



HOW TO PLAN YOUR CAMP

WELCOME TO



CHRISTIAN YOUTH CAMPS

We hope that this guide makes it easier to
plan your very own camp here at CYC.
We look forward to hosting you at our place!



TABLE OF CONTENTS

Your Mission and Vision

Page 6

CYC's Mission and Vision

Page 7

Why Book CYC?

Page 8

Booking Information

Page 9

Necessary Roles

Page 14

Pricing Your Camp

Page 17

How to Pick Activities

Page 18

Advertising

Page 20

Helpful Things to Know

Page 21

Lead in Checklist

Page 22

Map and Camp Layout

Page 23

Local Contacts

Page 26

Post Camp Ideas

Page 27



YOUR MISSION & VISION



In order to meet the goals and expectations you and your group may have for your upcoming camp here at CYC, you'll need to ask yourself and your team a few questions...

1

Who is the camp for?

Kids, adults, teenagers, elderly, those with a disability, a sports team, school year group, youth group, family reunion, conference?

2

What are we aiming to achieve by having a camp?

To promote team building, grow interpersonal skills, fulfil EOTC guidelines, celebrate something, relax?



3

Why are we having a camp?

To build healthy relationships, strengthen team culture, enjoy quality time together, create memories, grow in character?

4

When will the camp be?

During term time, school holidays, long weekends, summer/Christmas break, winter time, Monday-Friday or on the weekend?

5

Where will the camp be?

Camp Waipa, Camp Waikato, or all of the spaces we have on offer? Will it be catered or self-catered?

6

How are we going to achieve the goals we have set for this camp?

Through wide games, skits or songs, student lead activities or sessions, off-site trips, camp activities, ice breakers, meal times, seminars, workshops, or interactive activities?

CYC'S MISSION & VISION

VALUES

Our core values underpin how we live and serve and come from the teachings of Jesus found in the Matthew 22:37-39 and John 13:34-35, focusing on putting God first and serving others ahead of our own interests.

VISION

To be leaders in Christian centered outdoor education and recreation in New Zealand; presenting young people with the gospel of Jesus Christ, providing opportunities for them to grow to their full, God-given potential.

MISSION

To provide excellence in camp “facilities programs and activities” that support a range of adventure-based learning experiences where young people can develop their hauora; led and nurtured by a Christ-centered team.

OUR HOW

Through providing excellent facilities and activities to support a range of experiential, adventure-based learning opportunities, leadership development and promoting and supporting Christian Camping, both in New Zealand and around the world.



JESUS

WHY BOOK CYC?



1

IDEALLY LOCATED

Just one hour south of Manukau City and 20 minutes north of Hamilton. Nestled between the Waipa River and the stunning Hakarimata Scenic Reserve. The camp consists of 38 hectares of native bush, pastures, and camping facilities just waiting for you to enjoy.

On clear days, magnificent views of the Waikato and as far south as National Park can be seen. Conveniently located within two hours' driving distance from Tauranga, Rotorua, and the outskirts of Taupo.

2

FLEXIBILITY

Whether you want to be busy and active or quiet and relaxing, if you want to cook for yourself or enjoy delicious meals prepared by our chefs, we can help you make great memories! We offer a wide range of activities, accommodations, and rooms for meetings and seminars.

Camp Waikato has a total of 251 beds, but if you want even more beds, you can easily hire Camp Waipa as well, adding another 186 beds, to increase your indoor sleeping capacity to 437 beds.

With our Outdoor Chapel, firepit, excellent cabins, recently updated toilets, and much more, CYC is a fantastic place to host your next School Camp, Church Retreat, or Community Group. If you would like to add tents to the accommodation mix, we can cater for 750 people or more.



3 SAFE ACTIVITIES

CYC's activities are Qualworx certified. Qualworx specialises in safety audits for the outdoor sector. They are proud to be JAS-ANZ accredited, to audit against the Adventure Activity Regulations.

An Qualworx certification shows that our organisation has met the highest standard of safety in the adventure activities industry. Qualworx works with a range of government and industry organisations to develop safety audits that meet a range of criteria. Their professional auditing service provides safety and quality assurance to everyone who enjoys the activities at CYC.





HOW TO BOOK

The booking process is easy!

Call our Bookings Team in the office on 07 824 8495, or pop onto our website, cyc.org.nz, and click the 'Enquiries' tab, to fill out the information in the form (as seen below).

Site visits are a great way to get your bearings and see our facilities. You'll be guided around camp by one of our staff, and be able to ask questions as you walk through both sites. Site visits usually take about an hour. You're welcome to come out for a site visit, let Mandeep know and she will book you in for one.

Enquiries Form

If you are interested in bringing your group to camp or want further information, please fill in the form below and we will get back to you as soon as possible

OUR GROUP

Group Name	
Group Location	
Group Type *	
Group Website	

BOOKING INFORMATION

Venue	
Catered *	
Number Of People	Min Max
Preferred Dates	Arrival Departure
Alternate Dates?	
Date Flexibility?	
Details	

BOOKING



Once you have filled out the enquiry form, our office team will check if the dates you have requested are available. If the dates are not available, we will email you and find some other dates suitable. Following that, we will send you a booking form and invoice for the deposit.

You will have seven days to sign and return the booking form and pay the deposit. Please also confirm your catering preferences (catered or self-catered) and venue preference in that email.

Please note that we require a deposit to secure the dates and we have a minimum hiring charge for every booking to cover the cost of providing our facility. Your minimum hire and deposit will be based on your catering preference.

For school groups, we may request to send your program earlier to check and to ensure there is no clash in activities with any other school group on-site at the same time. The sooner you send this through the easier it is for us to confirm the activities you want; however, some flexibility may be needed, as we do not have double ups of all of our activities.

We will send follow-up emails with further information required at least eight weeks before your group arrives followed by a four week and two week email, including information such as:

- Meal times
- Your first and last meal
- Cleaning duties
- Activities
- Program
- Quiet hours

We need the following information from you at least four weeks before arrival:

- 1) An updated estimate of your group's numbers. We will need to have your confirmed numbers a minimum of 14 days before arrival.
- 2) A **draft** copy of your program and any activities you would like to use **a month** prior to your camp. We will need a **copy** of your final program **14 days** before arrival. (For school groups, we may request to send your program earlier to check and to ensure there is no clash in activities with another school group on-site at the same time.)
- 3) All of your **special dietary requirements** a minimum of **14 days** before arrival. This is so our chefs can ensure we have appropriate food available.

INFORMATION



For your convenience here is a list of what you need to organise before camp:

- ☐ A FINAL copy of your program with all the activities you are using
- ☐ An Activity Rotation Table (if applicable)
- ☐ List of people in each group for your Activity Rotations (if applicable)
- ☐ Your confirmed numbers
- ☐ Any special dietary requirements
- ☐ Sign and return the Risk Disclosure
- ☐ Fill in and return the cabin evacuation list either before or by the end of your first day of camp

Please note that you are expected to do duties that include daily bathroom cleaning, as well as the dining room and dishes after every meal (unless daily clean-up is requested a **month** before arrival, which comes at an extra cost per person, which can be found on the pricelist).

All of our activities require you to supply responsible and competent supervisors who will be trained and signed off by our staff on **one activity** each day. This means you cannot rotate supervisors for each activity as they must remain supervising this activity for the whole day. CYC may be able to supply activity supervisors at an additional cost to you if required if requested prior to your camp starting.

Please note that most activities have a minimum activity supervisor age limit and a maximum participant-to-supervisor ratio. Please see this link, cyc.org.nz/activities, for the required supervisor-to-participant ratios and minimum supervisor age.

ORGANISER

This will most likely be you! The organiser's role is to head the committee and be the main contact for CYC. The organiser will be responsible for liaising with CYC, making sure all of the paperwork is read, signed, and returned in a timely fashion, ensuring deposits are paid, liaising with the host when your group is at camp and will be the one with the 'final say' during the camp.

FIRST AID

The person/s in charge of first aid will be required to hold a current first aid certificate and be present to administer first aid for the entire duration of the camp. Your group will need to provide this person and all of the first aid supplies needed.



CAMP ROLES

COMMITTEE

It is helpful to have a committee of people who will help you/the organiser to plan your camp. The committee should have regular meetings and start planning as early as possible. Having a variety of people with different strengths on the committee is helpful. You'll need to think about who is responsible for registrations, transportation, planning the activities, MC/daily notices, organising speakers/workshops, rooming, any off-site trips, catering...

DUTIES

This person is required to oversee all duty teams at camp. This involves coordinating meal set up, dishes, cleaning, and rubbish pick up during your camp. It is helpful to have a designated person in charge of duties, as it will help your camp run smoothly.

OTHER ROLES (IF APPLICABLE)

- Night watch
- Drivers
- Parent helpers
- Morning and afternoon tea step up team
- MC
- Activity supervisor/s
- Photographer

OUR HOSTS ROLE



Our host will greet you upon arrival and see if you need anything straight away. Otherwise, once you have settled in and are ready they will go over the following information with you.

- Take you over the hosting documents and make sure you've signed all the required documents
- Make the emergency procedures clear
- Show you where the cleaning supplies are
- Ask if you have duty rosters
- Go over daily duties (cleaning the bathrooms, dining room lodge and cabins)
- Show you where the laundry is and how to operate the washer and dryer
- Remind you of extra costs for - activities/family cabins/penalties for not abiding by terms and conditions
- Remind you to communicate with your group about noise restrictions, swimming pool open times etc. And talk to the whole group if requested (campers' arrival info) or you must go over campers' arrival info
- Read through with you the quiet hours/emergency info/no smoking/no alcohol/parking etc.
- Check your daily program with you and note anything required of them
- Go over activities program and activity training/activity supervisors
- Make sure two evacuation cabin lists are completed each night and put in the main office and at their respective camp, and note who the fire warden is
- Make sure final numbers have been filled in for the day and signed by you and two copies are completed each night and put in the main office and at your respective camp
- Give you their contact info, cell number, and business card
- Let you know of any updates to the camp
- Go over the kitchen with chefs- waste/machines/extra stuff in the pantry (if applicable)
- Explain that food scraps go in the scrap buckets and once full are left on the concrete plinth (if applicable)
- Remind you to please separate the recycling correctly
- Communicate that closed-toe shoes in the kitchen are required for any and all working or passing through the kitchen
- Confirm mealtimes (if applicable)
- Check special meals/morning tea/first meal (if applicable)
- Check hot choc for supper and/or breakfast (if applicable)
- Communicate Tea/Coffee Room for adults only (if applicable)
- Answer any questions you may have

YOUR ORGANISERS ROLE

- Liaise with the CYC office team
- Return all required paperwork on time (booking form, deposit, risk disclosure etc.)
- Organise for any payments to be paid on time
- Delegate jobs and lead your team
- Organise transport for your group
- Liaise with your host when you arrive and during your stay
- Follow the CYC rules and ensure your group does too
- Set up the lodge and dining room how you'd like it (and return it to how you found it when your group leaves)
- Select a room as your designated first aid room/sick bay
- Complete the duty roster and make sure the respective teams are fulfilling their duties
- Complete evacuation lists and update them as required
- Keep noise restrictions (and communicate that to your group)
- Close farm gates behind you (and communicate that to your group)
- Complete the lead in checklist



PRICING YOUR CAMP



There are quite a few costs to consider when running a camp. You'll have to pay for the space you're using at camp, pay your staff (if applicable), and you'll have to buy all sorts of materials too. These costs add up fast. That's why it's important to figure out the right price to charge so that you can cover these costs without making the camp unaffordable for a wide range of campers.

Are you looking to make a profit? How much of a profit? What's your budget? All of these factors are worth considering before you decide on a price. Another significant consideration when deciding on a price is the financial situation of your target demographic. If the bulk of your customers are more well off, you may be able to charge more as opposed to mostly lower-income families- you must consider that when deciding on pricing.

Some camps offer tiered pricing (early bird to last minute) or you could offer a family discount for those with two or more kids going on camp. Are you going to allow payment plans for people to pay off a certain amount per week? Regardless of the price you end up charging, you'll want your registration form to either accept payment or have clear instructions on how and when to pay.

All of this can be done on free websites like Jotform- from making the registration form to collecting payment! You can also use google forms, eventbrite, 123formbuilder, among others.

Another thing to think about is sponsorship and fundraising. Once you have decided on your price, releasing some material on how to fundraise or access sponsorship is helpful. Is this going to be a group fundraising effort, or do you need each person to fundraise to cover their camp fees? Fundraising can help bring teams together and it is a good way to create that camp community even before camp starts!

Some fundraising ideas are:

- Sausage sizzle
- Bake sale
- Car wash
- Gardening
- Dog walking
- Show or music night
- Quiz
- Silent Auction



HOW TO PICK ACTIVITIES

- What is your budget?
- How old are those attending your camp?
- What previous experience with the activities we have on offer do they have?
- What is the purpose of your camp having activities? Is it to relax and enjoy time together, for team building, challenge and grow students, demonstrate your school's values etc.?
- What season are you coming to camp in? If it is summer, you may do more water-based activities. A general rule of thumb is to have a fairly even split of water/land-based activities.
- If you are trying to stick to a tighter budget, you may want to think about how many CYC-instructed activities you pick versus activities where you can provide your own activity supervisors.
- Some of our popular activities are on the opposite page, an extensive list is on our website.

All of our activities require you to supply responsible and competent supervisors who will be trained and signed off by our staff on one activity each day. This means you cannot rotate supervisors for each activity as they must remain supervising this activity for the whole day. CYC may be able to supply activity supervisors at an additional cost to you, if required.

Please note that most activities have a minimum activity supervisor age limit and a maximum participant-to-supervisor ratio. Please see this link, cyc.org.nz/activities, for the required supervisor-to-participant ratios and minimum supervisor age.





BMX

A brilliant way to get campers outside of their comfort zones and having fun, BMX is a great activity, for the adventurous.



CRATE CLIMBING

Get campers to push themselves outside their comfort zone and work together as a team to stack as many milk crates on top of each other as possible.



FLYING FOX

Zipline across the Camp Waikato pond and enjoy an exhilarating adventure!



INDOOR CLIMBING WALL

Conquer your fear of heights and increase your climbing skills, this is always a hit with campers and with 14 climbs there's something for all skill levels.



TARGET SHOOTING

Target shooting provides a safe environment for campers to learn correct firearm etiquette and hand eye coordination.



HYDROSLIDE

There is nothing better on a hot day at CYC than to cool off while taking on the twists and turns of the Hydroslide.



EXTREME STREAM

Walk up our main stream from the Hakarimata Ranges, while navigating rock formations, enjoying nice cool water on your feet, and working as a team!



KAYAKING

Have fun on the water and give kayaking a go, all while completing challenges! Can you walk across a lineup of kayaks or race your friend to the other side of the lake?

ADVERTISING YOUR CAMP

Do you have video highlights or photos from your last camp or event on your website and/or social media?

PAST CAMP

Do you have any photos or videos of your past camps? Use those, alongside a poster with all the information, to promote your camp. People want to see what camp is going to be like, so as much of a mental picture as you can give them is valuable in helping people to decide to come. If anyone has been to a previous camp or something similar, get them to give a short presentation on it, or interview them for your school/group bulletin or next meeting.

LEAD IN TIME

Begin talking about your camp as early as you can. You don't need to have all the details, or even the venue booked to start advertising camp. The more times a person hears about your camp, the more likely you're going to make up the desired numbers for your camp.



CLEAR INFORMATION

However you choose to promote your camp, one thing is of utmost importance. Clear information. You need to provide when it is, where it is, what time it starts and finishes, how much it costs, who is it for, what people have to bring, when and how people pay, and any other requirements or notices that are relative to your camp. Lay out that information as succinctly and clearly as possible. Having a poster/video etc that does this in an engaging and visually inviting way, also helps.

HELPFUL THINGS TO BE PREPARED FOR

LOST PROPERTY TABLE

It's great to have a lost property table from day one- in a centralised place like in the courtyard or lodge areas- somewhere where people will be walking past and can put stuff on there and grab what's theirs really easily.

VOLUNTEER FIRE SIREN

Ngāruawāhia has a volunteer fire brigade, so sometimes you will hear a loud and slow siren going off. This is nothing to worry about, it's how the volunteers are alerted back to the station.



NOTICE BOARDS

You will need to bring thumbtacks with you as we do not allow things to be blue-tacked or tapped onto our walls. We have provided noticeboards in all main meeting rooms/dining rooms as well as clear holders by each cabin door (Camp Waikato), at Camp Waipa you can tape the room lists to the glass only. Thank you for following this instruction.

MISC ITEMS

Batteries, safety pins, stapler, scissors, string, tape, whiteboard markers, chalk, torches, spare warm clothes, games, puzzles- bring anything you possibly may need.

WET WEATHER PLAN

Camp is located at the bottom of the Hakarimata Range so it can spontaneously shower. It pays to have a wet weather plan or have enough wriggle room in your programme to push activities back half an hour or so if necessary.



LEAD IN CHECKLIST



Committee Formed



Roles assigned



Dates confirmed



Decide catered or self-catered



Choose preferred site (Waipa or Waikato)



Booking enquiry made



Booking Form signed



Deposit paid



Advertising out



Registrations open



Transportation booked/organised



Programme Draft



Preferred activities requested



Programme finalised



Registrations closed



Activity groups made



Activity supervisors chosen



Duty roster made



Rooming/evacuation list made



Risk Disclosure Form signed



Confirmed Numbers Form Returned

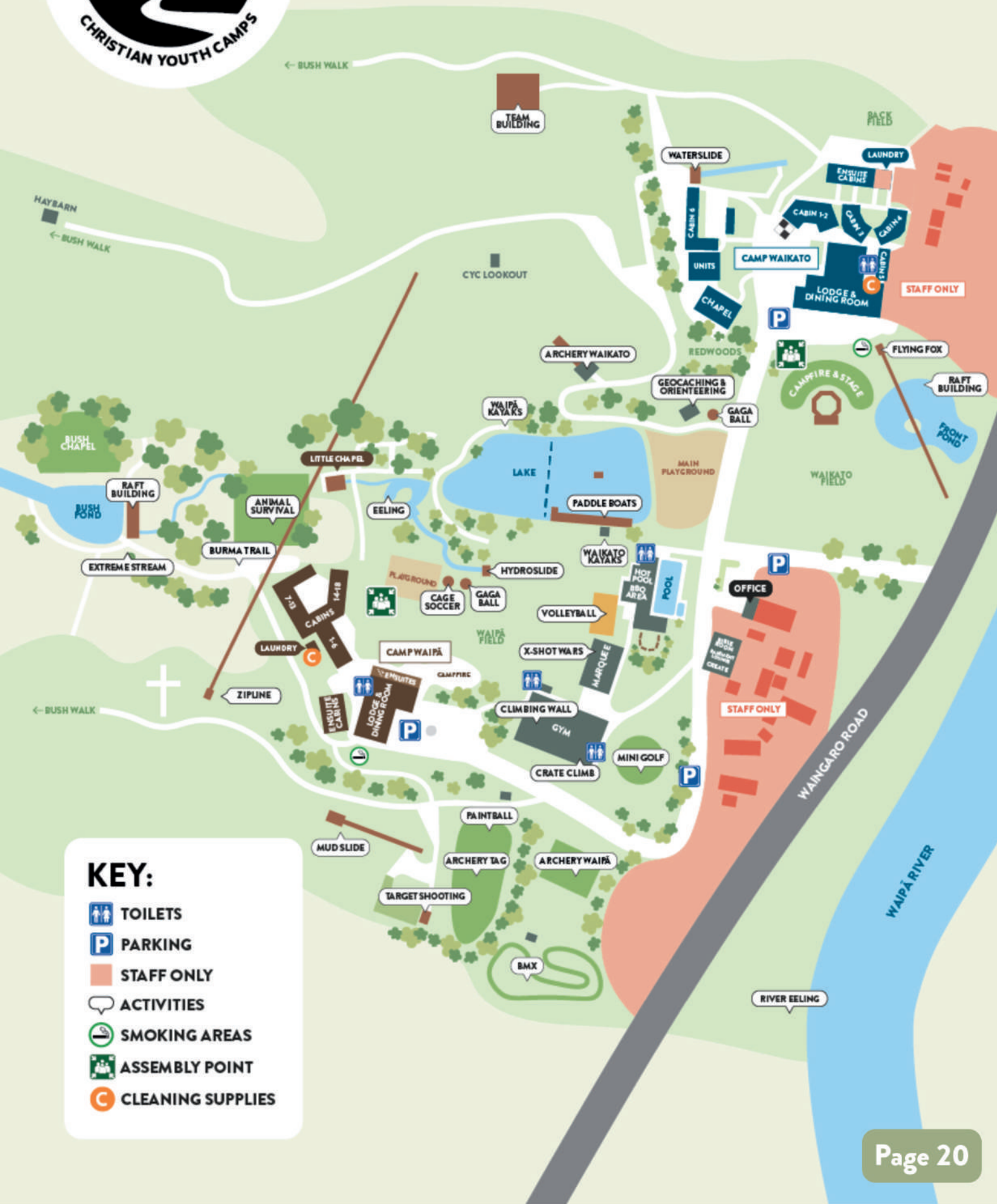


Special Diets Communicated



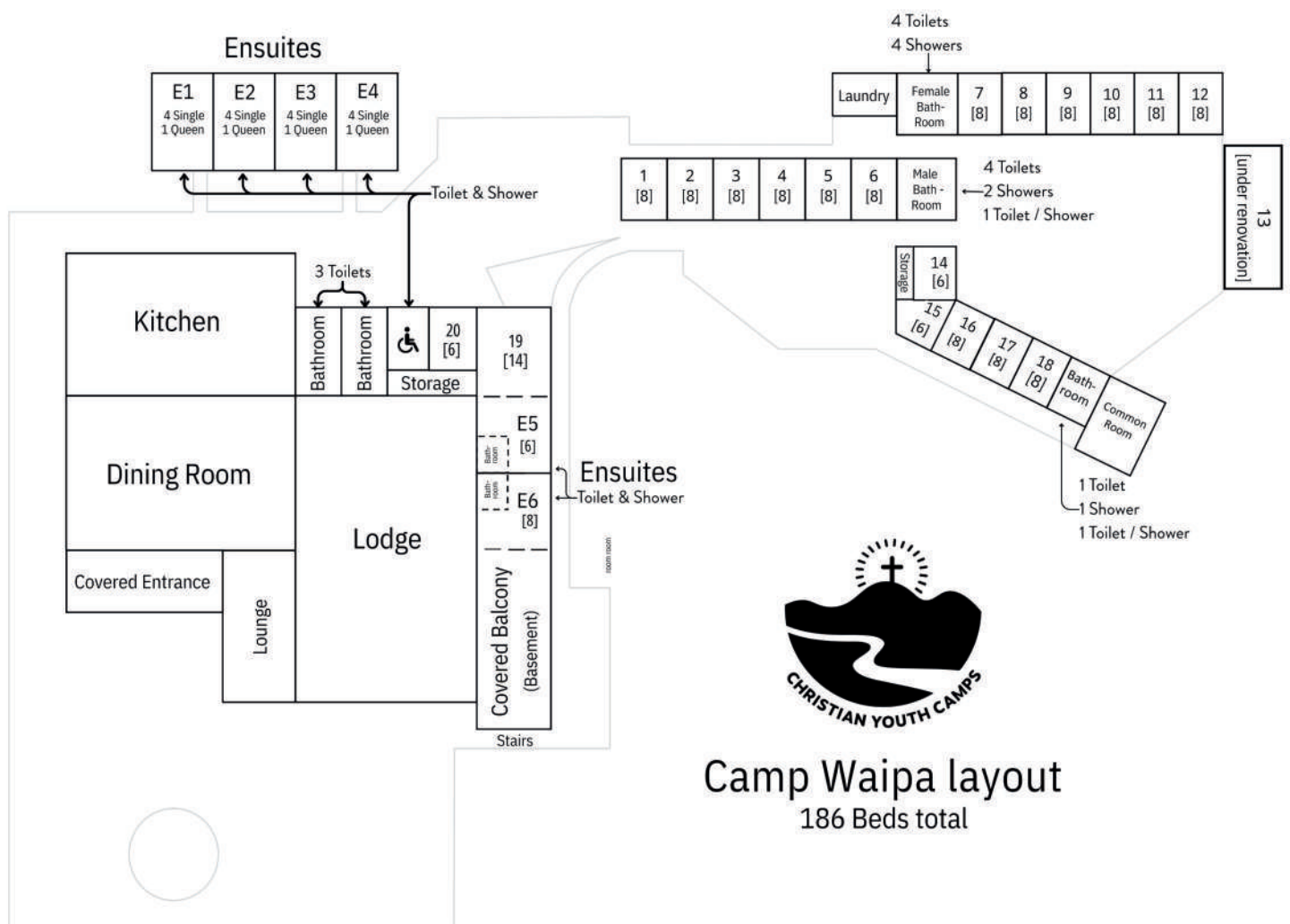
After camp: final invoice paid





KEY:

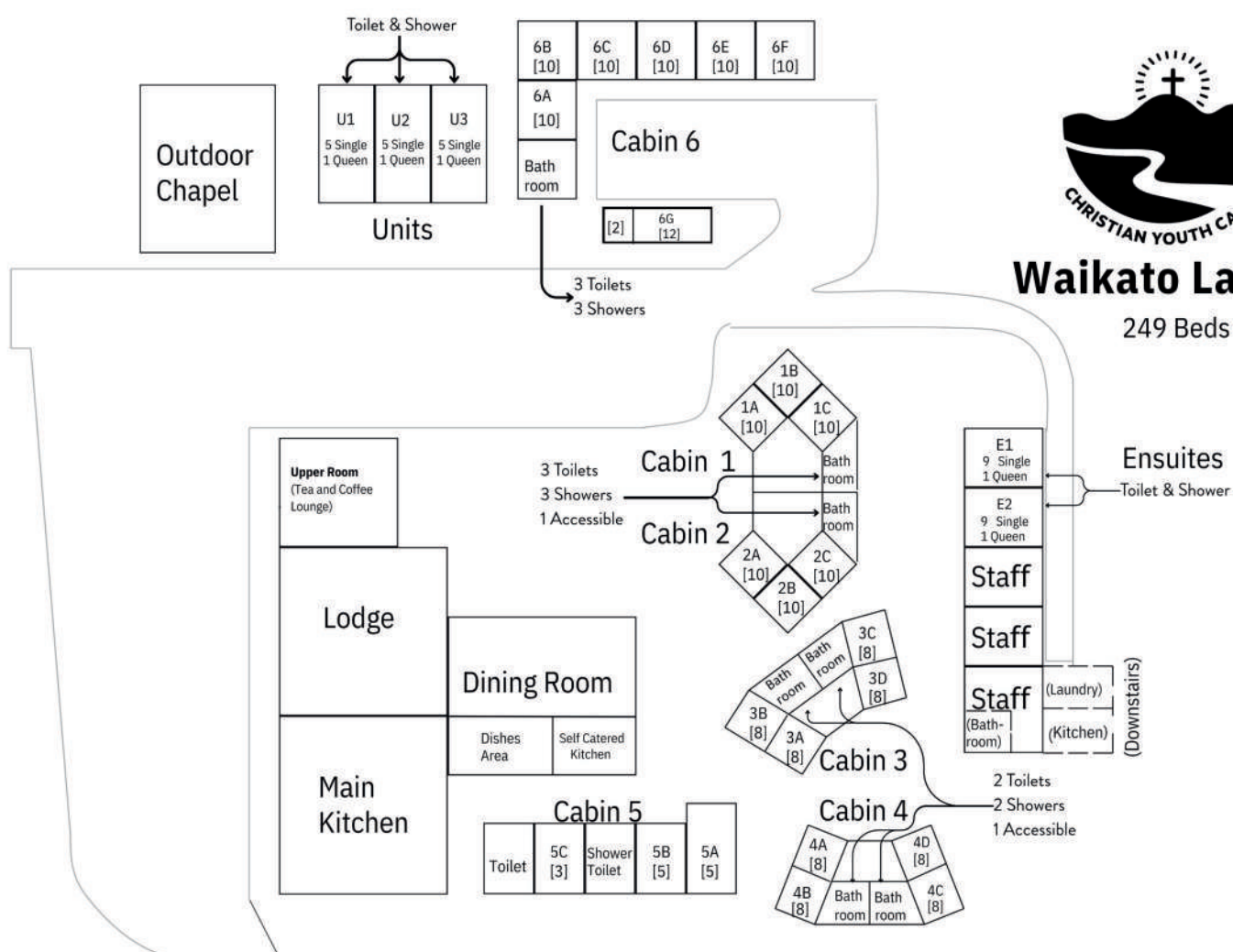
-  TOILETS
-  PARKING
-  STAFF ONLY
-  ACTIVITIES
-  SMOKING AREAS
-  ASSEMBLY POINT
-  CLEANING SUPPLIES





Waikato Layout

249 Beds



LOCAL CONTACTS & ATTRACTIONS

Waingaro Hot Springs

2263 Waingaro Road, Waingaro,
Ngāruawāhia, 3793
07 825 4761

Raglan Beach

Less than an hour away

Raglan Rock

027 645 3547
www.raglanrock.com/school-camps/

Hakarimata Walks

<https://www.waikatoz.com/experiences/walking-hiking-trails/hakarimata-scenic-reserve/>

Breaking Bread Cafe

Ngāruawāhia town
07 949 8141

Shirls Takeaways

40 Whatawhata Ave, Ngāruawāhia
07 824 7500

Hamilton Zoo

183 Brymer Road, Rotokauari,
Hamilton, 3289
07 838 6720

New World Supermarket

7 Galileo Street, Ngāruawāhia, 3720

Sister Six Cafe

2 Durham Street, Ngāruawāhia
0210 885 0140

Hamilton Gardens

Open 9-5pm daily

Hungerford Cres, Hamilton, 3216

Waterworld

Garnett Avenue, Te Rapa 3200
07 958 5860

Poppas Takeaways

Ngāruawāhia town
07 824 8090

POST CAMP

HIGHLIGHTS VIDEO

Making a highlight video or photo slideshow is not only a great way to look back on the memories made at camp but also a fantastic way to promote your next camp or apply for funding.



SOCIAL MEDIA POST

You could post a selection of photos or the highlights video you make on social media and/or your website. Feel free to mention Christian Youth Camps on Instagram @christianyouthcamps or tag us on Facebook!

DEBRIEF

Having a debrief meeting with your committee is an important part of running camp. It will help you figure out what went well, what could've been better and what you'd do differently next time.

It can also be good to ask those who attended your camp for feedback also.



BOOK YOUR NEXT CAMP

The warmer months and public holidays fill up years in advance at CYC, so if you liked your dates this year, get in quick and book straight away for next year!





CONTACT US

07 824 8495

cyc.org.nz

[@christianyouthcamps](https://www.instagram.com/christianyouthcamps)

148 Waingaro road, Ngāruawāhia, 3720