



A Lions Clubs of Victoria Project  
Developing Young Lives



## Lions Village Licola Inc. -Camp Leaders Manual

Guidelines and information for Leaders and other Volunteers  
attending Lions Sponsored Camps

### **LVL Mission Statement:**

"To establish, conduct and maintain a public benevolent institution to promote respect, love, mutual trust, self confidence and esteem, discipline, group activities and communication skills in a caring atmosphere conducive to enjoyment and education of life primarily for the handicapped, disadvantaged and infirm of the communities."

### **Aims of Licola camps**

- To provide an environment of fun and learning for all participants.
- To create a spirit of teamwork and cooperation.
- To organise and conduct safe and rewarding activities.
- To challenge participants and encourage them to exceed their expectations.
- To encourage participants to have respect for themselves and others.
- To impart new skills, knowledge and understanding.
- To make available a learning opportunity for aspiring leaders in our community by providing them with the training and experience needed for the future.
- To conduct programs containing activities that prize involvement over winning and losing.
- To promote the feeling of self worth in those who believe they have little or none, and encourage them to rise to their full potential.

### **A SHORT HISTORY**

Lions Village Licola was established as a Charitable Foundation by the Lions Clubs of Victoria, the Riverina and Tasmania for the purpose of purchasing the township of Licola; comprising 34 acres of land, a post office and store and some 20 buildings and developing it into a Youth camp.

After 4 years of closely co-ordinated activities by hundreds of Lions members and other voluntary helpers, Army personnel and Local Municipal officers and with substantial financial aid from Lions Clubs, State Government agencies, commercial organizations, Charitable Foundations and members of the public, the camp was officially opened by the Governor of Victoria, Sir Rohan Delacombe on the 9<sup>th</sup> of December, 1973.

Over the past 30+ years Licola has provided rewarding, inspirational and often life changing experiences to over 40,000 children many of them from disadvantaged backgrounds as well as primary and secondary school groups and other community groups.

These camps have provided in parallel, a unique learning opportunity for thousands of young volunteer leaders and carers as well as young people completing community service work.

Licola is supported throughout Victoria by more than 350 Lions Clubs that raise money and provide services to support the development and use of Licola and it is through their vision that this wonderful resource is available today.

Licola Wilderness Village is the trading name for Lions Village Licola Inc. which is wholly owned and operated by the Lions Clubs of Victoria and southern New South Wales.

## **GUIDELINES AND INFORMATION FOR LEADERS AND VOLUNTEERS**

### **GENERAL**

It is expected that leaders will act in a responsible way and that as adults, certain self-disciplines will prevail. Areas such as dress and bearing, manners, appropriate language and behaviour, attitudes toward hygiene and cleanliness etc. will need to be at a high standard at all times. First Aid is provided by qualified First Aid attendants. All Leaders must complete an application and undergo an evaluation prior to being accepted for camp, this includes obtaining a working with children check.

### **MEALS**

Group and Activity Leaders sit at the table with their group. It is important for two staff members to be at each table and support each other. Leaders are to ensure good behaviour is maintained through meal times, and that their area and table are kept clean.

### **CURFEW**

It is recommended that all leaders are in bed by 12 midnight at the latest. This is to ensure you have adequate rest and have the energy and mental capacity for the following day's activities. Socialising after midnight will not be supported.

### **LEADERS' ROOM**

The Leaders' room is a place where leaders can retire away from the children and socialise with other leaders. By law the leader's room is a smoke free environment; smoking is only permitted in the area designated.

The Leaders' room is to be kept clean at all times. All cups and plates are to be washed and returned after use. No food is to be taken from the kitchen and no leader is to enter the kitchen without the chef's permission.

### **SUPERVISION OF CHILDREN**

#### **LIONS VILLAGE LICOLA CHILD CARE POLICY**

The Child Care Policy determines the rules of behaviour between leaders and participants on all Lions Sponsored Camps.

The main purpose of the child-care policy is to ensure that leaders behave at all times in an appropriate manner, and that the child feels safe and secure at all times.

The following important guidelines are to ensure the safety of the children and to protect volunteers and leaders:

1. A leader must not be in a room or closed space alone with a child. If you need to speak with a child one on one, do it in an open space where other people can see you. Always tell a Senior Group Leader where you are and who you are with. (Ensure your group is being supervised)
2. If a leader feels that any child on the camp is in physical or emotional danger he or she must report the matter to the Program Manager.
3. A leader should not use his or her position to inappropriately influence a child, or to pressure or force a child into participating in an activity.
4. Being inattentive or neglecting a child can also endanger them.
5. Leaders will not punish children by use of physical punishment, or by failing to provide necessities of care eg: food or clothing etc.

Failure to provide a reasonable standard of care or ignore any of the above guidelines may be seen as negligence and may result in disciplinary action by the Camp Director/LVL Board.

Do not give children you meet on camp your address or phone number. Contact between leaders and children following camp must be via Camp Management, unless the relationship already existed prior to the camp's commencement.

"Few things help an individual more than to place responsibility upon him and let him know you trust him".

Boundaries are to be set at the start of camp and reinforced by leaders.

Medication is held at the First Aid Centre and administered from there at appropriate times. First Aid is provided for all campers by qualified First Aid attendants.

### **BOUNDARIES**

The physical boundaries of the camp are:

NORTH side – the property fence SOUTH side – the property fence WEST side –the property fence (The cliff behind the houses is out of bounds to all persons) EAST side – by the river levy bank

The following areas are out of bounds to children and all persons unless specifically authorised or programmed:

Office    Maintenance Yard                      Trampolines                      Dining room                      Stage                      Kitchen                      Church  
Swimming pool    Houses (other than own house)                      Sick bay (unless medical attention required)

### **BEDTIME**

#### **Lights out: -10.00 pm**

It is important that all available leaders assist with the preparation of children going to bed. Leaders stay with their group until they are settled down and quiet or asleep. Then at least one leader is to be at each house at all times.

### **SHOP POLICY**

The shop at Licola is available for use by the Leaders during their breaks on all Lions Sponsored Camps. **No Camper is to leave the camp for the purpose of visiting the shop.**

Upon arrival at camp all children's monies are to be secured by the Group Leaders, each one being placed in an envelope with the child's name on it. These are then to be placed in a Group envelope. Money will be returned to the campers at the conclusion of the camp.

Leaders may attend the shop as necessary so long as they are discreet about consuming their purchases in front of children.

Time visits to the shop in accordance with your other responsibilities and please don't spend too much time off the campsite.

### **DRUG AND ALCOHOL USE.**

#### **Policy Statement**

Lions Village Licola is committed to providing and maintaining an environment that promotes the best possible outcomes for leaders and children who use the camp. This includes providing a work environment that is without unnecessary risk to the health and safety of all those directly involved with the camp.

Consumption of drugs and alcohol can affect the work performance of volunteer leaders. It can place not only that person but also other leaders and children at risk and adversely affect the public image of Lions Village Licola. Accordingly, the consumption of drugs or alcohol by any leader is not permitted for the duration of camp, including travel to and from the camp.

In addition Lions Village Licola is committed to a smoke free work environment. Leaders are not permitted to smoke in the presence of children, where the children can see them or where the children can feel the effects. Lions Village Licola provides a suitable place for those adults that do choose to smoke.

#### **Policy Implementation Principles**

- Leaders are expected to report to their immediate superior if they are taking prescription or non-prescription drugs that may affect their performance. On arrival they are required to hand all personal medications to First Aid. Confidentiality of leader's personal medication will be honoured.
- If a leader is affected by prescription drugs alternative work may be arranged, or the person may be asked to forgo their duties until they are fit to return.
- Leaders are not to dispense or prescribe any medication or non urgent First Aid treatment while on camp unless specifically directed to by the First Aid staff.
- Where a leader is under or perceived to be under the influence of drugs or alcohol, they will immediately be removed from their duty and at the earliest convenience sent home.

### **NAME BADGES**

Please wear name badges at all times for easy identification and communication between volunteers and campers.

### **ACCOMMODATION**

Accommodation is in 2 or 3 bedroom houses. A group of six children sleep in each room in bunk beds. Leaders are accommodated in a separate room in the house. The houses have showers, toilets, and a sitting room.

The leaders are responsible for the cleanliness of the house they occupy. Leaders and children are to carry out cleaning duties daily in each room of their house and the immediate surroundings.

Houses are inspected daily. Any problems or breakages in houses should be reported directly to the Camp Manager



## **SPECIFIC RESPONSIBILITIES OF PERSONNEL AT LIONS SPONSORED CAMPS**

### **CAMP MANAGER**

The Camp Manager carries out the policies of the Licola Board of Management and is in complete control of the Camp at all times and has the overall responsibility for:

- the health, welfare and safety of all persons in the village and especially the children;
- the observance of all camp rules;
- the security of all buildings and equipment in the Village;
- the supervision and control of all resident staff.

### **PROGRAM DIRECTOR**

The Program Director is responsible for:

- the timetable of activities for the duration of the camp;
- ensuring that the program runs smoothly and that children and leaders are occupied suitably;
- delegating the running of various activities to the activity leaders.

Any queries or problems relating to the programming of activities in the camp should be directed to the Program Director.

### **GROUP LEADERS**

Group Leaders are responsible for the children allocated to their care for the duration of the camp. The ratio of children to group leaders is generally 1:12 with the help of an assistant leader.

Their role is to:

- Support/supervise the campers in their day to day routines ensuring that they attend all activities and meals on time;
- Be a positive role models to all campers
- Create a fun, supportive environment
- Participate in the activity your group is doing
- encourage good hygiene;
- report any concerns about a child's behavior or well-being to the Program Manager;
- have a clear understanding of the child's personal and medical needs;
- understand camp rules and adhere to them;
- provide a safe environment for all campers especially those they are responsible for;
- monitor energy levels of children and ensure they get enough sleep, nutrition and hydration;
- encourage sun smart behavior by wearing sunscreen; hat and long sleeved top when involved in outdoor activities and encourage campers to do the same;
- ensure campers behave in a manner that respects others;
- be a source of motivation to their group and help them enjoy their camp experience.

Being a Group Leader is a 24 hr responsibility. You need to remain alert and responsible.

### **ACTIVITY CO-ORDINATOR**

The role is to:

- design camp activities in conjunction with the Program Manager;
- ensure the program is completed and distributed to Activity Leaders prior to camp;
- utilise the activity budget effectively in providing essential resources to conduct the camp activities; (Currently \$150.00)
- in conjunction with the Program Manager conduct activity leaders meetings during the camp;
- prepare all activity sheets needed to conduct activities and assign activity leaders to activities;
- create a master folder of activities to be handed to the Program Manager at the end of camp;
- ensure all relevant information is filtered down to Activity Leaders; meet with the Program Manager daily to review the day's activities;
- ensure all activity staff are familiar with camp rules, policies and the camp manual;
- direct the dining room at meal times in conjunction with the Program Manager and Leaders on Camp;
- evaluate Activity Leaders and the camp program on completion of the camp with the Program Manager;
- roster Activity Leaders to assist in the scullery
- give general support, and in conjunction with the Program Manager and Activity Leaders run a fun-filled, enjoyable camp.

### **ASSISTANT ACTIVITY CO-ORDINATOR**

Works closely with the Activity Co-ordinator assisting with all of the above duties in order to gain the experience needed to fulfil this role in future camps.

## ACTIVITY LEADER

Your role is to:

- create and maintain a positive team spirit among all camp participants;
- lead activities as directed by the Program Manager or Assistant Activity Leader and set up, pack up and return all equipment necessary for the activity you are delivering;
- inform Group Leaders of the role you would like them to play in the activity, and work in harmony with them to achieve this;
- offer Group Leaders assistance when the opportunity presents itself. eg. suggest ideas for implementing activities in cabin time;
- ensure the activity you are running is set up well before the start time.
- be familiar with the operation and resources needed to conduct specific activities;
- be present at all Activity Leaders' meetings (review the day, debrief, plan next day);
- be a role model, and support and encourage others in all aspects of camp life;
- use the lines of communication in reporting and dealing with problems;
- i.e. report to **Program Manager** any program concerns, training needs or issues;
- in the absence of a Group Leader ensure children are adhering to camp rules or refer them to their Group Leader, and take them there if necessary. Any problem with discipline should be referred to the appropriate Group Leader. Please **Do not hand out punishments to children**. Give a recommendation to their Group Leader and allow them to deal with it;
- share the responsibility of cleaning and tidying the house you are staying in;
- support the Program Manager and Assistant Activity Coordinator in running a fun and enjoyable camp.

Being an Activity Leader is a 24 hr responsibility. You can remain alert and responsible by including yourself in all facets of the camp.

## BUS MARSHALLING CO-ORDINATOR

Responsibilities:

- Recruit bus marshals from Lions Clubs members.
- Obtain from the Program Manager a list of children to be picked up and their pick up point.
- one week prior to the Camp make contact with the nominated Bus Marshals to confirm their availability;
- pass on the list of children to be picked up to the relevant Bus Marshal;
- ensure that Bus Marshals are familiar with their role;
- arrange the supply of the following for each bus:
  - Tissues
  - Sick bags
  - Bottle of Water – 2 x 2 Litre
  - 20 Polystyrene cups
  - Plastic Bags – Large and Small for Medication and rubbish
  - Mints
  - Highlighters/Markers/Pens – Colour co-ordinated – Campers from Melbourne one colour and Dandenong another colour
  - Sticky labels for baggage
  - First Aid Kit (optional)
  - DVD's/videos, and games to be played on the bus.

## BUS MARSHAL

**Procedure:**

- Be at pick-up point at least  $\frac{3}{4}$  hour prior to bus departure time;
- Establish a visible meeting point;
- Wear vest provided and your Lions badge for easy identification;
- Have a whistle available to attract campers' attention. Explain that 2 whistles mean "line up ready for bus";

Campers are expected to arrive  $\frac{1}{2}$  hour prior to departure. When they arrive:

- Check the camper's name off the list using the highlighter pen;
- Confirm who will pick them up on the return trip (as shown on the information sheet) e.g. Lions Club member, mother, father or guardian;
- Take any medication the camper doesn't need on the trip and keep out what they will require during the trip. Hand all medication to the First Aider upon arrival at Licola. All medication should be clearly marked with the Camper's name.
- Baggage – Should be clearly marked and identified by the camper (put a sticky label on items not marked for quick reference when unpacking the bus). Consider colour coding luggage at a particular stop for easy identification.

## Control of Campers

It is very important that the campers enjoy their trip, but rules and boundaries are put in place for the campers to follow. Once the campers are on the bus and the bus is underway, there will be a few ground rules explained to them by the Bus Marshal.

- No loud voices or calling out;
- Remain seated when the bus is moving;
- Wear seat belts if provided;
- At toilet stops, campers will be expected to go and come straight back when finished and to be under the control of the Group Leaders/Bus Marshals. All campers to be accounted for before the bus leaves toilet stops;
- Campers and leaders are not permitted to go to the shops to buy lollies, chips or drinks;
- Respect is to be shown to fellow campers, group leaders and others on the bus;
- Good manners are expected.

### **Upon Arrival at Licola**

Group Leaders and volunteers get off the bus first and unload the baggage compartment, while the bus marshals keep the campers on the bus until the baggage compartment is empty.

4-5 campers at a time will then leave the bus and line up at the Dining Hall with their Group Leaders. The First Aider will be there to take the medication from the Bus Marshal prior to children going into the Dining Hall.

**Upon the Return Trip** it is important to know that the same practice is put in place.

If the check list was properly done at the beginning, there should be a responsible adult there (5.10pm Dandenong, 5.30pm Bob Jane Stadium) when the camper is returned to the drop off point (usually the same as the pick up point) to collect the camper along with their bags/belongings and any medication they may have bought back with them.

**Volunteer Leaders** will be expected to follow directions from the Bus Marshals giving respect to the Lions Members and in return due respect will be given to the volunteers. Could everyone please wear a name badge for easier communication and identification.

It will be expected that although Lions Members are in control of marshalling the bus, the volunteers and Lions alike will work together as a supportive team.

Consider a Sing-a-long – GL's to organise

### **Pick-up points:**

- Bob Jane Stadium – Car Park (Mel 2 K E6)
- “John Hemmings Memorial Park” opposite the Dandeong High School (Mel 90 C6)
- Warragul: Railway Station                      Traralgon: Newman Park
- Moe: McDonald's (Car Park)                      Cowwarr: General Store
- Heyfield Toilet block/Park

### **CAMP GRANDPARENTS**

Your role is to:

- role Model the position of Grandparents for all children on camp;
- be available to informally counsel or console any child in need of comfort. Report any issues that need to be followed up to the Program Manager;
- conduct house inspections each morning and allot points for the cleanest house of the week contest;
- in conjunction with the Group leaders supervise those groups that do not pass house inspection in the re-cleaning of their house to a satisfactory standard;
- support the Duty Group in the scullery after each meal;
- assist group leaders with the laundry and the cleaning of clothes throughout the week.

### **BEHAVIOUR MANAGEMENT POLICY**

#### **Policy Statement**

At Lions Sponsored camps we aim for each participant to leave camp having had a positive experience in a safe and secure environment. Our aim is achieved through behaviour role modelling and by providing a challenging, exciting and enjoyable time for all involved.

Occasionally, isolated behaviours undermine the extent of the positive experience. The behaviours of some campers frequently require the implementation of a behaviour management strategy, in consultation with the camper, their leader and other relevant camp staff.

Behaviour management includes, but is not limited to:

- Discussion of behaviour and offering strategies to alter this form of behaviour.
- Negotiation of a contract for appropriate behaviour.

- Consequences relevant to inappropriate behaviour.
- Restraining when behaviour is presenting a physical threat to the camper or others.
- Removal from group.
- Removal from camp.
- Ongoing behaviour management strategies from campers' home life if appropriate.

As with any decisions relating to campers, we must consider the duty of care we owe as volunteers and as a camp. Duty of care is a common law principle that refers to the obligation placed on the camp and its volunteers to ensure campers are protected against injury according to established standards.

All volunteers at camp owe a duty to their charges. The camp as a separate legal entity, its Board of Directors and Lions are also obligated to ensure that all campers and volunteers are protected from the reasonable foreseeability of risk of injury.

The most effective strategy in preventing violence is recognising the potential for violence and the potential triggers to a violent outburst. While there are some incidents of unpredicted one-off violent events, it is usual that there is a pattern of violent outbursts.

Essential to predicting violence is the gathering of a good history of the child or young person coming into care.

Whilst it is almost always impossible to gain a history of the child's behaviours prior to arriving at camp, it is important to document all situations that would lead the Camp Manager to believe that an ongoing Behaviour Management Plan will be necessary.

**Training** Senior volunteers will be trained in Therapeutic Crisis Intervention with regular updates to be conducted internally.

**Date of Last Update: 16/9/04**

## **ACKNOWLEDGMENTS**

Kildonan Child & Family Services - Policy on Assault Prevention  
Occupation Services Training Manual on Effective Conflict Management  
Mackillop Family Services Violence Prevention Policy

## **YOU HAVE VOLUNTEERED TO BE A LEADER AT LICOLA**

*The Licola Camp has been designed to give children a happy holiday with new experiences and the opportunity to make new friendships, all under the guidance of people who care.*

*The children selected for these camps are those who would not otherwise have the chance of having a holiday; regardless of background.*

*Although you will find your job sometimes difficult and you will work long hours, you will also find it a rewarding experience.*

*This booklet has been written for information and assistance to leaders in the routine operation of the camp.*

*If you have any comments or improvements to this manual please write to the Camp Manager, Lions Village Licola, Jamieson Road Licola or email [camping@licola.org.au](mailto:camping@licola.org.au)*

*We hope it is helpful.*

**Board of Management  
Lions Village Licola  
August 2006**