

# Coordinators

# Handbook



## Congratulations on being a Campout Coordinator!

This information booklet should answer any questions that you have about Kids Campout 2010 (KCO 10). If you have attended Campouts before please make sure you read this booklet for the new information specific to 2010:

### WHAT IS KIDS CAMPOUT?

KCO 10 is an annual weekend camp for children in years 3 to 6 at primary school run by the NSW Synod of the Uniting Church in Australia. The weekend commences at 12pm on Saturday (you are welcome to come earlier and set up) and concludes at around 1pm on Sunday. The program includes craft electives, swimming, worship, wide games, devotions and Saturday night entertainment.

### WHERE AND WHEN?

KCO 10 will be held on the weekend of **13th & 14th March 2010** at the Wedderburn Christian Campsite.

### WHAT IS THE THEME FOR 2010?

Piece it together. Come along as we put together one of the greatest inventions ever made. What will it look like? What will it do? What colour will it be? These questions and more will be answered as we piece it together.

### KCO 10 GOALS, AIMS AND OBJECTIVES:

The goal of KCO 10 is to provide an event, where children and leaders experience a sense of belonging to and being a part of the Christian faith community.

- To provide opportunities for children and leaders to share the love of Jesus with each other.
- To involve children and leaders in a variety of activities, experiences and resourcing opportunities.
- To encourage children and leaders to broaden their outlook of the church and its relationship to the world.
- To create and maintain networks among children's ministry groups across the NSW Synod
- To encourage children, leaders and young people to take up leadership and organisational roles.

*As organisers of KCO 10 we endeavour to provide a program that encompasses all aspects of the Christian life. Our aim is to give you the resources and opportunity to make the weekend valuable, enjoyable and memorable for the children in your care. It is the responsibility of your team to ensure that children are continually embraced by God's Spirit of community, and shown what it means to be a follower of Jesus. As the organising group we want to offer you every assistance in doing this. Please let us know how we can be of help to your group!*

### FOR FURTHER DETAILS PLEASE CONTACT:

**Rowena Tagalao—Ministry and Mission with Children Administrative Officer**  
02 8267 4295 Email: [RowenaT@nsw.uca.org.au](mailto:RowenaT@nsw.uca.org.au)

### WHO CAN COME?

**Anyone** who has children in Primary School grades 3 - 6, whether you are, a congregation, a KUCA group, an after school club, a family group 2 children and 1 leader or 50 children and 10 leaders. **OR**

In 2010 you can come as a Day Camper—fees for Day Campers include the program (worship, crafts, music, fun, etc...) and site fees however you will need to provide lunch and dinner for your group. It may be possible to buddy with a larger group to assist with food. If you are unable to find one, contact the KCO 10 office.

### HOW MUCH?

**Registration fees: \$30** per camper/adult

**Day rate: \$20** per camper/adult

**Friday Night: \$10** per camper.

*(All costs includes site fees, journals, badges, crafts, activities, electives, and all program events).*

**Please note:** Fees are required for everyone registered at KCO 10, Cooks etc who stay overnight at KCO 10 must pay the camp fee.

**Customising your rego and medical forms:** You will need to complete sections of the forms to include your group's personal details as follows:

Write appropriate name and date

- Please complete both sides in full & return to \_\_\_\_\_ with payment by \_\_\_\_\_ /2010
- Full Time \$ \_\_\_\_\_  Full time + Friday night \$ \_\_\_\_\_ or  Part Time \$ \_\_\_\_\_

You will need to add your local costs (such as food and transport) to the registration fees and write the full amount in the space as shown above.



Write appropriate detail

- *Cheques to be made out to:* \_\_\_\_\_

### WHAT IS A GROUP CO-ORDINATOR?

A Group Co-ordinator is appointed by a local congregation to co-ordinate the arrangement of local groups for KCO 10. As a co-ordinator you are responsible for your local group.

This includes:

- Being the liaison person with the KCO 10 office
- Recruiting leaders and cooks
- Receiving and distributing the information and registration forms
- Arranging for tents, food and cooking facilities for the weekend
- Distribution of badges, diaries etc. to the children
- Building a team and ensuring that all members of your group are fully informed of all aspects of KCO.
- Ensuring registration forms and Attachment 4's are received by the Synod Office prior to Camp. Please note that due to our safe place for children policy you will not be able to enter the camp site unless all attachment 4 forms are received by the Board of Education prior to camp out.

*Thank you for giving up your weekend to invest in the faith life of the kids you are leading. This is an awesome opportunity to be an example to them and to get them to be excited to be part of God's family. To do this, encourage your leaders to be enthusiastic about the kids and all that you and the kids are involved in. Sometimes it's easy to feel silly and embarrassed about joining in 'kid stuff' but if you get involved, chances are, they will too with mirrored response. So be active, excited and most of all positive!*

## ROLES @ KIDS CAMP OUT

### a) LEADERS:

**All Leaders must be at least 18 years old**, however there is no upper age limit and we greatly encourage more senior Adults. Each Adult is to look after their small group of up to five children during KCO 10. It is important to have at least one male and female adult within your group.

*Please note: We have included an Adults declaration on the Adults form. It is the responsibility of the group co-ordinator to ensure that these are filled out and sent in to the KCO 10 office. No Adults will be permitted on site without a completed Adults declaration. Under NSW State Government Legislation [Child Protection (Prohibited Employment) Act 1998] every adult attending Kids Campout 2009 must sign a "Prohibitive Employment Declaration".*

### b) CONGREGATION HELPERS:

Anyone in years 7 or 8 who wants to be involved in KCO 10 can be general helpers in your Congregation group with possible opportunities to assist with Worship etc.. They will also be required to help facilitate the orienteering on Sunday morning.

### c) ASSISTANT LEADERS:

Assistant Leaders are in years 9-12. It is expected that assistant Leaders will be teamed with an adult in an "apprenticeship" role.

**As they are under 18, they are not to be given full responsibility and therefore will be supervised by an adult...**

*Congregational helpers and Assistant leaders need to come with the understanding that they are participating in KCO with the purpose of assisting with the care of the children in their group or helping out in some way. A quick briefing will be held from 2-2.15 pm on Saturday (directly after the welcome in the hall). It is important that one Adult leader from your group is*

*also present. To develop their leadership roles, a program for them organised by the Youth Unit will be held on the Saturday night in the Main Hall.*

**d) COOKS:**

We encourage each group to have a team cook as this frees up the Leaders to spend time with the children. Cooks need to provide all meals over the duration of the camp. It is the cook's responsibility to bring all cooking utensils, pots, pans etc.; plus cooking and cleaning equipment. Water is available at the outside sink next to the main hall.

**e) CHAPLAINS:**

At KCO 10 we will have a chaplaincy team available. This has been a valuable resource in the past and one that we have struggled to meet over the last few years. We will also have a space for adult leaders to chill out and to take a break, which will have coffee and biscuits available. Chaplains will be available for any pastoral concerns that you may have with children or adults, or you may just need help with a "hairy" question that a child has thrown at you!

**g) UNDER-AGE CHILDREN:**

Please note that the KCO 10 program is specifically for children in grades 3—6. Children Year 2 and under are the sole responsibility of their carer. Children Year 7 and above are welcome as congregation helpers or assistant leaders but will be the sole responsibility of the adults in their group.

## **@ KIDS CAMPOUT**

**REGISTERING AT KCO:**

The Registration Space will be self explanatory as you drive into Campout and will be open from 11.00 am Saturday for you to pick up your bag of goodies. As you enter the camp site we ask that you sign on so that we know who is on the site at all times.

**SETTING UP TENTS:**

Groups are permitted to come Friday afternoon/night to set up tents. This could be a great opportunity for your Adults to get there early, prepare for the weekend, relax and have fun. Additional cost is only \$10 per person for Friday night. It will be necessary to indicate on your registration form numbers staying Friday night, and to include this fee with your payment.

We encourage you to develop a site layout plan that will provide for: building community, bringing adults and children into a central area, assist security by giving easy observation of all tent entry/exits at one time, foster identity and provide a welcoming atmosphere.

**CARS:**

Cars will have to be parked away from the tents - entry to the tent area is for loading and unloading ONLY. In the past this rule has not been enforced. This year this will have to be a reality, unless you have brought a campervan with you.

**CHILDREN WITH SPECIAL NEEDS:**

Please let us know if any of your kids have special needs, so that we can ensure the best support for your group during the course of the weekend to enable everyone to fully participate in the program and have a great Camp Out experience.

**PROGRAM:**

KCO 10 commences at 12:00 pm Saturday with lunch and concludes at approximately 1:00 pm Sunday. We suggest that your children and leaders arrive by 12:00 noon at the latest so that they will have time to settle in and for you to distribute diaries and name tags that you will receive when you register on Saturday morning. The WELCOME time begins at 1 pm at the main stage area. This time involves the official opening to begin KCO 10, where you will be asked to 'Piece it together'!

**ELECTIVES:**

For electives children will be split into Groups and will participate in Swimming, Craft activities, Outdoor games and Afternoon Tea.

During electives children should carry a drink, sunscreen, wear a hat and carry a bag for all the craft items that have been made. They will also need their swimmers and a towel if they are going in the pool!

**SATURDAY EVENING PROGRAM:**

Our evening program begins after tea at the main stage area.

**LIGHTS OUT:**

We will have a final lights out time at 10 p.m. Your supervision as a co-ordinator is appreciated at this time.

## **SMALL GROUP TIME**

There are planned times for helping people connect with God's story and learning more about knowing Jesus. This year small group time will be held in the main stage area during community gathering times. You will be facilitated with discussion topics related directly on the theme 'Piece it together'. This is an important time for adults and children.

## **SUNDAY WORSHIP:**

The Sunday worship this year will be reflecting on the theme we have explored over the weekend. Campers will participate in the Worship and have the opportunity to take something home as a reminder of their continuing journey with God.

## **SCAVENGER HUNT:**

On Sunday morning after breakfast, campers and leaders will participate in an exciting treasure hunt around the camp site. We ask that you do this in your small groups and leaders are with their campers at all times.

## **RULES:**

- KCO 10 and Wedderburn Christian Campsite have a list of rules to ensure the comfort and safety of ALL campers
- There are to be **no Drugs or Alcohol** on site.
- Rubbish bins are provided and must be used. All rubbish is to be well wrapped.
- Leaders are responsible for their children's behaviour within the park and in the amenities.
- Speed limit in the park is 10 kph.

## **TAKING CARE:**

*IT IS THE RESPONSIBILITY OF **EVERY Adult** TO ENSURE THE SAFETY OF EVERY CHILD IN OUR CARE AT SYDNEY Kids CAMPOUT. Our commitment is to protect children from any physical, sexual or emotional abuse. We affirm our churches in their commitment to providing Adults who are able to exercise care and effectively minister with children. Co-ordinators of groups should ensure that Adults engage in appropriate protective behaviour at all times.*

*If any Adult is given information or suspects that a child is being harmed, we ask that you follow these guidelines:*

- *If a child confides in you - listen. Do not over question or push for information, but let the child know that you believe what they are telling you.*
- *As soon as you are able to, note down exactly what was said to you and at what time.*
- *Reassure them that they have done the right thing by talking to you.*
- *Let them know that you need to tell someone else, never promise to keep secrets, as secrets can hurt people.*
- *Consult with a chaplain on duty, who will act as an intermediary and hand the matter over to the Synod Consultant, if necessary.*

## **INSURANCE:**

As an official Uniting Church in Australia event KCO 10 will be covered by a public liability policy held by the Uniting Church. There will be no personal accident policy covering the event. It is assumed that families would be covered with their own medical benefits and/or personal accident policies. We appreciate that every care will be taken by the adults of KCO 10 and that the adults and those connected with the camp cannot be held responsible for personal injury, loss or theft of property affecting individuals.

## **IN CASE OF RAIN:**

"The show must go on", and so will KCO 10 even in the rain. (We have an undercover program). Some parents may be concerned about their children attending camp in the rain, so please assure them that activities outside will be limited in the event of rain. Every care will be taken to keep their children dry. Bring along a number of garbage bags for children to wear if needed, or some other protection for their clothes.