BRIEFING CARD: BLIND TRAIL

<u>Aím</u>: 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:

As a supervisor, you form a vital part of our safety system. It is important you understand the risks associated with this activity. Remember the possibility of hazards 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 maybe exposed to harm.

BRIEFING CARD: BOULDERING WALL

<u>Aim:</u> 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

<u>Extras</u>: 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.

As a supervisor, you form a vital part of our safety system. It is important you understand the risks associated with this activity. Remember the possibility of hazards 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 maybe exposed to harm.

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

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.

BRIEFING CARD: CONFIDENCE COURSE

<u>Aim:</u> 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)

As a supervisor, you form a vital part of our safety system. It is important you understand the risks associated with this activity. Remember the possibility of hazards 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 maybe exposed to harm.

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

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

<u>Extras</u>: Curious Cove 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.

As a supervisor, you form a vital part of our safety system. It is important you understand the risks associated with this activity. Remember the possibility of hazards 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 maybe exposed to harm.

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.

<u>Extras</u>: 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.

As a supervisor, you form a vital part of our safety system. It is important you understand the risks associated with this activity. Remember the possibility of hazards 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 maybe exposed to harm.

BRIFFING CARD: GAMES ROOM

Aím: 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!

<u>Extras</u>: 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.

As a supervisor, you form a vital part of our safety system. It is important you understand the risks associated with this activity. Remember the possibility of hazards 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 maybe exposed to harm.

BRIEFING CARD: GLOW WORM WALK

Aím: 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

<u>Extras</u>:

As a supervisor, you form a vital part of our safety system. It is important you understand the risks associated with this activity. Remember the possibility of hazards 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 maybe exposed to harm.

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.

As a supervisor, you form a vital part of our safety system. It is important you understand the risks associated with this activity. Remember the possibility of hazards 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 maybe exposed to harm.

BRIEFING CARD: KANUKA TRAIL (Discovery Trail)

<u>Aím</u>: 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.

As a supervisor, you form a vital part of our safety system. It is important you understand the risks associated with this activity. Remember the possibility of hazards 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 maybe exposed to harm.

Please ensure that any incidents or accidents are recorded on the OFI (Opportunity for Improvement) forms.

*Updated Aug 2022**

BRIEFING CARD: KAYAKS



<u>Aim</u>: 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

<u>Extras</u>: To add extra interest, games such as "Raft Up" can be played when all children are confident in using the kayaks.

As a supervisor, you form a vital part of our safety system. It is important you understand the risks associated with this activity. Remember the possibility of hazards 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 maybe exposed to harm.

BRIEFING CARD: MT KAHIKATEA

<u>Aím</u>: 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. There are some blind spots on the mountain due to weather & bush cover.

<u>Extras</u>: 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.

As a supervisor, you form a vital part of our safety system. It is important you understand the risks associated with this activity. Remember the possibility of hazards 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 maybe exposed to harm.

Please ensure that any incidents or accidents are recorded on the OFI (Opportunity for Improvement) forms.

*Updated Aug 2022**

BRIEFING CARD: POINT WALK

<u>Aím</u>: To explore part of the bay and to enjoy the bush

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

As a supervisor, you form a vital part of our safety system. It is important you understand the risks associated with this activity. Remember the possibility of hazards 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 maybe exposed to harm.

Please ensure that any incidents or accidents are recorded on the OFI (Opportunity for Improvement) forms.

Updated Aug 2022

BRIEFING CARD: SWIMMING

Aím: To have fun!

Whistle Attached

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.

As a supervisor, you form a vital part of our safety system. It is important you understand the risks associated with this activity. Remember the possibility of hazards 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 maybe exposed to harm.

BRIEFING CARD: TEAM RESCUE

<u>Aim</u>: 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.

<u>Extras</u>: 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.

As a supervisor, you form a vital part of our safety system. It is important you understand the risks associated with this activity. Remember the possibility of hazards 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 maybe exposed to harm.

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

Updated Aug 2022