

Club Lorne Activities



The following information contains guidelines for all the activities available at Club Lorne and provides written procedures for these specialised activities.

Before You Start

List of activities available at Club Lorne

Ball Games	
Bushwalking *	Boogie Boarding*#
Bush Dancing	Camping-Overnight#
Environmental Activities*#	Mini Surf Carnival*#
Night Walks	Sit on Top Ocean Kayaking *#
Stand-Up Surfing #	Surfing - G Board *#
Surf Survival Course *#	Table Tennis-Pool
Beach Volleyball	

* denotes a specialised activity at Club Lorne.

*# specialised activity available only with Club Lorne Staff Supervision

Roles & Responsibilities

Club Lorne staff are available to demonstrate and assist in the supervision of activities if arrangements are made prior to the groups arrival at the campsite. However, the group leader is responsible for camper supervision and behaviour at all times. When Club Lorne staff, including sub-contracted activity providers lead or instruct an activity they will take responsibility for the technical skills and related safety of campers, excluding 1st aid. Group leaders are responsible for the supervision and behaviour of campers at the activity, to and from the activity, for those campers waiting their turn and for first aid in all other instances.

Prior to the commencement of any activity, instructors must identify participants with medical conditions that may place themselves or others at risk during the activity and identify who is responsible for first aid prior to the activity. This is noted in all activity procedures. All accidents, injuries and incidents (near misses) are to be recorded in the Club Lorne Illness and Injury Register located in the office.

The group leader is responsible for identifying safety issues associated with an off-site excursion (not staffed by Club Lorne) and taking the necessary precautions.

Club Lorne has a Protective Behaviours Policy that details appropriate behaviour of Club Lorne and contractors around campers. This is available from the Club Lorne office

Camper Clothing

A prerequisite for participating in any Club Lorne activity is the following:

- 1 Long hair tied back
- 2 Jewellery removed
- 3 Loose clothing tuck in or removed
- 4 Objects removed from pockets
- 5 Glasses fixed to the head or removed
- 6 Sunscreen
- 7 Sun hat
- 8 Solid footwear
- 9 Raincoat (weather dependent)

Club Lorne

BUSHWALKING

Location:

There are three (3) main walks of varying distance conducted directly from Club Lorne Camp.

1. Pier Walk
2. Sanctuary Walk (up Erskine River Tract)
3. Teddy's Lookout Walk

Description:

The Department of Education identify bushwalking as a specialised activity. These walks follow a clearly defined, signposted path. Pier Walk is 3km return. Sanctuary Walk is 5km return. Teddy's Lookout is 5km return. Park maps should be used by groups. (Group leaders are responsible for assessing safety issues and taking the necessary precautions for walks in the National Park). Carrying of water in the National Park is important. Walks are not weather dependent however in periods of high fire danger or rough, wet weather groups are advised to select another activity.

Age suitability:

Above eight (8) years of age.

Ratio:

1:10 - leaders/teachers/adults to campers (a minimum of 2 leaders must be on the walk)

Instructor experience:

Instructors must have previous experience in leading day walking groups in similar terrain and conditions and be confident of their own ability and fitness to complete the walk. The instructor must be experienced in search, rescue and emergency procedures appropriate to this level of walk. If possible the instructor should complete the walk prior to the campers. One leader at least needs to be aware of the start and destination points.

Assisting leader experience:

Must be confident of their ability and fitness to complete the walk. Must have previous experience in supervising groups in outdoor recreation activities.

Participant experience:

Fitness level to complete the walk selected.

Instructor responsibility:

Club Lorne staff. If Club Lorne staff instruct the activity they will take responsibility for the technical and related safety of participants engaged in the activity. The assisting leader from the group will be responsible for the supervision and behaviour of campers on the activity, at all rest stops, at the destination and for first aid. Club Lorne staff are available to guide on the walk if arrangements are made prior to the groups arrival at the campsite

If the instructor is from the group they will be responsible for both the above roles.

The instructor is responsible for:

- Camper supervision and behaviour at all times
- 1 Assessing first aid requirements, identifying campers at risk e.g. asthma and appointing the first aider
 - 2 Notifying Club Lorne staff at the commencement and end of the activity
 - 3 Confirming weather conditions with Club Lorne staff prior to the walk,

- 4 Informing assisting leaders or instructors of their roles in the behaviour, supervision and instruction of campers
- 5 Monitoring the welfare and fitness of campers and assessing leaders
- 6 Ensuring the group remains in verbal contact using Club Lorne two-way radios which are provided and that a lead and whip are appointed
- 7 Checking the suitability of clothing and equipment carried by campers and assisting leaders
- 8 Undertaking a head count prior to, during and after the walk.
- 9 Familiarizing with the route
- 10 Implementing sun safe strategies
- 11 Briefing participants about the nature and purpose of the activity, about potential hazards and appropriate safety procedures, and instruction in procedures to be followed if participants become lost.
- 12 Recording near miss incidents in the accident register and advising the Club Lorne Manager/s.

Assisting leader[s] responsibility:

To carry out tasks as directed by the instructor. These may include: monitoring the welfare and fitness of campers, assisting leaders and the instructor; first aid responsibility; route finding; the supervision and behaviour of campers; assessing slow or injured campers; and adhering to the safety rules.

Participant responsibility:

Adhering to the safety rules and directions of the instructor and assisting leader(s)

Safety equipment & inventory:

First aid kit, at least 2 litres water, mobile phone

It is not vital to carry water, except in the national park, but each instructor or assisting leader should carry at least two litres in case of an emergency.

Two-way Radio x 2

Participant equipment and appropriate clothing:

Weather dependent.

Summer- walkers need sun hat/sunscreen and protective clothing.

Winter- warm clothing, raincoat and hat are considered essential.

Footwear at all times should be solid e.g., sandals/running shoes. Thongs, sandals and gumboots are not appropriate.

First aid requirements:

A first aid kit must be carried and a qualified first aider is required. Insect repellent and stingoes is a good idea.

Safety briefing and activity notes:

See instructor responsibilities and attached activity, track and safety notes

Maps:

A map of the each walk is provided and the suggested route is marked in for the group once they have assessed their fitness and time frame.

Club Lorne

OVERNIGHT CAMP OUT - ON SITE

This is a specialised activity led by [Club Lorne](#) staff or by [the client group](#). It can also be led by user group leaders with the appropriate qualifications and experience.

LOCATION:

There is an anticipated location for overnight camping on site at [Club Lorne](#)

V Queens Park Caravan Park- 15 min walk

PARTICIPATION: Grade 5 upwards

RATIO - 1:10

LEADER COMPETENCIES:

- o Experience and expertise (documented) in overnight camping
- o Must be 18 years plus
- o Experience in group management
- o First Aid Level 2

LEADER RESPONSIBILITIES:

- Ø Cooking must be done on portable gas stoves or Electric BBQ's on-site
- Ø Check with [Club Lorne](#) staff and confirm weather conditions. TFB or high fire risk day means no cooking with open flames
- Ø Ensure no campfire is lit at anytime as this is not permitted
- Ø Briefing to be conducted at commencement of session about potential hazards and appropriate safety procedures and instruction in procedures to be followed if participants become lost
- Ø Monitoring the welfare and fitness of campers
- Ø Assess first aid requirements and identify campers at risk eg. Asthma
- Ø Have an extensive first aid kit at site capable of managing snake bite, insect bites and stings, sprains and strains
- Ø Implementing sun safe strategies
- Ø Responsible for supervision and behaviour at all times
- Ø Checking suitability and safety of participant clothing and equipment
- Ø Undertaking a head count prior to, during and after activity
- Ø Water is accessible at the site.
- Ø Record any near miss incidents in the accident register.

SAFETY BRIEFING

- o Walking to camp site - need a leader at front and whip at back of group and participants to stay within those two leaders at all times. Walkie talkies to be fully operational for use prior to hike.
- o Evening meal and breakfast will be supplied and delivered by [Club Lorne](#) staff - Remember to wash hands after going to the toilet and before meals. A wash up area will be provided.
- o Take care with tents. No live flames of any description to be inside tent. They are very flammable and will burn extremely fast causing a huge safety risk if you are in the tent.
- o If tents are packed up wet (or even damp), they need to be unpacked and laid out to dry on your return to camp. An area will be allocated for this.
- o Environmentally friendly practices please - "take only photos and leave only footprints". Do not leave any litter lying around. Try not to break or damage the surrounding environment.
- o If you see a snake, stay away from it. Any snake will most likely be long gone because it would have felt you coming long before you could even see it

CAMP FIRES ARE NOT PERMITTED AT ANY TIME IN THE NATIONAL PARKS OR CAMPING SITES

Club Lorne SURF RELATED ACTIVITIES

- 1 Body Surfing
- 2 Boogie Boarding
- 3 Stand-up Surfing
- 4 Sit on Top Ocean/River Kayaking
- 5 Swimming
- 6 Mini Surf Carnival
- 7 Surf Survival Course

Location:

On site activity at the Lorne Beach.

Description:

The Department of Education nominate these as a specialised activities. Club Lorne therefore has in place special precautions for the safe conduct of these activities. Club Lorne believe that these activities can be safely conducted provided the activity procedures are adhered to. Staffing ration for these activities is 1:5. These activities are provided to build water confidence skills and to develop an appreciation of the need to learn surf awareness and safety while learning in a fun environment.

Age suitability:

Minimum age is eight (8) years old and with qualified supervision at all times.

Ratio:

1:5. One leader per five participants with qualified Surf Bronze Holder in charge.

Instructor experience:

At least one instructor must hold a current:

- 1 Bronze Medallion of the Surf Life Saving Association of Australia (SLSAA)
- 2 And have previous experience in supervising groups in outdoor recreation activities in similar conditions.

Assisting leader experience:

Should hold one of these certificates or have documented swimming experience, knowledge and experience of the type of venue and the ability to initiate emergency response procedures, including CPR.

Participant experience:

Participants are assumed to be at beginner level in surf. Participants unable to swim 20m continuously should be considered as non-swimmers for supervisory purposes.

Instructor responsibility:

Club Lorne staff. If Club Lorne staff instruct the activity they will take responsibility for the technical and related safety of participants immediately engaged in the activity. The assisting leader from the group will be responsible for the behaviour and supervision of campers to and from the activity, for those awaiting their turn, for disciplining participants as directed by the instructor, for following the directions of the instructor and first aid as directed by instructor.

If the instructor is from the group they will be responsible for both the above roles.

Overall, the instructor is responsible for:

- 3 ensuring first aid needs are met i.e. CPR
- 4 ensuring all participants in surf are correctly fitted with wetsuits.
- 5 assessing the swimming ability of participants and appointing a leader to supervising closely non-swimmers.
- 6 adequately briefing participants and leaders on:

- 7 the potential risks of swimming in the surf i.e. rips/rocks and sand-banks
- 8 where to go when tired or cold
- 9 the signal flags to be used identify separate areas for swimmers/g board/surf lesson participants and sit on top kayaks
- 10 how to control and use equipment such as G Boards, Kayaks
- 11 who to notify when leaving or returning to the water
- 12 demonstrating the signal (3 whistle blasts) and one arm raised straight above head to indicate when to leave the water
- 13 water safety rules. No diving, no bombing, no dunking, no legs on shoulders games.
- 14 briefing the assisting leader on their role and responsibilities
- 15 informing Club Lorne staff of equipment or hazard problems
- 16 identifying participants with medical conditions which may arise during the activity
- 17 ensuring the safety of all participants involved in the activity
- 18 Ensuring sun safety strategies are in place.
- 19 Recording near miss incidents in the accident register and advising the Club Lorne owners

Assisting leader[s] responsibility:

If Club Lorne staff are instructing the activity the assisting leader from the group will be responsible for the behaviour and supervision of campers to and from the activity, for those awaiting their turn, for disciplining participants as directed by the instructor and for following the directions of the instructor. The assisting group leader will also be responsible for:

- 20 informing the instructor of medical conditions of participants which may arise during the activity
- 21 identifying the swimming ability of participants
- 22 undertaking roles as directed by the instructor

If the group provides their own instructor then the assisting leader will be responsible for the supervision and behaviour of the participants as directed by the instructor.

Participant responsibility:

Adhering to safety guidelines and instructions.

Safety equipment & inventory:

2 x lifesaving tubes 2 x lifesaving boards 2 x signal flags.

Participant equipment and appropriate clothing:

Sun protection, bathers. No street clothing to be worn in water. Jewellery etc removed.

First aid requirements:

First aid kit and accessible mobile phone.

Safety briefing and activity notes:

See instructor responsibility. Key rules:

- 23 no running
- 24 no diving
- 25 no dunking
- 26 no bombing
- 27 daylight use only
- 28 no food or drink to be consumed in surf
- 29 no above shoulder games

EMERGENCY COMMUNICATION

Pull in at any point along beach or Great Ocean Road, send runner to phone or emergency services as required.

Club Lorne **OUTDOOR GAMES**

- 1 Soccer
- 2 Football
- 3 Cricket
- 4 Frisbee
- 5 Beach Volleyball

All equipment is available upon request and to be used on beach area in front of Lifesaving Clubhouse. The equipment for these games is locked in a storage room in downstairs area of Lorne Surf Club. It is generally expected that hire groups will provide their own staff to supervise these activities. They are to be conducted in a safe manner and proper sun protection is to worn: no throwing of sand during any activities on the beach. Leaders should inform Club Lorne staff of any injury/first aid cases as soon as possible. Recording near miss incidents in the accident register and advising the Club Lorne owners.

CONCERTS

Club Lorne provides Karaoke equipment for use by hire groups. Club Lorne staff set this up and help teachers and group leaders conduct this activity in a manner which will most benefit the group. A Bush Dancing DJ can also be organised in advance of camp attendance subject to availability.

ENVIROMENTAL ACTIVITIES

Rock pool rambles and night walks are conducted by Eco Logic Education Program and Mountain Biking Tours are conducted by GORATS. These activity providers are required to adopt their own activity procedures.

INDOOR GAMES

- 1 Table Tennis
- 2 Pool
- 3 Table Top
- 4 Soccer

These are the only games permitted to be played inside camp building. They are all to be conducted according to correct game rules. All equipment is to be used only in accordance with it's intended purpose e.g., no swinging pool cues around, misusing table tennis bats etc., damage to these games provided by Club Lorne will be invoiced to hire group.