

Dear Group

You have got your dates booked! From here on in its just detail until the fun starts. We want to make the " detail" as easy as possible for you, so that running a camp at Finlay Park can be a enjoyable experience. This statement will provide you with the information you need to get things started, and ticked of your list of things to do.

We have plenty of templates and ideas you might like to use, and some hints and tips to make the camp experience flow smoothly.

1. Booking transport to and from camp

There are a number of bus companies available in the North Island. Below a list of companies and their websites:

- <http://www.ritchies.co.nz/>
- <http://www.baylinebus.co.nz/charters-rentals/charters.aspx>
- <http://www.guthreys.co.nz/coaches-for-hire.html>
- <http://www.murphybuses.co.nz/>

2. Program Details

At Finlay Park we like to keep things easy when it comes to filling in your day. We have numerous samples of school programs available for you to look at on request. We can also custom make you a program to suit your groups needs. But you are more than welcome to create your own.

There are a few things we need to know earlier on in the process if you create your own program or if we create one for you;

- ✓ Number of people attending the camp, and the number of participants
- ✓ Age group of participants
- ✓ Duration of your stay
- ✓ Do we cater for you or do you cater for yourselves?
- ✓ Activities you would like to do (*check out our web page for a list of activities and price list*)
- ✓ Any other info that would help is make your program?

3. All those legal bits

There are a number of things a visiting group must do before we can open the gate for you.....This sounds a bit heavy but we just need to make sure everyone is on the same page so we can all have a great time at Finlay Park.

a) *Risk Disclosure Statement and Agreement*

Is available on our website www.finlaypark.co.nz or we send it out to you some time before your camp starts.

This document acknowledges the risk participants will take, the responsibilities Finlay Park staff have toward the participants, and the responsibilities the visiting group has toward participants and Finlay Park staff. This document needs to signed and dated by those responsible for the visiting group (School BoT, Event organiser, pastor, etc).

It is however of the utmost importance that the person in charge of the visiting group discloses the risks to all participants in his/ her group (and the parents/ care givers if those participants are minors). Your group can do this by using some handy templates at the EOTC site <http://eotc.tki.org.nz/EOTC-home/EOTC-Guidelines/Tool-Kit> or alternatively we can provide you some sample forms on request.

b) *Emergency procedures*

Is available on our web site www.finlaypark.co.nz

This informs you of the emergency procedures we use at Finlay Park. It can added to your information booklet that you might hand out to participants and/ or adult supervisors. We simply just need to let you know...

c) *RAM Forms (Risk analysis and management)*

Are available from our website [ww.finlaypark.co.nz](http://www.finlaypark.co.nz)

These forms cover all our activities, the risks associated with those activities, and what Finlay Park does to minimise, isolate, or eliminate those risks or hazards.

d) *Adult Supervision information*

Are available from our web site www.finlaypark.co.nz

Finlay Park has a wide array of activities both on land and on the water. Some of our more low key activities can be supervised by the adults in your group to keep the cost of camping to a minimum. We call them *Adult supervisors* throughout our documentation.

These adults will receive some training and assessment from Finlay Park staff before these activities are used.

In the adult supervision information we cover things like;

- The requirements for an adult to supervise an activity at Finlay Park
- How many adults we need to run those activities
- The activities they can supervise and the RAM forms associated with those activities

We will send you our Adult supervision info when we have confirmed your program or you can download it from our website and possibly distribute the information to the adults attending the camp.

e) *General forms and information*

On our website we have an array of information and forms to help you organise your camp. Things like; A finlay Park site map, Duty rosters for your group, price lists, etc for you to download.

<http://www.finlaypark.co.nz/booking-info/downloadable-forms/>



When you book a camp.....

4. The last bits;

One month to two weeks out from your booked dates at Finlay Park we need a few more things from you;

- The final numbers attending the camp
- (Y)our program confirmed
- Risk Disclosure Statement and Agreement signed and dated
- Your booking deposit paid

Organising a camping experience is a big job, and at Finlay Park we are open to any question you might have. Feel free to ring or e mail us, and we will endeavour to assist you wherever we can.