



Youth Summer Camp Operations Manual

The huge task of organising a life-changing summer camp for young people has many details. In order for our camp organisers to be well equipped, we have assembled this exhaustive manual. Here you will find a helpful guide with the many things to remember about organising a youth summer camp.

Wildlife Summercamp OPERATIONS MANUAL

**Team Member
Name**

PROFILES FOR SUMMERCAMP

PERSON	POSITION
Accommodation /Tents	[Insert Name of Leader]
Cabin allocations	[Insert Name of Leader]
Activities 1. River 2. On site 3. Watersports	1. [Insert Name of Leader] 2. [Insert Name of Leader] 3. [Insert Name of Leader]
Band	[Insert Name of Leader]
Banner	[Insert Name of Leader]
Budget	[Insert Name of Leader]
Catering	[Insert Name of Leader]
Cleaning team	[Insert Name of Leader]
First aid	[Insert Name of Leader]
Production	[Insert Name of Leader]
Registrations	[Insert Name of Leader]
Security	[Insert Name of Leader]
Speakers	[Insert Name of Leader]
Stage managers	[Insert Name of Leader]
Busses	[Insert Name of Leader]
Transport and logistics	[Insert Name of Leader]
Tribal wars	[Insert Name of Leader]

Camp Bus Schedule

Tuesday Morning

Hills			
Bus	Departure	A @ Ferry	A @ Camp
HS1	8:45am	10:15	10:30
HS2	8:45am	10:15	10:30
1	9:00am	10:30a	10:45a
2	9:00am	10:30	10:45
3	9:15am	10:45	11:00
4	9:15am	10:45	11:00a
5	9:30am	11:00a	11:30a
6	9:30am	11:00	11:30a
7	9:45am	11:15	11:30
8	10:00a	11:30	11:45a

City			
Bus	Departure	A @ Ferry	A @ Camp
1	9:00am	11:00a	11:15am
2	9:15am	11:15a	11:30am
3	9:30am	11:30a	11:45am

Saturday Morning

Hills			
Bus	Departure	A @ Ferry	A @ Church
1	2:30pm	3:00pm	4:30pm
2	2:30pm	3:00pm	4:30pm
3	2:45pm	3:15pm	4:45pm
4	2:45pm	3:15pm	4:45pm
5	3:00pm	3:30pm	5:00pm
6	3:00pm	3:30pm	5:00pm
7	3:15pm	3:45pm	5:15pm
8	3:15pm	3:45pm	5:15pm
HS1	3:30pm	4:00pm	5:30pm
HS2	3:30pm	4:00pm	5:30pm

City			
Bus	Departure	A @ Ferry	A @ Church
1	1:30pm	2:00pm	4:00pm
2	1:30pm	2:00pm	4:00pm
3	1:30pm	2:00pm	4:20pm

** HSI+HS - TBC

Load buses and luggage as kids arrive.

As soon as two buses are full, they leave (Aim for 9am)

Two buses should leave every 15min

Try and get to the Ferry at Allocated time

Ferry takes 15min round trip, only two buses per trip

** 30min allocate for kids to load HS buses, walk over bridge and load onto coaches

City Students all to leave camp site at 1:30pm

Hills students to leave in tribes

HS buses leave last, after last shuttle

Bandits	2:30
Bulls	2:45
Hero's	3:00
The Force	3:15

TRIBAL LEADERS ACTIVITY ROSTERS

RIVER

Day	Bus	Sports	Boats	Buses	Sports	Boats	Buses	Boats
Tuesday	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name
Wed	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name
Thurs-day	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name
Friday	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name
Day	Onsite	Xbox Room	Onsite River	Games	Onsite River	Games	See Nubs	See Nubs
Tuesday	Nubs	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name
Wed	Nubs	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name
Thurs-day	Nubs	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name
Friday	Nubs	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name	Insert Name

ONSITE

Castle Mountain Cabins

Entrance Side

16 TV Boys
17 TV Girls Security Girls
18 Security Boys
19 Security Boys
20 Bus Drivers
11 Name
12 First Aid
13 Band
14 Production Boys
Production Girls

River Side

6 Name Name	8 Name Name
4 Name Name	10 Name Name
1 Name	
2 Name Name Name Name	
3 Name Name Name Name	
4 Name Name Name Name	
5 Name Name Name Name	

ORDERLIES /CLEANING

	TRIBE	BREAK	LUNCH	DINNER	SUPPER
Tuesday	Hero's		Yr 11 Boys	Year 12	Yr 11 Girls
Wed	Bandits	Year 10	Yr 11 Boys	Year 12	Yr 11 Girls
Thur	Force	Year 10	Yr 11 Boys	Year 12	Yr 11 Girls
Fri	Bulls	Year 10	Yr 11 Boys	Year 12	Yr 11 Girls
Satur- day	Hero's	Year 10	Extensions		

Please be at the Kitchen 15 minutes prior to the meal time (don't forget rubbish)
 Split half RDG's to clean toilets/shower block and rest do orderlies

Summer Camp Speakers - Yr 10-12

	Mornings	Leaders Meetings	Electives	Nights
Tuesday		Speaker Name		Speaker Name
Wednesday	Speaker Name	Speaker Name	Speaker Name	Speaker Name
Thursday	Speaker Name	Speaker Name	Speaker Name	Speaker Name
Friday	Speaker Name	Speaker Name	Boy / Girl Talk	Speaker Name
Saturday	Speaker Name			

Wildlife Summercamp

TUESDAY OVERVIEW

Time	Action
8:00	Leaders arrive @ Church
8:30	Students arrive @ Church
9:00	Busses Leave for Camp
11:30	Students arrive and set up tents
12:45	Welcome Meeting
1:00	Lunch
1:30	Busses leave for river
1-4:30	ACTIVITIES
4:30	Busses return
4:30	Free Time
5:30	Leaders meeting
6:00	Dinner
7:00	Prayer Meeting
7:30 - 10	NIGHT MEETING
10:00	Supper
11:00	Lights Out

Wildlife Summercamp

WEDNESDAY OVERVIEW

Time	Action
6:00	Early wake board
7:00	Breakfast
8:30	Connect Group
9-11:00	MORNING RALLY
11:00	Break
11:30 - 12:30	SESSION 2
12:30	Lunch
1:00	Busses leave for river
1-4:30	ACTIVITIES
4:30	Busses return
4:30	Free Time
5:30	Leaders meeting
6:00	Dinner
7:00	Prayer Meeting
7:30 - 10	NIGHT MEETING
10:00	Supper
11:00	Lights Out

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THURSDAY OVERVIEW

Time	Action
6:00	Early wake board
7:00	Breakfast
8:30	Connect Group
9-11:00	MORNING RALLY
11:00	Break
11:30 - 12:30	SESSION 2
12:30	Lunch
1:00	Busses leave for river
1-4:30	ACTIVITIES
4:30	Busses return
4:30	Free Time
5:30	Leaders meeting
6:00	Dinner
7:00	Prayer Meeting
7:30 - 10	NIGHT MEETING
10:00	Supper
11:00	Lights Out

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FRIDAY OVERVIEW

Time	Action
6:00	Early wake board
7:00	Breakfast
8:30	Connect Group
9-11:00	MORNING RALLY
11:00	Break
11:30 - 12:30	SESSION 2
12:30	Lunch
1:00	Busses leave for river
1-4:30	ACTIVITIES
4:30	Busses return
4:30	Free Time
5:30	Leaders meeting
6:00	Dinner
7:00	Prayer Meeting
7:30 - 10	NIGHT MEETING
10:00	Supper
11:00	Lights Out

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SATURDAY OVERVIEW

Time	Action
6:00	Early wake board
7:00	Breakfast
8:30	Morning Rally
9:30	Clean Up Brief
10:00	CLEAN UP
12:00	Connect groups
12:30	Lunch
1:00	Meeting in Main tent
2:00	City Leave
2:30	Hills Leave
4:00	Busses arrive @ Hills
4:30	Busses arrive @ City

