

MERRICKS LODGE GENERAL CAMP HANDBOOK



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* Please refer to our website here <https://www.uccamping.org.au/merricks/>

PRE CAMP CHECKLIST FOR CAMP COORDINATOR

<input type="checkbox"/>	Read this handbook
<input type="checkbox"/>	Visit Merricks Lodge if possible
<input type="checkbox"/>	Send out participant and parent information. (Include date and times, costs, what to bring, and parent/guardian medical consent section, etc). If necessary make arrangements for people to save towards camp costs. Perhaps conduct a parents' information session.
<input type="checkbox"/>	Prepare attendance List/Cabin allocations
<input type="checkbox"/>	Collect Medical Forms?? and dietary/allergy requirements
<input type="checkbox"/>	Arrange activity groups
<input type="checkbox"/>	Arrange duty groups
<input type="checkbox"/>	Appoint staff to groups
<input type="checkbox"/>	Arrange First Aid Kits and appoint qualified first aid officer
<input type="checkbox"/>	Communications (mobile phones)
<input type="checkbox"/>	Organise any evening activities and sports equipment you wish to bring
<input type="checkbox"/>	School Emergency phone numbers
<input type="checkbox"/>	<p>At least two weeks prior to camp Merricks Lodge will request the following information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Total number of campers (full and part time) divided into staff / adults and students <input type="checkbox"/> Any changes to program (times, days or groups) <input type="checkbox"/> Arrival and departure times <input type="checkbox"/> Cabin allocation lists for students & teachers <input type="checkbox"/> Dietary & concerning medical requirements <input type="checkbox"/> Equipment needed (AV etc)

1. GENERAL INFORMATION

ACTIVITY PROGRAM

Staying at Merricks Lodge and participating in our activity program can provide participants the opportunity to:

- Develop effective communication and problem solving skills
- Share ideas respectfully and collaboratively within group situations
- Act responsibly and learn to accept consequences
- Help and support each other
- Gain awareness of human impact on the local environment to encourage students to foster sustainable practices
- Interact with and gain further knowledge of local flora and fauna and the local landscape
- Extend personal boundaries and comfort zones
- Develop meaningful relationships
- Allow time to reflect about what it is like to be a leader and / or a supportive follower

Many of these outcomes can be aligned with Australian and Victorian curriculum and all incorporate cross curriculum priorities.

Our Program Manager will contact you to design your program activities based on the group's camping goals and objectives. You will then be provided with a draft program and once activities are confirmed will form the basis of our formal quote.

On-site activities at Merricks Lodge include initiatives and team challenges, canoeing, high ropes challenge/tree climbing, an introduction to snorkelling, mountain biking, raft building, archery, kitchen harvest garden, pond dipping, bush cooking and line orienteering.

Details of the standard operating procedures for conducting specialized activities offered by Merricks Lodge are included in our Activity Plans along with their risk assessments. The camp coordinator must ensure that School staff assisting our Program Facilitators are familiar with this information. The roles of the School staff member will be clarified in discussion with the Program Facilitator prior to each activity.

WHAT TO BRING

- Lunch and snacks for the first day
- Sleeping bag
- Pillow & slip
- Toiletries
- Towel
- Plastic bags for dirty clothes/shoes
- Pyjamas
- Shirts
- Shorts
- Long pants
- Jumpers
- T-shirts
- Bathers & rash vest
- Socks and jocks
- Waterproof Jacket
- Enclosed toe walking shoes/runners
- Water shoes
- Drink bottle for day activities
- Day pack for activities
- Sun hat a beanie
- Sunscreen/Insect repellent
- Pencils
- Paper
- Torch

WHAT **NOT** TO BRING

- Best clothes
- Valuable items
- Jewellery
- Technology (phones/tablets)

UPON ARRIVAL

To ensure a smooth and prompt start to your camp the Program Manager at Merricks Lodge will:

1. Take the opportunity to address the whole group upon arrival – (allow 20 min)
2. Take the opportunity to talk to teachers/leaders involved with the camp to confirm program logistics and emergency management plan before activity program commences. (allow 20 min)
3. Orientate activity leaders with activity locations, equipment and safety details associated with particular sites.
4. Ask you to provide a list of all the participants staying at the camp for our Emergency Management Plan. Cabin allocation sheet should suffice in this circumstance as long as everyone is appointed to a cabin. This includes bus drivers, teachers, leaders, siblings, student teachers, students and anyone else who will be calling in for a period of time to the camp.

MEALS

FOODS CONTAINING NUTS ARE NOT PERMITTED ON SITE AT MERRICKS LODGE.

Unless alternate arrangements have been made the first meal provided will be dinner on the night of arrival and last meal for lunch on the final day of camp.

Meal times are generally:

- Breakfast - 7:30 or 8:00am (depending on program)
- Lunch - 12:30 or 1:30 pm (depending on program)
- Dinner - 6:00pm

Morning and Afternoon Tea is provided when activities are on-site at 10.30 & 3.00 and left for distribution at the Group Leader's discretion.

If group activities are off-site during the day, students will collect their morning before departure from Merricks Lodge.

Packed lunches are provided for all off-site activities throughout your stay.

Tea, Coffee, Hot Chocolate, Sugar and Milk are available to adults and supervised students.

A fridge and microwave available in the dining hall for school use.

Birthday cakes can be prepared with prior notice if requested.

A Sample menu is provided on our website.

DUTY GROUPS

Duty groups of up to 10 participants are required 15 minutes prior to each meal. They will also be required to stay and help after the meal. Their responsibilities include:

- Setting the tables before the meal (cutlery, glasses, cordial/water)

- Helping to collect anything left behind on the tables after the meal
- Washing, drying and putting away crockery and cutlery
- Wiping down the tables

Adult supervision is required to assist the duty group with their tasks.

SPECIAL DIETS

Individuals with special dietary requirements must **provide details using the form provided on our website** <https://www.uccamping.org.au/merricks/resources/> **14 days prior to the camp.** Please be exact and specific: eg. If an individual has intolerance to eggs, is it in all forms?

Groups must have an appointed teacher/leader to assist the camp staff and students with special diets. This includes the teacher/leader taking responsibility for reviewing the ingredients lists of foods at each meal and snack time.

2. ABOUT THE PROPERTY

LOCATION

Please refer to our website <https://www.uccamping.org.au/merricks/>.

Balnarring is the closest township and is 5 minutes north of camp (on Frankston Flinders Road). Merricks Lodge is within 30 minutes of Frankston and Rosebud.

SITE MAP

Please refer to our website <https://www.uccamping.org.au/merricks/resources/>

FACILITIES

Merricks Lodge is divided into 2 separate accommodation areas:

- **Lakeside (111 beds)**
- **Hillside (64 beds)**

Most rooms accommodate four people in two double bunks, all with shared amenity blocks. Rooms can be interconnected to make larger rooms of 8 beds.

Hillside contains 2 Teacher/Leader units with ensuite.

Both venues have their own commercial kitchen and dining areas.

Meeting Rooms and Lounges

The dining rooms can be used as a function/meeting room. Lakeside area also has two smaller breakout areas.

Shared Facilities

- Large grassed sports fields
- Basketball/Netball court
- Volleyball court
- Multi depth swimming pool (1.2m, 2.5m and 4.5m deep)

Outdoor Facilities

Our 7 Ha property Includes a lake, extensive indigenous landscaped areas, kitchen garden, archery stadium and outdoor campfire areas.

Technology

Lakeside has a projector screen, AV system with HDMI & VGA laptop capability, TV and Blu-ray DVD player.

Hillside has a TV and DVD player with HDMI laptop capability.

Parking

Lakeside: Parking is available opposite the swimming pools.

Hillside: Parking is available along the banked verge of the oval.

Floor plan layouts for Lakeside and Hillside accommodations and cabin allocation sheets please refer to our website <https://www.uccamping.org.au/merricks/resource>

3. SUPERVISION

GENERAL CAMP SUPERVISION

CAMP COORDINATORS WILL:

- Supervise students whilst not under the supervision of a Merricks Lodge program facilitator
- Be responsible for the behavior of all guests
- Inform UC Camping staff of any potential dangers
- Supervise swimming pool sessions if qualified to do so.

ACTIVITY SUPERVISION

MERRICKS LODGE PROGRAM FACILITATORS WILL:

- Ensure the safe conduct of Merricks facilitated activities
- Organise/discipline participants when required to ensure safe conduct of the activity
- Provide instruction and direction to participants to complete each activity safely
- Perform an equipment safety inspection prior to the activity
- Monitor any hazards which may arise during the activity and take appropriate action

SCHOOL STAFF WILL:

- Support the Merricks staff in any disciplinary action
- Inform the Program Facilitator of any learning or behavioral disorders
- Assist where required according to the DET specific activity guidelines
- Liaise with the Merricks staff throughout the activity
- Remain at the activity until the completion
- Where possible join in the activity

4. CHILD PROTECTION POLICY

Please refer to our website for our Child Protection Policy
<https://www.uccamping.org.au/merricks/resources/>

5. RISK MANAGEMENT

FIRST AID POLICY

Please refer to our website for our First Aid Policy
<https://www.uccamping.org.au/merricks/resources/>

BUSH FIRE POLICY

Please refer to our website for our Bush Fire Policy
<https://www.uccamping.org.au/merricks/resources/>

EMERGENCY CONTACTS

WHO	ADDRESS	PHONE NUMBER
MERRICKS LODGE OFFICE	3670 FRANKSTON-FLINDERS RD, MERRICKS, 3916	03 5989 8422
DUTY MANAGER	indicated on the Contact Board outside each dining room	0429 959 159
POLICE/FIRE/AMBULANCE		000
RED HILL MEDICAL CENTRE	129 SHOREHAM RD, RED HILL, 3937	03 5358 1410
BALNARRING MEDICAL CENTRE	50 BALNARRING RD , BALNARRING, 3926	03 5983 1355
FRANKSTON HOSPITAL	2 HASTINGS RD, FRANKSTON, 3199	03 9784 7777
ROSEBUD HOSPITAL	1527 POINT NEPEAN RD, ROSEBUD, 3939	03 5986 0666
MEDICAL HEALTH ADVICE		1300 606 024
POISONS INFORMATION		13 11 26
SES		13 25 00
PARKS VICTORIA		13 19 63
NURSE ON CALL		1300 60 60 24

6. PUBLIC LIABILITY INSURANCE CERTIFICATE

Please refer to our website for our Public Liability Insurance Certificate details
<https://www.uccamping.org.au/merricks/resources/>