

SWAN VALLEY  
**ADVENTURE CENTRE**



# CAMP INFO PACK

For Teachers and Parents

58 Yule Avenue, Middle Swan Western Australia 6056





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# RESPONSIBILITIES AND ROLES ON CAMP



## Our Staff:

In accordance with the Adventure Activity Standards and the Education Department guidelines, all instructors have:

- A current Working with Children Card
- A Police Clearance
- A First Aid Training
- Ongoing site-based training for all activities covering emergency procedures and safe operating procedures.

Water Sport Instructors all have Paddle WA qualifications or equivalent

All equipment and structures are routinely inspected by competent staff, including an external annual inspection.

## Teachers & Volunteers:

We encourage you to participate in all activities to build rapport with the kids and to enjoy the experience yourself!

### Your role includes the following:

- ☒ Each group must have an adult supervisor (teacher or volunteer)
- ☒ Group supervisor must know how many participants are in their group and of any medical conditions a participant may have
- ☒ Ensure participants are on time, appropriately dressed and ready to go prior to each activity
- ☒ Allow students to problem-solve or decision make while on activities to ensure their learning
- ☒ For any activity which involves a journey, the teacher will be required to take part in that activity with their group
- ☒ Oversee behaviour of group for length of stay







# PACKING LIST



## What to wear on camp:

Comfortable, casual clothing such as:

- ☐ T-shirts
- ☐ Appropriate-length shorts (for harnesses)



- ☐ Pants
- ☐ Jumper/Jacket
- ☐ Enclosed Shoes
- ☐ Bathers
- ☐ Board shorts
- ☐ Rash vest



## Day pack essentials

- ☐ Hat
- ☐ Filled up water bottle
- ☐ Sunscreen
- ☐ Change of clothes
- ☐ Spare enclosed shoes
- ☐ Towel
- ☐ Raincoat (if needed)
- ☐ Personal medication (if required)



## What not to bring:

- ☐ Chewing gum
- ☐ Drugs and Alcohol
- ☐ Cigarettes or Vapes
- ☐ New/Expensive clothing is not recommended
- ☐ Thongs/Slides (can only be worn in camp houses - no activities)



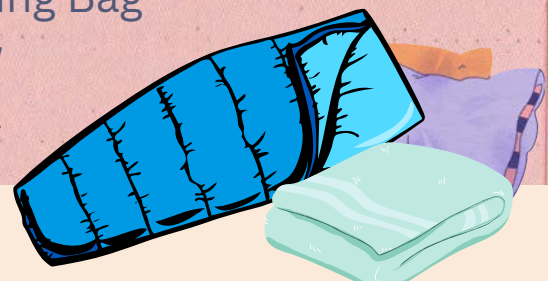
## LUGGAGE - What to bring

- ☐ Clothes
- ☐ Bathers
- ☐ Sneakers
- ☐ Water shoes (MUST BE ENCLOSED)
- ☐ Rain-jacket
- ☐ Hat
- ☐ Sunglasses
- ☐ Jumper/Jacket
- ☐ Small backpack
- ☐ Water bottle
- ☐ Sunscreen
- ☐ Insect repellent (roll on)
- ☐ Plastic bag for muddy/wet clothes
- ☐ Beach towel
- ☐ Bath towel
- ☐ Toiletries such as soap, shampoo, toothbrushes, toothpaste
- ☐ Torch
- ☐ Personal medications (labelled and given to a teacher)



## BYO linen option:

- ☐ Sleeping Bag
- ☐ Pillow
- ☐ Towel







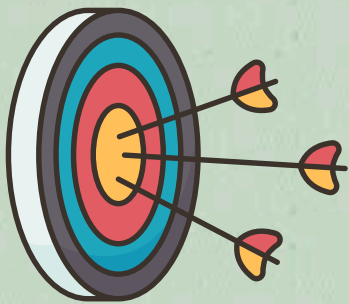
# NEED TO KNOW - ACTIVITIES

## River Activities:

(Canoe, Raft Building, Stand-up Paddleboarding, Kayaking)



- Enclosed shoes must be worn (Crocs are allowed)
- Teachers and volunteers are required to go out on the water with the group for all river activities, except Raft Building
- All participants must wear a rash vest or t-shirt



## Archery:

- Enclosed shoes must be worn by all people who want to enter the range
- Do not enter archery range unless given verbal permission by activity instructor.
- If session is in progress, please wait behind gate until given permission to enter

**PLEASE ENSURE PARTICIPANTS  
ARE NOT WEARING THONGS OR  
SLIDES FOR ACTIVITIES**

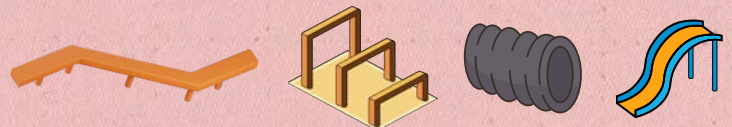


## Roping Activities:

- Must wear enclosed shoes
- Shorts/pants must be appropriate length
- Long hair must be tied up



## Commando Course



- Must wear enclosed shoes (Crocs, thongs and slides are not allowed)
- Wear clothes willing to get dirty and wet
- Bring spare change of clothes and towel



# NEED TO KNOW -CATERING



## Dining Room Attire

- Shoes must be worn at ALL times in the Dining Room
- No bathers (cover up)
- Please DO NOT enter if you are wet or muddy



## Dietary Requirements:

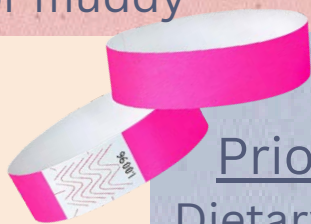
Please be advised we are a nut-free site

### Prior to camp

Dietary Requirements and Allergies MUST BE uploaded to your booking or advised prior to arrival. We cannot guarantee 'on the day' dietary updates will be met.

### Whilst on camp

Organisers will be given pink wristbands for the amount of people with dietary requirements upon arrival. Organisers are to ensure anyone with requirement is given and wearing these wristbands. In the Dining Hall, we ask those with pink wristbands to go first to collect their food and to let the kitchen staff know what their requirement is.



## Dining Hall Procedures

### Meal Times

- Please be punctual to meals and seat groups at designated tables (with your groups Table Card)
- Group Supervisor may then invite guests to proceed through the single server doors - after those with dietary requirements

### Please ensure the following:

- Rubbish and food scraps to be disposed of in bins provided
- Crockery, cutlery and glasses to be placed on appropriate trolleys
- Check floor and surrounds for rubbish and food scraps
- Please wipe down tables with cloths provided on trolleys at the rear of the room

# NEED TO KNOW - UPON ARRIVAL AND DURING YOUR STAY

## Upon Arrival:

Please report to Reception upon arrival, where a staff member will talk you through your camp program, ensure all details are correct and advise where to go next.

If checking in after 4:30pm please contact the Duty Manager on 0490 424 805

**If your group is running late, please contact Reception on 9374 5600**



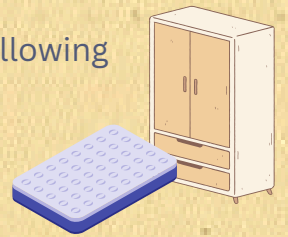
Overnight camp guests will get a set of keys which will allow access to all booked houses and conference rooms. Camp House check in is from 3pm, and we will supply a room for bag storage until this time. **Any lost keys will have a replace fee of \$160 per set of lost keys.**



## Whilst on Camp:

Please take the time to give your group a site briefing, feel free to share the following information:

**Camp Houses:** No beds, mattresses or furniture are to be moved between or out of dorms.



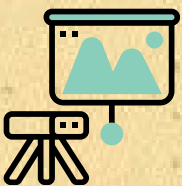
**Rubbish:** Bins are provided at multiple spots around site, please use bins and do not leave rubbish in bags on the floor or left around site. Please help us respect the beautiful environment we work in. If you notice bins are overflowing, please inform a staff member.

**Toilets & Showers:** Camp houses are fitted with bathrooms and showers. Please remove excess dirt and mud when coming back from river activities or the Commando Course with the outside taps. There are also toilets located around site.



**Cleaning Responsibilities:** Each camp house has cleaning equipment. It is your group's responsibility to ensure your house(s) are kept clean during your stay. This includes any mopping of spilt liquids and removal of dirt and rubbish from the floors. Housekeeping will service toilets and common areas.

**Laundry Facilities:** Your group has access to a free-to-use washing machine and coin-operated dryer. Groups are requested to provide washing detergent for these machines.



**Audiovisual Equipment:** Every function room booking includes free WiFi, cabled internet (in selected rooms), whiteboards, flipcharts, lecterns, projector screen (if requested in the booking form). Audiovisual equipment needs to be hired prior to your arrival and pricing will be provided upon request.

**Security and Valuables:** To ensure the safety of your valuables please ensure that you lock all houses whilst they are not being attended. Our camp houses include a safe and secure magnetic locking system. The camp takes all care however is not responsible in regards to lost items.





# NEED TO KNOW - PRIOR TO LEAVING

## Participants

We ask all participants to be respectful to ALL staff, not just instructors but also kitchen staff and admin. We use the respect model for all attending camp.



## Prior to Leaving

**Departure Time:** Please check out of the Camp Houses prior to 9 am. Should you require this time to be flexible please arrange this at the time of booking. We may be able to accommodate this however, due to operational requirements, we cannot guarantee we will be able to extend these hours.



**Lost Property:** Any lost property found during your stay or after your departure is collected and placed with our lost property outside the Activity Hub in Town Square. Uncollected goods are donated to local charities if they are not collected after two weeks.

**Loss or Breakage:** Should anything be lost or broken please inform our staff members during your stay. Additional costs associated with repair or replacement may be charged.



**Camp Houses - Linen:** Please place the fitted sheet and pillowcases in the laundry bins provided. The doona/quilt is to be folded and left in the laundry in the corridor close to the laundry bins. Please return the pillows to the common room. Please ensure that the mattress protector is left on the mattress.

**Cleaning Responsibilities:** Although all houses are thoroughly cleaned prior to your arrival, to make our job easier prior to departure from the camp, your group will be required to do some simple clean up around the areas you have used:

- Sweep/vacuum all houses & bathrooms where needed
- Remove rubbish from all areas and place outside in the large bins
- Remove any lost property from houses
- Mop all spills in houses



**Key Return:** As you leave the camp, please ensure that you drop all keys at Reception. If checking out after hours, please talk to our Duty Manager prior to your departure to make arrangements for key return.

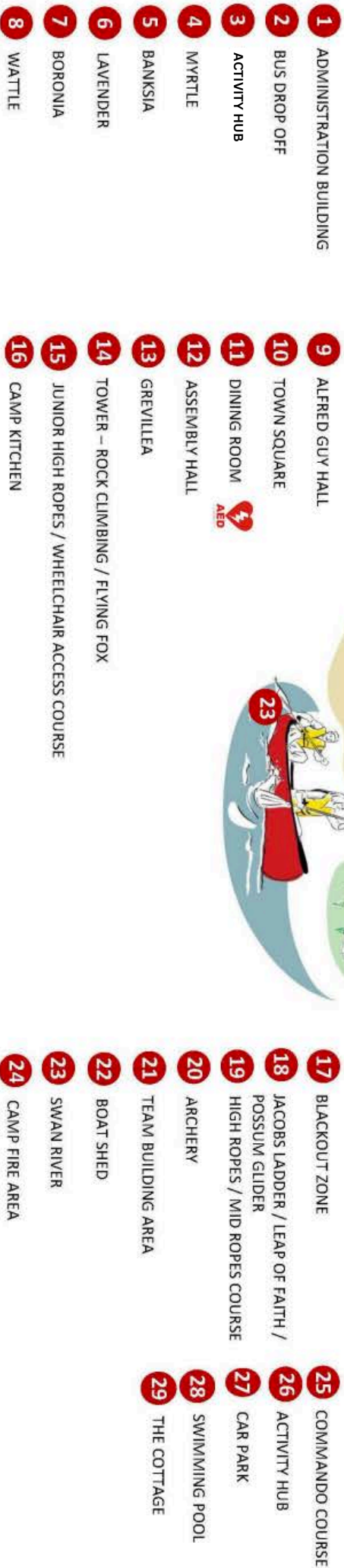


**Payments:** An invoice will be forwarded to your group two weeks before your stay with details of all accommodation, catering and program-related charges, and must be paid prior to your groups arrival.



**Feedback:** Your feedback is really important to us as we seek improvement ideas and better ways to satisfy our adventurers. Please take the time to complete our survey which you will receive via email after your stay.



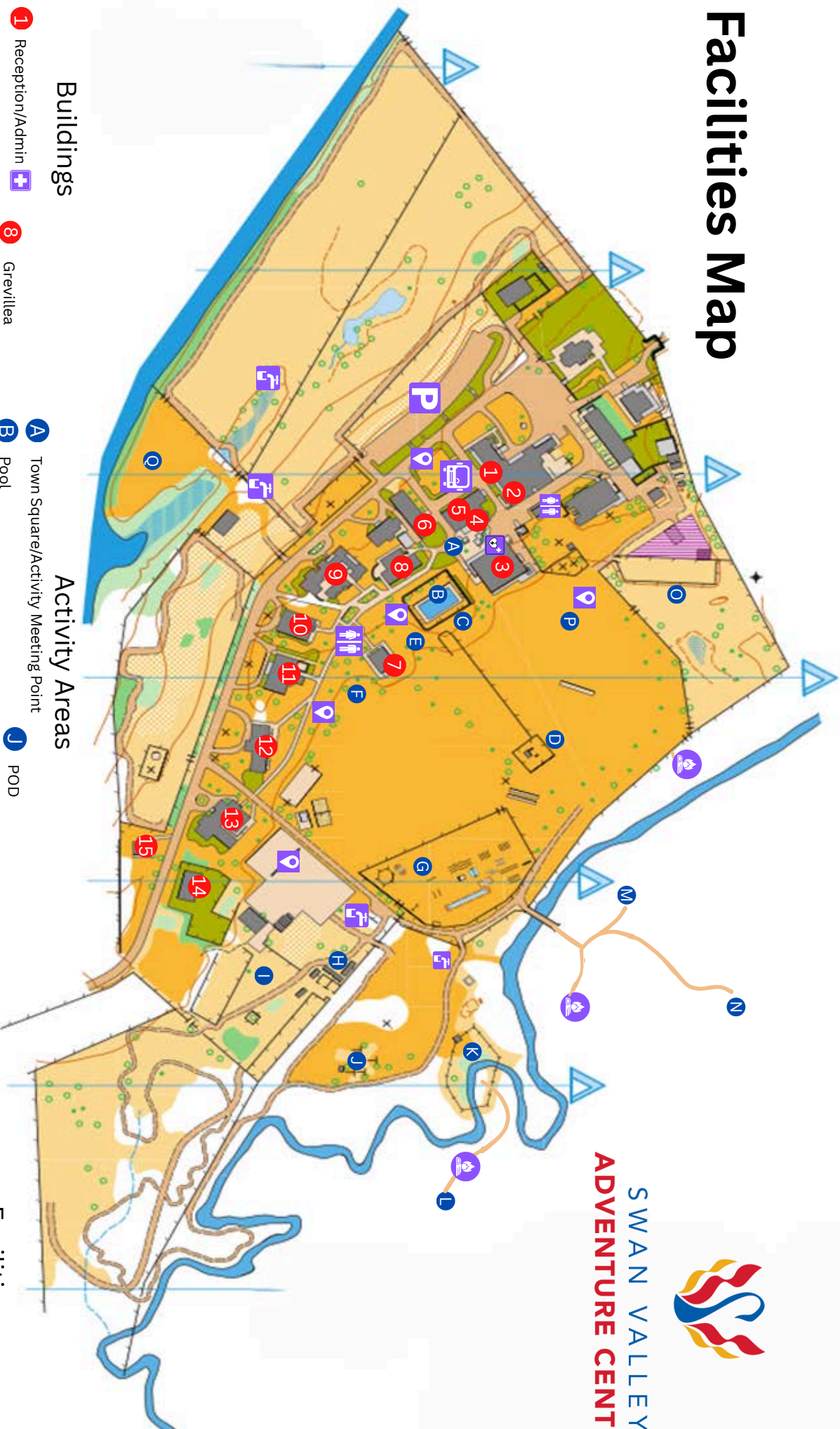




# Facilities Map



SWAN VALLEY  
ADVENTURE CENTRE



## Buildings

- 1 Reception/Admin
- 2 Conference Rooms
- 3 Dining Hall
- 4 Activity Hub
- 5 Alfred Guy Hall
- 6 Assembly Hall
- 7 Camp Kitchen
- 8 Grevillea
- 9 Myrtle
- 10 Banksia
- 11 Lavendar
- 12 Boronia
- 13 Wattle
- 14 Marri Villa
- 15 The Cottage

## Activity Areas

- A Town Square/Activity Meeting Point
- B Pool
- C Slip 'n' Slide
- D Tower
- E Abseiling, Rock Climbing, Flying Fox, Boulderling
- F Junior High Ropes
- G Catapult Build
- H Commando Course
- I Black Out Zone
- J Archery Tag
- K POD
- L Crate Stack, Jacob's Ladder, Possum Glider, Leap of Faith
- M High Ropes
- N Bush Craft
- O Team Building
- P Archery
- Q Archery Second Range
- R Bubble Soccer
- S River
- T Canoeing, Kayaking, Raft Building, Stand-up Paddleboarding

## Facilities

- Drinking Water
- Bathrooms
- Campfire
- Parking
- Bus Drop Off
- Muster Points
- Defibrillator
- First Aid