

BRIEFING CARD: BIG FLYING FOX

Aim: Overcome fears while having fun. This activity teaches how to work together as a team for a safe outcome. It teaches participants a level of poise & balance on uneven terrain.

Rules:

- Staff instruction & demonstration must be given before use
- A minimum of 2 supervisors is needed at all times –one at the top & one at the bottom.
- Riders must return to the queue via the gate & zig-zag path provided
- All persons must be kept clear of the flying fox's line of travel
- Hard hats to be worn by operator at bottom end
- Riders with long hair must tie it up
- Children under the age of eight are not to ride this flying fox
- The flying fox must be locked at the top if a supervisor is not present
- Supervisors must supervise no longer than 4 hours per day on the flying fox & then hand over to another supervisor to avoid fatigue.

Procedure:

1. Bottom operator to visually check that 3 gates are closed before launch & then to be always listening for request from other supervisors to open the gates.
2. Ensure loop on return rope is off before person gets in the chair
3. Ensure return rope is safely out of the way
4. Person to sit in chair and fasten safety chain in front of them
5. Legs must be held straight in front when ready to go
6. Permission to launch from bottom operator required. When ready to launch, the bottom operator must first be in the safety zone.
7. To release the chair, lift release hook handle, but do **NOT** let it go
8. Operator at the bottom end to help rider out of chair, hook the loop of the return rope to the back of the chair and call for runner
9. To return flying fox to the top, the runner pulls rope down the lefthand slope until told to stop (ie: when release hook is attached)
10. Supervisor at bottom end to help the runner with rope for the last 20m
11. When the chair is returned, the release hook is attached again (like a tick v), and the return rope is taken off

Extras: There is a 75kg weight limit on the flying fox

As a supervisor, you form a vital part of our safety system. It is important you understand the risks associated with this activity. Remember that the hazards **that are present** form the underlying sense of adventure and excitement for the user. We rely on you doing a good job of operating this activity according to the instructions on this card. If you fail at this, the user **is** exposed to harm.

Please ensure that you record any incidents or accidents on the provided OFI (Opportunity for Improvement) forms.

Updated Jan 2020

BRIEFING CARD: BLIND TRAIL

Aim: To build confidence, gain empathy with those who can't see, have fun

Rules:

- Supervisor should walk over track first to ensure there are no obstacles that could cause harm
- Walkers must wear covered shoes and be dressed appropriately
- Do not use in wet weather conditions
- First stage – walk along trail with eyes open
- Second stage – walk along trail with eyes closed
- Third stage – walk along trail with blindfold or hoodie on
- This is a challenge by choice activity
- Be environmentally friendly- do not disturb animal or plant life unnecessarily
- Bring all rubbish back to camp
- Check that gates are shut behind you
- Advise camp staff of any obstacles or maintenance required

Extras:

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Updated Sept 2019

BRIEFING CARD: BOULDERING WALL

Aim: The bouldering wall is designed to develop climbing skills, strength and confidence, as well as an understanding of the physical capabilities of the climber. To complete the wall, a good deal of thought and route planning is needed. Positive team dynamics can also be built by teaching the children to encourage one another.

Rules:

- Mats must be placed around the wall before use
- Each climber must have an active spotter*
- Only two climbers can be on the wall at any one time
- Spotters and climbers should be wearing shoes or bare feet. No socks!

*An active spotter is someone who is watching the climber at all times, with their hands and eyes up, ready to break their fall – the aim is not to catch, but stop the climber falling awkwardly if they are to slip

Extras: Small group activities can be used to develop trust and spotting skills before the wall is used. Encourage members of the group to verbally support each other when trying the bouldering wall. This can help both the climber and the encourager by getting them to think about different moves and holds that could be used.

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Updated Sept 2019

BRIEFING CARD: CONFIDENCE COURSE

Aim: To complete the entire course safely and successfully.

Teamwork should also be incorporated, teaching group members to encourage one another.

Rules:

- Each activity should be completed by the whole team before moving on to the next one.
- One at a time attempting each skill.
- The fireman's pole requires a degree of physical strength so supervisors and participants should ensure they will be able to achieve this by holding themselves off the ground on the test pole for 5 seconds before attempting the large pole.
- Not to be used when raining and under discretion when wet.
- Not to be used as a race.
- No more than 5 people to be on the tower at one time.

Extras: Supervisors need to be competent, this means able to do all the activities, able to demonstrate techniques for each activity, able to assist those in difficulty and able to control behaviour of participants.

The activities are numbered, indicating the recommended order (see over page for description of each component)

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CONFIDENCE COURSE STAGES



The components of the Confidence Course are numbered & designed to be done in numerical order.

1. **Fireman's Pole**- Slide down the fireman's pole. Each person must be able to hold themselves up on the small practice pole for 5 seconds before they attempt the main pole.
2. **Tyre Stairs** - To climb the tyre stairs without using their hands if possible.
3. **Giant Steps** - Descend the giant steps without holding on.
4. **Balance Beam** - Cross the beam without falling off.
5. **Through the Forest** - Move along each beam to the end without using your hands.
6. **Ladder** - This is a simulated roof truss and if possible, should be done without using your hands.
7. **Slanted pole** - Using the rope for assistance, walk down the pole. This component requires supervisors to “spot” the person on the beam in order to break their fall if necessary.
8. **Swinging Tyres** - Make your way from one tyre to the next with your feet inside the tyre rather than on the top, until all completed.
9. **Burma Rope Bridge** - Using the top rope for balance, walk along the bottom rope.

“Spot” refers to standing alongside participant so as to be able to break their fall if necessary. Spotters should be used throughout the course.

NB This confidence course is designed to build participant's confidence and should **NOT** be used as a race or for time trials.

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BRIEFING CARD: FISHING (off Wharf)

Aim: To catch fish and learn about marine life.

Rules:

- Fishing is to be done on the seaward side of the wharf.
- Bait may be purchased from camp, or mussels from wharf may be used. (NB: These mussels are not fit for human consumption)
- Shoes must be worn.
- No running on the wharf.
- Knives to be kept on the bait board at all times and cutting of bait closely supervised.
- All spare hooks to be in tackle boxes or tins, not lying on the wharf.
- Do not remove any ropes from the wharf.
- Boats are out of bounds, and children must not sit on the wharf right next to a boat.
- Bait should be removed from all hooks when finished
- Rescue devices: a throw rope & a life ring are located on the wharf

Extras: Kiwi Ranch is a catch and release fishing zone only – please put everything back.

Fishing is a good opportunity in which to talk to and get to know individual children in your group. It is also a good opportunity to teach children about marine life, and caring for the environment.

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Updated Sept 2019

BRIEFING CARD: FISHING (on Launch)

Aim: To catch fish and learn about marine life.

Rules:

- Fishing is to be done on the bottom deck only
- Bait and some hand lines are supplied but you may bring your own gear
- Shoes must be worn.
- No running on the boat.
- No overhead casting.
- Knives to be kept on the bait board at all times and cutting of bait closely supervised.
- All spare hooks to be in tackle boxes or tins, not lying on the deck.
- Do not move any ropes on the boat.
- Bait should be removed from all hooks when finished
- Follow the Captain's directions for fishing start/stop times
- Rescue devices: there is a life ring and a throw rope on board the launch.

Extras: Only legal size fish may be kept on board. All others must be returned to the water. Fishing is a good opportunity in which to talk to and get to know individual children in your group. It is also a good opportunity to teach children about marine life, and caring for the environment.

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Updated Sept 2019

BRIEFING CARD: GAMES ROOM

Aim: To have fun.

Rules:

- Children must be supervised by an adult
- Food and drinks may not be taken into the games room
- Shoes must be taken off at the door
- The games must be played sensibly, as they were designed to be played. Balls are not to be thrown and bats & cues are not for hitting!

Extras: This activity can be used as a wet- weather activity. It also provides a good setting to build relationships with team members while playing games with them.

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Updated Sept 2019

BRIEFING CARD: GLOW WORM WALK

Aim: To experience seeing glow worms at night

Rules:

- Supervisor should walk over track first to ensure there are no obstacles that could cause harm
- Walkers must wear covered shoes and be dressed appropriately
- Ensure all walkers are in groups and regular checks are made to ensure everyone is present
- Must keep to the high side of the track, in single file
- Be environmentally friendly- do not disturb animal or plant life unnecessarily
- Bring all rubbish back to camp
- Check that gates are shut behind you
- Advise camp staff of any obstacles or maintenance required on the track

Extras:

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BRIEFING CARD: JETTY JUMPING

Aim: To have fun!

Rules:

- A supervisor to child ratio of 1:4 is required at all times
- Supervisors need to be competent swimmers
- Supervisors must be watching children at all times. NO READING.
- Jetty Jumping must only be done on the seaward side of the wharf
- Area must be clear before next jumper enters the water
- Swimmers are not to swim under the wharf or near any boats, ropes, or fishing lines.
- Swimmers must exit the water when boats come into jetty
- Swimmers must exit the water if harmful wildlife are encountered (eg: pink jellyfish, stingrays, etc)
- Go no further than 10m from the wharf
- Rescue devices: a throw rope & a life ring are located on the wharf.

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BRIEFING CARD: KANUKA TRAIL

(Discovery Trail)

Aim: To enjoy aspects of our New Zealand bush and learn about specific species we have here at Curious Cove.

Rules:

- Keep to the marked track, in single file
- Bridge must be crossed by 1 person at a time
- Ensure all walkers are in groups and regular checks are made to ensure all are present
- Be environmentally friendly- do not disturb plant or animal life unnecessarily
- Bring all rubbish back to camp- including food scraps
- Advise camp staff of any obstacles or maintenance required on the track
- Check with the camp staff re suitability of weather, particularly after heavy rain as creeks may be unpassable
- Gear should be checked to ensure everyone has suitable attire for all conditions
- Radios should be collected from the kitchen before setting out for keeping contact with camp staff
- On completion of the activity when the whole group returns to camp or goes to another activity they **MUST** go via the Loop Track and **NOT** via the flying fox track.
- If the flying fox gates are closed, the group waits there until the flying fox supervisor has given the group supervisor the all clear to open the gates. Once through the gates, they are to be closed & the red sign put back in place on the gates.
- It is paramount that children are always supervised when going through the gates at the flying fox crossing.

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BRIEFING CARD: KAYAKS

Whistle
attached

Aim: To develop confidence on the water, learn paddling skills and gain an understanding of general water skills.

Rules:

- There must be at least 1 supervisor in a supervisor kayak for every 6 children on/in the water, and all supervisors must be ready to get in the water to rescue a child
- An appropriate sized life jacket must be worn by all persons on the water, and each child must have their life jacket fitting checked by an adult.
- Kayaks are not to be used in strong southerly conditions, as kayakers can be blown out of the bay. Check wind sock – if pointing out to the bay, kayakers must come in.
- Launching the kayaks must be done on the sandy strip
- KAYAKS ARE TO BE CARRIED BY TWO PEOPLE, NOT DRAGGED
- Paddles are not to be used for splashing
- Kayaks are not to go near or under the wharf, or near other boats
- No ramming the kayaks
- Kayaks must only come ashore on the sandy strip in front of kayak container shed
- The boundary line is between the wharf and the orange marker on the right hand side of the bay. Kayakers must not go outside the bay, or out of supervisor's audible range at all times.
- All gear must be hung tidily in the container at end of activity
- Rescue devices are always to be on hand:
 1. A throw rope in the red tube on the foreshore and
 2. Two supervisor kayaks with throw ropes attached.
 3. A life ring is located on the foreshore
- All kayakers must be informed to return to shore immediately on the instructor's advice or the sound of the whistle.
- A whistle is attached to gain the attention of kayakers for instructions

Extras: To add extra interest, games such as “Raft Up” can be played when all children are confident in using the kayaks.

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BRIEFING CARD: MT KAHIKATEA

Aim: To give children the experience of having ‘conquered’ a mountain. To enjoy the New Zealand bush and the amazing views on a clear day from the top of Mt. Kahikatea.

Rules:

- Keep to the marked track
- Ensure all walkers are in groups and regular checks are made to ensure all are present
- Be environmentally friendly- do not disturb plant or animal life unnecessarily
- Bring all rubbish back to camp- including food scraps
- Advise camp staff of any obstacles or maintenance required on the track
- Check with the camp staff re suitability of weather & climbing ability.
- Gear should be checked to ensure everyone has suitable attire for all conditions.
- Radios should be collected from the kitchen before setting out for keeping contact with camp staff

Extras: Some children will be faster than others, and will want to race ahead, while other may struggle. Remembering to allow time for the slower children to rest will make the climb less daunting for them, and can teach patience and consideration to the faster children. The children will also be tempted to run on the way down, but this could cause injury.

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BRIEFING CARD: POINT WALK

Aim: To explore part of the bay, to enjoy the bush and the beach at the point.

Rules:

- Walkers must respect private property and keep to the track
- Ensure all walkers are in groups and regular checks are made to ensure everyone is present
- Be environmentally friendly- do not disturb animal or plant life unnecessarily
- Bring all rubbish back to camp
- Check that gates are shut behind you
- Advise camp staff of any obstacles or maintenance required on the track

Extras: The beach at the end of the walk is not accessible at high tide: check with camp staff for tide times & weather conditions. At low tide, it is possible to walk back around the rocks.

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Updated Sept 2019

BRIEFING CARD: SWIMMING

**Whistle
Attached**

Aim: To have fun!

Rules:

- A supervisor to child ratio of 1:4 is required at all times
- Supervisors need to be competent swimmers
- Supervisors must be watching children at all times. NO READING.
- The swimming area is the sandy beach in front of the kayak shed, between the wharf and land and no further than 15 metres from the water's edge.
- In strong winds swimming can become unsafe and children will need to be instructed to get out of the water.
- Swimmers are not to swim under the wharf or near any boats, ropes, or fishing lines.
- Supervisor is to assess the level of swimmers confidence and consequently set swimmer parameters within the 15 meters.
- A rescue device is always to be on hand. There is a throw rope and a life ring located on the beach.
- A whistle is attached to this card to get the attention of the swimmers if instructions need to be given.

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BRIEFING CARD: TEAM RESCUE

Aim: To encourage the group to work together as a team to complete the course safely.

Rules:

- Finish the course by starting on one platform, going around the course and back to the first platform, without anyone touching the ground
- By using the 3 metre planks, work together as a team to lay the planks between the platforms, posts, and cross logs
- You cannot use the trees or other obstacles to help you
- Do not lift the planks above your head
- The course is designed to build participant's confidence and should **NOT** be used as a race or for time trials
- Not to be used in wet or slippery conditions
- On completion of the activity when the whole group returns to camp or goes to another activity they **MUST** go via the Loop Track and **NOT** via the flying fox track.
- If the flying fox gates are closed, the group waits there until the flying fox supervisor has given the group supervisor the all clear to open the gates. Once through the gates, they are to be closed & the red sign put back in place on the gates.
- It is paramount that children are always supervised when going through the gates at the flying fox crossing.

Extras: This is a challenge by choice activity, and each team member needs to be physically capable of the challenge. Supervisors need to be competent, this means able to demonstrate techniques, able to assist those in difficulty and able to control behaviour of participants.

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