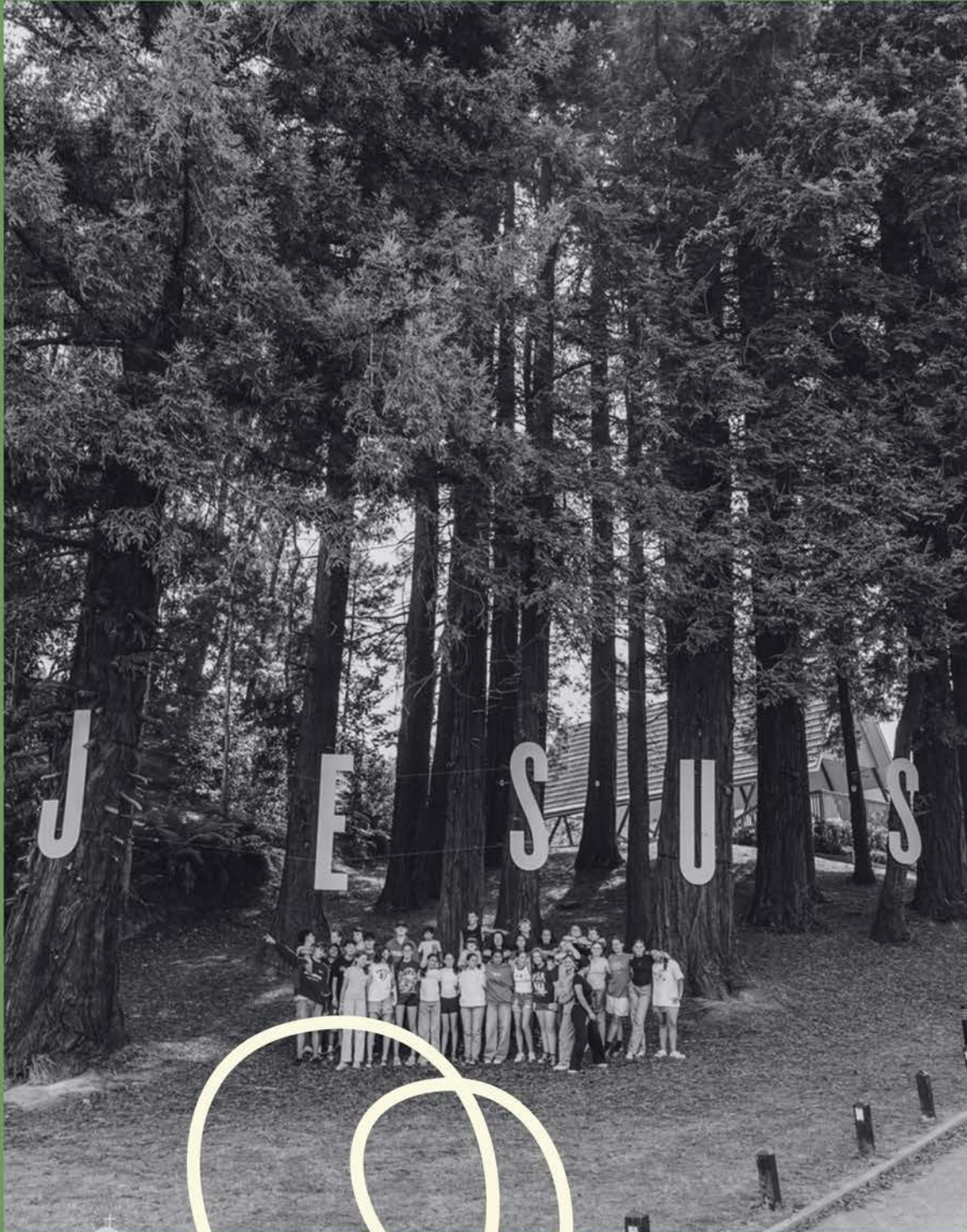


YOUR HANDY GUIDE TO BEING A LEADER AT

Christian Youth Camps

MAY 2025



LEADERS



MANUAL



WELCOME TO THE CYC LEADERS MANUAL!

This Leaders Manual is designed to help you prepare for CYC Holiday Camps and understand your roles and responsibilities.

To lead effectively, you must read and follow the guidelines in this manual. It provides helpful ideas and instructions to make you an excellent leader. While camp is fun, following safety rules is essential for the well-being of everyone.

CYC Holiday Camps can be challenging, but they're also rewarding and a great opportunity to share Christ's love with children. For one week, we get to serve as God's hands and voice to the next generation.

If you have any questions or feedback, feel free to reach out.

Blessings,
Steven, Jess, Jaz & the CYC Team



**TRAINING FOR
LIFE, SKILLS FOR
THE FUTURE.**

CYC'S AIM

CYC's aim is to help promote the physical, social, and spiritual wellbeing of the campers through providing excellent facilities and safely run activities.

CYC aims to give inspiring outdoor experiences and programs that promote self-awareness, encouragement, co-operation, communication, and a personal relationship with Jesus Christ.

NOT YOUR ORDINARY CAMP

In 1956 a farm property was given to Christian Youth Camps (Inc.) '...to the glory of God and for the children of New Zealand.' A Christian family gifted the land for FREEEEEEEE for the purpose that it would be used to show the Gospel to the young people of New Zealand!

Since then, every school holidays, camps have been held for children and young people.

Our campsite consists of 38 hectares of native bush, pastures, and camp facilities. Each year, thousands of kiwi kids get to enjoy our facilities!

Now you get to be a part of the legacy of what God is doing at CYC!

KIDS CAMP VALUES

The core beliefs that guide how we act and lead.

We value love and respect for God. We value love and care for one another above anything else, as found in the gospels of Matthew 22:37-39 and John 13:34-35

KIDS CAMP VISION

The future we're working towards for campers and leaders.

To see every camper build their own relationship with Jesus, know they are loved and valued by God, grow in confidence and be inspired to live out their faith.

To see leaders grow as servant-hearted role models, following the example of Jesus, love others, build up the next generation, and change the world for the better.

KIDS CAMP MISSION

What we are here to do everyday.

To be role models, like Jesus is to us, and to love people wholeheartedly. We aim to inspire campers to build their own relationship with Jesus and to help our guests grow in their understanding of who they are and of the Creator who made them. We do this by providing an environment that builds confidence and reflects Christ's love in all we do.



LET THE CHILDREN COME TO ME, DO NOT TRY TO STOP THEM, FOR THE KINGDOM OF HEAVEN BELONGS TO SUCH AS THESE
MATTHEW 19:14

"A LEADER IS SOMEONE WHO SEES THE WORLD AND SAYS "IT DOESN'T HAVE TO BE THIS WAY" AND DOES SOMETHING ABOUT IT."

**-JOHN MCAULEY
MUSKOKA WOODS CHAIRMAN**

STAFF ROLES

01.

CAMP DIRECTOR

The Camp Director oversees the entire camp, including Holiday Camps, other camps using the facilities, and day-to-day office duties. They have many varied roles during Holiday Camps and is always approachable.

02.

MINISTRY COORDINATOR

The Ministry Coordinator manages all leaders and helpers for Holiday Camps, serving as the main contact before camp. They are responsible for leader training, including weekends, and provides ongoing support and encouragement during camp. If you have concerns or need to talk, this is the person to reach out to.



03.

PROGRAM COORDINATORS

The Program Coordinators (P.C's) are in charge of the overall running of a Holiday Camp. This includes the running of the programs, places and people.

Please make an effort to do the best that you can as the P.C's are busy. However, they will endeavour to support and encourage you as best they can. Feel free to approach them to ask them questions.

BLITZ (BABY LIT)

Seasonal Program

All new leaders begin in the BLITZ or LIT program, which runs alongside the kids holiday camp. BLITZ is for year 9 and up who have not led before or who staff believe need more training before being assigned to a cabin. They spend the mornings at the BLITZ program and afternoons in the LIT program. The beginning of their servant-hearted leadership journey.

LEADERS IN TRAINING (LIT)

LITs are assigned to a cabin to assist cabin leaders. They spend afternoons in the LIT program. They are expected to assist cabin leaders and not be acting like another camper.

JUNIOR CABIN LEADERS

Junior leaders are former LITs who assist senior leaders in managing a cabin. They work alongside senior leaders to learn and gain experience. If staff feel additional training is needed, they may return to the LIT program until they're ready to lead a cabin.

VOLUNTEER ROLES

SENIOR CABIN LEADERS

Senior leaders are directly responsible for 6-8 campers, always with the assistance of one other senior/junior cabin leader. This includes (but is not limited to) making the campers feel at home, hanging out with them, helping supervise activities, being actively involved in Chapel time, leading a devotional time, overseeing duties, monitoring meal times, general care of the campers, and most importantly showing those campers Jesus' love.

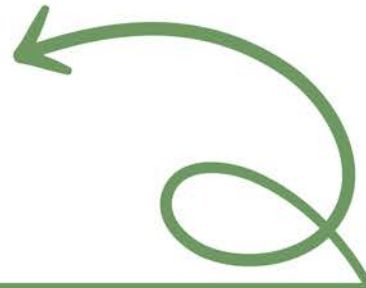
Being a senior leader is both extremely exhausting and rewarding!

AREA HEADS

Someone over 18, oversees either the boy or girl campers & leaders. They are the first point of contact for any issues, from small matters like locating someone or supervising bedtime, to larger concerns like bullying.

YOUR ROLE IN A NUTSHELL

Your role is designed to help CYC provide care for the children/teenagers who attend our holiday camps, and other guests who attend events run by CYC.



MORE VOLUNTEER ROLES

CAMP PARENTS

The role of Camp Parents is varied, and could include helping supervise activities, helping with meal times, encouraging our teenage leaders, comforting homesick children, and general parenting duties!

FIRST AID 18+

The camp first aid is responsible for the supervision of medication, medical attention, and general first aid of campers.

SUPPORT LEADERS 16+

These people are at camp to provide support in multiple areas.

From instructing activities, running games, canteen orders, serving meals, and covering cabin leaders breaks.

Whilst a lot of the information in this Leaders' Manual is relevant for all leaders, Support Leaders will be exempt from some of the information.

If you would like to be a support leader you will need to apply for the role.

KNOW SOMEONE WHO'S KEEN TO SERVE?

We are always looking for the following:

- Camp parents
- First aider 18+
- Speakers
- Music Teams

Get in touch!

LEADERS RESPONSIBILITIES

We are here for God, putting the children's needs **before our own**, with the goal of sharing the gospel. The best way to share the gospel is to simply - **live it out**.

Each camper has unique needs, so approach them individually. Understand that campers come from various backgrounds.

Campers learn by example. Be **positive** and show them you **care**, as they won't care how much you know until they know how much you care.

Be **transparent**—campers can see the real you.

Have a sense of **humor**, laugh at yourself, and enjoy the experience!

Bring the **sizzle** to camp. If you're listing some instructions, do a funny news report style. While you're doing duties, get everyone to tuck in their shirt like a uniform for 'big tuck time'. Find ways to add a little spark and sizzle to everyday camp life.

Make your campers feel like you're on their team by using **inclusive** language like "we" instead of "you" or "I."

Be **flexible** with the schedule and understanding of changes, as even program coordinators are not fans of rainy days!

We provide the Word of God and a living example: Jesus is the one who saves. Don't pressure any camper into making any kind of decision. Tell campers what Jesus says, and **let them decide** what to do with it.

Take time to **read your Bible and pray** daily. Your relationship with God is essential for serving well—don't rely on your own strength.

Pray for each camper daily, being specific in your prayers.

Lastly, look after yourself. If you're getting tired, check with the staff about taking some time for **rest** to avoid burnout.

EXPECTATIONS FOR LEADERS

COMMUNICATE

Support your fellow leaders and work as a unified team. Enforce and follow the rules, and **communicate** regularly with your co-leader to avoid contradictions. A lot of problems stem from no communication at all. Treat each other with respect, be tactful, and resolve issues without holding grudges or gossiping.

FAIRNESS

Have your share of children around you at all times (except during a 'Time-Out' break) otherwise someone else will have them all, and that's not fair.

Make an effort to interact with all campers and leaders, not just those you naturally get along with.

BREAKS

Cabin leaders will have at least two breaks during the week, which can be used for rest or hanging with other leaders. Unless otherwise specified, leaders will sleep at the same time as the campers.

Area heads and helper leaders will have scheduled breaks to make sure there are enough adults around.

RULE OF THREE

Never be alone with a camper, or leader where no one can see you, whether they are from the opposite sex or not. This is for your safety as well as theirs.

PHYSICAL CONTACT

Hugs from campers are okay if initiated by them, but don't initiate physical contact. Be cautious of overly affectionate or clingy behavior, and ensure you engage with all your campers.

DEEP CHATS

It's not appropriate to counsel or have deep emotional chats with someone of the opposite sex.

Remember, you are not a trained counselor. If a camper discloses sensitive information, like abuse, listen kindly but tell them you need to report it to the Ministry Coordinator or Camp Director.

WATCH YOUR TEMPER

Never shout at a camper or act in anger. If necessary, take a 'Time-Out' to regroup before addressing the issue. Avoid using phrases like "shut up," as they are unhelpful and can worsen the situation.

LOVEY DOVEY STUFF

Leaders are not allowed to pursue romantic relationships while at camp. If relationships develop, they should be nurtured outside of camp. Remember, leadership extends beyond camp, and how you act in a relationship matters at all times. Set boundaries to avoid temptation and speak with staff if you need help.

Campers are also not allowed to pursue relationships during camp. Model this behavior by saying, "We don't talk about boyfriends and girlfriends at camp" if asked.

Open displays of affection, including hugging or excessive touching, are not permitted between unmarried leaders or adults at camp.

PHONES AT CAMP

Phones can be brought to camp but used at the discretion of the Ministry Coordinator. Leaders may keep their phones during camp under these conditions:

- Phones cannot be used at inappropriate times.
- Only for communication with staff and other leaders via provided group chats.
- Music can be played, but only from the 'CYC approved playlist'.
- Leaders under 18 must hand in phones at night.

Phones may be used for social media during the leader's break. Any other use without prior permission is considered inappropriate.

To protect campers & leaders, photos of campers & leaders **cannot** be taken or shared. This applies to snapchat or anything similar; CYC will provide official photos that you are free to use.

Failure to follow these rules may result in phones being confiscated and returned at the end of camp.

Leaders in Training (LITS) will not have phones from Sunday until the end so they can focus on their leadership development.

DRESS CODE

Answer the following questions honestly:

Who am I dressing for? Am I dressing to impress a guy/girl? Am I dressing to impress Instagram? Or am I dressing to show respect for myself?

What is the first impression people have when they look at me? How will people characterise me based on what I'm wearing?

Am I approachable, friendly, and open? Do I look like I welcome conversation and healthy relationships?

Camp is not a fashion show. The goal is to **draw others attention to Jesus**, rather than ourselves. Camp is about serving and being attentive to the kids we hang out with and care for. This doesn't mean you have to be unfashionable, but you need to be **dressing appropriately** for what you are going to be doing at camp.

This includes making sure you bring clothes to camp you don't mind getting dirty, covered shoes (not crocs, sorry!) for activities and kitchen service, enough warm clothes for the cold evenings, and wet weather gear for when it's rainy or muddy.

Togs (Swimsuits) are appropriate in the pool, but playing basketball without a shirt on is not appropriate. Wearing short shorts while exercising or swimming is appropriate, but when you're casually hanging out with the campers, short shorts are not appropriate. Crop tops, that show your lower stomach or the really short tops that when you lift up your arms show the bottom of your bra, are not appropriate. Singlets, that when the breeze blows you can see right through the droopy armhole to the other side is not appropriate.

We are not here to show off ourselves, but to have self-respect and focus our attention on the kids we are here to serve. So as you are preparing for camp, ask yourself these questions:

1. HOW DO I BEST REFLECT JESUS, MY SAVIOUR?

2. IN ALL THINGS, NOT JUST IN HOW I DRESS, AM I DOING IT TO PLEASE GOD OR FOR OTHER REASONS?

3. AM I POINTING TOWARDS HIM, OR DRAWING ATTENTION TO MYSELF?

REASONS FOR DISMISSAL OF LEADERS

1. Physical abuse or inappropriate behavior towards campers.
2. Romantic advances towards campers.
3. Swearing at or endangering campers or leaders.
4. Use or possession of illegal substances, smoking, or alcohol.
5. Being in a cabin of the opposite sex, or being alone with a leader of the opposite sex
6. Disloyalty to camp staff.
7. Repeatedly breaking rules.
8. Not showing fruits of a Christian lifestyle in and outside of camp
(Galatians 5:22-23, Colossians 3:12-14)
9. Not meeting leadership expectations.

SUCH ACTIONS MAY RESULT IN IMMEDIATE DISMISSAL FROM CAMP.

CAMP RULES

- In the case of an emergency (fire etc.), move as quickly as you can to the bell on the field and gather in your cabin group.
- Please keep gates closed. Don't climb over fences.
- Off Limits areas: Stage, Upper room, Kitchen and server, Cabins that aren't your own

RESPECT

1. When you hear someone countdown 321... everyone says "shhhhh" and is quiet.
2. We are quiet while someone else is speaking.
3. We listen to our leaders. We look after our leaders, and our leaders will listen to you and look after you.
4. When the bell rings, we come to the lodge and sit in our cabins as fast as we can!
5. No shoes inside, Stack them in the boxes.
6. Please keep the sports equipment and board games in their proper places, and pack them up as soon as you have finished using them.

RULE OF THREE

1. Always has to be a camper, a leader and someone else.
2. We are a family, and we all stick together. No one is to leave the group without their leader.
3. You must always be with a leader. If you're in the Redwoods, playground, Lodge games, toilets they'll wait outside, showers will be run by leaders or staff.
4. Area Heads are people who can talk to about smaller problems.

CABINS

1. In our free time, we won't be in our cabin. If we need to grab something, we need to be with a buddy and leader.
2. We do not go into other peoples cabins.
3. Bathrooms are for cleaning, not for playing. We respect everyone's privacy. We do not look over or under doors. We do not share cubicles.
4. No food, lollies, chewing gum, drinks, otherwise you'll get ant infestations! No phones, money or anything valuable in cabins. You need to hand those into Area Heads straight away to look after for the week.
5. You can have canteen after breakfast and before dinner.

DURING MEAL TIMES

1. You can leave the table once your leader has given you permission.
2. No yelling or screaming.
3. Each cabin will have duties to do during the week. Your leader will let you know when it's your cabin's turn. Please be ready on time to do your duty, and everyone in your cabin must participate.

DISCIPLINE SYSTEM

If you miss behave or bully others, Leaders will give you 2 chances to stop before they bring you to an area head or staff.

1st Warning will be given by a Area Head or a staff member.

2nd Warning will be given by a staff member who will then call home.

3rd Warning is by the Ministry Coordinator or Director. You will then be sent home.

WARNING WORTHY BEHAVIOUR

1. For doing something you know you shouldn't be.
2. For swearing, fighting, bullying.
3. For harming camp property.
4. For not listening to your leaders and camp staff.
5. Breaking any of the other camp rules.

BEHAVIOURAL MANAGEMENT

Effective behaviour management is based on positive leadership, encouragement, consistency, and sensitivity to each child's needs. At Christian Youth Camps, leaders are expected to manage behaviour in a way that promotes safety, respect, dignity, and healthy relationships.

Behaviour management is not about punishment — it is about guiding campers, building trust, and helping young people make positive choices. Physical punishment, humiliation, intimidation, or demeaning treatment are never acceptable.

Camp staff will establish clear camp expectations, boundaries, and consequences at the beginning of each camp.

PREVENTING BEHAVIOUR ISSUES

Pray

Pray for your campers and for your own attitude towards them. God's wisdom, patience, and strength are vital for connecting with and understanding each child.

Consistency and Routine

Children thrive with structure and clear expectations. Regularly remind campers of routines, boundaries, and what is happening next. Predictability helps children feel safe and secure.

Start Firm, Build Relationship

Set clear expectations early in camp and follow through consistently. As trust and relationships grow, campers are more likely to respond positively.

Know Your Campers

Take time to build relationships and understand each camper's personality, needs, and triggers. Engaged campers are less likely to become disruptive.

Set Reasonable Boundaries

Make expectations achievable and clear. Where appropriate, involve campers in discussing group expectations to encourage ownership and cooperation.

Work With Campers

Use a relational approach rather than simply giving commands. Kneel to a child's level, make eye contact, and calmly support them through situations.

Remove Triggers

Sometimes behaviour problems escalate because of the environment or activity. Removing the trigger may resolve the issue before it worsens.

Follow Through

If you give a warning or consequence, follow through calmly and consistently. Empty warnings reduce trust and effectiveness.

Show Care and Understanding

Behaviour is often connected to emotions, fear, tiredness, or unmet needs. Respond with empathy and care while still maintaining boundaries.

Discipline Privately

Where possible, correct behaviour privately rather than embarrassing a camper in front of others. Explain clearly why the behaviour is inappropriate and what better choice could be made.

Be a Role Model

Campers are always watching. Leaders should model the behaviour, attitude, and respect they expect from campers.

POSITIVE BEHAVIOUR STRATEGIES

Verbal and Non-Verbal Communication

Our words, tone, body language, and actions all work together when managing behaviour.

Tone of voice

- Use a calm, firm, and non-threatening tone.
- Speak with campers, not at them.
- Consistency in tone helps children feel safe and understand expectations.

Eye Contact

- Use eye contact appropriately and sensitively.
- Avoid staring or intimidating behaviour.
- Avoiding eye contact completely may communicate disinterest or uncertainty.

Proximity

- Respect campers' personal space.
- Standing over a camper or invading their space may feel threatening.
- Moving closer appropriately can communicate support and presence without needing to speak.

Posture

- Open posture (relaxed shoulders, uncrossed arms) feels welcoming and approachable.
- Closed posture can appear defensive or confrontational.
- Getting down to a camper's level helps reduce defensiveness and build connection.

Pacing and Pauses

- Use calm, clear, and positive language.
- Allow children time to process instructions, especially when emotions are heightened.
- Calm and unhurried speech helps lower tension.

Examples:

- Instead of: "Please stop talking while I'm talking." Say: "Eyes on me and listening, thanks."
- Instead of: "Don't climb on the stage." Say: "Playing on the floor please, thanks."

BEHAVIOUR MANAGEMENT TOOLKIT

Helpful strategies include:

- Watching for early warning signs.
- Using non-verbal communication.
- Giving clear and simple instructions.
- Asking guiding questions.
- Giving reminders.
- Redirecting behaviour.
- Offering choices.

Example:

"You can either sit with the group quietly, or take a short break with a leader — you choose."

CAMPER DISCIPLINE

DEALING WITH MINOR BEHAVIOUR ISSUES

Minor issues may include:

- Disrespect
- Disobedience
- Swearing
- Minor conflict or physical behaviour
- Disruptive behaviour

Recommended Steps

1. Initial Correction

Calmly ask the camper to stop the behaviour and explain what you would like them to do instead.

2. Serious Warning

If the behaviour continues, give a clear warning and explain the next consequence.

3. Removal From Activity

If necessary, remove the camper briefly from the activity or group to reset.

4. Reflection

Once calm, discuss the behaviour with the camper and help them identify better choices.

5. Escalation

If behaviour continues, involve a Program Director, Camp Director, Camp Parent, or senior leader.

DEALING WITH SERIOUS OFFENCES

Serious behaviour concerns include:

- Repeated major disruption
- Bullying or intimidation
- Significant physical aggression
- Self-harm or threats of self-harm
- Property damage
- Leaving camp boundaries without permission
- Behaviour that risks safety

Recommended Steps

1. Ensure immediate safety of all campers and leaders.
2. Notify your Area Head, Program Director, or Camp Director immediately.
3. Do not attempt to manage dangerous situations alone.
4. Record incidents appropriately.
5. Parents/caregivers may be contacted if required.

If a camper's behaviour places themselves or others at ongoing risk, caregivers may be asked to remove the camper from camp.

TIPS FOR KEEPING YOUR COOL

- Avoid assuming a child is intentionally being difficult.
- Watch for power struggles and avoid escalating emotions.
- Stay calm and regulated yourself.
- Stick to the issue at hand.
- Re-state expectations clearly and calmly.
- Step away briefly if needed.
- Move to choices and consequences when appropriate.
- Rebuild the relationship afterwards.
- Children respond best when they feel safe, respected, and understood.

REFLECTIVE PRACTICE

As leaders, we should regularly ask ourselves:

- Is my response helping or escalating the situation?
- Is the child receiving mostly negative attention?
- Could some behaviours be redirected or ignored safely?
- Is this child struggling with impulse control or emotional regulation?
- Am I responding with consistency, patience, and care?

Sometimes leaders simply need to say “no” clearly and confidently. Strong relationships help children accept boundaries because they trust the leader's intentions.

Children are always watching — walk the talk.



CHILD PROTECTION

At Christian Youth Camps, the safety and wellbeing of children and young people is our highest priority. Every leader, volunteer, and staff member shares responsibility for creating a safe, respectful, and supportive environment where campers feel protected, valued, and heard.

We recognise that campers come from many different backgrounds and experiences. Some children may carry trauma, fear, anxiety, or trust issues that are not immediately visible. Leaders are expected to respond with patience, consistency, appropriate boundaries, and care.

RESPONSIBILITIES AND STANDARDS

- Treat every child with dignity and respect.
- Maintain appropriate professional boundaries at all times.
- Provide safe supervision.
- Report concerns or suspicions of abuse immediately.
- Follow all camp safety and child protection procedures.
- Be positive role models in behaviour, language, and conduct.

Physical punishment, humiliation, intimidation, degrading behaviour, or abusive conduct will not be tolerated under any circumstances.

APPROPRIATE PHYSICAL CONTACT

There may be situations where physical contact is appropriate, such as:

- Comforting an upset child.
- Providing first aid or assisting with an injury.
- Supporting a child during an activity.

When physical contact is necessary:

- Always explain what you are doing where appropriate.
- Ask for permission.
- Ensure contact is appropriate, brief, and respectful.
- Avoid unnecessary or prolonged physical contact.
- Physical contact should occur in open or visible environments, not in secret or isolated situations.

Staff and Volunteers must never:

- Touch areas normally covered by swimwear.
- Engage in sexually suggestive behaviour.
- Use force, intimidation, or physical punishment.
- Participate in inappropriate tickling, wrestling, roughhousing, or play fighting.

PROFESSIONAL BOUNDARIES

Keep Personal Life Separate

Leaders are role models. Maintain friendly but professional relationships with campers at all times.

Be mindful that:

- Some personal topics are not appropriate to discuss with children.
- Campers should not become emotionally dependent on individual leaders.
- Leaders should avoid favouritism or exclusive relationships with campers.

Appropriate Clothing

Leaders should wear suitable camp or sports-style clothing that is modest, practical, and appropriate for working with children and young people.

SUPERVISION EXPECTATIONS

Effective supervision is essential for camper safety.

Leaders should:

- Position themselves to supervise as widely as possible.
- Avoid turning their back on groups for long periods.
- Count campers regularly.
- Be aware of children moving between activities or spaces.
- Communicate with other leaders to maintain supervision coverage.

Children should never be left unsupervised.

AVOID ONE-TO-ONE SITUATIONS

As much as possible, avoid being alone with a child in isolated or private areas.

The Rule of Three

Whenever practical:

- Have at least 2 leaders present with 1 camper, or
- 1 leader present with 2 or more campers.

If a one-to-one situation occurs unexpectedly:

- Move to a more public or visible location as soon as possible.
- Inform another leader where appropriate.

Leaders and campers must never be alone together in dark, secluded, or private spaces.

TOILETS, SHOWERS, CHANGING ROOMS

Leaders should respect campers' privacy while still maintaining appropriate supervision.

Changing

- Leaders should remain outside while campers are changing.
- Knock and announce yourself before entering.
- Only enter once campers are appropriately dressed if entry is necessary.
- Do not enter if only one child is present.
- Ensure another leader is nearby if entry is required.

Bathrooms and Showers

- Access to opposite-sex bathrooms is not permitted unless it is a matter of life or death.
- Leaders will instruct campers to lock bathroom and shower doors when in use.
- They will never go into the shower or toilet cubicle with a camper.

PHOTOS AND VIDEOS OF CHILDREN

The safety and dignity of children is more important than capturing photos or videos.

Important reminders:

- Written caregiver consent must be obtained before images are taken or used.
- Personal phones should not be used to photograph campers unless specifically authorised.
- Children and caregivers have the right to decline photography.
- Children and their parents/carers have a right to decide whether their images are taken, and how these may be used.

Remember that photos taken on personal devices can easily be shared beyond intended audiences.



UNDERSTANDING ABUSE

Abuse will not be tolerated at any time from anyone at camp.

Abuse may include:

Physical Abuse: Physical harm or injury caused intentionally or through inappropriate discipline or violence. Is considered abuse regardless of whether or not it was intended to hurt the child.

Emotional Abuse: Repeated behaviour that damages a child's confidence, emotional wellbeing, or sense of worth.

Sexual Abuse: Any sexual act, behaviour, communication, or exploitation involving a child.

Neglect: Failing to provide for a child's physical, emotional, medical, or developmental needs.

RECOGNISING CONCERNS

Leaders are not expected to investigate abuse, but they should remain alert to warning signs.

Possible indicators may include:

- Fearful or withdrawn behaviour.
- Sudden behavioural changes.
- Reluctance to discuss injuries.
- Inconsistent explanations for injuries.
- Sexualised behaviour inappropriate for age.
- Extreme emotional reactions.

Trust your instincts. If something feels wrong, report it.
"Think: what if I'm right?" rather than "what if I'm wrong?"



RESPONDING TO DISCLOSURES

If a child discloses abuse or concerning information:

Do:

- Stay calm.
- Listen carefully.
- Believe the child.
- Reassure them they did the right thing by telling someone.
- Let them know it is not their fault.
- Explain that you may need to tell someone who can help keep them safe.
- Report the disclosure immediately.

Do Not:

- Ask leading or investigative questions.
- Push for more details.
- Ask the child to repeat their story multiple times.
- Promise confidentiality.
- Attempt to counsel or investigate yourself.

Report all concerns immediately to the Ministry Coordinator, Camp Director, or Area Head.

ALLEGATIONS AGAINST VOLUNTEERS OR STAFF

Any concern, complaint, or allegation involving a leader, volunteer, or staff member must be reported immediately to the Camp Director.

The safety and wellbeing of the child or young person must remain the priority at all times.



POSITIVE CHILDHOOD EXPERIENCES

Research shows that positive relationships and experiences can help build resilience in children who have experienced hardship or trauma.

As leaders, we can help create positive childhood experiences by:

- Showing kindness and consistency.
- Creating a sense of belonging.
- Encouraging healthy friendships.
- Believing in children and encouraging them.
- Helping children feel safe and supported.
- Modelling positive attitudes and behaviour.

“People don’t care what you know until they know you care.”

Responding calmly, safely, and positively to difficult situations can significantly reduce the impact of stress and trauma on children.

COMPLAINTS PROCESS

Christian Youth Camps (CYC) is committed to providing a safe, respectful, and positive environment for all campers, caregivers, volunteers, staff, and guests. Feedback and complaints are valued and help us improve our programmes and services.

Complaints or concerns can be raised through:

- Post-camp feedback forms
- Email or phone contact with the CYC office
- Speaking with a Camp Director, Program Coordinator, or senior staff

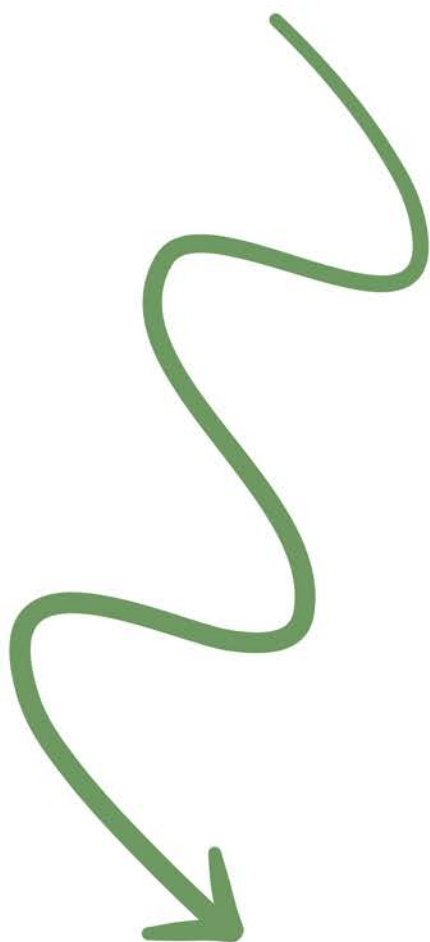
All complaints will be:

- Taken seriously
- Handled fairly and respectfully
- Managed confidentially where possible
- Responded to within reasonable timeframes
- Recorded and reviewed appropriately

The safety and wellbeing of all parties involved will remain a priority throughout the process. Individuals making a complaint are welcome to involve whānau, a support person, or an advocate.

Where appropriate, complaints may be escalated to senior leadership or the CYC Committee.

For full details regarding complaint procedures please refer to the CYC Holiday Camp Policy.



HEALTH & SAFETY

The health and safety of campers should always be your top priority. Some areas are off-limits to both leaders and campers, and it's essential to follow these rules to ensure everyone's safety. Never leave a child unsupervised during any activity. As a leader, model safe use of equipment and games to prevent accidents.

If you spot a safety hazard, report it to a Camp Staff member. Keep vehicles locked at all times, and no leader may leave camp without the PC's consent. The Camp First Aider will distribute all medications, except asthma inhalers, so make sure all medications are handed to them.

FIRST AID

Accidents can happen at camp, so it's important to be prepared. For each camp, a designated First Aid Officer (or two) will be assigned, and they will hold a current First Aid Certificate. If a camper is hurt, take them to the First Aider, as only they are authorized to administer first aid.

If a serious accident occurs and you're nearby:

1. Take control: Assess the situation, as children can sometimes exaggerate. Send a camper to get a First Aid Officer or Camp Staff. If the injury seems life-threatening, send someone to call an ambulance.
2. Ensure safety: Before helping, make sure there's no danger to you —turn off power if needed, put on shoes if there's glass, etc.
3. Check for a response: Call out to the injured person, ask their name, where it hurts, what happened, and if they need medication (e.g., for asthma, allergies). If they respond, check for other injuries, like broken limbs or bites.
4. Wait with them: Stay with the injured person until a First Aid Officer or Camp Staff arrives to take over.



EMERGENCIES

FIRE

If you discover the fire, remove yourself and your campers from the area immediately and tell the closest Camp Staff or someone from the Leadership Team. Do not attempt to put the fire out yourself! If it has not already been done, activate the nearest fire alarm. It is not the role of the cabin leader to call "111", it is the role of a CYC Staff or someone from the Leadership Team. Avoid panic and don't scream. Get outside quickly and don't take anything with you.

Assemble at the 'Emergency Assembly Point' near the bell.

Sit your campers down in a straight line, and count heads. If anyone is missing, inform Camp Staff immediately. Follow instructions from Camp Staff and/or the Fire Department.

EARTHQUAKE

Don't panic – your calmness and attitude is important. If outside, keep away from buildings etc. If inside, get under doorways or tables. Once the quake has stopped, assemble at the 'Emergency Assembly Point' near the playground. Sit your campers down in a straight line, and count heads. If anyone is missing, inform Camp Staff immediately. Follow instructions from Camp Staff and/or Emergency Services.

MISSING CAMPER

If a child is missing, the following procedure will be followed: All other children will stay in one place with their leaders so as to contain the situation and keep confusion to a minimum. Camp Staff will conduct a thorough search. Parents/Caregivers will be contacted. If necessary, the police will be contacted.

EMERGENCIES AT NIGHT TIME

If any of the emergencies above, or any other emergency, occurs at night time, grab an area head. You will be told at camp where the area heads are staying near the cabins. They will all have a phone to call the Ministry Coordinator.

PROWLER

No one unfamiliar should be wandering around camp. However, if you do see someone lurking around, follow these guidelines: Go up to the person and ask if they have signed in at the office and gotten a Visitors name tag. If so, then ask them who they are looking for and help them locate the child. If they have no visitor tag, ask them to please go to the office to obtain one. If they do not obey, notify camp staff as soon as possible. It is helpful if you are able to accurately describe the person, so take as much notice as possible.

GUIDELINES FOR VISITING

All visitors, including parents, must call ahead before coming to camp. If allowed, they must pick up a visitor's name tag from the office before coming up to camp.

We're happy you want to visit and see what's happening at camp! However, please keep in mind that we are in the middle of a busy program, and distractions can be disruptive.

Please follow these guidelines:

- Call or email in advance to confirm if it's a good time to visit and let us know how long you'll stay.
- Avoid distracting leaders or campers during instructions or activities.
- If visiting during mealtime, ask in advance if you can join and be prepared to contribute a small amount for the meal. You may need to wait until everyone else has eaten first.
- If your visit is longer than a quick stop, you may be asked to help with tasks like dishes, cleaning, or supervising activities.

If your visit causes disruption, we may ask you to leave. This is not a rejection of you as a person, just a matter of doing what is necessary at the time.



AN INSIGHT TO THE CAMP PROGRAM

FIRST MORNING

The first morning of camp is crucial for setting a positive tone. Follow these guidelines:

- Greet each camper by name and be attentive to show they are welcome and valued.
- Greet parents as well, answering any questions they may have.
- Assist with luggage, help campers find their beds, and show them key areas (bathroom, dining room, lodge, meeting points).
- Once all campers arrive, you'll have time to set cabin rules for the cabin (e.g., no fighting, no talking after lights out, be on time for activities, meals, and Chapel).

ACTIVITIES AT CAMP

Here is a list of some activities you may be running while at camp.

Kayaks 16+
Swimming Pool 16+
Hot Pool 16+
Mudslide 14+
Flying Fox 18+
Hydro-slide 16+
Waterslide 14+
Archery 14+

CYC Staff Instructed Activities

All these activities require covered shoes.

Climbing Wall & Crate Climb

BMX

Target Shooting

All 'WAIT' activities need to have activity supervisors which are signed off by camp staff. Activity supervisors must demonstrate certain competencies depending on the activity prior to being signed off.



KEY POINTERS

WHEN CAMPERS ARE WITHOUT THINGS

If any campers are missing essential items like clothes, a toothbrush, a towel, bedding, or covered shoes, speak to the Program Coordinators for assistance in finding suitable replacements. Encourage campers to hand in any valuables, as items may sometimes go missing. Do not look after or confiscate campers' belongings, as you are responsible if they get lost.

HOME SICKNESS

Homesickness is common, especially for first-time campers. Be sensitive and help create a positive, welcoming environment. You can pray with a homesick camper, encourage participation in activities, and pair them with a buddy they connect with. Distraction can be very effective. If you need support, ask your co-leader, area head, a Camp parent, or Staff. Try your best to talk to them in their beds. Taking them outside to talk might be helpful to other kids trying to sleep but this encourages others who want to stay awake, not to fake being homesick just to go outside.

WET BEDS

If you have a potential bed-wetter in your cabin, we will inform you. Keep these tips in mind:

- Limit drinks after dinner for repeat bed-wetters.
- Ensure all campers use the toilet before bed.
- Be discreet and inclusive to avoid embarrassment.
- Check beds after breakfast for accidents.
- If a bed is wet, discreetly assist the camper, ensure they shower and change, and arrange for wet clothes and sheets to be washed (ask a Camp Staff member for help).
- If the mattress is wet, wipe it with disinfectant, air it out, and replace it if necessary.

If you cannot handle wet beds, talk to the Camp Parents or staff and they will be happy to help.

BEDTIME ROUTINE

Both leaders must be actively involved during bedtime.

- Ensure campers practice good hygiene: brush teeth and use the toilet.
- Nighttime is a great opportunity for bonding—share stories, testimonies, and discuss the day or Chapel Time.
- Be aware that some campers may try to avoid sleep by prolonging discussions. Keep conversations quiet to avoid disturbing other cabins.
- A night time curfew benefits everyone. If campers continue talking, give them one warning before getting the area head on night watch.

DINING ROOM ETIQUETTE

Before Mealtimes

Campers must wash their hands before sitting in the Lodge. Once all campers have arrived, the MC will make announcements, and then grace will be sung. Cabin Leaders and LITs should seat themselves evenly around the table.

Leader's Responsibilities at Mealtimes

Once seated, campers (and leaders) must remain at the table until dismissed by the person in charge of the mealtime, except for restroom breaks (try to minimize these). The person in charge will direct when to get meals, seconds, and when to leave. Leaders are responsible for managing their table's behavior and must set a good example.

WACKY WEDNESDAY

We love keeping things fun and exciting! Leaders are encouraged to get involved by dressing up in crazy outfits, sporting wacky hairstyles, or even wearing clothes inside out!

CABIN INSPECTIONS

Cabins are cleaned and checked each morning during Chapel Time. All campers must help, and cabin leaders must supervise. The following is required:

- Make the beds.
- Place all belongings in bags/suitcases and store them neatly.
- Hang towels to dry.
- Remove wet clothes from bags and hang them up.
- Line up shoes neatly outside the cabin.
- Vacuum the room.
- Open windows to air the room.
- Empty the rubbish bin and replace the liner.
- Turn off all lights and heaters.

CANTEEN

Campers or leaders may have opted in to having canteen. They will have either chosen the amount with they sign up to camp or bring money on the first day. Minimum spend of S3 per day. No canteen to be eaten after dinner.

At breakfast leaders will fill out their canteen sheet. Put the sheet on the canteen clipboard in the staff room. You can get the canteen from your cabin box after lunch.

TIPS FOR SHARING THE GOSPEL



What is the Gospel? What is the message we are presenting?

We all come from a diverse range of denominational backgrounds, which means these questions may have different answers. Under no circumstances are churches or church doctrine to be spoken against. If controversy arises, look only for things to talk about that can be agreed upon.

Below are some fundamental truths that we hold when presenting the gospel to campers:

- God is a loving God
- Jesus is God's Son
- We are all sinners
- Jesus died on the cross to pay the penalty for our sins
- Jesus rose from the dead
- The Holy Spirit lives in us
- The Bible is God's word to us

CHILD EVANGELISM PRINCIPLES

At CYC, we seek to maintain a balanced and realistic approach to child evangelism. We believe that even though the response a child makes towards Christ may not be a 'saving' response, it is nevertheless a response towards Christ and needs to be recognised, welcomed and affirmed as such. Because children are easily manipulated, special care is needed in leading children to Christ. It must be God's Spirit who is moving the child – not the force of the leader's personality or the pressure of other children. While it is the leader's responsibility to challenge a child to follow Jesus, the emotional manipulation of a child's mind has no place at camp. At CYC we sometimes make general whole-group appeals during Chapel Time, but then we aim to talk the children individually and determine their situation with God.

PREPARE BY PRAYING!

WE BELIEVE THE SUCCESS OF HOLIDAY CAMPS DEPENDS ON OUR PRAYERS AND SPIRITUAL PREPARATION.

Please take time to prepare yourself spiritually before and during camp – this is really important. Consider asking some Godly people you know to pray for you/us while you are at camp.

Here are some ideas about what you and others can pray for before, during, and after Camp:

- That the message of Christ is proclaimed clearly, lovingly, and faithfully.
- That we will be committed to doing our best (including preparation before the camps).
- That we would all be filled with the Holy Spirit, acting out of God's strength and ideas and not our own.
- That God would break our hearts for what breaks His. That we would have genuine care and concern for the kids that come to camp.
- That we would seek out opportunities where we can boldly speak about who God is.
- That there would be no evil spiritual attack. That there will be no major accidents and all at camp will remain in good health.
- That we would be fair and loving when disciplining.
- Pray for the directors of camp, the chefs, camp parents, helpers, music team, and speaker/s.
- That we are unified as a leadership team.



WHAT HAPPENS AFTER CAMP?

Corresponding With Campers after Camp

- Wait for campers to approach you if they wish to stay in touch after camp, rather than initiating contact.
- Always obtain approval from the camper's parent/guardian before corresponding (see "What about Parents/Guardians").
- Refrain from corresponding with campers of the opposite sex.

What about Parents/Guardians?

- Always present yourself in a trustworthy and polite manner during interactions with parents/guardians.
- Introduce yourself to parents when they drop off or pick up their child, and inform them if the child has requested to correspond with you. Ask for their permission to do so. This helps parents/guardians associate a face with the name.
- Remember, parents/guardians may read any messages you send to their child, so be sensitive in your communication.

Campers and Social Media

- Adding campers on social media is at your discretion, but keep in mind that most platforms have an age restriction of 12 or 13, which excludes most campers.
- If you choose to accept a camper as a friend/follower, remember they will have access to your posts, activities, and social interactions outside of camp.
- Be mindful that your online behavior aligns with what you teach at camp. If your posts contradict the values and teachings they're learning, it may not be appropriate to connect with them on social media.

Looking For New Leaders

We are always looking for appropriate new leaders at CYC! Please ask your Christian friends if they want to be involved in the important work of sharing the gospel with these children. We ask that your friends be regular church and/or youth group attendees and be active in their home church. They would need to go through our Leader's Check, and attend at least one of our twice-yearly Leader's Training Weekends. New leader's need to be at least 13 years of age. For more information about becoming a leader at CYC, please contact us leaders@cyk.org.nz

Getting Other Christians Involved

Our ministry at CYC is growing too large for the people we currently have to run these camps. We have a real need for extra help! Do you have friends or family you could ask to come and help at a camp? Following is a list of areas we need help in:

Camp Parents/Grandparents

It's ideal that this is a Mum and Dad or Grandma and Grandpa team. The role of Camp Parents is varied, and could include helping supervise activities, helping with meal times, encouraging our teenage leaders, comforting homesick children, and general parenting duties!

Activity Supervisors

Helping supervise/run camp activities such as the flying fox, archery, kayaks, mud slide, pool etc.

Kitchen helpers

To assist our full-time chef with meal preparation and serving.

Crafts

Someone to come and run our craft times with the children...ideal for anyone interested in crafty things! We supply the materials.

Camp First Aid

For children, this pretty much means someone to give out sticky plasters and some TLC! However, someone with First Aid training would be necessary - nursing training would be ideal.

GETTING & STAYING INVOLVED AT CYC

Prayer

We would love it if you could ask your Church/Youth Group/family/friends to pray for you, the camps as they happen, and for the on-going work of follow up and preparation between the camps. We also ask you to keep praying even after camp has finished! Why not put the photo of the campers up in your room to remind yourself to pray for them regularly after camp?

CYC Society

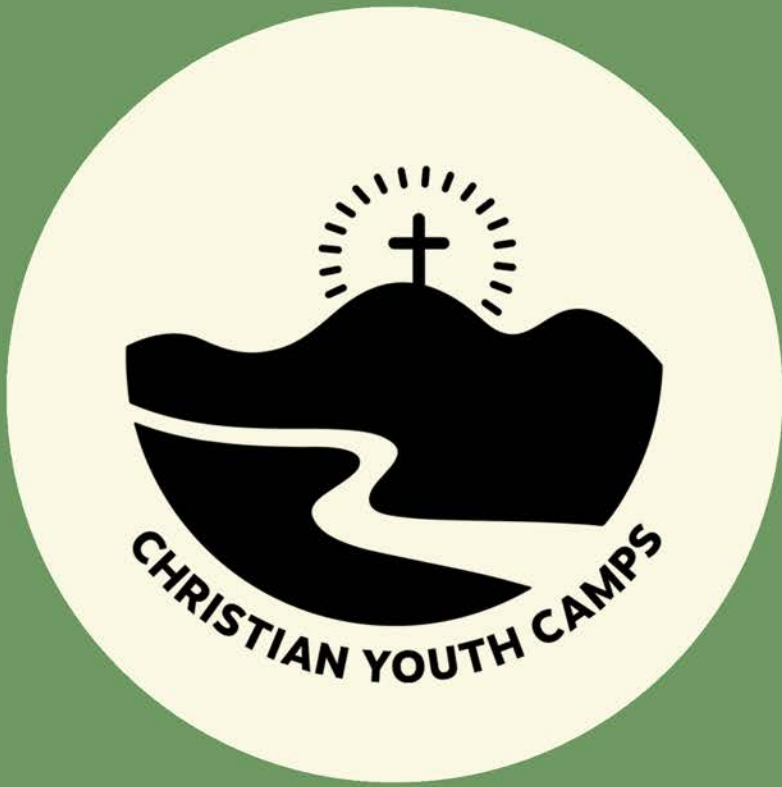
As a member of the CYC Society you are kept up to date regular newsletters, invited to social events, contacted with prayer points so you can pray effectively, and have the privilege of helping us with working bees. It only costs \$25 a year per person. As a leader you can join, and why not tell your parents, or people you know at Church, about CYC Society Membership?

And finally...

To you, our leaders, we say...

THANK YOU!

We honestly could not do this without you!



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