

SITE HOST GUIDELINES – MOUNTAIN CAMP

RESPONSIBILITIES

1. Providing access to allocated rooms
2. Ensuring the sites are kept clean
3. Communicating with those staying at the site and with KCC staff
4. Opening and closing site
5. Organising groups to do orderlies
6. Complete sheet with delegates names
7. Oversee Sign In / Sign Out process
8. Be safety and security aware
9. Be on your provided radio from 7am to 11.30pm and ready to assist in the event of an emergency
10. If needed, be ready to account for people and report back by radio

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

They should be the first to arrive and the last to leave.

ARRIVAL

- Please arrive at the time stated on your letter. You **MUST** arrive at the site **BEFORE** delegates do from 5.30pm.
- 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 (eg. location of extra stores of garbage bags). Collect your information folder master keys.
- Introduce yourself to the caterers and discuss meal times, etc.
- Unpack your gear, etc.
- Create an orderlies roster. It will not be possible for some volunteers to assist with orderlies owing to their responsibilities and schedule

DELEGATE ARRIVAL

- People will start arriving from 5.30pm (as stated in their accommodation letter).
- **Allocate rooms** (organised by KCC Office and an allocation sheet is in 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)
 - ❑ Sign In / Sign Out process – important to be able to account for people in the event of an emergency, and to know if any youth groups are offsite. Youth group leaders are expected to know where their group members are at all times.
 - ❑ Orderlies roster
- If there are any problems with bookings (eg. not booked in, wrong payment etc) send them to the Info Tent for assistance.

NB: If you need to reallocate rooms – remember, couples are not guaranteed a room together and you'll probably need all beds available. Put females in one cluster of rooms and males in the other. If there are any serious problems, send people to the KCC Info Tent.

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 Saturday night.
- Oversee Sign In / Sign Out process
- 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 each meal and make announcements.
- Explain programme:
 - ❑ Meal times
 - ❑ Session times
 - ❑ Orderlies for next meal

- Lost property
- Cleanliness around the site
- Leaving their rooms tidy before departing
- 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 room

Dining Room (daily)

- Vacuum

END OF KYCK

- **Organise clean-up of site** - Leave accommodation site in the same condition as it was found.
 - Prep, check and ensure people have left their bedrooms tidy – with no litter on the floor or under the beds, and all rubbish put in the bins outside, any litter around the area picked up
 - Vacuum dining room
 - Empty bins into skip behind Dining Room
 - Stack tables & chairs in Dining Room as found
 - Check for and pick up any litter around the area – both inside and outside
- Make sure everyone packs up their rooms BEFORE the first session on Sunday. Delegates can leave bags in their rooms or their cars.
- Return master key, radio, charger and any lost property to staff in the KCC Info Tent.
- Return Site Host's kit to the Info Tent on the last morning of KYCK.

CONTACT DETAILS

PROPERTY STAFF: 0408 825 588 (no texts as only calls are forwarded to the staff person on call)

BEC HARDMAN (EVENT COORDINATOR): 0410 556 199