



RBSLEC BUS TO BUS CHECKLIST Full Version

Overnight Camp

For an in depth version of the Bus to Bus Checklist please refer to the information below:

PRE-CAMP

- ❖ Book camp dates and pay camp deposit

Forms:

- ❖ Download all information required for camp under 'Residential Camp Information'
Link: <http://www.sportssupercentre.com.au/forms/>
- ❖ Once on this page you can just scroll down to 'Residential Camp Information', then click on 'Visiting Teacher Forms' for all of the other forms you require.
- ❖ **Please note that these Forms are strictly due 2 weeks prior to arrival at camp.**
- ❖ **It is therefore recommended that you have all of the forms/payment etc. due 3-4 weeks prior to allow for collecting payment and details for camp!**
- ❖ Below The Visiting Teacher Information there is a copy of the individual forms. I.e. you can download the individual Lodge Forms as per your invoice when you have them.
- ❖ If there are any individual medical needs like epilepsy or severe allergies you can download these forms also.
- ❖ The Risk Assessments are here for downloading (once you receive your program).
- ❖ Catering/dietary requirements are related to intolerance/allergies/ religious/ vegetarian requirements etc. Please do not include fussy eater or dislikes on this sheet.
- ❖ All forms are in a Word format – please type the information into the forms when possible (i.e: catering/lodge lists) for ease of scanning information through and amendments where necessary.
- ❖ Please provide Medical forms in Activity groups (when more than 1 group).
A copy of these forms needs to be received 2 weeks prior to arrival –
either scanned and emailed or sent by post to:

Runaway Bay Sport & Leadership Excellence Centre
PO Box 294
Runaway Bay, QLD 4216

Program:

- ❖ Fill out and return Camp Co-ordinator form
- ❖ Liaise with RBSLEC staff to coordinate camp and program.

Student Organisation:

- ❖ Provide students with their Lodge Number and Activity Group before arrival (this will assist with quick luggage storage on arrival and later with departures for activities). If

you don't want the students to know their rooms you can do that later on – just their lodge number will help as the luggage is being stored anyway!

- ❖ When possible students are to have their own luggage on the bus they are on. This avoids confusion and wasted time when they arrive.
- ❖ All students are to have a separate back pack upon arrival with their hat, sunscreen and a full drink bottle ready for activities. Once the luggage is stored they won't be accessing it until the afternoon.
- ❖ Students on water activities will need to arrive with their bathers under their clothes already please. Their backpack will require their towel, sunscreen, wet shoes, hat and drink bottle.
- ❖ Please advise mobile phone number for emergency contact during camp (if not already provided).
- ❖ Please add Duty Manager Phone Number to your phone/contact details for whilst on camp: 0416 009 985. This number is for after hours (security) and emergency contact for duration of camp.

On Arrival:

- ❖ A RBSLEC team member will meet and greet bus at bus bay (Refer to attached map)
- ❖ Bus gate entrance code is: 5544#
- ❖ Unload bus:
 - Students to collect luggage from bus
 - Students to move safely to lodge gate entry. RBSLEC staff will meet and greet visiting students.
 - Students to walk through to lodge area and place luggage outside lodges against walls (please don't block walkways). RBSLEC staff will assist with directions.
 - Students to move and sit on Beach Volleyball Grandstand and await address/further instructions by RBSLEC staff.
- ❖ RBSLEC staff will direct storage of luggage after address.
- ❖ RBSLEC staff will brief the Camp Coordinator on lodge keys and Camp Handbook which includes items such as Program, Emergency Details and Contacts, Incident Reports, Duty Manager Phone Number, etc.
- ❖ Time permitting RBSLEC staff to direct a tour of facility and or morning tea if time permits. Camp Co-ordinator and visiting staff to assist with student management.
- ❖ Induction- RBSLEC staff will conduct an induction prior to activities commencing. Camp Co-ordinator and visiting staff to assist with student management.
- ❖ Camp Co-ordinator to ensure lodge arrival checklists for each lodge and Emergency Procedures forms are completed, signed and returned to RBSLEC staff ASAP (preferably prior to activities commencing).

During Camp:

- ❖ Activities:
 - Students to have appropriate activity clothing, footwear (enclosed shoes + water shoes for water based activities). Hat, sunscreen and full water bottle.
 - Ensure all students are divided into appropriate groupings
 - Students are on time at designated meeting point

- Visiting teachers to assist with active supervision of students during activities.
- ❖ Meal Times:
 - RBSLEC Staff will be in attendance to assist with meal organisational flow
 - Camp Co-ordinator and visiting teachers to ensure students are on time to all meals, assist with efficient service and students clean up after themselves.
- ❖ Check-Ins/Handovers: RBSLEC staff will complete a check-in every morning of your camp prior to activities starting and every afternoon 3.45pm. Please alert RBSLEC staff member of any issues that we can assist with.
- ❖ Camp Programs: RBSLEC staff will provide a camp program displayed outside each lodge for student access.

Departure:

- ❖ Camp Co-ordinator and visiting teachers to manage departure of students and luggage from lodges, storing luggage - RBSLEC staff to assist
- ❖ Students who have water based activities programmed on the last day of camp to have a back pack with a change of dry clothes
- ❖ Camp Co-ordinator to check out: return lodge keys and camp folder to RBSLEC Staff Prior to activities starting.

Post-Camp:

- ❖ It would be appreciated if Camp Co-ordinator could complete a feedback survey and any other comments would be appreciated.



1. Accommodation THE FACILITY

- 9 x Lodges with 10 Rooms per Lodge
- 36 Per Lodge Quad Share
- 18 Per Lodge Twin Share
- Teachers Rooms with Ensuite
- 288 Beds Total
- Common Room with TV
- Separate Male/Female Amenities
- Large Laundry
- Disability Access

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