YMCA OF BRISBANE CAMPING	NO: CAMP-WI	WI-WAR-0001
WORK INSTRUCTION	ISSUE:	**A**

TITLE	**VENUELIFE CLIENT PORTAL INSTRUCTIONS**
RESPONSIBILITY	**CAMP COORDINATORS**

Thank-you for booking with Y Camping! Venuelife can be used as a complete camp management tool and capture everything you need to know about each participant or be used just to capture the **minimum information required by Y Camping**. You control the settings!

To access the LOGIN page go to https://campwarrawee.venuelogin.net/login

MINIMUM DATA REQUIRED

To best manage camps, Y camping require the following data uploaded to Venuelife:

DATA	NOTES
First Name:	Names for all participants and supervising adults/teachers.
Surname:	The first letter of each person's surname ie Joe B. We do not require their full name. To identify staff or supervising adult please add a descriptor ie Joe B (T). Descriptors: (T) = Teacher | (SA) = Supervising Adult | (CC) = Camp Coordinator This will assist when sorting into groups and cabins.
Gender:	Required to assist with allocation of cabins. Client groups are responsible for allocating participants to assigned cabins.
Dietary Needs:	Any special dietary needs for camp attendees. There is a drop-down menu of options.
Medical History:	Relevant medical history for illness or injuries which may impact the participants ability to participate in an activity. We do not require participant's complete medical history.
Complex Behaviours:	Any behavioural or learning issues which may impact participation in activities.

Data fields can be activated or deactivated at your discretion. For example you may elect to activate 'Date of Birth' to identify any participants who may have a birthday during camp or 'Medications' to assist with safe administering of participant medications.

PRIVACY

Ensuring the security, integrity and usefulness of client data is central to all Venuelife architecture, system design and technology choices. The Venuelife platform is hosted by Amazon Web Services (AWS) in Sydney selected for their world-class security, reliability, scalability and performance.

AWS implements and maintains technical and organisational security measures applicable to cloud infrastructure services under globally recognised security assurance frameworks and certifications, including IRAP, ISO 27001, ISO 27017, ISO 27018, PCI DSS Level 1, and SOC 1, 2, and 3. These technical and organisational security measures are validated by independent third-party assessors, and are designed to prevent unauthorised access to or disclosure of customer content.

Client Portal accounts will be automatically closed and data deleted 30 days after departure. An email notification will be sent in-case registration data needs to be downloaded prior.

Venuelife has also been assessed by **Safe Tech 4 Schools** and complies with Education Queensland requirements.

OPTIONS FOR UPLOADING DATA

Venuelife offers three different ways to add data. Options include:

TYPE	NOTES	PAGE
Manual Data Entry	Manually enter each data field for every participant.	9
Participant Data Entry (Online Link)	A unique online link is created specifically for your camp which can be sent to participants/parents. The participants/parents are responsible for entering the data. Once entered you can then use the data to allocate groups and cabins. This option is the best to minimise workload for Camp Coordinators.	12
Import Data Entry (Excel Upload)	Upload data from Excel. Once uploaded in Venuelife you can adjust column headings to align with Venuelife requirements. Best option if participant data needs to be downloaded from another system and then uploaded to Venuelife.	15

# CONTENTS:

STEP 1: GETTING STARTED

1. You will be sent a 'Portal Welcome' email with a to provide access to the Camp Portal (see below). Click on 'Click Here To Login' to open your Guest Portal login page. It will ask for the 'Booking Reference Number'. You will then be prompted to set up your user account. Once logged in you will be able to invite additional users to help manage your booking. You with be the 'Primary' contact.
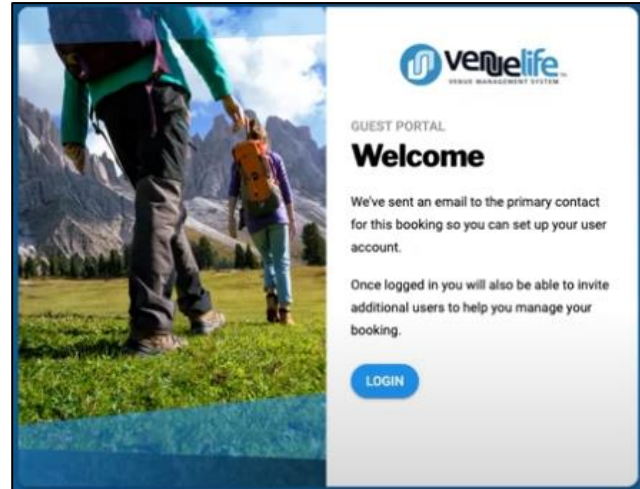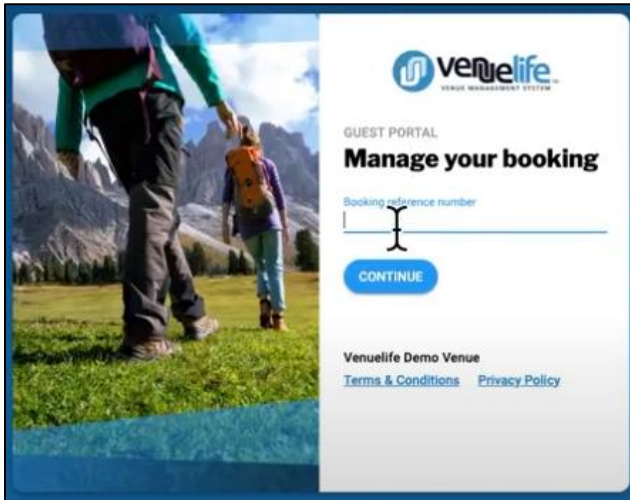

2. Set a password unique to your email address. Each additional user will have their own login.
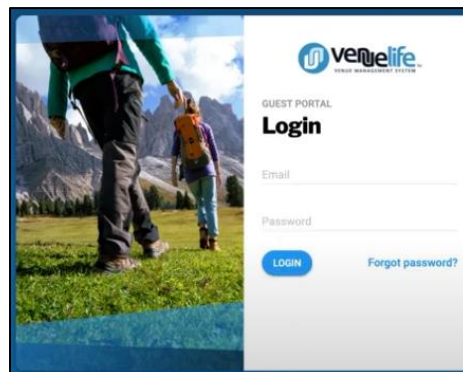
3. Click 'Confirm) to agree to terms. Click on links to review Y Camping's Terms & Conditions and Privacy Policy and also Venuelife's Terms & Conditions and Privacy Policy.
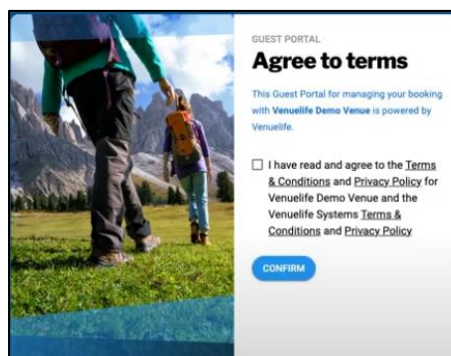

4. The 'Camp Portal' will then open to the 'HOME' page. Please note 'Facilities' listed are indicative only – final cabin allocations will occur once final camp numbers have been received. Note the black section on the left with shortcut links to 'Registrations', 'Diets' etc.
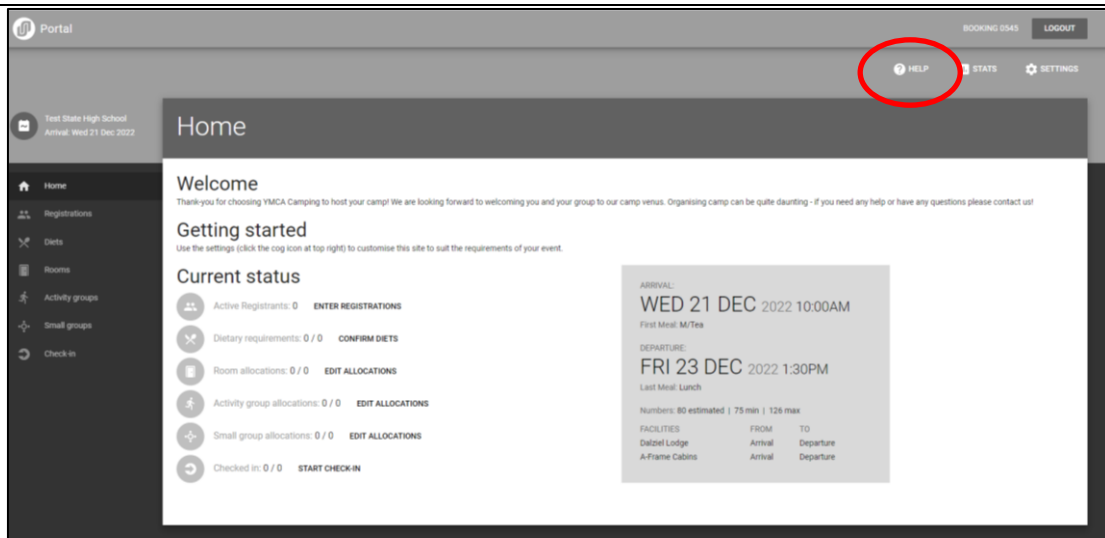
5. Click on 'HELP' (red circle above) which will take you to a series of instructional videos.
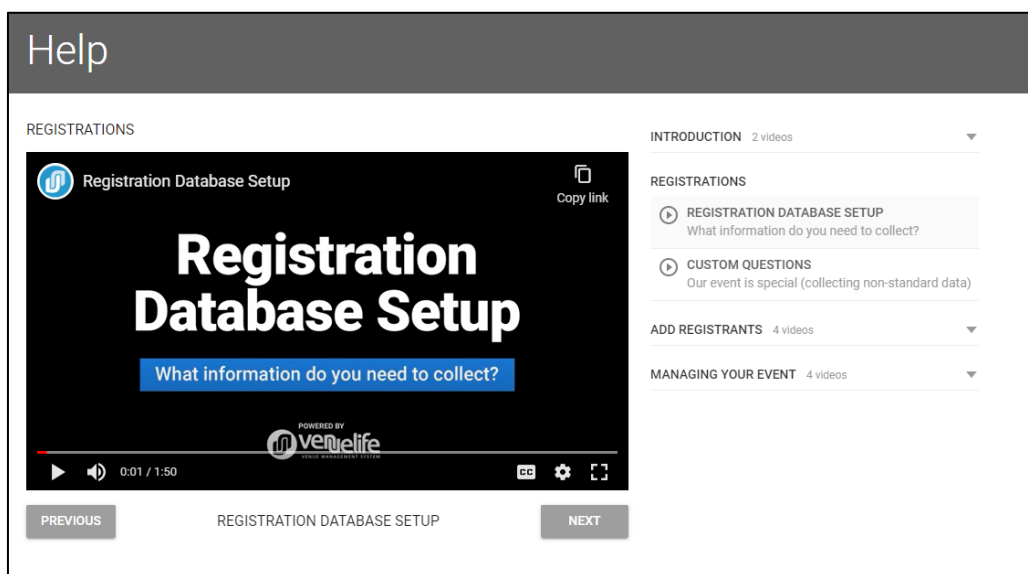
6. Click 'MANAGE USERS' to set-up additional users or manage your own settings. Click 'ADD NEW USER' to add additional people to help manage camp information. Access settings can be adjusted. Click 'SAVE' after each additional user is added.
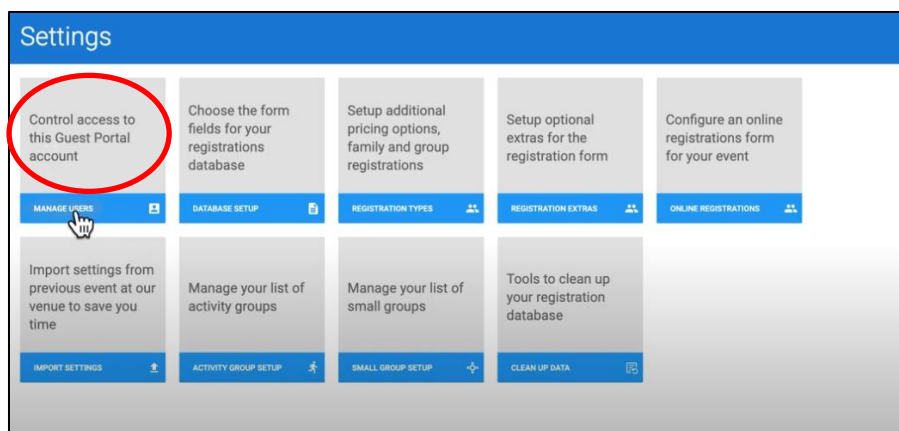
8. Groups may also choose to set-up MFA (multi-factor authentication) for added security. Click on 'Setup MFA'. You will also need to download an authenticator app on your phone (Venuelife recommends the Google one as it is free).
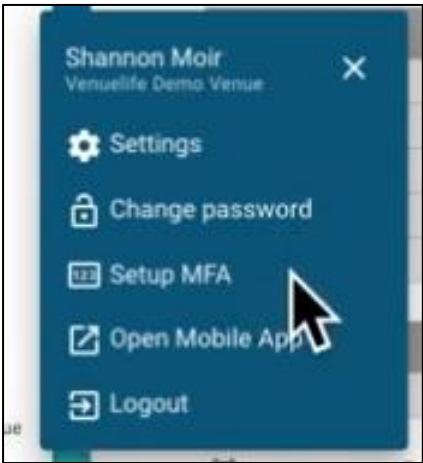
Once your authenticator app is ready click 'I'm ready to scan'. Then enter the 6 digit code and click 'Confirm'. MFA is then enabled.
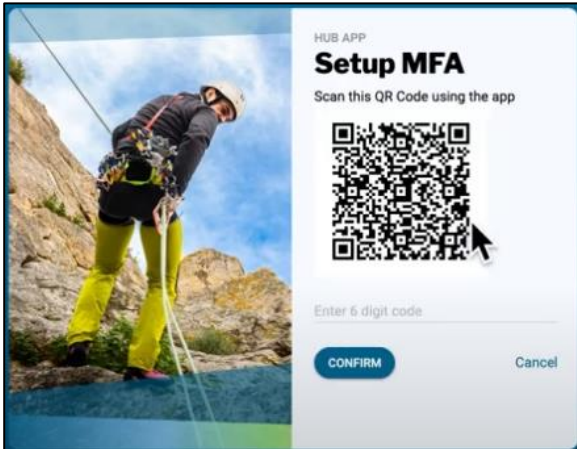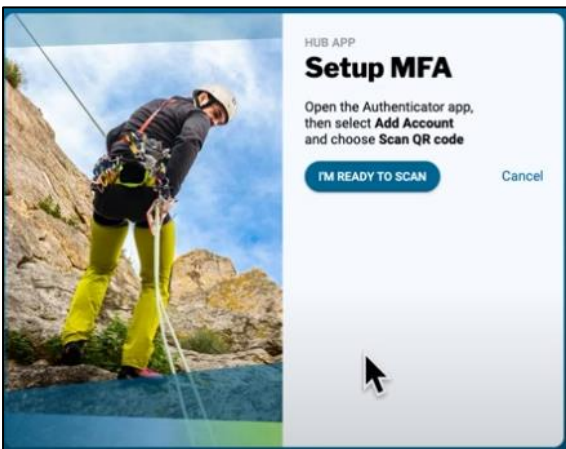
STEP 2: SET-UP REGISTRATION FORM

1. Click 'SETTINGS' (top right corner of 'HOME' page). 'SETTINGS' page will open. Click on 'Choose the form fields for your registrations database'

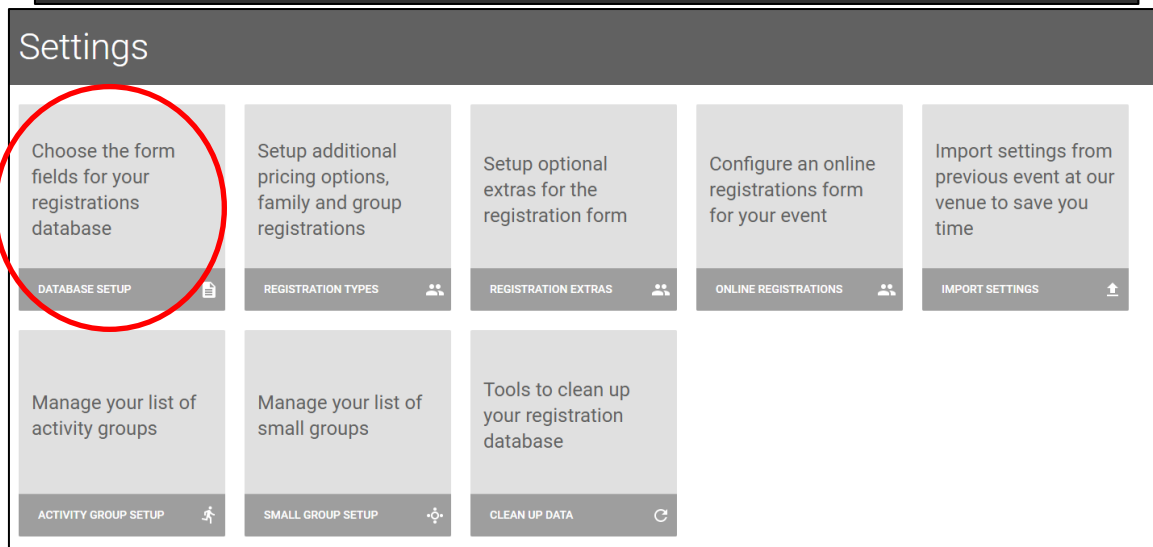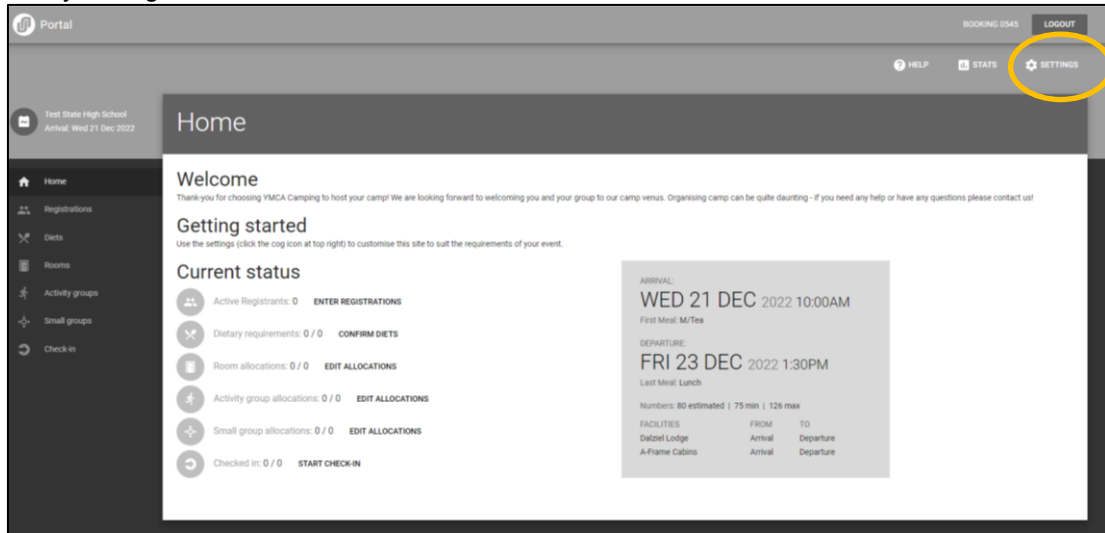2. Select which 'fields' you require for your registration. There are seven categories to work through. Tick which fields are relevant for your camp. Each 'field' has different setting options:

- 'Required' – non-optional information should be marked as 'Required'. We require at a minimum the following:
    - First name
    - Last name (last initial only)
    - Gender
    - Special Diets (automatically included in database – does not require set-up)

- "Optional' – information only required if relevant. We require at a minimum:
    - Medical history
    - Medical condition
    - Complex behaviours

- 'All registrants' or 'Primary registrants' – 'Primary registrant' is the first person entered so all data would be collected. For any additional registrants (i.e. siblings) you could save some time and avoid entering common data twice (e.g. Address). For most camps we suggest selecting 'All registrants'.

Registration Database Setup

We've provided you with a number of fields to select from that are commonly used for event registrations. Additional question fields can be added should you need to store any extra information.

Tick the fields you want to collect information for in your registration database. Decide which fields are required and those that are optional. For multiple person registrations (e.g. families and groups) select whether the field should be applied to All registrants or just the Primary registrant for the group.

👤 PERSONAL DETAILS ⑦

Field	Option	Scope	Field	Option	Scope
☑ First name	Required	All registrants	☑ Last name	Required	All registrants
☐ Age	Optional	All registrants	☐ Date of birth	Optional	All registrants
☐ Gender	Optional	All registrants	☐ Is leader	Optional	All registrants
☐ School year	Optional	All registrants	☐ School class	Optional	All registrants
☐ ID number	Optional	All registrants			

ADD ANOTHER QUESTION

📞 CONTACT DETAILS

Field	Option	Scope	Field	Option	Scope
☐ Email	Optional	All registrants	☐ Mobile phone	Optional	All registrants
☐ Home phone	Optional	All registrants	☐ Work phone	Optional	All registrants
☐ Address	Optional	All registrants	☐ Suburb	Optional	All registrants
☐ City	Optional	All registrants	☐ County	Optional	All registrants
☐ State	Optional	All registrants	☐ Postcode	Optional	All registrants
☐ Country	Optional	All registrants			

ADD ANOTHER QUESTION

3. 'Add Another Question' is a useful function if you need additional information. For example if 'School House' was important you can create a question:

You can set-up questions so it requires a text input, multiple line text input, yes/no, check box or select (as per example above where you enter the options).

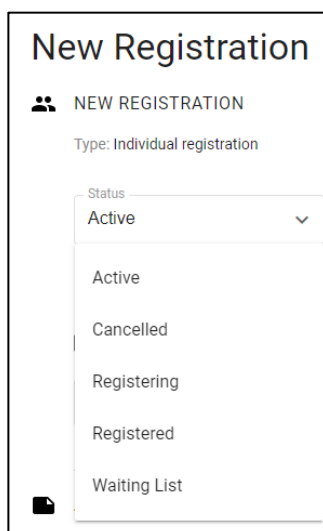Once all 'fields' are selected click **'SAVE FORM SETUP'** at the bottom of the page.

STEP 3: ADDING REGISTRATIONS

There are a few different options for adding data:

- Manual Input – Camp Coordinator enters data directly to registration form via Camp Portal.
- Participant Entry – you can provide camp participants (or parents) with a unique online link so they can enter the data directly themselves. You can also set-up payments.
- Upload From Excel – upload data from Excel.

MANUAL DATA ENTRY

1. Return to 'REGISTRATIONS' and click on 'Add Registrations' button (large red circle with + symbol – see red circle below). Enter details.

2. You can change the 'status' of a registration to 'Active' (attending and approved), 'Cancelled', 'Registering' (incomplete), 'Registered' (wish to attend subject to camp coordinator approving) or 'Waitlist'.
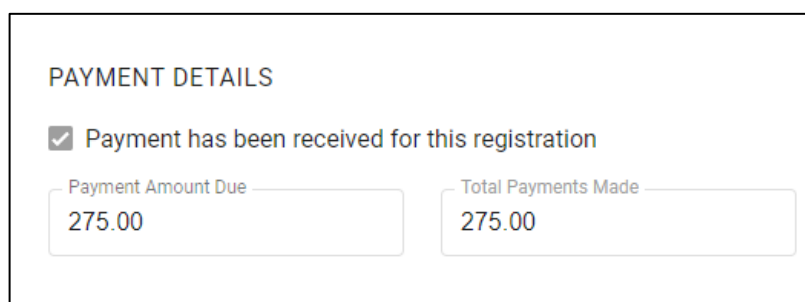
3. Record if payment has been received.

4. Enter any 'Admin Notes' i.e. if participant is getting collected early or similar.

5. Add remaining fields.

6. Add 'Dietary Requirements'. When a dietary is selected you will be asked to add the severity (see below). You can also add any additional dietary information that is relevant.

DIETARY REQUIREMENTS

☐ None to report

☐ Egg Free

☐ Gluten/Wheat Free

☑ Lactose/Dairy Free

Select severity
- Preference
- Intolerance
- Allergy
- Anaphylaxis

☐ Nut Free

☐ Shellfish Free

☐ Vegan

☐ Vegetarian

Additional dietary requirement info

7. Add 'Medical Details'. Add relevant notes and select applicable conditions.

MEDICAL DETAILS

Medical conditions the person has to be aware of
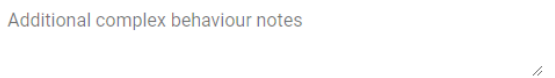
MEDICAL HISTORY

☐ None to report

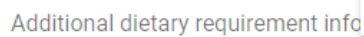| ☑ Allergies | ☑ Anaphylaxis | ☐ Asthma | ☐ Bed wetting | ☐ Diabetes |
| ☑ Eczema | ☑ Epilepsy / seizures | ☐ Fainting / dizzy spells | ☐ Heart problems | ☐ Immunisations up to date |
| ☑ Migraines | ☑ Physical disability | ☐ Sleepwalking | ☐ Travel sickness | ☐ Other (please specify) |

8. Add 'Complex Behaviours'. Add relevant notes and select applicable behaviours.

COMPLEX BEHAVIOURS

☐ None to report

| ☐ ADHD - Hyperactive | ☐ ADHD - Inattentiveness | ☐ Anxiety | ☐ Autism spectrum disorder | ☐ Conduct disorder |
| ☐ Intellectual disability | ☐ Mood disorders | ☐ Oppositional defiant disorder | ☐ Other (please specify) | |

Additional complex behaviour notes

9. Complete any remaining fields and click '**SAVE REGISTRATION**'. The following table showing all registrations will then be displayed:
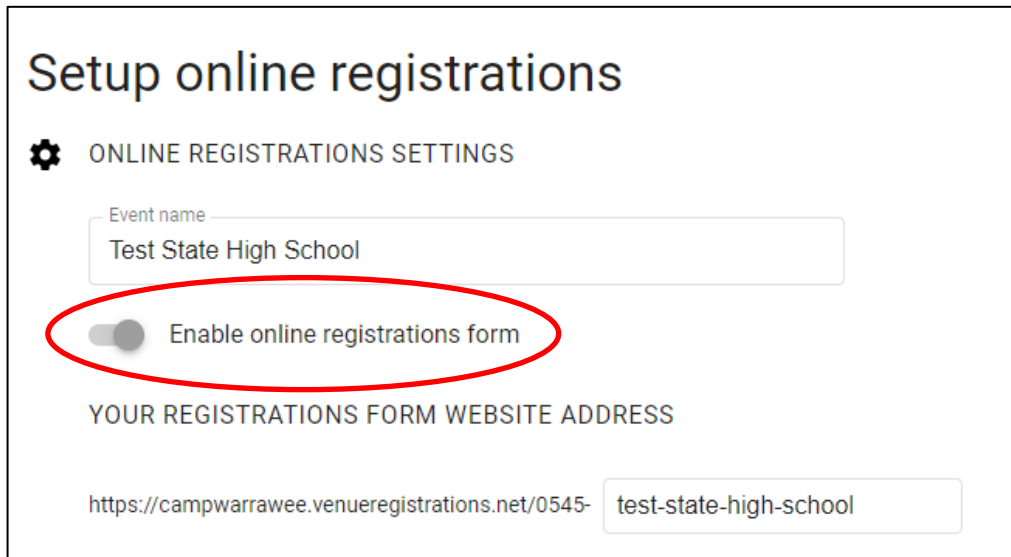
- REPORTS (Red Circle) – click to generate some standard reports or create your own by changing the information displayed. Change columns displayed by clicking the eye graphic (Orange Circle) and selecting what information you require. General reports include:

  Diets Report | Emergency Contacts | Medical History | Complex Behaviours | Medications

  Payments Report | Outstanding Payments Report etc.

- FILTERS (Green Circle) – use this function to filter information.

PARTICIPANT DATA ENTRY (via ONLINE LINK)

Once the Registration Settings are complete you can send an online link to parents/camp attendees and get them to enter their own details.

1. Return to 'HOME' page and click on 'SETTINGS'.

2. Click on 'Configure an online registration form for your event'

3. In the 'Setup online registrations' page slide the 'Enable online registrations form' to the right.

4. If you wish to set a limit for registrations slide the 'Restrict the number of online registrations' and add details. You can also activate a waiting list if desired.

5. Add details to the text boxes:

   - 'Event information' – basic camp information i.e. location, dates, cost etc.
   - 'Registration Extra Instructions' – any additional details that are relevant for your camp.
   - 'Thank you message for successful registrations' – optional text box.

6. Add 'Waiver & Terms' if needed. You may choose to add some behaviour expectations or similar.

7. Ensure the 'Dietary Requirements' box is ticked to enable the collection of dietary information.

8. Select 'Payment Options':

   ▪ 'Redirect to another website for payment' – form data will be submitted to the nominated website address.

PAYMENT OPTIONS

☑ Redirect to another website for payment

Enter website address of your payment page. Information about the registration will be submitted to your page as form data (view details).

Note: This option requires some technical expertise to link this data to your payment system.

These form fields will be submitted to your payment page:
REGISTRATIONID - ID number of registration (e.g. R0001).
EVENTNAME - Name of this event.
OPTIONNAME - Registration option description.
AMOUNT - Total payment amount.
PERSONS - Number of people.
FIRSTNAME - Registrant's first name.
LASTNAME - Registrant's last name.
EMAIL - Registrant's email address.
PHONE - Registrant's contact phone number.
RETURNSUCCESS - Website URL to return to after successful transaction.
RETURNFAILED - Website URL to return to after failed transaction.
RETURNCANCEL - Website URL to return to after cancelled transaction.

Payment page website address

- 'PayPal account' – enter PayPal details
- 'Direct deposit' – enter account details i.e. BSB, Account #, Reference etc
- 'Accept offline payments - add instructions for other means of payment

☑ Accept payments into PayPal account

Enter email address of PayPal account and select currency and locale.

PayPal account email address

Currency
Australian Dollar

PayPal region setting
English - Australia

☑ Accept payments via direct deposit

Enter bank details and instructions for paying by direct deposit. A Registration ID number will be displayed for the registrant to use as a reference.

Direct deposit instructions

☑ Accept offline payments (cash, cheque etc.)

Enter instructions for how to pay with this option. (e.g. who to contact, payment due by date, bring payment to the event etc.)

Offline payment instructions

9. 'Email Confirmations' – add details to acknowledge booking form lodgement and any further instructions required.

10. '**SAVE**'

11. You can then check the online form by clicking 'open registration form' (red circle below)

12. Once the form is ready copy the online link (see orange circle above) and email to participants. You can then manage their booking status via the portal. Return to 'HOME' page then click 'REGISTRATIONS' and all the names will appear. Check details by clicking on an individual name.

13. Click 'EDIT' button (red circle below) to add detail or change their 'Status' i.e. 'Active' (attending and approved), 'Cancelled', 'Registering' (incomplete), 'Registered' (wish to attend subject to camp coordinator approving) or 'Waitlist'. Click on the 'MAKE ACTIVE' if approved.

14. If changes need to be made by the participant you can send them a link (red circle below) so they can update themselves. Once link is activated their 'Status' will change to 'Registering'.

IMPORT DATA ENTRY (EXCEL UPLOAD)

Importing data is a good option to save manual entry of data in Venuelife. Please note each registration will require some editing to finalise.

1. Open 'Registrations'.

Registrations

Enter your registrant data here. You can keep it simple (just the registrants with special dietary requirements) or use this as a comprehensive management resource for your event.

Settings: Click on the settings button (cog icon at top right) to choose the fields you want for your registrations database to suit your event.

Add registrants: Click on the plus button (above on right) to add each new registration.

Data import: Click on the upload icon (arrow pointing up, above on right) to import registration data from a spreadsheet file.

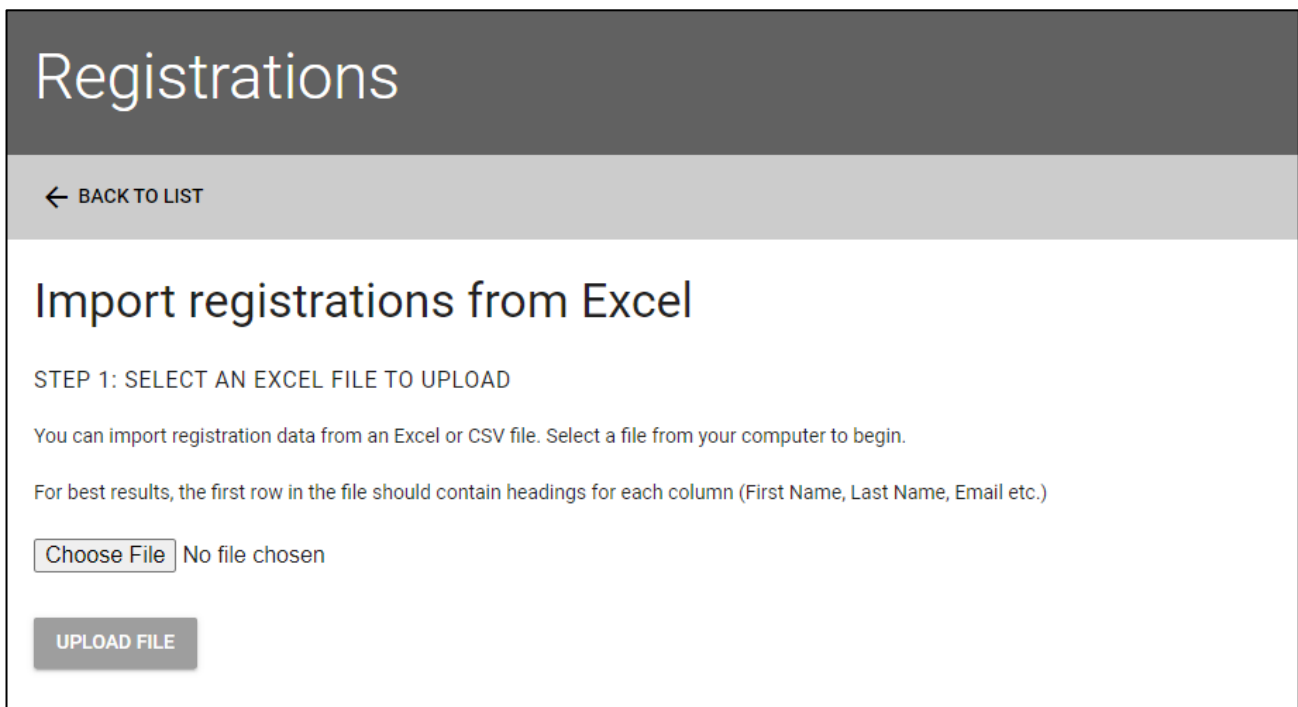**Data export:** Once you have entered your data, you can download it in a spreadsheet file (arrow pointing down, above on right).

2. Click on 'up-load' symbol (orange circle)

3. Upload the Excel spreadsheet. Please ensure the data only contains a header row (ie Row 1) and then data under each column heading. A sample spreadsheet can be downloaded from https://www.ymcacamping.com.au/about/camp-planner

	A	B	C	D	E
1	**First Name**	**Last Name**	**Date of Birth**	**Gender**	**School Year**
2	Lebron	James	23/04/2010	Male	7
3	Coby	Bryant	24/04/2010	Male	7
4	Michael	Jordan	25/04/2010	Male	7

Registrations

← BACK TO LIST

Import registrations from Excel

STEP 1: SELECT AN EXCEL FILE TO UPLOAD

You can import registration data from an Excel or CSV file. Select a file from your computer to begin.

For best results, the first row in the file should contain headings for each column (First Name, Last Name, Email etc.)

Choose File | No file chosen

UPLOAD FILE

4. The imported data will appear and will require some editing. Click on the drop-down menu (orange circle) for each column of data to rename or select 'Don't Import' if the data is not required. Once done click 'CONTINUE'

5. Another similar page will appear. Click 'CONFIRM'.

6. The import will then be complete. You can import another file if required. At the top of the page click 'BACK TO LIST'.

7. The list of registrations will appear. Click on an individual registrant and manually add any missing data (refer 'Manual Data Entry' above for more details).

STEP 4: ALLOCATE ROOMS

1. Click on 'Rooms'. Please note **cabin allocations are not finalised until Final Camp Numbers have been provided**. Please DO NOT allocate rooms until you know which cabins are allocated.

2. Click on the participant name and then click on the appropriate accommodation rooms/cabin. Use the filter (red circle below) to filter camp attendees. You can filter by Male/Female, Paid/Not Paid etc.

3. To print cabin door lists click on the little door graphic (orange circle). To print a summary of all accommodation allocations click on the printer icon (see below).

STEP 5: SETUP ACTIVITY GROUPS

1. Click on 'SETTINGS' and select the 'Activity groups' tile.

2. Enter Group Name and the maximum number of people (set to 20). Add additional groups as required (refer to Camp Program to ensure the correct number of groups). '**SAVE CHANGES'**.

3. Click on 'Activity groups' and then you can click and allocate names to the different groups. Use the filter (orange circle below) to filter the names. You can filter by Male/Female, Paid/Not Paid etc.

4. To add/delete activity groups return to 'Settings' page and select 'Manage your list of activity groups' tile.

5. Print a summary of all activity group allocations by clicking the printer graphic. To print individual group lists click the page graphic (green circle above).

STEP 6: SETUP SMALL GROUPS

The 'Small Groups' feature can be used for allocating camp participants to Duty Groups or for another purpose.
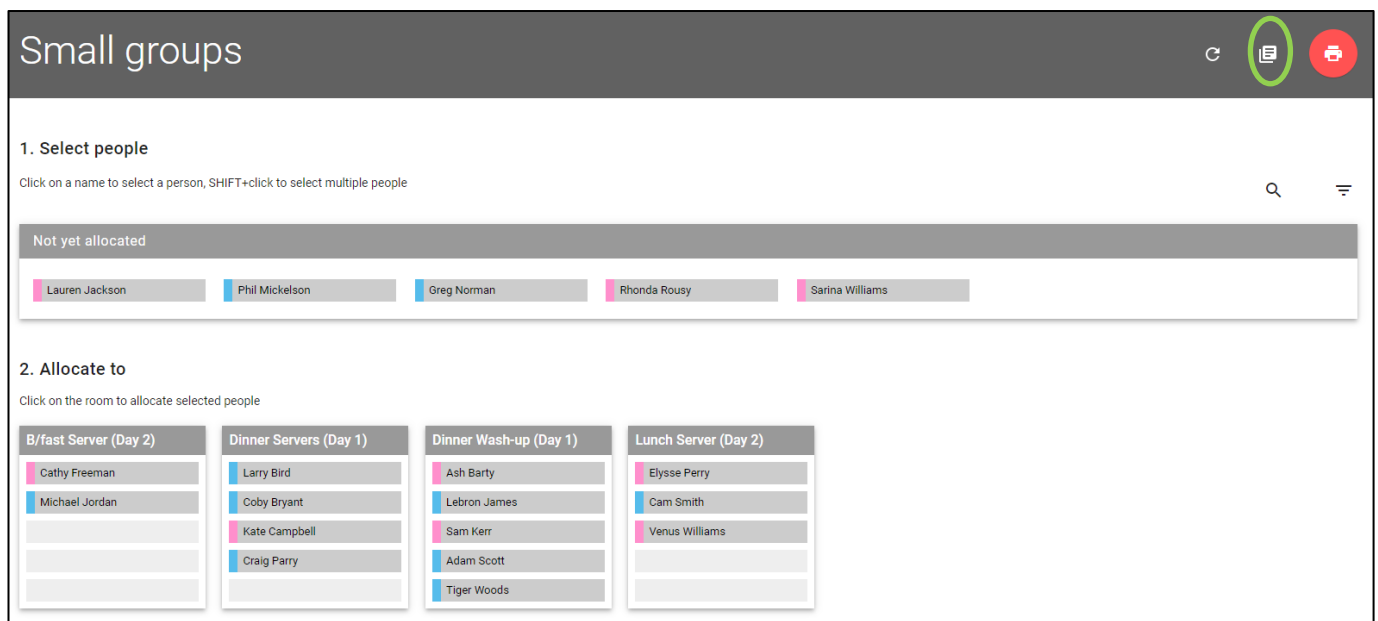
1. Click on 'SETTINGS' and select the 'small groups' tile.

Manage your list of small groups

SMALL GROUP SETUP

2. Add Group Names/Descriptions and maximum numbers. '**SAVE CHANGES**'.

Settings

← BACK TO SETTINGS

Small Group Setup
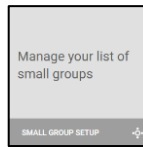Add or remove small groups to suit the requirements of your event.

Group Name	Maximum People	
B/fast Server (Day 2)	5	🗑
Dinner Servers (Day 1)	5	🗑
Dinner Wash-up (Day 1)	5	🗑
Lunch Server (Day 2)	5	🗑
Enter group name	10	🗑

+ ADD GROUP

Note that if you delete a group, all people assigned to that group will be moved back to the unallocated list.
Similarly if you reduce the maximum number of people for a group, any extra people will be removed from that group.

SAVE CHANGES

3. Click on 'Small groups' and then click and allocate participant names to the appropriate group. Please note you can only allocate a person to a group once.
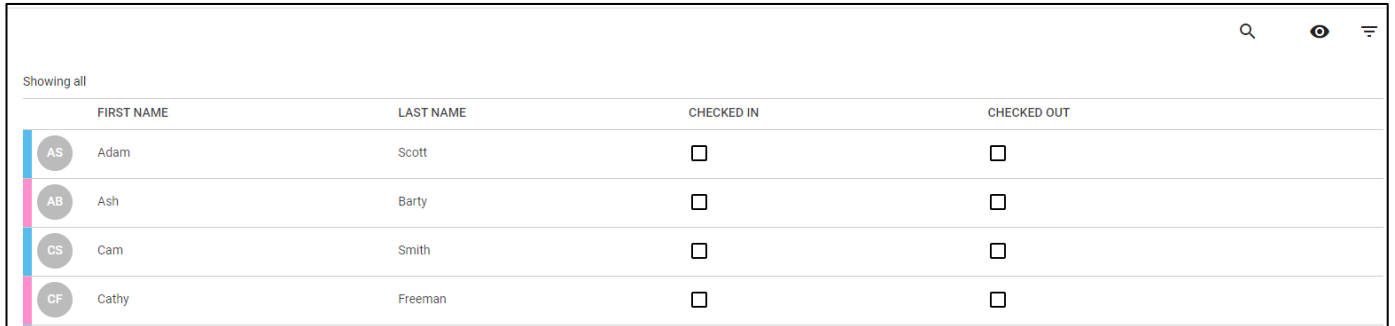
Small groups

1. Select people
Click on a name to select a person, SHIFT+click to select multiple people

Not yet allocated

| Lauren Jackson | Phil Mickelson | Greg Norman | Rhonda Rousy | Sarina Williams |

2. Allocate to
Click on the room to allocate selected people

B/fast Server (Day 2)	Dinner Servers (Day 1)	Dinner Wash-up (Day 1)	Lunch Server (Day 2)
Cathy Freeman	Larry Bird	Ash Barty	Elysse Perry
Michael Jordan	Coby Bryant	Lebron James	Cam Smith
	Kate Campbell	Sam Kerr	Venus Williams
	Craig Parry	Adam Scott	
		Tiger Woods	

4. To add/delete small groups return to 'Settings' page and select 'Manage your list of activity groups' tile.

5. Print a summary of all small group allocations by clicking the printer graphic. To print individual group lists click the page graphic (green circle above).
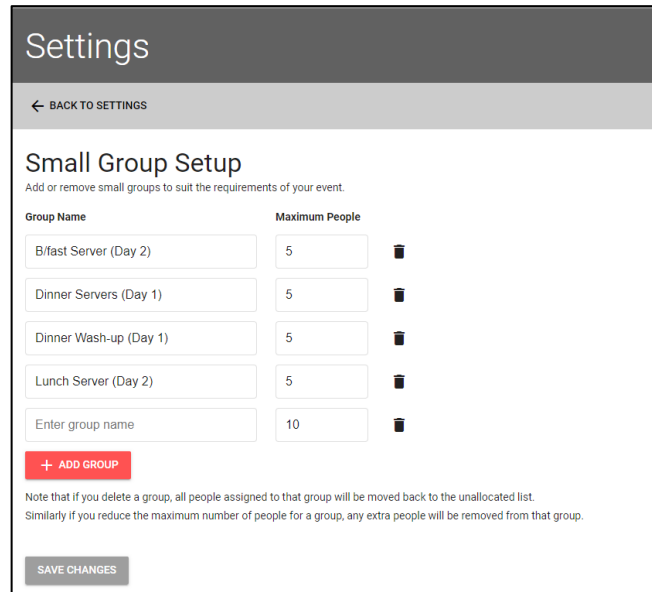
STEP 7: CHECK-IN

This feature can be used to check-in camp attendees and/or as a roll call before boarding buses. This can also be accessed on a phone or iPad device

1. Click on 'Check-in' and then tick 'CHECKED IN' or 'CHECKED OUT' as required.
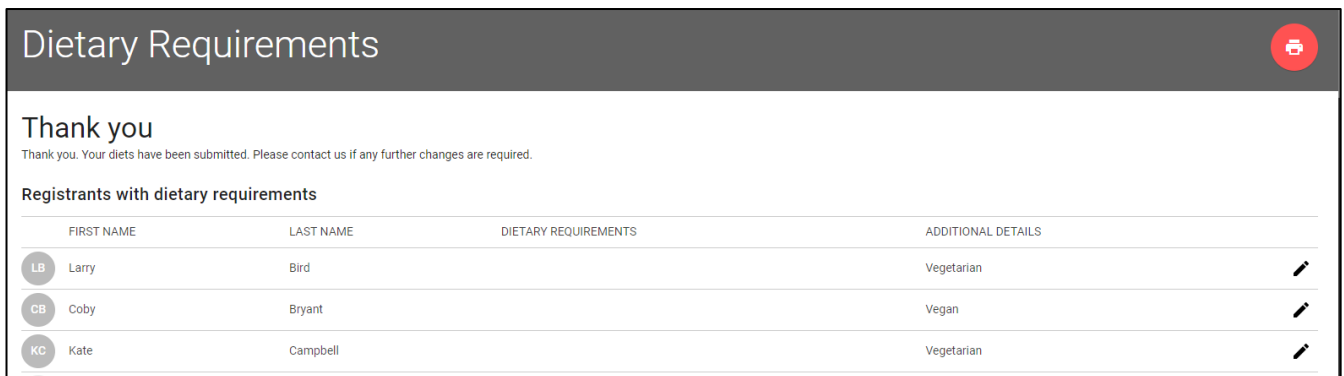
	FIRST NAME	LAST NAME	CHECKED IN	CHECKED OUT
AS	Adam	Scott	☐	☐
AB	Ash	Barty	☐	☐
CS	Cam	Smith	☐	☐
CF	Cathy	Freeman	☐	☐

Showing all

OTHER FEATURES

DIETS

A detailed and accurate special dietaries list is critical to ensure the well-being of campers. Our catering staff require details prior to camp (minimum 7 days) so they can prepare alternate meal options as required. The 'Diets' will be automatically submitted to our Catering Team 7 days prior to camp.

You can review all special diets by clicking 'Diets'. A summary of dietary requirements can then be viewed and printed.

Dietary Requirements

Thank you
Thank you. Your diets have been submitted. Please contact us if any further changes are required.

Registrants with dietary requirements

	FIRST NAME	LAST NAME	DIETARY REQUIREMENTS	ADDITIONAL DETAILS	
LB	Larry	Bird		Vegetarian	✎
CB	Coby	Bryant		Vegan	✎
KC	Kate	Campbell		Vegetarian	✎

IMPORT SETTINGS

Once you have set-up a camp with Y Camping you can import all of your settings for future camps!

1. Click on 'SETTINGS' then the 'Import settings' button.

Import settings from previous event at our venue to save you time

IMPORT SETTINGS
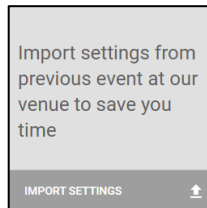
2. Enter 'reference number' from previous booking (found on Camp Proposal and other documents).

Settings

← BACK TO SETTINGS

Import account settings
If you have used our Event Management app before for a similar event, you can import your account and registration settings from your previous account.

Simply enter the booking reference number from your previous booking.

Reference number

IMPORT SETTINGS

3. All of the settings ie Registration Form, Group Names etc will copy across. To be safe clean data by clicking 'Tools to clean-up your registration database'.

Tools to clean up your registration database
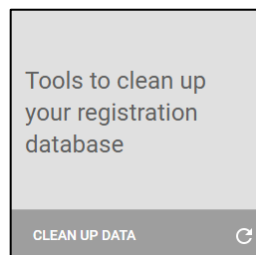
CLEAN UP DATA

4. Select 'Remove all registrations and start over'.

Clean up registration database
Here we've provided some time-saving tools to help clean up your database.

These may be useful if something has gone wrong or an import attempt was unsuccessful.

SELECT CLEAN UP OPTION

○ Cancel all registrations (19)
    This will update the status of all registrations to Cancelled.

◉ Remove all registrations and start over (19)
    If you need to clear everything and start again, this option will remove all registrations.

CONFIRM

STATS

Click on the 'STATS' to get a quick overview of your camp i.e. number of registrations, gender breakdown etc.

TEMPLATES/SAMPLE TEXT FOR ONLINE REGISTRATION

The below text may assist with planning for your camp. Please edit/add/delete content as required.

ONLINE REGISTRATIONS TEXT (Text which will appear on Online Form)

Event Information:

'Insert Year ??' students are invited/required to attend 'Insert Year ?? Camp' designed to provide students with an opportunity to demonstrate and develop their skills in team building, leadership and independence. Camp provides a great opportunity for students to strengthen peer relationships and sets the platform for the rest of the year and beyond. Please find the details below.

Name of Activity: 'Year ?? Camp'

Venue: YMCA Camp Warrawee – 81 Byrnes Road North, JOYNER Q 4500
    YMCA North Pine Lodge – Old Petrie Tow, Dayboro Road, KURWONGBAH Q 4500
    (delete as required)

Date: Day Date Month – Day Date Month, 2023

Times: Meet at 'Insert Location' at 'Insert Time' for 'Insert Time' departure. Return to 'Insert Location' at (approx.) 'Insert Time'.

Teacher/s in charge: 'Insert Name' and 'School Name' staff

Transport: Students will travel to and from the venue by bus

Dress: Sun-smart and suitable clothing to undertake outdoor activities

Equipment: A full list of requirements is attached, detailing suggested equipment to bring

Meals: All meals are prepared by YMCA staff, and is included in the cost. YMCA caters for the following dietary requirements dairy/lactose free, gluten free, seafood free, vegetarian, egg free (whole egg only), nut free and halal (no pork and beef).

Should you have any questions, please do not hesitate to contact 'Insert Name' via 'Insert Email'

Thank you message for successful registrations (optional):

Thank-you for registering for the 'Insert Year ? Camp'! A copy of your registration has been sent to your email address.

Thank you message for waiting list registrations (optional):

Thank-you for your interest in 'Insert Year ? Camp'! Unfortunately at this stage we are fully booked however we have added your child/ren to the Waiting List. Should a spot become available 'School Name' will contact you to confirm.

WAIVERS & TERMS

Terms & conditions:

Privacy Statement

'Insert School Name' is collecting personal information requested in this form in order to:
- obtain lawful consent for your child to participate in the activity;
- help coordinate the activity;
- respond to any injury or medical condition that may arise during, or as a result of the activity; and
- update school records where necessary.

Activity Risks & Insurance

During the camp, students will be participating in the following activities; 'insert activity 1', 'insert activity 2' , 'insert activity 3' , 'insert activity 4', 'insert activity 5' , 'insert activity 6' , 'insert activity 7' . 'insert activity 8'.

The activities outlined above carry an inherent risk of physical injury occurring. including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may be also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

Camp Rules

General:
- Closed footwear to be worn at all times, including meal time/free time
- Be sun-safe! Hats, sunscreen and appropriate clothing (no mid-rifts, singlets etc.) at all times
- No running
- Keep Camp beautiful. Place all rubbish in the correct bins provided
- Swimming is not permitted in the pool without adult supervision
- Do not feed the Wildlife
- Stay within the camp boundaries (highlighted by YMCA staff during introduction)

Accommodation
- Keep accommodation tidy and clean of obstacles in walkways. Care of accommodation is student's responsibility
- Do not move the beds from their original positions
- No jumping on beds
- Do not remove the mattress protector from the beds
- Report anything at camp that isn't working immediately to your teachers and/or an instructor
- Keep showering time to a minimum
- At meal times students are required to keep the dining hall tidy and wipe tables
- Keep all fire exits clear
- No eating in cabins

Student Code of Conduct
Students will be aware of the following expectations of behaviour and conduct:
- Appropriate dress including footwear must be worn at all times.
- Safe, responsible behaviour is to be shown at all times.
- Students are to be punctual for all activities and willing to participate.
- No student is allowed to go into a cabin/dorm that is not their own.
- Students are **not** to leave the camp grounds at any time.
- Obscene or offensive language is **not** to be used
- Other people's property should **not** be touched or interfered with in any way
- Students are to show respect to each other, YMCA and school staff and any other camp guests at all times.
- All people are to be valued and treated with courtesy
- Chewing gum, is NOT permitted on the Camp site
- Drugs, cigarettes or alcohol are NOT permitted on the Camp site
- Dangerous weapons are NOT permitted on the Camp site

If a student does not abide by the Code of Conduct, parents will be contacted and the student will be removed from the camp.

Thank-you for registering for the 'Insert Year ? Camp'!

A few reminders of what to wear/pack:

IT IS ADVISABLE NOT TO BRING ANY VALUABLE ITEMS TO CAMP
- The camp will not accept any responsibility for belongings that are lost, damaged or stolen
- Mark off as the item is packed (old clothes are recommended)
- Please name all items. Lost property is kept for 1 month

Activity Items:
- Full brim hat
- 1 x Large water bottle
- Sunscreen
- Insect repellent
- Raincoat (programming/ activities will still continue in wet weather)
- Closed-in shoes eg. joggers - Extra pair of shoes able to get wet for water activities (old joggers or water shoes that cover heel and toes – NO THONGS OR SANDALS)
- Togs, swimming shirt and swimming towel
- Plastic bag for wet and dirty clothes

General Items:
- Sleeping bag or blanket
- Fitted single bed sheet (for mattress cover/protection)
- Pillow and pillowcase
- Sufficient clothing for each day (shorts, t-shirts, long-sleeved shirts)
- Sufficient socks and underwear
- Pyjamas
- Warm jumper - coat/ jacket (season suitable)
- Bath towel
- Toiletries
- Torch

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