

SITE HOST GUIDELINES – INDOOR CAMPING

RESPONSIBILITIES

- Ensure noise curfew is kept – all noise to end at 11pm. We have sensitive neighbours close by!
- Allocating rooms to indoor campers
- Ensuring the site is kept clean
- Communicating to those staying at the site
- Organising groups to do orderlies - talk to caterer
- Ensuring appropriate bathroom access and privacy for both sexes
- Communicate issues with StayKCC staff or convention coordinator

NB: Site Hosts may not be able to attend all sessions to fulfil their duties.

WHAT TO BRING TO KYCK

Please bring your own sleeping bag (or sheets) and pillowcase. You'll be sleeping in rooms at Clairvaux that have beds!

ARRIVAL

- Please arrive at the time stated in the KYCK online volunteer manual. You **MUST** arrive at the site **BEFORE** delegates do from 5pm.
- Go to the Info Tent and liaise with the KCC Staff to find out any specific details that need to be noted over the weekend. Collect your information folder and master keys.
- Unpack your gear, etc.
- Familiarise yourself with the Clairvaux building
- As needed, assist with putting up signage and setting up chairs and tables
- Introduce yourself to the caterers and discuss meal times, etc.

- Clearly mark out parking and road access areas and ensure that parked cars do not encroach on access roads.
- Draw up an orderlies roster to pick up rubbish, tidy kitchenette areas, vacuum communal areas as needed (using the paper and marker pen in the Site Host's Kit).

DELEGATE ARRIVAL

- People will start arriving from 5.00pm (as stated in their accommodation letter sent by the KCC office).
- **Allocate rooms:** (This is organised by the KCC Office and an allocation sheet is in the Site Host's Kit).
- Remind people (either on arrival or at the first meal) of:
 - Which meals are available (check to see if they will be there for all meals/times – if not, note down for reference to caterers, office, etc)
 - Ground rules – (single males/females to respective rooms, lights out by 11.00pm)
 - Orderlies roster
 - Wind down from 10pm and quiet at 11.00pm - for the neighbour's sake as well as other delegates**
 - Parking - the majority of cars can be parked outside the Clairvaux building. If there is not enough room – some cars can park in the archery range area.
 - If more room is needed, please park in the Oval NOT the surrounding streets, (if the Oval is available).
 - Make sure no vehicles block the Clairvaux driveway access.
 - Enforce the rules for youth (especially no alcohol), patrolling at night as required.

If there are any problems with bookings (eg. not booked in, wrong payment etc) send them to the KCC Information Tent (up near the KCC Auditorium).

ENSURE ALL GROUP LEADERS ARE AWARE OF THE FOLLOWING:

- ❑ **Emergency procedures** - ask them to familiarise themselves with the building and the nearest exit/s to their allocated room. Ask them to keep a clear path in their room for exiting in the event of an emergency. Evacuate to the Oval.
- ❑ Ensure and keep reminding their group members to check for traffic when crossing Violet Street.
- ❑ Delegates can utilise the basketball court (until 10pm at the latest as it is very noisy for neighbours), however no delegate access is allowed in the Challenge Course (unless closely supervised by a group leader and access arranged with property staff).
- ❑ Kitchenettes, kitchen & equipment – keep areas clean – stove tops, ovens, benches, dishes
- ❑ Don't leave valuables in rooms
- ❑ Security - option to lock room areas during sessions
- ❑ Privacy for both sexes
- ❑ Bathroom access
- ❑ Emptying rubbish into OTTO bins outside, OTTO bins can be emptied into the skip at the back of Mountain Camp Dining Room or call property staff to assist
- ❑ Co-operation between the groups
- ❑ Setting some ground rules
- ❑ Ask leaders to communicate with you and give you any feedback or ideas they may have.
- ❑ Pack up procedure – clear rooms fully and pick up all rubbish

THROUGHOUT THE WEEKEND

- Write down names of all delegates and which rooms they stayed in on the sheet provided. Please return this to the Info Tent by Sunday morning.
- Enforce the wristbands system for catering access. Aim to have people finished meals and ready to attend sessions on time. Encourage them to attend all sessions.
- Say or arrange for grace to be said before meals and make announcements.
- Explain the program, session times, meal times

- Deal with lost property
- Assist with cleanliness around the site
- Supervise orderlies:

Meals (liaise with caterers):

- After meals, ensuring all tables are cleared completely
- Wiping down tables
- Picking up any litter around in the dining areas – both inside and outside
- Vacuuming as needed

Kitchenette areas

- Tidy up and wipe benches/tables
- Wash dishes

Communal areas (daily)

- Vacuum

Bins (daily)

- Empty bins (dining room, rooms) into OTTO bins outside
- Alert property staff when OTTO bins need to be emptied, or empty into the skip at Mountain Camp Dining

END OF CONVENTION

- **Organise clean-up of site** - Leave accommodation site in the same condition as it was found.
 - Prep, check and ensure people have left their rooms tidy – with rooms cleared out fully, no litter on the floor, and all rubbish put in the OTTO bins outside, any litter around the area picked up
 - Vacuum communal areas
 - Pick up all rubbish and empty into OTTO bins outside
 - Stack tables & chairs in areas as found
 - Check for and pick up any litter around the area – both inside and outside

- Make sure everyone packs up and empties their rooms BEFORE the first session on Sunday. Delegates will preferably leave bags in their cars, or in W9 if needed.
- Give master key to the Property Staff and any lost property to the KCC Information Tent.
- Return Site Host's kit to the Information Tent on the last morning of KYCK.

CONTACT DETAILS

PROPERTY STAFF: 0408 825 588

BEC HARDMAN (EVENT COORDINATOR): 0410 556 199