a fully equipped first aid room for use by campers when necessary. The group leader is also responsible for transporting children to access medical services when required.

PROGRAMS: Programs and activities are only available with approval prior to arrival at Teen Ranch. The following specialised activities are available at Teen Ranch: abseiling and climbing wall; high ropes course; archery; canoeing; horse riding; giant swing. These activities can only be undertaken with supervision by Teen Ranch staff and age restrictions do apply to some of them. It is the responsibility of the camp hirer to provide adequate supervision for the other activities undertaken. Teen Ranch reserves the right to withdraw equipment or access to activities should the camper group not provide adequate supervision, or be found abusing equipment. When Teen Ranch staff demonstrate, lead or instruct an activity they will take responsibility for the technical skills and related safety of campers. Group leaders are responsible for the supervision and behaviour of campers at the activity, to and from the activity, for those campers awaiting their turn and first aid.

GROUP LEADERS: It is the group leader's responsibility to ensure that

- Campers under 18 years of age have appropriate **parent/guardian consent** to attend the camp
- Each camper has completed a **health/medical record sheet** which includes their Medicare number
- The campsite's **illness and injury register** is filled out for all such incidents
- The campsite will be provided with a written **list of camper names (including leaders)** upon arrival, split into activity groups. Information regarding medical and behavioural issues which may affect the safety of individuals or the group during an activity should be recorded alongside the camper's name.
- All day visiting members and late arrivals of the group are advised of the campsite's safety briefing and 'general conditions of hire'
- Teen Ranch activity staff are advised of medical conditions that may arise that may place the campers or others at risk.
- In accordance with Australian Safety Standards top bunks must not be occupied by any child under the age of six, any sleepwalkers or bed wetters.

BEHAVIOUR: Care and commonsense should be taken in all buildings. Group leaders are asked to remind campers to respect each other, others personal property and the environment. All noise should cease by 11.00 p.m.

Food and drink may only be consumed in the dining room, or out of doors.

The staff at Teen Ranch take pride in presenting the facilities and grounds in an aesthetic, clean, safe and hygienic manner and we welcome your feedback for further improvements.