



# the **Y** **OUTDOORS**

## RAUKAWA SCHOOL PROGRAMME GUIDE

2024 - 2025 Season

P (04) 526 7338

E [youtdoors@ycentral.nz](mailto:youtdoors@ycentral.nz)

[www.ycentral.nz](http://www.ycentral.nz)



OutdoorsMark



Safety Audit  
CERTIFIED

Adventure Activities

# Contents

**WELCOME.....3**

**HIRING CAMP RAUKAWA.....4**

- **Camp Facilities**
- **Pricing**

**ACTIVITIES GUIDE.....6**

**CAMP PAPERWORK.....9**

- **Booking Timeline**
- **Online Camp Portal**
- **Departure**
- **Safety**

**SAFETY.....12**

**TERMS AND CONDITIONS.....13**

**FREQUENTLY ASKED QUESTIONS.....14**





# Welcome

We are delighted to offer Camp Raukawa as a customizable self-service school camp facility for school groups. This unique setup not only helps in keeping costs down but also provides your group with enhanced control and flexibility in designing your school camp experience. All camps at Camp Raukawa operate on a self-catering basis, with various options for structuring camp activities as outlined in this guide.

This School Programme Guide will take you through all the ins and outs of your camp experience, from making your booking, all the way through to waving goodbye to your happy students after camp.



# Camp Facilities:



## Accommodation

We have cabin style accommodation available for up to 80 people. Ours cabins are fitted with mattresses, but we ask that guests bring their own linen/sleeping bag and pillow. Charges include access to accommodation (including power and cleaning materials),



## Outdoor Activities

Take charge of activities yourself or have a member of our instructional team facilitate them for you. Minimum of one-day hire for outdoor instructors.



## Self-Catering

Camp Raukawa is a self-catering camp facility. This allows your group the greatest flexibility and control over your meal options, dietary requirements and meal schedules. We are able to provide you with information and tips for bulk ordering through our preferred supplier in Whanganui.



## Inclusions

Per person facility cost includes hire of entire Camp Raukawa site. This encompasses access to accommodation, including power and cleaning materials. Ablution blocks, including hand soap, toilet paper and hand towels. Access to kitchen and dining facilities, hui room, outdoor campfire and grounds. As well as activity resources and a Y Outdoors host.

# Pricing

As a self-service school camp facility we are able to offer the hire of all our school camp facilities, including the kitchen, cabin accommodation, ablutions, hui room, grounds, activity resources and a camp host to assist you throughout for the per person cost outlined below:



Groups over 20 people = \$40 per person/per day



Groups under 20 people = \$50 per person/per day



Outdoor Instructor Hire = \$900 per day (4x activities for 10 participants)



Night Activity = \$300 for 60 participants + \$100 per 20 students thereafter

## FEE ASSISTANCE

We understand that for some, the fees associated with attending a Y Outdoors experience can be a stumbling block. It is our aim that no person willing, but unable to pay, be denied access to Y Outdoors programmes. Because we are committed to ensuring opportunities for all - regardless of financial standing, Fee Assistance is available across most programmes. It can be used for individuals and families, to provide subsidised access to programmes dependent on the individual's ability to pay. Please get in touch for more information.



# Activity Guide

## There are two options for activities at Camp Raukawa

Firstly, your school can take charge of the lower-level activities, with teachers and parent helpers leading the sessions. This allows your staff and adult helpers to have an even more hands-on experience with the students and tailor the activities to meet your specific learning goals. We provide you with full instructions on how to run the activities.

Alternatively, we offer the option to hire a trained outdoor education instructor to lead some or all of the activities. Adventure accredited activities as outlined in the guide below require the expertise of a trained instructor for safety reasons.

For these accredited activities our Safety Management Systems require us to operate at no more than a 1:10 ratio of instructors to student participants, plus one adult chaperone per group. Primary schools (up to year eight) are required to provide one accompanying adult for every group of ten students. We require secondary schools to provide one teacher per classroom.

## UP IN THE AIR

Our range of heights activities offer an opportunity for participants to push personal boundaries and explore comfort zones. As well as being fun and exciting, these heights activities create a real sense of team bonding and leadership, and provide educational outcomes for all ages.

### FLYING KIWI (Instructor-led)

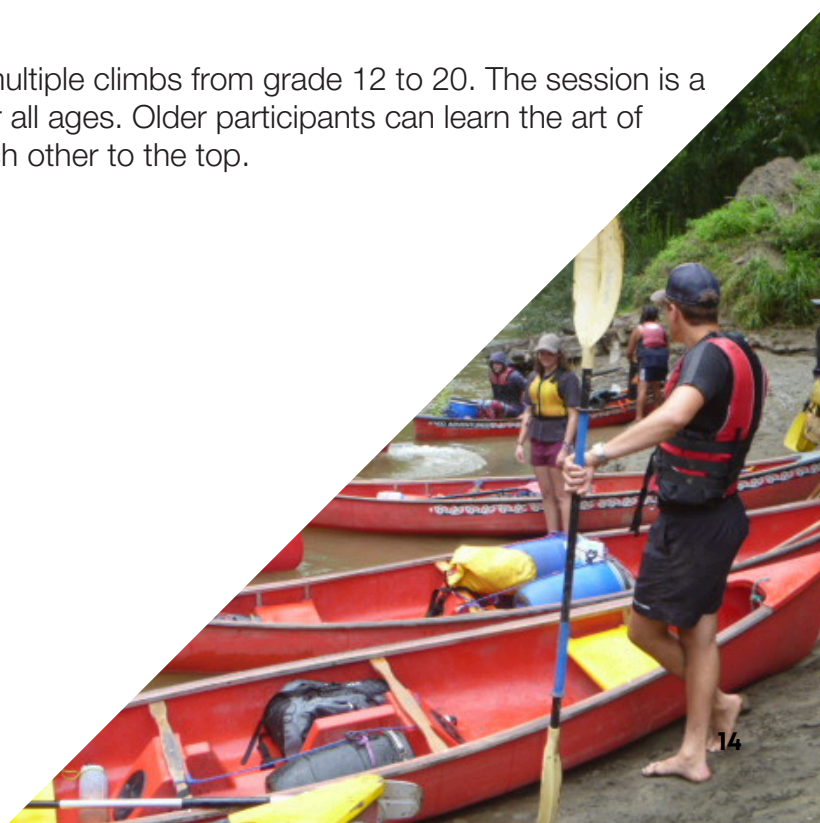
Get pulled up to a height of your choice before a running start lets you go for a swing. A beautiful view from no matter how high, the Flying Kiwi is the perfect activity for expanding your comfort zone. Teamwork is a must for this activity!

### LOW ROPES

Our Low Ropes course is the perfect team building, trust and communication activity for younger and older participants alike. While everyone gets a chance to put themselves to the test, everyone will also learn the vital skill of 'spotting'.

### ROCK CLIMBING (Instructor-led)

Our outdoor and indoor rock climbing walls have multiple climbs from grade 12 to 20. The session is a great introduction to the basics of rock climbing for all ages. Older participants can learn the art of belaying, and can work with their peers to help each other to the top.



## **ON THE WATER**

Learning skills and responsibilities around water is a vital part of growing up. At Raukawa, our small lake is perfect for learning water skills and safety, there is also the option to level up and kayak on the river. Our water activities are always a hit with our participants, even more so when they end up soaked!

### **KAYAKING (Instructor-led)**

Learn the basics of kayaking on the land before getting out on the river in your own kayak to build your skillset. Our kayaking sessions involve lots of skill learning, but these skills especially come in handy in the fun and crazy games at the end of the session!

### **RAFT BUILDING**

A fantastic activity for team-building and leadership. Learn some useful knots whilst building a raft, then test it's limits by paddling across our lake. Will your raft stay together?

## **IN THE FOREST**

In New Zealand we are blessed with many beautiful areas of native forest. Based in the surrounding camp areas, we make the most of our location by running a large portion of our activities in the bush that surrounds our site.

### **BUSH SKILLS**

Learn how to build a shelter using only what nature provides. Creativity and scavenging will build your team a shelter, but can your shelter survive the storm?

### **CHALLENGE COURSE**

Your adults can run a range of Adventure Based Learning activities on this course, ideas and examples provided. A fantastic session that will often develop teamwork, leadership and foster group culture.

### **OUTDOOR COOKING**

This session will teach you how to build and light a fire at our fire circle whilst respecting the 'leave no trace' code. Finish the session with some delicious damper that you've cooked over the fire you created.

### **ORIENTEERING**

Get a handle on basic map reading skills through our orienteering courses. Working in small teams to complete the course, you'll have to communicate your ideas effectively, execute your plans efficiently, and stay together to win the race.

### **UHF RADIOS**

Learn how to operate a UHF radio through a variety of games and communication activities.

## HAVE A SHOT

The idea of using a weapon can be both exciting and scary for people who have never used them before. While becoming comfortable and proficient with projectile weapons and learning to handle them responsibly and safely, these sessions require real focus and perseverance - it's not as easy as it looks!

### ARCHERY

Learn how to operate a bow and arrow, and compete against your fellow teammates. A great activity for working on technique and perseverance, and a chance to learn a completely new skill and experience self-improvement.

### AIR RIFLES (Instructor-led)

A skill-building experience with our air rifle activity session. Under the guidance of trained instructors, students will learn the fundamentals of marksmanship, focus, and precision in a safe and controlled environment.

## ENHANCE YOUR EXPERIENCE

Want to relax and reflect at the end of a long day? Or need to burn off that last bit of energy? Our night activities offer the opportunity to add that little something extra to make your program special and memorable. These activities take place after dinner and run for 90 minutes. (You can run these yourself, or opt for our instructor to facilitate).

### CAMPFIRE

A campfire is a great way to bring students and adults together through an energetic, often hilarious and authentic evening. Students will come out of their shells through song, dance and laughter. Enjoy this session in the beauty of our native forest.

### NIGHTLINE

The nightline runs through our pine forest, and is a great way to push students' boundaries. They are given a rope to hold onto which leads them through the winding, undulating forest. It's an awesome way to build trust and courage within your students.





# Booking Timeline

## BOOKINGS FORM

- Step one to attending any Y Outdoors Programme is filling out our Booking Form.
- This form outlines important information about your group, the activities you are interested in doing and your preferred dates of attendance.

## PAPERWORK

- We require everyone coming onsite to complete a medical consent form.
- After we have received your deposit invoice you will gain access to your 'Online Portal'. This has various paperwork and information pertaining to your groups booking such as: medical consent form, cabin lists, activity rosters and more.



## DEPOSIT INVOICE

- Once we have received your Booking Form, we will invoice you for 20% of your total booking cost.
- Once this has been paid, we will lock in your booking and from this point onwards you are booked in and coming to camp.

## FINAL PAYMENT AND DETAILS

- 3 weeks out you will receive your final invoice with the balance due within 7 days
- At this stage we need all paperwork to be finalised. This includes: activity groups filled in, cabin lists created and participate medical forms completed for anyone attending camp



## PROGRAMME DESIGN

- Should you choose to have instructor led activities at your camp, you will need to book these more than three weeks before your event.
- We take programme design very seriously and our Outdoor Education team will help tailor an event programme that suits your group and any desired outcomes

## CAMP DETAILS

- Within 1 week of your program starting you will receive a phone call from us, checking in and answering any final questions you might have.
- Upon arrival to camp, Y Outdoors staff will brief your group (participants and adults) to cover site specific safety for your stay.
- Instructional staff conduct full site induction with participants
- Host will conduct a full adult briefing

# Your Camp Portal

Planning and booking a school camp can be daunting! But it is a part of our teams' everyday lives, and is our bread and butter. We understand that it may be confusing as to who to contact with what enquiry.

When planning your school programme at Y Outdoors, your main point of contact will be:



## **ROBYN WALDROM -Bookings and Office Coordinator**

robyn.waldrom@ycentral.nz

+64 4 526 7338

As part of our administration processes, we use Venuelife online portal to store and edit information pertinent to the coordination to your Y Outdoors programme. When relevant to your booking process, you will be given access to the online portal which includes information and forms relevant to your stay. You will be required to pass information over to parents / caregivers for them to complete, and fill out some of the forms yourself. You will find:

### **MEDICAL AND DIETARY INFORMATION**

- We collect information digitally through online forms which we eventually collate into one document. What we require from your end is that you send a link out to all attendees in your school's group (including accompanying adults). Once they have received the link, it will take them to a digital form. Every attendee coming onsite must fill out this form. This information is required three weeks prior to your programme.
- You will also be able to access the information that attendees have entered into the digital form. This is displayed in under registrations on your portal. This information is confidential so please keep that in mind if sharing this document.

### **GEAR LIST**

In your Online Portal welcome email you will find two gear lists:

- The Participant Gear List is for participants and can be downloaded and sent to parents / caregivers. For a positive camp experience, it is important that students bring all mandatory and recommended items on this list.
- The Teacher Gear List is a way of keeping track of all the things that are required for camp and should be used by the TIC to make sure nothing is missed.

### **GROUP AND CABIN LISTS**

- In the portal you will find tabs labeled Activity Groups and Cabins. These documents **MUST** be completed three weeks prior to your programme if you have booked instructor-led activities.
- **ACTIVITY GROUP LIST:** Fill out the document if you have booked instructor-led activities, splitting your students into groups of ten.
- **CABIN LIST:** While this document is useful for us and our instructors, it also acts as an emergency list whilst your school is onsite, so it is crucial to have this finalised three weeks prior to your programme.

### **ACTIVITY ROSTER (if you have booked instructor-led activities)**

- This document shows adventure activity rotations that have been booked in for your camp and are being run by our instructors. If there is nothing in this folder, it means that these have not yet been finalised - you don't need to worry, we are on to it and they will appear soon!
- Y Outdoors staff will print and distribute all timetables for a programme upon your arrival. This ensures that the correct copies are being used.



# Safety

We are committed to delivering safe outdoor education programmes, and keeping all personnel on site safe. As part of this commitment we have our activity safety management system audited and certified through the Outdoors Mark accreditation scheme every three years. We can provide professional outdoor education instructors to lead the accredited outdoor activities according to our standard operating procedures. Our instructional staff are also trained in first aid, risk management, behaviour management, child protection, and safeguarding.

Whilst staying onsite, we want you to feel safe and at home. Our cabins do not lock from the inside, so if you would be more comfortable having the front gate locked during the night, we can organise that for you.

## EMERGENCY PROCEDURES



In the event of a fire, all people onsite will:

1. Evacuate any buildings and head to the emergency meeting area
2. Teacher in Charge will initiate roll call
3. Y Outdoors host will take over responsibility



In the event of a large earthquake, all people onsite will:

1. Drop, Cover and Hold
2. Once the shaking stops, proceed to the emergency meeting area
3. Teacher in Charge will initiate roll call
4. Y Outdoors host will take over responsibility



If a medical emergency occurs and no staff are present, ring for an ambulance on 111. Then contact Y Outdoors host immediately.

If an emergency occurs, please contact the Y Outdoors immediately.

# Terms & Conditions

## DEPOSIT

Y Outdoors requires a deposit of 20% of your estimated booking cost within 30 days of making your reservation/pencil booking. Deposits are non-transferrable and will be applied by Y Outdoors towards the total charge. Details will be sent to you when payment is required.

## REMAINING BALANCE

You will be sent an invoice for the remaining balance of the total charge three weeks prior to your Y Outdoors programme, which is due within 7 working days. This invoice must be paid before your arrival.

## CHANGE IN GROUP NUMBERS

We cannot guarantee staffing your programme to our designated ratios when there are significant changes to your group numbers with short notice. Therefore, group numbers must be confirmed three weeks prior to your Y Outdoors camp, and your invoice will reflect these numbers. Any changes to your group numbers within said three weeks prior to your booking will incur an administration fee of \$150. We do stress that if the numbers increase within the three weeks prior to your booking we cannot guarantee offering the original programme outlined. A reduction in numbers in the final three weeks will again incur the administration fee, plus you will be invoiced for the group numbers previously agreed to.

## ADDITIONAL COSTS

Y Outdoors reserves the right to make additional charges that may include:

- Cleaning charges: In the case that our facilities are not left clean and tidy as per the end of stay clean up schedule, you may be charged with a cleaning fee. Further costs will apply for the cleaning of the non-accommodation facilities should that be required. Please contact us if this affects you.
- Y Outdoors is 100% Smokefree. Smoking onsite is a fire hazard, and a danger to our facilities. A \$250 fine will be added to your bill if any of your group members are found to be smoking onsite, whether its indoors or outdoors.

## MAKING A CANCELLATION

|   |  |
|---|--|
| More than 12 weeks before the programme | Deposit refunded less \$120 administration fees  |
| Within 12 weeks before the programme    | Deposit not refunded   |
| Within 4 weeks before the programme     | Y Outdoors will pass on any losses it has incurred due to your cancellation, such as services booked |

All of our prices are inclusive of GST, and surcharges will apply on public holidays. If this affects your programme, please contact the office for further details.

Prices are effective from 1 March 2024 (please note those bookings that have been made with the previous edition of this School Programme Guide will be honoured at the prices quoted subject to deposit already being paid).

# FAQ'S

## **Q: What are SOP's? (Standards Operating Procedures)**

A: Our SOP's outline everything our instructors do to run all activities to our required level of safety including risk management (RAMS).

## **Q: Why is my roster called a 'Draft'?**

A: The activity roster is a document that will be continually updated right until the day of your programme. This enables our Programme Coordinator to create the best possible program for your school, and to cater to the needs of all our participants onsite. We will not change any specific activities on your roster without prior discussion.

## **Q: What is 'Ratio', and how does it affect my programme?**

A: At Y Outdoors, we run all our adventure accredited activities within a ratio of one instructor to 10 participants plus one chaperone (adult helper/senior student).

## **Q: Which activities can I use with my students during our free time?**

A: We have a waterslide, multiple grassy areas for games and sports, a volleyball net, a playground, an obstacle course, a walk to Raukawa Falls and a swimming hole in the Mangawhero river. The Teacher Gear List i will include items to bring to use in this time.

## **Q: What do you do with all our information after we leave?**

A: We keep all records for 12 months and then they are deleted/shredded.

## **Q: Why is it important that I provide the total number of participants and adults three weeks before attending camp?**

A: The number of people onsite has a huge impact on our preparation for school programmes. We need these numbers so our Outdoor Education Team can arrange instructor staffing, and ensure the facilities are ready for your group.

## **Q: What happens in the event of bad weather?**

A: We believe that adverse weather conditions can never negatively impact the outcome of outdoor education programmes unless it puts participant safety at risk. The only time activities will be cancelled is due to high winds or thunderstorms. If we are running instructor-led activities we will evaluate the weather forecast in the morning and share this in a meeting with instructors and the TIC, and we will communicate to the TIC if a programme will need to be adjusted.

## **Q: Do the accompanying adults need to be police vetted before coming to camp?**

A: We require all adults to have completed the Police Vetting process.

## **Q: Can you provide any information or tips on helping families who need financial support?**

A: Fee Assistance is available across most programmes. It can be used for individuals and families, to provide subsidised access to programmes dependent on the individual's ability to pay. Please get in touch for more information.





the  **Outdoors**

**SCHOOL PROGRAMME GUIDE**

2024 - 2025 Season

Phone : (04) 526 7338

Email: [youtdoors@ycentral.nz](mailto:youtdoors@ycentral.nz)

Website: [www.ycentral.nz](http://www.ycentral.nz)

**Save for later date:**

**ABSEILING (year 9 and above)**

**Learn the ins and outs of abseiling on our outdoor abseiling wall. A great activity that builds trust and confidence in oneself and others. Participants also learn some basics about ropes, knots, carabiners, and belay devices.**