

KCC Activities Rules

Archery

(1 Person)

Key Supervision Rules

- No person is to stand in front of those with a Bow
- Make sure the backdrop is clear and safe
- The person running the activity is responsible for giving the command "Commence Firing" when all is clear and the command "Collect Arrows" when all arrows have been fired.
- Arrows are to be placed in the arrow rest and knocked on the string, with the odd coloured flight, positioned away from bow so that it does not contact the bow when fired.
- Arrows are drawn in the bow using the finger grips and the first three fingers (one above and two below the arrow). The tips of the fingers are used.
- Give a demonstration of loading shooting and retrieving and arrow correctly. Include the tips below.

Key Safety Points

- Every person must be behind the marker used as the firing line when firing is in progress and people not firing should be several paces further back.
- Only draw at and fire at the Hay target provided. Do not shoot arrow over screen or straight up
- Commence firing **only when told to by supervisor in charge.**
- **Do not dry fire** This means don't fire the bow without an arrow.
- Collect arrows **only when told to by supervisor in charge** and **after all arrows have been fired.**
- **At no time should you leave the equipment unattended**

Tips

- Keep the elbow of your bow hand just slightly bent so the bow string on release, clears your forearm or use the arm guards.
- The arm drawing the string should be horizontal and the hand positioned under the jaw bone.
- Knowing how high to aim is just experience but having a similar draw length each time speeds the learning process.
When releasing the string, the same arm should move backwards away from the string - certainly not forward with the string.

KCC Activities Rules

Air Rifles & BB Guns

(1 Adult 18yrs+)

Key Supervision Rules

- Supervising person must be 18 or over, or 16 plus and hold a current firearms license
- Only fire at targets, not at signs, doors, windows or anything else
- No person is to stand in front of those with a Gun
- Make sure the backdrop is clear and safe
- The person running the activity is responsible for giving the command "Commence Firing" when all is clear and the command "Set up targets" when targets (cans etc) need to be repositioned
- Give a demonstration of loading and shooting Guns. Include the tips below.
- Return all equipment at day's end to canteen.
- Clean and oil guns using gun rods & rags

Key Safety Points

- Every person must be behind the marker used as the firing line when firing is in progress and people not firing should be several paces further back.
- At all times **treat guns as loaded** – do not point at people!
- Commence firing **only when told to by supervisor in charge.**
- **Do not dry fire** This means don't fire the gun without a slug.
- Do not leave air rifles' spring under tension.
- Set up targets (cans etc) **only when told to by supervisor in charge** and **after all guns have been fired and laid down.**
- **At no time should you leave the equipment unattended**

Tips

- Direct the top of the front sight at the object from the upper plane of the notch of the rear sight. When all three are in line pull trigger to fire.
- Give three slugs each (for Air Rifles) or one magazine each (BB Guns) then change person
- Check barrel for blockages at each change – if blocked try firing again, if still blocked use gun rod to clear gun barrel.

KCC Activities Rules

KCC Swimming Pool

(Minimum 2 persons)

Key Supervision Rules

- One person to each 10 campers. Minimum of 2 supervising.
- Before use check pool and surrounding area for items/conditions that could lead to injury or sickness – If in doubt about safety do not use and contact Camp manager or program director about concerns
- Be aware of people coming and going from area
- After swimming cleanup pool area

Key Safety Points

- Leaders to continually count those in the pool area and scan the bottom of pool
- Watch for play that could cause injury
- Make sure everyone is wearing appropriate swimwear and sun block
- No diving or careless jumping into the pool
- No running in the pool area

Tips

- Have some games going on like diving for objects, pool netball etc

KCC Activities Rules

Canoes on Pond

(2 Capable Persons)

Key Supervision Rules

- One Capable person to each 4 campers. Minimum of 2 supervising, one of which must be a Experienced Adult.
- Capable means that the supervisor must be able to paddle/row and provide assistance to a person in difficulty/danger
- Check All equipment before use (Canoes/rowboat, paddles, lifejackets etc)
- Check jetty, pond area and conditions that could lead to injury or sickness – If in doubt about safety do not use and contact Camp manager or program director about concerns
- Help people in and out of canoes at jetty
- When needed, Canoe safety/techniques to be taught by supervising leaders
- At the end of days activity, take canoes/rowboat out of the water, return paddles & lifejackets to their storage area
- Make sure area is left tidy and rubbish picked up.

Key Safety Points

- **Take extreme care crossing the road**
- **Take care walking through the farm paddock when animals are present**
- Life jackets must be worn and fitted correctly before entering pond area
- **Give Clear Safety instructions** to group before getting into canoes
 1. **All must wear Life Jackets**
 2. **Campers must stay within sight of supervising leaders**
 3. **1 whistle blow means Stop and listen to instructions, 3 whistle blows mean return to jetty**
 4. **Only get in & out of canoes at the jetty with the help of a supervisor**
 5. **If capsized, Don't panic, follow instruction of the supervisor**
 6. **Don't throw water weed at each other– (May cause rashes)**
 7. **Take care with use of paddle particularly when playing games**
 8. **Games / Water fights – only involve those that want to play**
- **Supervisors** are to **continually count** those both in and around the pond and be aware of people coming and going

Tips

- Have some games like races, Swap canoes, Water fights, canoe tag
- Can set up a treasure/scavenger hunt in canoes

KCC Activities Rules

BMX Bikes

(1 Person)

Key Supervision Rules

- Check All equipment before use
- Check conditions and adjust biking area as required
- Give clear instructions on biking area, direction etc
- Bikes only to be used on BMX track or unused field area close to BMX Track
- Adjust bike seats etc where needed
- 13 years and under only on bikes
- Clean bikes after days use
- Return all equipment to proper place at end of days activity

Key Safety Points

- BMX helmets must be worn and fitted correctly
- Covered shoes must be worn, and no loose clothing
- No doubling

Tips

- Set up time trials

KCC Activities Rules

Climbing Wall & Tree

(Trained Adult plus 1 other person to help)

Key Supervision Rules

- KCC Staff to Check equipment including Rail & straps, when setting up activity at both wall and tree
- Set static rope on right side of wall and close curtain
- Belayer to give clear safety instructions prior to anyone climbing
- Show other supervisors how to put harnesses on children and how to assist those climbing the static rope
- Tie up equipment during brakes
- Check & pack up equipment after use

Key Safety Points

- Wall - Lay safety mats under wall and stool barriers up
- Wall - Maximum of two children or one adult at a time on climbing wall or rope
- Only Trained Instructors are to run safety line
- Adult Belaying to **check every climbers' harness** prior to climb
- Adult Belaying to **check every climbers' clothing & hair** for possibility of catching in equipment etc
- **Have safety rope running directly above climber (Reduces swing)**

Tips

- Demonstrate how to climb the static rope when setting up the wall safety line
- Use a confident child to demonstrate climbing up the wall, sitting on top, reach out & swing from bar, ready for lowering.
- Those that find climbing wall too easy suggest the following
 - Yellow rocks only
 - Hands only
 - Hands & yellow rocks only
 - Backwards

KCC Activities Rules

Confidence Course

(1 Person)

Key Supervision Rules

- Check CC area for unsafe objects left lying around
- Check Equipment for obvious safety issues (eg Damage or Slippery due to rain/dew etc)
- Explain clearly course/activity

Key Safety Points

- **Set activity within ability of person/s** using activity. Adjust activity anytime as needed for safety
- Avoid doing activities at the top of cargo net or top beams (eg Going too high)
- Have one supervisor per activity group ready to give immediate assistance to person/s on CC
- **Watch out for and stop dangerous play** (eg pushing one another off the platforms)

Tips

- Extend unconfident people by providing help & encouragement
- Get campers to negotiate each activity group individually first then as a group in constant contact

KCC Activities Rules

Burma Trail

(1 Person)

Key Supervision Rules

- **Set up Burma trail Safely** running the rope in, around trees, up and down hills/banks, through swampy ground as desired, keeping in mind age, ability & height of persons using it.
- Give clear instructions on safety issues
- Blindfold people and lead to start of rope and tell them to follow it. When they reach end take off blindfold
- At end of camp use pack up rope and pickup any rubbish etc left behind

Key Safety Points

- Check people for adequate clothing/footwear
- **Keep away from or eliminate danger** (eg Sharp objects, twigs at eye height, sudden drops – Have people assisting at tricky/dangerous areas)
- If walking along road at night have car in front & rear warning other traffic of people on road
- **Monitor people** as they follow Burma Trail for safety issues (Hypothermia, injury)
- At night have torch/s for emergencies

Tips

- Best done at night
- Can have surprises along the way, eg people spaced along the rope making scary noises, tapping them with twigs etc

KCC Activities Rules

Fire Pit

(1 Person)

Key Supervision Rules

- Set up paper, wood etc in concrete fire pit and light fire in a safe manner
- Set seats a safe distance from fire
- Give clear safety instructions expressly regarding toasting mush mellow and eating them
- If sleeping out, use groundsheets and everyone is to have own sleeping bag which must be a safe distance from fire
- Put out fire at end of use

Key Safety Points

- Ratio 1 leader to 5 campers
- **Have bucket of water** or water hose close at hand for emergency use
- Don't let fire get too big
- **Monitor behaviour** - No running, fighting or pushing around fire or sword fights with mush mellow forks/sticks
- **Don't leave fire unattended**

Tips

- May be best if Adults only roast mush mellow for some groups
- Good also to sing songs or tell stories around the fire

KCC Activities Rules

Tramping

(Experienced/trained Instructor -18+)

Key Supervision Rules

- Ratio 1 leader to 5 campers if swimming or difficult tramp or 1 to 8 for easy walk.
- Instructor to collect & check necessary equipment (1st aid, medication, sun block, packs, water, food, whistles, cell phones etc) and weather conditions.
- Allow plenty of time for tramp – remember the larger the group the slower you go.
- Instructor to inform Safety person back at camp the location, route, party number and expected time of return, Plus instructions on what to do who to contact if the tramping party is over an hour late
- Instructor is to **check trampers have appropriate clothing and footwear**
- Have a lead person who knows where to go (no one to run ahead of her/him), a 'Tail end Charlie' (no one to lag behind him/her) and have leaders spaced out among trampers
- Do not spread out too far during tramp

Key Safety Points

- Instructor must be familiar with tramp
- **Must have a complete list** of all going on tramp and who is staying behind
- **Must do frequent checks** to account for everyone, especially when stopping for & leaving from rests and swims etc. May include a roll call.
- **Have at least one 'safety car' available at all times at closest point on tramp**

Tips

- When counting line them up in teams
- May wish to search for fossils in Karakariki stream

KCC Activities Rules

Caving

(Experienced/trained Guide)

Key Supervision Rules

- Ratios 1 Adult to every 5 children Plus
 - Easy/Top section of cave 1 Guide to up to 20 persons.
 - Difficult cave or past the 'Keyhole' 1 guide to 10 persons with a minimum of 2 guides.
- Guides to collect & check necessary equipment (1st aid, medication) and weather conditions.
- Allow plenty of time for cave – remember the larger the group the slower you go.
- Guide to inform Safety person back at camp the location, route, party number and expected time of return, Plus instructions on what to do who to contact if the Caving party is over an hour late
- Guide and group organiser is to **check cavers have appropriate clothing and footwear**
- Guide will lead (no one to run ahead of her/him) and will have a suitable adult as a 'Tail end Charlie' (no one to lag behind this person). For groups containing children have adults spaced out among them.
- Do not spread out too far during Cave

Key Safety Points

- Guide to explain Caving rules before entering the cave
- Guide must be familiar with Cave and route
- **Group organiser must have a complete list** of all those going caving.
- **Guide and group organiser must do frequent checks** to account for everyone, especially when stopping for & leaving from rests. May include a roll call.
- **Have at least one 'safety car' available at all times at closest point to cave**

Caving Rules

- Follow instructions of your Guide
- Stay with your group
- Move with care (No pushing/shoving, jumping down from a height etc)
- Don't throw mud
- Don't touch formations
- Inform your guide if you are getting too cold, feeling unwell or are too uncomfortable.

Tips

- Look around when you are in the cave while you are walking and waiting for the person in front of you
- Look for cave life – You will see glow worms (Study them up close). If you are lucky you may see cave wetas, Spiders and maybe an eel.
- Try every challenge especially the water ones.