



GUIDELINES FOR CAMP ORGANISERS

1. INITIAL SURVEY

- (a) A survey (reconnoitre or “reccy”) could be undertaken, in most instances, while on the way to, or returning from, some other trip. The opportunity to start gathering information for a camp might be taken.
- (b) Contact the Walks Organiser with your request for a suitable date.

2. INFORMATION Gathering information on the chosen area could use the following sources:

- Tourist offices for brochures and maps;
- National Park and Forestry maps and brochures on walks in an area;
- Local Bushwalking Clubs;
- Past experiences of yourself, and/or from Club members whose resources may be in the Club Archives;
- The Internet e.g. websites of State National Parks Departments;
- Books describing walks in an area.

3. PROPOSAL FORM A Camp Proposal Form obtained from the Walks Organiser is to be prepared with as much preliminary information as possible for the consideration and approval of the Committee for inclusion in the Club Program.

4. It should include:

- (a) Location (but not specific venues at this stage), suggested dates, likely costs of accommodation/camping; extras such as a dinner, ferry fares; distance and time taken to travel to the camp; facilities at the camp such as water, showers, and near the camp such as shops, service stations.
- (b) **Walk grades** on offer should be stated so that potential participants can decide if the camp is likely to suit their walking capacity.
- (c) **Acceptance of participants** is to be at the discretion of the Camp Organiser/s. No visitors are to be accepted. The Organiser/s will discuss with the Walks Organiser how to assess the walking capacity of participants.
- (d) The Organiser/s may discuss these Guidelines with the Walks Organiser prior to putting the Camp on the Program.

4. PROGRAM Once approved by the Committee, the above details will be printed in the Walks Program, together with contact details of the organiser/s, and a request for expressions of interest.

5. CAMP COSTS The total cost of the camp should be borne by those taking part.

(a) Camp Levy

A basic camp levy amount separate from other camp costs will be determined by the Committee from time to time. The levy goes to Club funds for future camp costs when needed. The levy will be collected at the camp and passed on to the Treasurer as soon as possible.

(b) Camp Fees

- The Organiser/s will discuss with the Walks Organiser the need for a “reccy” and the likely costs. The Walks Organiser will ask the Committee for approval if necessary.
- Costs incurred by the Organiser/s should be itemised and substantiated by the submission of receipts where possible e.g. for accommodation and fuel incurred during a further **essential** “reccy”. Such costs are to be kept to a minimum. They may be reimbursed to the Camp Organiser/s from camp fees.
- Camp fees are to cover additional reasonable costs such as telephone calls and printing. The camp participants are to be advised of this amount as soon as possible.
- Any maps and walk books not already held by the Club, and which are purchased and paid for from the camp costs, will become the property of the Club.

6. DEPOSITS

- Participants will be advised to pay a deposit where required by the provider of the accommodation e.g. caravan park, and the date it is due. Deposits are to be paid **direct to the provider only**.
- Refund of deposits will be according to the policy of the provider.
- In the case of serious illness, refunds of the Club Levy only will be at the discretion of the Committee.

- A participant withdrawing from the camp may ask the Organiser/s for a replacement. If there is a Waiting List the Organiser/s will advise a suitable person on it who can arrange to pay the deposit to the participant who is withdrawing.
- If there is no Waiting List the people withdrawing may find a replacement themselves with the approval of the Organiser.

7. INFORMATION FOR PARTICIPANTS Participants will also be provided with details of the camp location, probable travel times and distances, walking and lay days, and facilities. This information may be conveyed at the General Meeting prior to the camp, and also emailed/posted to participants. The mobile phone number of the leader, and the phone number of the accommodation provider or local Ranger, will be provided for use in case of emergency, such as notifying a seriously delayed arrival at the camp.

8. EQUIPMENT AND INFORMATION

The Organiser/s may take the Club's GPS's, sign, fly, poles, bush toilet, and any other gear likely to be needed. The Walks Organiser holds this gear. The Archivist may hold topographic maps and other information if a camp in the same location has previously been held.

9. LIST OF PARTICIPANTS

- The Organiser/s will make a list, preferably in a computer, of names, phone numbers, and email addresses, and will also make a Waiting List.
- This list, excluding the Waiting List, is to be sent to the participants by email as an attachment, and to the provider/s of accommodation where relevant, such as caravan parks. A final list will also be sent if changes were made.
- This list may be used by the provider to keep a record of deposits paid.
- The list will be sent to the Records Officer who will provide the Organiser/s with personal details of each participant, including medical details, contacts in case of emergency, and car registration number and description. These records are to be held in a sealed envelope by the organiser/s at the camp, and by a Committee Member who is **not** on the camp and can be contacted easily.
- This list must be left in the charge of either a member remaining in camp, or by the accommodation provider, or in a designated car when on bush camps. The person holding the copy should be given the

details of the walk/s each day. Relevant phone numbers are to be on the envelope.

- These records are private and are to be destroyed after the camp.

10. WALKS Club members who are experienced walk leaders may be approached to assist with leading walks. A meeting of the Organiser/s with walk leaders should be held some time prior to the camp to discuss possible walks of various grades, and request offers to lead the walks, and to obtain as much information as they need from the organiser/s or other sources.

Maps and other resources will be given to the leaders if needed.

11. AT THE CAMP

The Organiser/s is reminded to take the Camp Proposal Form to the camp.

- At the first meeting participants will sign the Attendance Sheet.
- The program will be outlined, and the walks for the following day organised.
- Participants may be asked to assist the organiser/s with organising car shuffles and fuel contributions, social functions etc.
- The walk leaders will try to gain more information such as the location of the start of walking tracks.
- Accidents: a detailed Incident/Accident Report Form is attached to the Camp Proposal Form.

12. REPORTS

- Walk leaders will be requested to ask members on the walks to write up a brief report for later submission to the Publicity Officer. Photographs may be supplied on return from the camp.
- The Camp Report on the Camp Proposal Form will be sent to the Walks Organiser on the Committee.

14. DOCUMENTATION All documents, e.g. list of participants, the walk details, copies of brochures and maps used, which have been collected by the organiser/s, should be listed and/or copied, and given to the Walks Organiser, who will pass them on to the Archivist.

Compiled by a Sub Committee chaired by Ainslie Morris, June 2008