



CAMP MANUAL

Thrills and Skills

Joey & Cub Camp

2 – 4 May 2025



WELCOME

We're excited to welcome you to **Thrills and Skills 2025**—an action-packed weekend full of ancient history themed fun and adventure for our Joey Scouts and Cub Scouts! Get ready for a weekend filled with exciting activities, challenges, and lots of opportunities to learn new skills.

To help you make the most of your time at Camp Eagle Eye, we've put together this manual with essential camp rules and useful information, especially for those who are new to this fantastic campsite. Whether it's your first time at Camp Eagle Eye or you're a seasoned camper, we want everyone to have a fun and safe experience.

Camp Eagle Eye, our regional campsite, is located at 2080 Orara Way, Glenreagh. Doug and Katie, our friendly Caretakers, will be on-site throughout the weekend, but if you need any assistance or run into any issues, please see our Event team first!

If you have any questions or need support, please visit us at HQ (the Training Centre), or contact our event team directly:

- **Event Coordinator:** Marie Cullen – 0424 015 205
- **Activities Supervisor & Safety Officer:** Jared Gleeson – 0439 325 035
- **First Aid & Welfare Officer:** Nigel Watts – 0411 480 810

We look forward to an unforgettable weekend full of thrills, skills, and great memories!

SCOUT SAFE

At Scouts, safety is our top priority. Every Scout, Leader, and participant has a shared responsibility to create and maintain a safe, respectful, and supportive environment. All event attendees must follow the Scout Promise & Law, adhere to camp rules, and follow any instructions from a member of the North Coast Region Team.

All Scouts NSW Policies, Rules, and Guidelines apply to this camp, including:

- **Alcohol & Drugs:** No alcohol or illegal drugs are to be consumed on the campsite. Any person(s) found violating this will be asked to leave.
- **Smoking & Vaping:** Smoking or vaping is prohibited in front of youth members and near campsites for safety and health reasons.
- **Footwear:** Enclosed shoes must be worn at all times, including in water. This applies to both youth and adults.



Youth Protection

All youth have the right to feel safe. Scouts NSW is committed to maintaining a child-safe environment with a zero-tolerance policy towards child abuse of any kind.

Guidelines to ensure youth safety:

- **Buddy System:** Everyone must use the buddy system. No one should be walking alone, including both youth and adults.
- **Two Adults Present:** When supervising youth activities, at least two adults must be present. This rule applies at camp:
 - Youth members must always be accompanied by at least two adults, this includes parents (unless approved carers).
 - Adults and youth members should not sleep in the same tent unless the youth member has special needs requiring the parent's assistance as an approved carer.
 - Approved carers will be identified by orange lanyards and must always wear them.
 - Adults should not enter a youth member's tent. If necessary for medical or other reasons, another adult should be present.
- **Youth Safe Advocates:** Youth Safe Advocates, identifiable by pink safety vests, will be on-site. They are available for youth members who feel the need to talk about their safety.
- **Adult Identification:** All adults must wear an ID wristband at all times. Any adult onsite without an ID wristband will be questioned.

For more information, please refer to the **Child Protection** page on the Scouts NSW website.

Incident Reporting

In the event of an incident or injury, reporting is essential to improve safety and prevent future occurrences.

- QR codes for **WHS Incident Reporting** and **Welfare Reporting** will be displayed at **Event HQ, activity bases, and main gathering areas**.
- **Leaders must document all incidents** (first aid, welfare, or safety concerns) using the QR codes. Youth and adult helpers are also encouraged to submit reports.
- Reports should be submitted as soon as possible after an incident occurs to ensure accurate documentation and follow-up.

CHECK-IN

To ensure smooth arrivals and everyone's safety, please follow these instructions carefully:

Traffic Management & Walking Routes



- **One-Way Zone:** The loop is a one-way zone. Always keep left.
- **Drive Slowly:** Expect high foot traffic, so drive at walking pace and be cautious of pedestrians.
- **Foot Traffic:** Please exercise caution and give pedestrians the right of way. Do not shortcut through fences or the car park—use designated walkways.
- **Vehicle Movement:** No vehicles are allowed to move around the site during the weekend unless it's for emergencies or designated site vehicles.

Check-in Process

Campsites are open for adult set-up from **1pm on Friday**. Youth members are your responsibility until the camp officially begins at **4pm**.

1. **Upon Arrival:** Please proceed to the Check-In Station, located past the cottage/office. Follow the signs to the gazebo, where a member of our team will greet you and guide you through the check-in process.
2. **Youth Drop-off:** Parents who are only dropping off their children (and not staying) will be directed to park their vehicles. Afterward, they should accompany their youth members to their campsite. You may assist with setup but are kindly asked to leave once this is completed.
3. **Parking:** If you are staying for the weekend, you will be directed to park in the TSR area (see map). All vehicles must park rear-in. After parking, you'll need to carry your camping gear to your campsite, so please plan accordingly when packing.
4. **Special Vehicle Arrangements:** If you require your vehicle to remain on-site due to health or other reasons, please contact the event team in advance to arrange a parking permit.

Saturday Check-in

If arriving on Saturday, park outside the main gate as the road will be blocked just inside. Check-in at HQ (Training Centre, large building on your right as you walk in) for further instructions. Inform your Group of your estimated arrival time.

CAMPSITES

Each group will be allocated a campsite based on the number of participants. If you'd like to share a campsite with another group (Buddy Group), please request this ahead of the event.

- **Campsite Allocation:** Campsites will be marked and mowed before the camp. Each group will have enough space for their numbers. Please stay within the designated area.
- **Risk Assessment:** Upon arrival, groups should carry out an onsite risk assessment to identify any potential hazards. Plan your campsite by dividing it into zones, such as youth camping, dining/kitchen, leader camping, campfire, etc., while ensuring safe walkways between tents and shelters.



- **Trip Hazards:** Clearly mark any trip hazards, such as guy ropes, to ensure they are visible day and night.
- **Cooking and Equipment:** Groups are responsible for their own camping equipment and cooking arrangements.
- **Trailer Storage:** Each group may have one trailer on-site for storage purposes, parked at the rear of the campsite.
- **Campfires:** If your group has a campfire, it must be contained in a fire drum with a clear exclusion zone around it for safety. Campfires are allowed only if approved by the local RFS.
- **Campsite Gateway:** Each group must create a "gateway" as the designated entry/exit point for the campsite, reflecting the camp theme. It must include a sanitising station for people entering and leaving.

Tent Rules

In line with Scouts NSW Policies and Rules:

- **Youth and Adults:** Youth and adults are not permitted to share tents, except for approved carers. Carer tents will be marked with an orange carer tag.
- **Adults in Youth Tents:** Adults should not enter a youth member's tent unless necessary for medical or other reasons. In such cases, another adult should also be present.
- **Joeys and Cubs:** Joeys and Cubs may share tents but ensure that everyone is comfortable.
- **Gender-Specific Tents:** Separate tents are required for males and females.
- **Transgender & Gender Diverse Members:** Sleeping arrangements should be made in consultation with parents for younger members, ensuring the comfort of transgender and gender diverse individuals.

Vans and Trailers

Vans and camper trailers are not allowed, except for medical reasons (please contact the Event team to discuss options). Groups are allowed one trailer on their campsite. All other trailers and vehicles must be parked in the designated car park. If you need a second trailer or vehicle with power, please make arrangements with the Event team in advance.

HEALTH & WELLBEING

At camp, we prioritise the health and wellbeing of all participants. Please follow the guidelines below to help maintain a safe and healthy environment:

- **Campsite Cleanliness:** Keep your campsite clean and sanitise table surfaces between meals.
- **Food Preparation:** Prevent cross-contamination, especially for special diets. Use different utensils and equipment for each type of food.



- **Hand Hygiene:** Provide hand sanitising/washing stations at your campsite entrance. Everyone should use them when entering or leaving the campsite and before eating or preparing meals. Adults should supervise the use of hand sanitiser.
- **Waste Disposal:** Dispose of all rubbish and food scraps properly to maintain a clean campsite. Please dispose of all liquid waste appropriately.
- **Gloves:** Groups should supply gloves for food preparation and service to ensure hygiene.
- **Sunscreen:** Set up a sunscreen station at your campsite and encourage regular application.
- **Water Station:** Set up a water station at your campsite and encourage regular hydration, especially in warm weather.
- **Joeys/Cubs Lights Out:** Joeys and Cubs should be in bed by the latest "lights out" time as per the camp schedule. After a busy day, they may be ready for bed by 9 PM or earlier, and that's perfectly fine.
- **Home Sickness:** Camp is short but keep an eye on youth members for signs of homesickness. Distraction is key to keeping them engaged and comfortable.

Medications

- **Administering Medication:** Leaders can only administer medication as specified on the youth member's e-permission form.
- **Labelling Medications:** Clearly label any medications with the youth member's name and dosage instructions. Webster packs are preferred for multiple medications.
- **Medication Storage:** All medications should be handed to Leaders for safekeeping, except for asthma puffers and EpiPens, which should always be carried by the participant.

First Aid

In case of an injury, follow this simple process to ensure proper care:

- **On-Site Care:** Each campsite and activity base should have a first aid kit for minor injuries like cuts, splinters, and small burns. Make sure the kit is complete and up-to-date before camp.
- **Event First Aid Officer:** If you need further assistance, visit the Camp HQ to see the Event First Aid Officer. For severe injuries, HQ will arrange medical help and contact the participant's parents.
- **Life-Threatening Injuries:** In case of a life-threatening injury, call 000 immediately and inform HQ, so they can direct emergency services to the right location.

Illness

- **Sick Participants:** Participants who are unwell should not attend camp. If a participant becomes sick during camp, parents will be asked to pick them up.
- **Isolate Sick Participants:** If a participant feels unwell at camp, immediately isolate them in a safe, visible location without drawing attention. Inform HQ for assessment and further action.



BATHROOM FACILITIES

- **Youth Members:** Use the main toilet block. Joeys and Cubs must be supervised by at least two adults while in the showers or waiting.
- **Transgender or Gender Diverse Members:** Should be supported to use the ablution and changing facilities that align with their affirmed gender identity. If preferred, the accessible bathroom at the Hatcher Hut or Training Centre is available.
- **Shower Guidelines:** Showers should be limited to a maximum of 3 minutes to conserve water. Adults are responsible for ensuring this.
- **Adult Members:** Adults should use the showers and toilets in the Hatcher Hut, Glenreagh Hall, or the Training Centre.
- **Accessible Bathroom:** The accessible bathroom at the Hatcher Hut is designated for youth who require a carer for assistance, and these youth will be identified by an orange lanyard.

Reporting Issues

Report any bathroom issues immediately to HQ, including:

- Breakages
- Blockages
- Overflows
- Continuous running water
- Lack of toilet paper or hand wash

ACTIVITIES

We've planned a thrilling and action-packed weekend with a wide range of activities for our Joeys and Cubs! From exciting challenges like climbing and archery to valuable skills such as campfire cooking, there's something for everyone to enjoy and learn.

Activity Units

Joeys and Cubs will be divided into Activity Units (red, green, yellow, or blue), and each unit will rotate through different activity bases throughout the weekend. Each base will offer unique activities, and you'll have **1.5 hours** at each base to explore, learn, and have fun!

- **Activity Rotation:** Each Activity Unit will rotate through all the activity bases. Make sure to check in at each base to learn about the activities and timing.
- **Project Patrols:** Joeys and Cubs may be split into patrols to ensure everyone has the opportunity to experience all the activities.



- **Base Changeover:** There will be a **15-minute changeover** between bases. Please arrive on time to ensure everyone has enough time to enjoy all the activities.
- **Adult Assistance:** Adults in each Activity Unit are expected to assist at the activity bases.
- **Morning/Afternoon Tea:** Where indicated on the program, please bring morning or afternoon tea to the bases.

Activity Set-Up and Requirements

Safety is our top priority, and each base will be equipped to provide a safe and enjoyable experience for everyone.

- **Risk Assessment:** A completed Risk Assessment must be submitted for each activity before it runs. All adults involved in the activity must sign the assessment to acknowledge they've read and understood the risks.
- **Safety Equipment:** Groups must ensure they have all necessary safety equipment for their activities, including **hand sanitiser** and a **First Aid Kit**.
- **Supervision:** Activities will be led by qualified leaders, and adults from your Activity Unit will help supervise. Junior Service Leaders and other adults may assist but cannot be in charge of any activity.
- **Set-Up and Pack-up:** All activity bases must be set up by **9:15 am on Saturday** and **8:45 am on Sunday**. Ensure that the activity is safely stored on Saturday night and fully packed away on Sunday before leaving camp.
- **Junior Service Leaders:** JSLs are here to assist and take on leadership roles, but it's important that they also have a great time and are treated with respect. Let's make sure they enjoy the experience as much as they contribute!
- **Free time:** Each base will have a scheduled rotation off to explore the other activities.

Saturday Evening Entertainment

After a fun-filled day of activities, unwind with **Cinema Under the Stars** at **7:00 pm** by the **Training Centre** on Saturday night. Be sure to bring a chair, your favourite movie snacks, and a warm jacket or jumper!

If you prefer a quieter evening, you can stay at your campsite and enjoy relaxing activities such as board games or cards. If any youth members choose not to attend the evening event, please ensure there are at least two adults present for supervision.

JUNIOR SERVICE LEADERS (JSLs)

Junior Service Leaders (JSLs) are Scouts and Venturers who have volunteered their time to support our Leaders and ensure our Joeys and Cubs have a fantastic weekend. Please offer them the same respect you would to an adult Leader.



JSLs will have their own campsite and some special activities on Saturday night.

JSLs will be catered for by their home Groups, so please make sure to include them in your plans.

ENVIRONMENTAL CONSIDERATIONS

At Scouts, we are committed to protecting the environment and ensuring that our campsites remain clean and natural for future generations. The Leave No Trace principles guide us in minimising our impact on the environment.

Waste Disposal

- Please do not leave rubbish around! Secure your bins to keep pests away.
- Use heavy-duty bin liners that can be securely closed to prevent flies, insects, and animals from getting into the bins.
- Fluids should be placed in empty bottles with lids (e.g., milk bottles).
- **Rubbish will be collected once on Sunday at approx. 9am – 10am.** Please be ready to place your rubbish in the trailer as it passes your campsite—after that, any leftover waste must be taken with you for offsite disposal.
- All rubbish must be removed from your campsite by the end of camp.

Water

- Bring filled water containers with you to camp.
- A refill station is located near the pedestrian walkway. Please be mindful to prevent spillage and overflow.

Wildlife

Respect wildlife by observing from a distance. Do not feed, approach, or follow animals.

CHECK OUT

Leave Pass

No one may leave the campsite without prior arrangement with the Event Team. Use the sign-out register at HQ when leaving and upon re-entering the campsite.

Departure Checklist

Before leaving on Sunday, please ensure you:



- Leave your campsite clean – don't forget to do an emu parade!
- Be mindful of pedestrian traffic while packing up.
- Check out at HQ before departing.
- Pick up your badges!

Checkout Process on Sunday

- **Vehicle Access:** All vehicles must remain in the designated parking area until the end of camp, except for those needed for emergencies, site services, or with prior arrangements for early or late departures.
- **Packing Up:** Once activities begin on Sunday morning, the Event team will allow vehicles with a permit to enter the campground for packing up. Vehicles must drive at walking pace (5 km/h) with hazard lights on due to high pedestrian traffic.
- **Pick-Up:** People arriving to collect youth members must park in the designated area at the top of the site and walk down to pick them up.
- **Check-Out:** All participants must check out at the main gate before leaving.
- **Departure Deadline:** All participants, except for HQ and Region team members, should have packed up, cleared their campsites, and departed by **3pm**.

