

CAVE HILL CREEK

Activity Instructor and Assistant Leader Notes

Activity Instructor and Assistant Leader Notes have been designed to assist schools and teachers in elements of activity delivery, roles and responsibilities, and mitigation of risks. They form a part of Cave Hill Creek's Standard Operating Procedures (SOP) and can be used by Principals and School Councils when approving or reviewing all *Cave Hill Creek* activities.

Activity Instructor Notes

The below activities can be delivered by School Teachers or Cave Hill Creek Staff Members. These notes provide you with information to deliver these activities for participants.

1. Archery
2. Bouldering Wall
3. Bushwalking
4. Bush Cooking
5. Bush Art
6. Hut Building
7. Low Ropes and Initiatives
8. Map Reading
9. I Spy
10. Ultimate Frisbee / Frisbee Golf

Assistant Leader Notes

The below activities are delivered by specialist instructors provided by Cave Hill Creek. These notes are to support you in assisting the specialist instructor while participating in these activities.

1. Abseiling
2. Biking
3. Canoeing
4. Crate Stack
5. Giant's Ladder
6. Possum Glider
7. Vertical Challenge
8. Raft Building
9. Swimming

Archery

Activity Instructor Notes

Location:

There are two archery ranges:

- **Lake View Lodge Range:** Located 150 meters from the Main Buildings and accessed via crossing then main drive and oval. The left hand side of the range is bordered by fenced filtration ponds and a fenced vineyard continues from behind the range up to The Glut Road perimeter fence. As such, participants cannot inadvertently walk through the firing line unexpectedly.
- **Glamping Village Range:** Located in the back left hand corner of the campsite. It can be accessed by walking around the left hand side of the property/lake, past the Glamping Village Tents, to continue across the paddock/grass area and down a small hill. The range is boarded by shrubs and trees, and backs onto an incline to the road.

There is excellent field of vision for a minimum of 100 meters in every direction at both ranges, allowing time to address any participants prior to inadvertently wandering through the firing range.

Activity Leader is responsible for:

- ✓ First aid, groups *Medical Forms*, any relevant medication and behavioral issues and group management of all participants during activity. *Participants are never to be left with equipment and no supervision.*

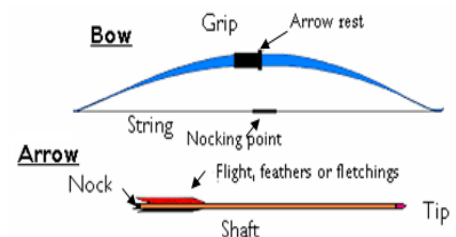
Prior to leaving:

- ✓ Collect Archery Equipment – Lake View Lodge Range: 4 x bows and quiver with 12 arrows.
– Glamping Village Range: 3 x bows and quiver with 9 arrows
- ✓ Ensure participants have suitable clothing: Closed toed shoes and Weather appropriate clothing (sunhat and sunscreen in warm weather; warm, waterproof clothing in cold and wet weather)

Briefing:

As arrows can be potentially fatal, please ensure that you facilitate this activity with diligence and that safety procedures and expectations are addressed and met by all participants.

- Introduce the bow and arrow - identify the key components.
- Nominate and mark an appropriate distance for participants – only shoot from the ONE LINE at any given time.
- Lay out 4 bows and place 3 arrows per bow. Ensure that these are not touched until instructed.
- Remind participants to only ever point a loaded bow at the ground or target. **NEVER:**
 - × Fire directly up in the air,
 - × Point a loaded bow in the direction of others,
 - × Pull and release the bow string without an arrow nocked (this can shatter the bows shaft).
- Demonstrate **Archery Commands** (*overleaf*) whilst demonstrating the correct action identified with each command.
- Demonstrate the correct removal of an arrow from a target to reduce risk of injury and damage to the arrow shaft.
[Check behind, place one palm over entry point and pull arrow shaft, straight out in the direction it entered]



During Activity:

- Actively monitor firing area and ensure that it is clear prior to firing.
- All participants should be in the allocated waiting area and are never to approach the firing line until instructed.
- If an arrow is misfired or dropped forward of the firing line, it should be left alone and replaced with another arrow from the Activity Leader.
- Monitor the correct loading of the arrow with Flight Feather perpendicular to bow shaft (facing out).

Archery Commands and Actions:

Next Archers Please - The first 3 archers stand on the firing line. DO NOT pick up bows or arrows - await your next command please.

Archers ready - Feet shoulder width apart, front foot parallel to the firing line. Pick up the bow with your non-preferred hand and hold it side on like a cross-bow - make sure the *arrow rest* on the hand grip is closest to your thumb.

Nock your arrow - Pick up the arrow and going “around the world” place it on top of the bow as you hold it. Clip the arrows nock onto the bow string **with the odd colored feather (flight feather) facing upwards**. Apply light pressure with finger tips to the string around the nock. Do not pull string yet.

Raise and Draw - Raise the bow. To keep arrow from falling off don't turn bow fully upright – keep at a slight angle. Front arm straight, with wrist slightly cocked. Back elbow raised to ear height. Pull the bow string straight back at ear height with eye line down arrow shaft. Squeeze shoulder blades together, make sure chest is out, chin is up, shoulders and hips are perpendicular to but in line with the target.

Aim; Fire at will - Steady your eyes on the target and breathe deeply. Relax and straighten bow string fingers. Keep your bow arm strong and release fingers straight until the arrow hits a target 😊
Fire the remaining 2 arrows at your own pace. When finished, gently place your bow on the ground, step back and WAIT.

Collect and Retrieve - *Only now can an archer cross the firing line.* Gather any arrows dropped or shot. The next 3 shooters cannot enter the firing area until ALL arrows have been returned and invited with **Next Archers Please** command.

End of Activity:

At the end of the session:

- ✓ Ensure all arrows are accounted for (*Inform a CHC staff member if there are any arrows that you could not reach*)
- ✓ Return equipment to storage or personally hand over from one Activity Leader to another – they are not to be left out.

Emergency Contingent:

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

Both Archery Sites have reliable Telstra range. Site users are responsible for First Aid and shall assume primary First Aid responsibilities, however Cave Hill Creek staff may assume First Aid or emergency response in accordance with First Aid *Standard of Care* and *Good Samaritan* Laws.

In the event of a puncture wound - the nature and location of such an injury dictates the urgency of response. Avoid removing an impaled object without primary medical care available. Refer to DRSABCD in such an event and seek medical assistance immediately.

Weather Conditions:

Archery may be cancelled in the event of lightning, high winds, extreme temperatures, or heavy rain.

CHC **trigger points** for cancellation of Archery are:

- Lightning activity within 10 km of CHC – (30 / 30 Rule) when *under 30 seconds from lightening and its associated thunder clap*, the session is to end and all participants seek shelter in the Main Buildings.

This is to be done at the discretion of Manager of Outdoor Operations, Activity Leader or CHC Management.

Bouldering Wall

Activity Instructor Notes

Location:

The CHC Bouldering Wall is located 150 meters from the main buildings and accessed via the right hand side of the lake. The Bouldering Wall is roped off and participants should only enter under Activity Leaders instruction and must be actively monitored at all times. No participant is to go behind the Bouldering Wall structure.

Activity Leader is responsible for:

First aid, groups *Medical Forms*, any relevant medication and behavioral issues and group management of all participants during activity. Activity Leaders are also responsible for the walk to and from the Bouldering Wall and are to support the activity recommendations below:

Pre Activity:

- ✓ Be familiar with *spotting* techniques (below) and ensure that participants use calls and techniques outlined.
- ✓ Make sure participants are adequately clothed – sturdy shoes, water bottle, and weather appropriate clothing
- ✓ Rings and hanging jewelry are to be removed prior to commencement of activity.
- ✓ A ground hazard assessment is to be conducted prior to the activity – look to ensure soft fall mulch is evenly distributed along the wall, remove any branches, foreign objects, etc from the activity area.
- ✓ Visually assess the Bouldering Wall for anything that could present a hazard. Please inform Manager of Outdoor Operations of any concerns.

Briefing:

- Provide a clear brief on how to correctly spot a climber- use standard 'spotting' calls.
- Discuss maintaining 3 points of contact as a generally accepted climbing strategy (4 points of contact are: 2 x hands & 2 x feet).
- Effective climbing is purposeful and considered rather than racing through.
- Discuss the importance of using allocated footholds and to not hold the top of the wall – climbing holds only please – this ensures that a participant will never be more than 2 m above the ground.

Spotting:

Good spotting develops trust among participants, switches participants on to the activity at hand and is a vital element of mitigating risks at the Bouldering Site.

Participants work in pairs – one participant and one spotter who then rotate. If an odd numbered group, create one group of 3 and allow them to go first.

Communication between participants and spotters is an important safety procedure and fosters effective team work. Before starting the course it is essential that communication exists between participant and spotters. Establish the following commands prior to allowing commencement.



It is strongly recommended that this communication is clear expressed prior to commencing. Consider using the first participant as a clear example of your expectations when on the course – this sets the scene for the activity to be taken seriously and with the due care it warrants. If unable to maintain balance, participants should simply step off the wall.

During Activity:

- Direct supervision of participants is required at all times.
- At no time are participants allowed behind the climbing wall unsupervised.

Spotting commands:

Climbing Participant –
"Spotters ready?"

Spotter –
"Spotters ready!"

Climbing Participant –
"Ready to climb"

Spotter –
"Climb on"

Climbing Participant –
"Climbing"

The Climbing Participant is then free to step up and begin traversing the Bouldering Wall.

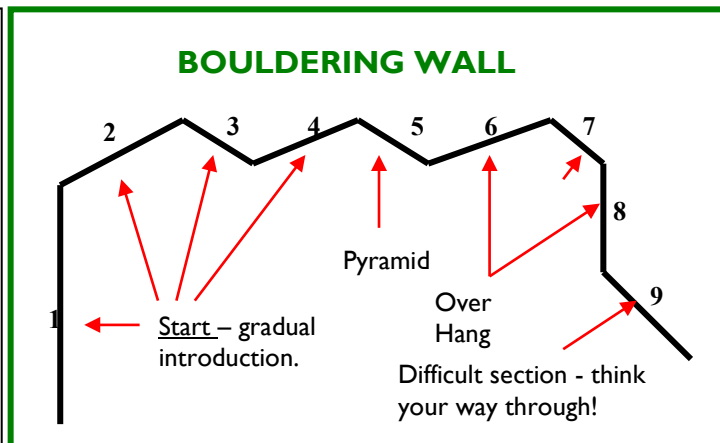
The Spotter is to remain behind the climber at all times.

Bouldering Wall Diagram

Introductory: A great warm up for everyone - use any combination of holds to climb from one side to the other.

Moderate: (*Green holds only*) - provides a challenging, yet achievable route. Give it a try after warming up on the *Introductory Route*.

Challenge: (*Blue holds only*) - smaller holds placed in challenging areas. An extra test for those with a good stretch, strength and flexibility.



End of Activity:

- Highlight elements of climbing techniques learned and possibly discuss trust, team work or goal setting – keep it brief and celebrate the success of individuals and the group.
- Ensure you have all participants prior to walking the group back to the main buildings.

Emergency Contingent:

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

The Bouldering Wall is only 150 meters from the main buildings site and has reliable Telstra range. It has vehicle access directly to the site via CHC access road.

Weather Conditions:

Check weather conditions prior to activity. Bouldering may be cancelled in the event of lightning, high winds, extreme temperatures, or heavy rain.

CHC **trigger points** for cancellation of Bouldering are:

- Wind speed 50+ km/hr: Beaufort Wind Scale Force 6: Strong breeze – large tree branches moving.
- Lightning activity within 10 km of CHC – (30 / 30 Rule) when *under 30 seconds from lightening and its associated thunder clap*, the session is to end and all participants seek shelter in the Main Buildings.

This is to be done at the discretion of Manager of Outdoor Operations, Activity Leader or CHC Management.

BUSHWALKING

Activity Instructor Notes

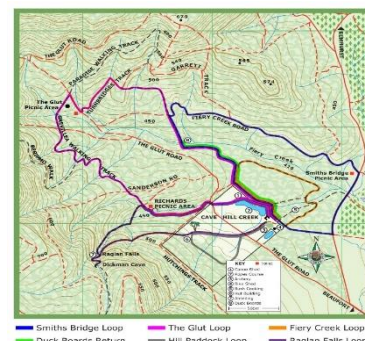
Location: There are several Bushwalks around Cave Hill Creek. Please refer to the **Appendix of Bushwalks** for specific Bushwalking options.

Activity Leader is responsible for:

- First aid, groups *Medical Forms*, any relevant medication and behavioral issues and group management of all participants during activity.
- Ensuring a Cave Hill Creek staff knows of your intended route

Prior to leaving:

- ✓ Ensure that the Bushwalk chosen is suitable for your group and time available.
- ✓ Check that all participants have: Water bottle, sturdy closed toed shoes, weather appropriate clothing (sunhat and sunscreen in warm weather; warm, waterproof clothing in cold and wet weather)
- ✓ Ensure you have a Telstra Mobile Phone - *Cave Hill Creek Activity phone is available on request.*
- ✓ Ensure you have an adequate first aid kit



Emergency Contingent:

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

All bushwalks have vehicle access points at regular intervals and reliable Telstra service. All users are advised to take a Telstra Phone for communications and all Bushwalk Track Notes.

Weather Conditions:

Bushwalking may be cancelled in the event of lightning, high winds, extreme temperatures, or heavy rain.

CHC **trigger points** for cancellation of Bushwalking are:

- Wind speed 50+ km/hr: Beaufort Wind Scale Force 6: Strong breeze – large tree branches moving.
- Lightning activity within 10 km of CHC – (30 / 30 Rule) when *under 30 seconds from lightening and its associated thunder clap*, and it is safe to walk back to Cave Hill Creek without crossing clearings or high points, then attempt to do so.

Otherwise, spread out in lightly vegetated areas and stay low.

- ❖ **Never cross paddocks / large clearings.**
- ❖ **Never huddle up as a group – spread out and stay low.**
- ❖ **Never stand directly under or next to large trees**

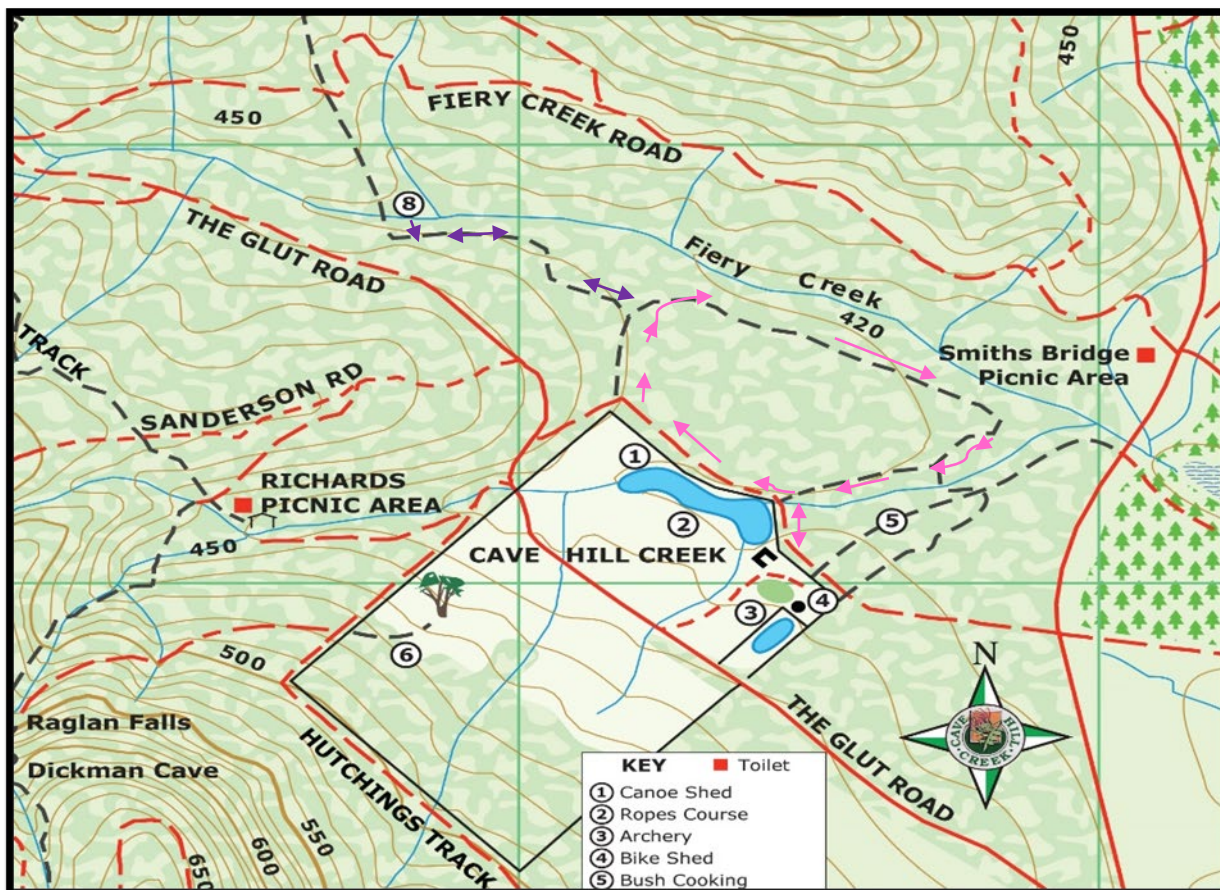
WALK	DIFFICULTY	ESTIMATED TIME	COMMENTS
FIERY CREEK LOOP	EASY	40 min round trip	Great way to explore the immediate Forest surroundings - perfect for all ages or as a Night Walk
DUCK BOARDS RETURN via Fiery Creek Loop	EASY	1 hour round trip	Introductory walk that passes through a variety of ecosystems within the local Forest.
RAGLAN FALLS LOOP via Richards Campground.	MEDIUM	1 hour 15 min round trip	Takes you via the beautiful granite and fern strewn gully of the Cave Hill Creek catchment.
THE GLUT LOOP	MEDIUM - DIFFICULT	2 hour 15 mins round trip.	Following the Paradise Walk to The Glut Picnic site before following the Beeripmo Walk back to Richards campground. A great leg stretcher.

Emergency Contacts	Phone Numbers
Emergency Services	000 or 112 (mobile)
Police (Beaufort)	(03) 5349 2101
Hospital (Beaufort – Business hrs ONLY)	(03) 5349 1600
Hospital	(03) 5320 4000
Poisons Hotline	13 11 26
<i>If you need assistance for any reason during your walk, please do not hesitate to call Cave Hill Creek for support on (03) 5349 7381</i>	

Bushwalking

Activity Instructor Notes

Fiery Creek Loop



	Location	Duration	Comments / Notes
	Fiery Creek Loop	35 mins	Excellent track conditions, easy to navigate. Suitable for all ages. Recommended Night Walk through Forest.
	Keep to the loop at these points for Fiery Creek Loop		
	Duckboards Walk	Extra 30 Mins	Easy single track to the Fiery Creek boardwalk. Return to the Fiery Creek Loop via the same trail.

Fiery Creek Loop Walking Notes:

- ☐ From Cave Hill Creek buildings, walk around the right-hand side of the lake and cross the first small green bridge on your right.
 - ☐ Once you enter the Forest there is a 3-way junction - turn Left, and follow this trail.
 - ☐ Continue behind the Bouldering Wall and to the back corner of Cave Hill Creeks property.
 - ☐ Turn Right here, following the sign to "Paradise Walk".
 - ☐ At the next junction, turn Right following the "Fiery Creek" sign.
- [turn left for Duckboards Walk – refer to Appendix overleaf. Otherwise, to continue on Fiery Creek Loop, just continue from next point overleaf]*

Fiery Creek Loop

Fiery Creek Loop Walking Notes (continued):

- ☐ After turning right along the signed “Fiery Creek Trail” above, the trail continues for some time.
- ☐ When you eventually come to a left-hand trail leading into a small gully (this is Cave Hill Creek), keep walking straight ahead (to the right).
- ☐ After walking with the gully to your left, the trail comes back to the 3-way junction where you began.
- ☐ Take the middle path, cross the green bridge and turn Left to the main buildings.

APPENDIX - Duckboards Extension:

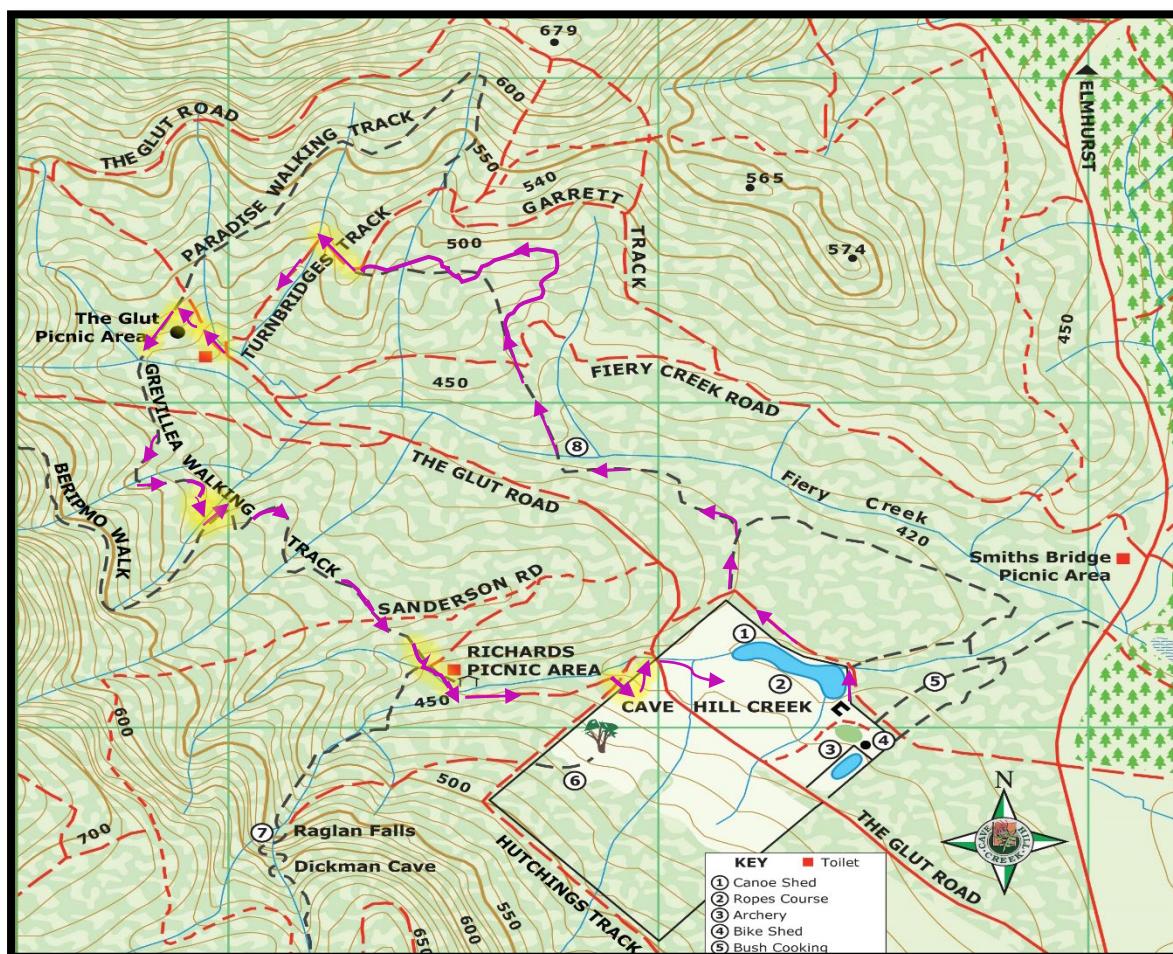
- When you reach the junction signed “Paradise Walk” to the left and “Fiery Creek” to the right, take the Left hand turn towards “Paradise Walk”.
- Continue along this trail, staying on the main path until you reach the wooden boardwalk (The Duckboards).
- Cross the boardwalk and climb the steps on the other side. **This is your turn around point.**
- Walk back the same way you came from until you reach the Fiery Creek Loop again.
- Turn left onto the signed “Fiery Creek” walk and refer to **Fiery Creek Loop Walking Notes (continued)** at the top of this page.

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Emergency Services	000 or 112 (mobile)
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Hospital (Beaufort – Business hours ONLY)	(03) 5349 1600
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Poisons Hotline	13 11 26

***If you need assistance for any reason during your walk, please
do not hesitate to call***

Cave Hill Creek for support on (03) 5349 7381

Paradise – Glut Loop



	Location	Duration	Comments / Notes
	Paradise – Glut Loop	2 hr 30 mins	Duration is a guide and considers brief breaks only.
	Don't miss these turn offs.		

Paradise – Glut Loop Walking Notes:

- ☐ From Cave Hill Creek buildings, walk around the right hand side of the lake and cross the first small green bridge on your right.
- ☐ Once you enter the Forest there is a 3 way junction - turn Left, and follow this trail.
- ☐ Continue behind the Bouldering Wall and to the back corner of Cave Hill Creek property.
- ☐ Turn Right, following the sign to "Paradise Walk".
- ☐ Turn Left at next junction signed to "Paradise Walk" and continue along this stretch of track until you reach the wooden boardwalk over Fiery Creek (The Duckboards).
- ☐ Cross the Duckboards, climb the steps and continue along this trail.
- ☐ You will come to a road - carefully cross and continue along the trail.
- ☐ This trail will take you in and out of a lovely Fern Tree gully - **be aware of old exposed star pickets protruding from ground (old steps)**.
- ☐ Continue up and down, crossing the old track a few times.
TIP – the old 4WD track will also lead you straight **up** so don't worry about a wrong turn.
- ☐ Continue for a short distance to a main dirt road, where you will encounter a 4 way intersection. This is Tunbridges Track – turn Left and follow. Do not continue straight on.
[For **Paradise Walk Extension** refer to **Appendix Notes** at the end of these notes]
- ☐ Follow Tunbridges Track to its end and enter The Glut Picnic area.

The Glut:

- ☐ At the top end of the picnic site there is a signed trail.
- ☐ Follow the trail signed to “Grevillia Walk / To Richards Camping Ground”.
- ☐ Stay on this stretch of trail, crossing a couple of minor 4WD tracks, until you reach the Beeripmo Walk Track junction.
- ☐ Turn Left following the sign to “Richards 700m”. Follow the Beeripmo Walk signs for some time.
- ☐ You will end up at a 3 way sign at the bottom of stone steps. This is Richards Campground – **it is extremely important you take the middle gated track down the hill to the Campground** (there are toilets, large shelter, signage, etc at Richards).
- ☐ From Richards Campground, walk down past the Beeripmo Signage, cross the small bridge and turn Left.
- ☐ Follow the road until you come to a 2 way junction – go straight ahead and into the paddock (there is a green arrow on a tree to assure you). *This is Cave Hill Creeks Top Paddock.*
- ☐ Turn Left, following the trail down the small hill, across the creek and into the corner of the paddock.
- ☐ Take care to cross the road here and enter the gate on the other side. You are now back at Cave Hill Creek – turn right and make your way back towards the main buildings.

Appendix: Paradise Walk Extension (Full)

Duration	Comments / Notes
Extra 40 min	Experienced hikers only. Must have sturdy shoes, first aid kit, water and snacks. Long pants, gaiters or long thick socks are highly recommended.

- ❖ At Turnbridges Track, turn right instead of left. Follow this old 4WD Track until it ends in 150 meters. There is a single track leading right – take this.
- ❖ Continue to follow this trail for a few hundred meters, before a steep 200 metre push directly uphill to Paradise Walk Track Junction sign.
- ❖ Turn left after catching your breath and head down into the stunning Paradise Gully. Take your time through here – the vegetation is thick and there is a high chance of wildlife around the water course.
- ❖ Keep moving through the gully and continue along the trail.
- ❖ ***The next section has many large deadwood branches above – alert your group to not loiter beneath these*** – keep moving.
- ❖ Come down the hill, cross the small boardwalk and turn left following the creek.
- ❖ You will come across the Glut Picnic Site on your right hand side.
- ❖ Refer back to Track notes above from THE GLUT to continue your walk

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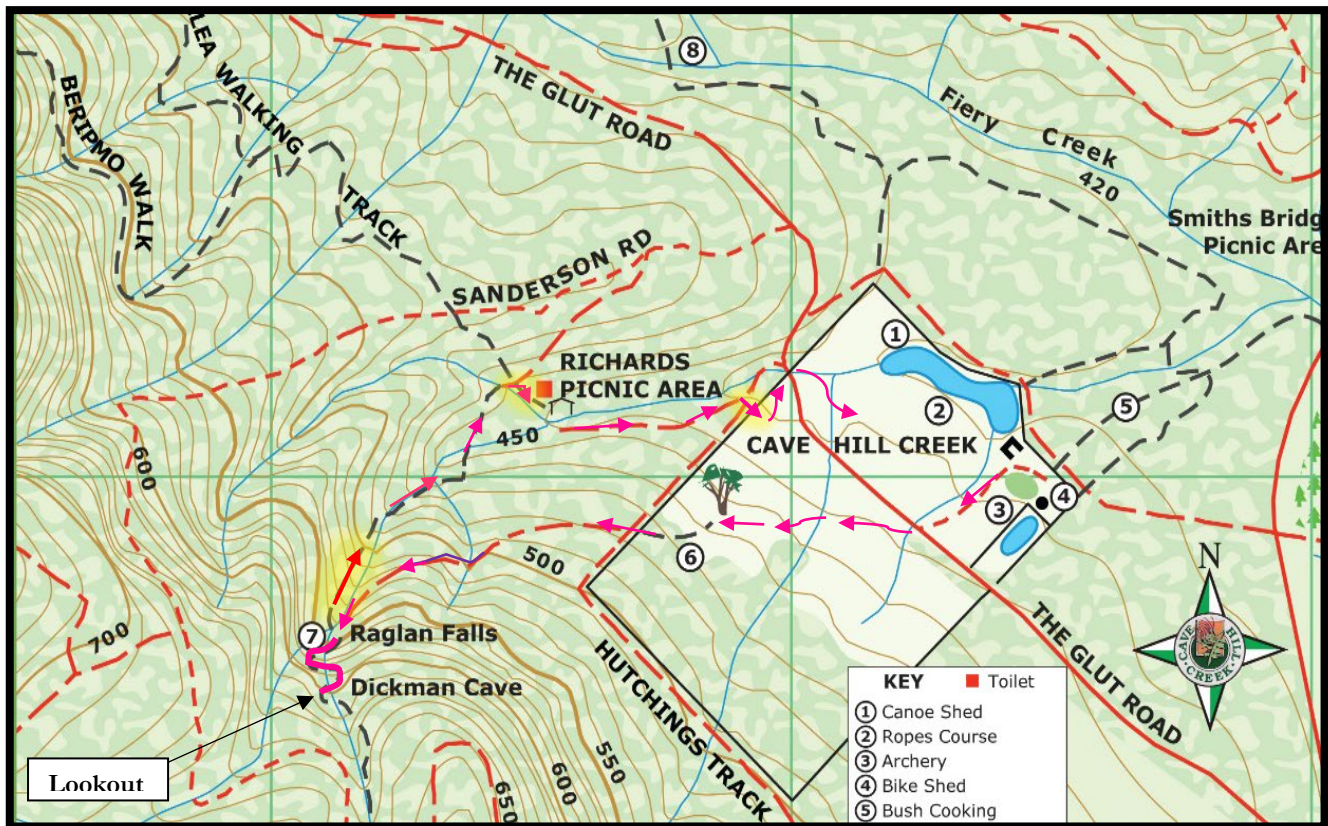


Bushwalking

Activity Instructor Notes



Raglan Falls Lookout – Richards Campground Loop



	Location	Duration	Comments / Notes
	Raglan Falls – Richards Campground Loop	1 hr 30 mins	Beautiful exploration of the Cave Hill Creek system. Good views from Raglan Falls Lookout with Dickman Cave an option to explore. Return via the lower creek system.
	- Return via Richards Campground	<u>On the return</u> – after walking back down from Raglan Falls, walk straight ahead instead of turning right (do not go back down to the Water Authority Weir – this is where you walked up from).	

Raglan Falls – Richards Campground Loop Track Notes

- ☐ Begin by walking out of the courtyard accommodation to the Cave Hill Creek main driveway.
- ☐ Turn Right and walk 150 metres to the welcome sign at the front gate.
- ☐ Cross the road and straight through the little track into the paddock, there are two short logs that create 'z' track as you cross.
- ☐ Turn Right and walk for about 48 normal steps ☺
- ☐ Veer Left you will see a small post with a green arrow to assist.
- ☐ Continue walking diagonally across the paddock and along the bottom side of the small dam in the middle of the paddock.
- ☐ Follow this track until you see a set of parallel logs leading into the bush - Follow this track into the bush.
- ☐ After 50 metres turn Right at the fork in the track, and walk another 100 m to the gate.
- ☐ Exit the gate and follow the road straight ahead.

- ☐ Follow this dirt road for 600 metres (*about 10 minutes*) until you reach a car park at the end of the road - regroup here before continuing.
- ☐ There is a *Central Highlands Water Authority* gate with a path on the right. After 20 meters you will see some Blue Water Pipes. Take the left track here to avoid the uneven rocks and vertical drop on your right. *A leader should be at the front and a responsible leader or participant at the back for this section.* Take it slowly and watch your footing.
- ☐ Cross the small creek and weir, head up the short slope and turn Left at the trail junction.
- ☐ You are now on The Beeripmo Walk - follow the Orange Triangle Trail Markers and continue zig zagging uphill to the very top of the lookout.
- ☐ This is Raglan Falls - take a breath and enjoy the view.

Be aware of the significant cliff line here. Participants should be actively supervised.

There is the opportunity to explore *Dickman Cave*. It is a sturdy granite hollow 30 metres up the creek line to the left of the track. It comfortably accommodates 5 participants at a time. Expect an additional 15 minutes per 10 participants to explore.

Return Walk:

- ☐ Head back down the zig zag track you walked up – take your time, it is steep in sections.
- ☐ 50 metres after you cross the creek at the base of the slope, there is a track junction.
- ☐ Walk straight ahead – do not turn left down to the weir if you want to walk Richards Loop.
- ☐ Follow this as it winds downhill, following the Cave Hill Creek line.
- ☐ You will exit the trail at an open space at the end of a 4WD road.
- ☐ Walk up to the 3-way sign at the bottom of the stone steps – it is extremely important you turn Right and take the gated track down the hill to the Campground. This is Richards Campground (there are toilets, large shelter, signage, etc.).
- ☐ Walk past the Beeripmo Signage, cross the small bridge (over Cave Hill Creek) and turn Left.
- ☐ Follow the road until you come to a 2-way junction – go straight ahead and into the paddock (there is a green arrow on a tree to assure you). *This is Cave Hill Creeks Top Paddock.*
- ☐ Turn left following the trail down the small hill, across the creek and into the corner of the paddock.
- ☐ Take care to cross the road here and enter the gate on the other side. You are now back at Cave Hill Creek – turn right and make your way back towards the main buildings.

***If for any reason during your walk, please do not hesitate to call
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Bush Cooking

Activity Instructor Notes



Location:

Bush cooking site is located in the state forest. To access the site, walk to the carpark near the main building. The building will be on your left when walking towards the fence. Walk through a small opening in the fence and straight ahead for 100 m to a large cleared area with fire pit and shade cloth.

The activity site is well cleared and the fire contained within a large ring. Please ensure that the 5 meter perimeter around the fire ring is cleared of any debris or hazardous obstacles.

Activity Leader is responsible for:

- ✓ First aid, groups *Medical Forms*, any relevant medication and behavioral issues and group management of all participants during activity. Activity Leaders are also responsible for the walk to and from the Bush Cooking Site.
- ✓ The appropriate management of all participants around an open fire. They are to be aware of the risks fire poses to both the activity participants and the broader community.
- ✓ The fires containment within the established fire ring, that fuel loads are appropriate, and that participants are supervised around the fire at all times.

Pre Activity:

- ✓ Please ensure that participants have appropriate clothing – **wool and cotton based** clothing works well. **Synthetic fibers could be a fire hazard.**
- ✓ Enclosed shoes are essential.
- ✓ Check for medical conditions and ensure the **relevant medication** is present.
- ✓ Make sure you have a first aid kit with you.
- ✓ Check for any dietary requirements and make the kitchen staff aware. The kitchen staff will substitute ingredients where necessary.
- ✓ Collect the crate from the kitchen. Check supplies - Fire blanket, water container, damper making ingredients, recipe card and kindling box with matches if lighting yourselves.
- ✓ Please keep group together – if the fire is still going from a prior group, you do not want your participants running ahead to the fire unsupervised.
- ✓ Inspect the site for any hazards and inform Cave Hill Creek staff of any concerns.

During Activity:

Get a good fire going that generates a **good bed of coals** for cooking over. Flames will burn *(like picture below)*.

Establish clear boundaries and expectations for behavior around an open fire:

- ✓ Activity leader only to fuel and stoke fire.
- ✓ No waving of fire sticks outside the fire pit – keep fire in the fire.
- ✓ No pushing or running in site at any time
- ✓ No sword fights or playing with cooking sticks
- ✓ No standing on the bricks surrounding the fireplace
- Have participants collect their cooking stick – approx. 1 meter length is ideal (please burn or discard these at the end of your session)
- Follow damper making instructions provided in damper making box
- Take care when participants are ready to remove damper from coals – damper will be extremely hot!
- **If another Bush Cooking session follows, please keep fire going**
- **If the last session for the day, the fire must be completely extinguished. There is a drum of water at the bush cook site for your convience. Please see Cave Hill Creek staff for assistance if unsure.**



Emergency Contingent:

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

The Bush Cooking site has reliable Telstra range and is only 200 meters from the Main Buildings. Site users are responsible for First Aid and shall assume primary First Aid responsibilities, however Cave Hill Creek staff may assume First Aid or emergency response in accordance with First Aid *Standard of Care* and *Good Samaritan* Laws.

In the event of a burn:

The **fire blanket** may be used to throw over a patient or fire outside the fire pit. Once flames are extinguished, *any burns on a participant require immediate attention* – cold running water flushed over burn site for a minimum of 20 mins.

NEVER remove clothing that may have been burnt onto a patient.

Evacuate immediately if:

- ***full thickness burn,***
- ***circumferential burn,***
- ***airway burns or***
- ***a partial burn covering more than 10% of patient***

**There is a water barrel that has buckets that unclip. This is found to the right of the track as you approach the cooking site.
This water may be used to douse flames or immediately submerge a burn casualties' injury.**

Weather Conditions:

Check weather conditions prior to activity. Bush Cooking may be cancelled in the event of lightning, high fire danger, high winds, extreme temperatures, or heavy rain.

CHC **trigger points** for cancellation of Bush Cooking are:

- Wind speed 50+ km/hr: Beaufort Wind Scale Force 6: Strong breeze – large tree branches moving.
- Lightning activity within 10 km of CHC – (30 / 30 Rule) when *under 30 seconds from lightening and its associated thunder clap*, the session is to end and all participants seek shelter in the Main Buildings.
- Total Fire Ban Days

This is to be done at the discretion of Manager of Outdoor Operations, Activity Leader or CHC Management.

Bush Art

Activity Instructor Notes

Location: Once you have collected your resources, feel free to take your group to any comfortable place away from the crowd.

Activity Instructor is responsible for:

First aid, groups *Medical Forms*, any relevant medication and behavioral issues and group management of all participants during activity.

Pre-Activity:

You will be provided with supplies and some suggestions of Bush Art that you might like to try.

Get creative! Participants are able to make anything they wish – as long as it is smaller enough to take home OR able to be disassembled at the end of the session. Do one way, or try multiple ways of creating Bush Art – there's so many choices!

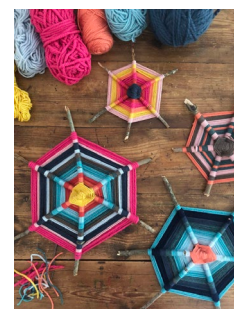
Supplies

- ✓ Pencils and Textas
- ✓ Paper
- ✓ PVA Glue
- ✓ Wool
- ✓ Paint
- ✓ Nature! Sticks, leaves, gumnuts, bark etc. Only from the ground please!



Suggestions:

- ✓ Indigenous Painting
- ✓ Dream Catcher
- ✓ Collages
- ✓ Leaf rubbings
- ✓ Mini rafts
- ✓ Mini huts
- ✓ Drawings/Sketching
- ✓ Kites
- ✓ Dragon Eyes/Spiders Webs



NB: Please ensure that wool DOES NOT get left out or blown away; every tiny piece not being used needs to go in the bin. It is not good for the environment and makes the animals sick.



End of Activity

- ✓ Pack up the activity, ensuring that all supplies are returned to the storage boxes
- ✓ **Throw away** any equipment that cannot be used again, or any other rubbish
- ✓ **Return Nature** that hasn't been used, back to the garden beds – please do not throw into the lake
- ✓ All Bush Art can be displayed or put in participants' room/bag

Dream Catcher

Dreamcatchers originated with the Ojibwe people – the Traditional inhabitants (Native American Indians) of North America and Canada. They wove these magical webs from willow hoops and sinew. The hoop represents the travel of giizis (the sun) through the sky. At night, the hole in the center only lets bawedjige (good dreams) pass. Bawedjigewin (bad dreams) are trapped in the web, and dispelled with the first light of morning.

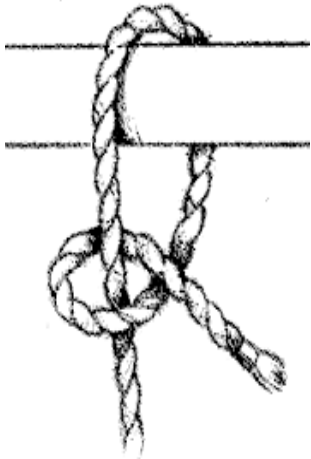
1. Have participants collect 3 similar size sticks to create a triangle.
TIP – sticks should be **no thicker than pointer finger** and **between 15 -20 cm in length** each.
2. Cut your wool – about your arm span.



3. Tie 2 sticks together using a basic hitch (refer to diagram). Repeat this knot several times and then spiral the wool around the length of one stick away from your knot.

4. Place your 3rd and final stick across the end of your 2nd stick, and repeat several hitches (as above) to join these 2 joints.

Now shape your sticks into a triangle, spiral your wool around the 3rd stick and back towards your original knot. Tie a hitch, create a loop (for hanging) and then tie in a couple more hitches.



Time to begin your web – No need to be too fussy and exact, as each hand-made *Dreamcatcher* is a unique representation of their creator. Celebrate diversity – there is NO right or wrong.

Take your wool and tie a hitch knot 1/3 of the way down a length of stick. Loosely take the wool further down this stick (2/3rd mark), tie a hitch knot and proceed to 2nd stick.

Now continue to your 2nd stick, tie a hitch knot 1/3 of the way down a length of stick, loosely take the wool further down this stick (2/3rd mark), tie a hitch knot and proceed to 3rd stick. Repeat this until you come back to where you started.



Now, instead of tying your wool to your stick framework, tie mid-way along your first length of tied off string, tie a hitch knot here, give a small pull to create some tension and it should pull your tied string towards the center of the triangle. Continue to do this in your clockwise direction until you either run out of string or decide your web is complete.

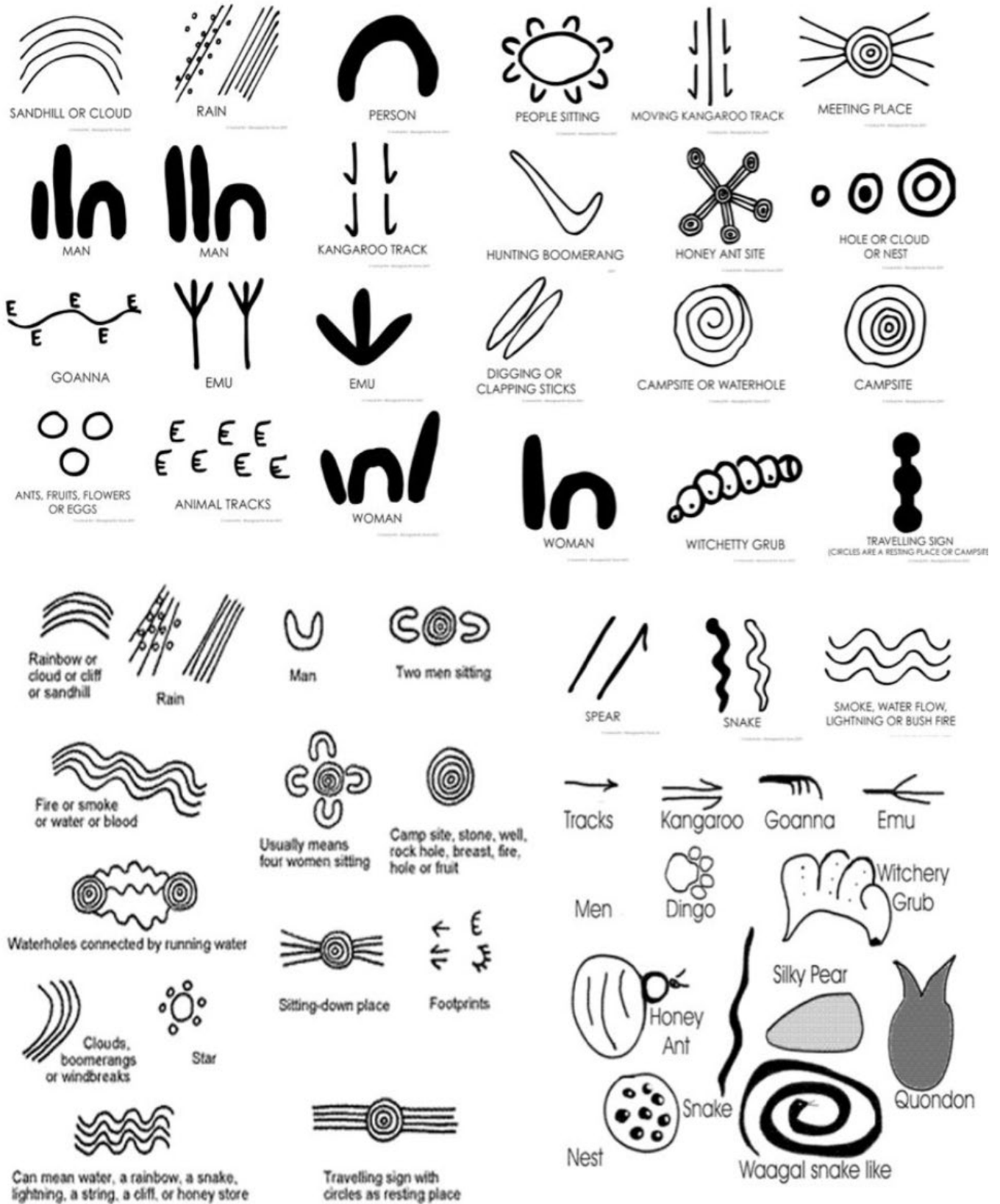
Tie off your string with several hitches and cut any excess string.

NB. Your web should have an opening in the middle to allow the *bawedjige* (good dreams) to pass through.

Congratulations - your Dreamcatcher is now complete.

Traditionally, the *Ojibwe* tribe did not hang items such as feathers from their Dreamcatchers, however, you are more than welcome to hang a feather, gum leaf or a strip of your tribal colors. They say that this helps to direct the captured *bawedjige* (good dreams) towards your body.

Indigenous Painting Symbols





LIVE THE OUTDOORS

Hut Building

Activity Instructor Notes



Hut Building is one of our least structured, yet most popular activities at Cave Hill Creek. Participants have the opportunity to get their hands dirty as they explore their creative genius against basic engineering principles. Give them some parameters and then let them go for it!

Location:

Our Hut Building site is located at the far NE corner of our property. Walk around the right hand side of the lake and past the Bouldering Wall. Continue to the large campfire area in the far right hand corner of CHC property and you will see an open gate to your right. Exit this and you are in the Hut Building site.

Activity Leader is responsible for:

First aid, groups *Medical Forms*, any relevant medication and behavioral issues and group management of all participants during activity. Activity Leaders are also responsible for the walk to and from the Hut Building Site and are to support the activity recommendations below:

Pre Activity:

- ✓ Have your groups *Medical Forms* and any relevant medication at hand.
- ✓ Ensure that all students have the required personal equipment – closed toed shoes, weather appropriate clothing: sunhat and sunscreen in warm weather; warm, waterproof clothing in cold and wet weather
- ✓ Telstra phone, emergency contacts and a personal first aid kit

Decide how you would like the session to look:

- ✓ **ie.** small groups of 4-6 participants or larger group shelters of 10-12 participants?
- ✓ Is it about creating a waterproof shelter, or is it about creative ingenuity, etc?

Clearly outline safety considerations

- ✓ **Participants must have more than one person lifting if the branch is: Bigger than their wrist OR Taller than them**
- ✓ **If a log has a greater diameter than their thigh it is not to be carried**
- ✓ **Brief participants on requirement of having their huts checked before participants walk underneath**
- ✓ Be aware of others as you lift, carry and place sticks.
- ✓ No sword fights or throwing branches and sticks.
- ✓ No running around the site.



Outline environmental considerations:

Only use branches laying on the ground (dead branches and trunks still intact provide habitats for specific animals).

During Activity:

- ✓ Inspect the Hut Building site for any notable hazards – *please inform CHC staff of any concerns.*
- ✓ Actively supervise construction and ensure safe practices are being used.

End of Activity:

- Supervise and ensure all shelters are disassembled prior to departure.
- **Ensure you have all participants** prior to walking the group back to the main buildings.

Emergency Contingent:

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

The Hut Building site has reliable Telstra range and is only 300 meters from the main buildings. It has vehicle access directly via the site from The Glut Road or CHC access road.

Weather Conditions:

Check weather conditions prior to activity. Hut Building may be cancelled in the event of lightning, high winds, extreme temperatures, or heavy rain.

CHC **trigger points** for cancellation of Hut Building are:

- **Wind speed 50+ km/hr:** Beaufort Wind Scale Force 6: Strong breeze – large tree branches moving.
- **Lightning activity within 10 km of CHC – (30 / 30 Rule)** when *under 30 seconds from lightening and its associated thunder clap*, the session is to end and all participants seek shelter in the Main Buildings.

This is to be done at the discretion of Manger of Outdoor Operations, Activity Leader or CHC Management

Version 1 2024

LIVE THE OUTDOORS



LIVE THE OUTDOORS

Low Ropes and Initiatives

Activity Instructor Notes



Location:

Located within 200m of the Lake View Lodge and accessed by walking on the right-hand side pathway (north) of the lake. Cross the bridge and continue towards the bike shed. The Low Ropes and Initiatives are on the right. The course consists of 10 continuous low ropes elements and 5 initiative activities. When facilitated with purpose and understanding, the course has the potential to be a powerful individual and team experience.

Activity Leader is responsible for:

- ✓ First aid, groups *Medical Forms*, any relevant medication and behavioral issues of all participants.
- ✓ Spotting supervision (*refer overleaf*).
- ✓ Familiarity with the activity and each elements specific hazards - if unfamiliar with the *Cave Hill Creek Low Ropes Course and Initiatives*, this information is to be supported with the **Low Ropes & Initiatives – Element Descriptor** Card.

Pre Activity:

- ✓ Ensure that all students have the required personal equipment - Water Bottle, Long Trousers, close-toed shoes, and weather appropriate clothing (sunhat and sunscreen in warm weather; warm, waterproof clothing in cold and wet weather)
- ✓ Inspect the equipment for damage to equipment or hazards before the activity - inform CHC Management of any concerns.
- ✓ Have participants remove rings and any hanging jewellery.
- ✓ Remove any items from pockets.
- ✓ If possible, glasses should have straps or be removed.



Briefing:

- Do not become complacent or dismiss the potential for injury because the course is low to the ground. Falling whilst unbalanced on a dynamic element can result in sudden, awkward landings.
- **Appropriate spotting is essential (see overleaf)** when using the Low Ropes elements.
- Walk participants through the course briefly outlining each element and specifics hazards relevant to each element (using *Low Ropes and Initiatives - Elements Descriptor Card*). *Completing the course should never be a race, as this will increase the chance of participant injury.*

Consider alternative challenges:

- ✓ How far can a participant go without touching the ground?
- ✓ Which group of 3 participants achieves the least ground touches?
- ✓ Each group selects an element and creates an alternative way to complete it (ie. Blindfolded; one leg; one arm behind back; blindfolded; etc). The group must be able to achieve the challenge they set.
- Only one participant on an element at any time.
- If unable to maintain balance, element participants should try to step off the element rather than swing or fall.
- No participant is permitted to be standing on an element without being spotted.
- No swinging or hanging from overhead cables or ropes.

During Activity:

- Direct supervision is essential - ensure you are always in a position to see all participants on the course at all times.
- Monitor spotters and remind them of their role if required.

Spotting:

Good spotting develops trust among participants, switches participants on to the activity at hand and is a vital element of mitigating risks on the Low Ropes Course.

Participants should work in groups of 3 – 1 x element participant and 2 x spotters.

If the group cannot be split into 3's then adjust accordingly ensuring that there is always a group of 3 working together on an element at all times.

Communication between participants and spotters is an important safety procedure and fosters effective team work. Before starting the course, it is essential that communication exists between participant and spotters. Establish the following commands prior to allowing commencement.

It is strongly recommended that this communication is clear & is expressed prior to commencing. Consider using the first participant as a clear example of your expectations when on the course – this sets the scene for the activity to be taken seriously and with the due care it warrants.

If unable to maintain balance, element participants should try to step off the element rather than swing or fall.

De-Briefing:

Try to leave time to identify some key moments within the activity that highlight features of goal setting, trust and team work. Celebrate the successes of individuals and the group.

Emergency Contingent:

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

The Low Ropes Course has reliable Telstra range, is only 200 meters from the Lake View Lodge and has direct vehicle access.

Weather Conditions:

Take extra care if equipment is wet or icy.

Low Ropes may be cancelled in the event of lightning, high winds, extreme temperatures, or heavy rain.

CHC **trigger points** for cancellation of Low Ropes are:

- Wind speed 50+ km/hr: Beaufort Wind Scale Force 6: Strong breeze – large tree branches moving.
- Lightning activity within 10 km of CHC – (30 / 30 Rule) when *under 30 seconds from lightening and its associated thunder clap*, the session is to end and all participants seek shelter in the Main Buildings.

This is to be done at the discretion of Manager of Outdoor Operations, Activity Leader or CHC Management.

Spotting commands:

Participant –
“Spotters ready?”

Spotters –
“Spotters ready!”

Participant –
“Ready to climb”

Spotters –
“Climb on”

Participant –
“Climbing”

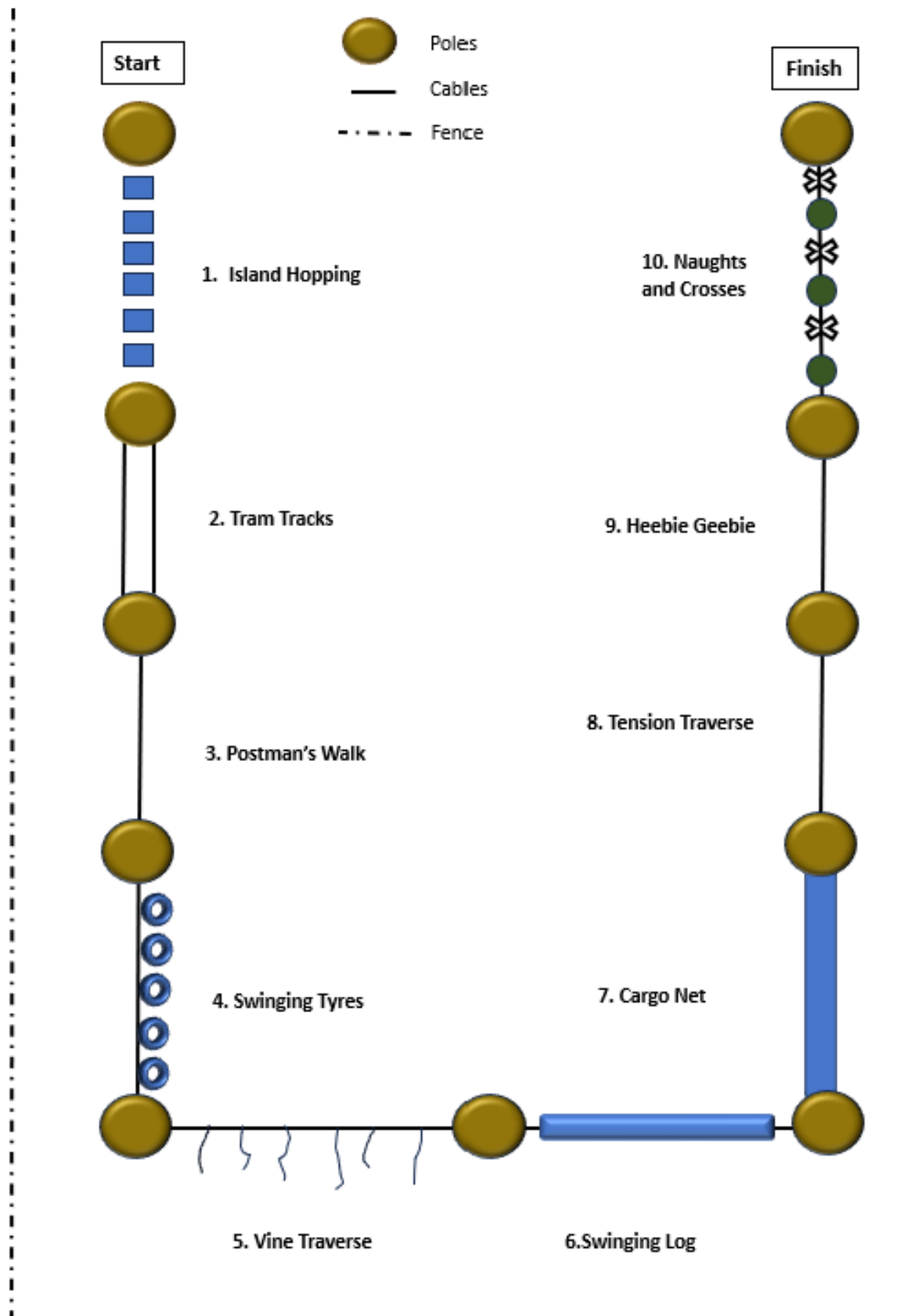
The Element Participant is then free to step onto the element and begin traversing the course.



Low Ropes & Initiatives

Element Descriptor

The *Elements Descriptor* supports the **Low Ropes & Initiatives - Activity Instructor Notes** in assisting the Activity Leader with each element and potential hazards.



LOW ROPE ELEMENTS (x 10):

1. **ISLAND HOPPING** – A series of flat wooden platforms to start the course. Use the stump to stand up and onto the first platform. Then Island hop your way to the next element. Care is required when exiting to the next element.
2. **Tram Tracks** – A tricky one - two parallel foot cables. Walk the length of the cables. A test of balance, patience and leg strength. Spotters should watch for falls between the cables as well as to the side.
3. **Postman's Walk** – A walk along a single tensioned foot cable. Traverse the cable using the hand line for support and balance.
4. **Swinging Tyres** – Suspended tyres are your bridge as you navigate from one to the other. Each will swing and rotate to test your precision and co-ordination.
5. **Vine Traverse** – A single, cable foot-bridge with a series of hanging rope vines. Traverse the cable using the vines for support.
6. **Swinging Log** – A suspended swinging log. Use balance to walk the length of the log - do not run across the log. Spotters should take care the swinging log does not hit them.
7. **Cargo Net** – A traverse across the cargo net to test your stamina as wobbles back and forth. Don't be fooled the cargo net can come with its challenges. Importantly keep your hands and feet on the cargo net at all times. Both spotters need to be on the side the participant is climbing on.
8. **Tension Traverse** – A single foot cable with hand rope attached high. Use this for tension support to provide stability - the further you go the harder it gets. Spotters need to be alert - a falling participant here can move fast and without control. Falling participants should simply step off the cable rather than try to hang on.
9. **Heebie-Jeebie** – A tensioned foot cable with two diagonal ropes crossing near the middle. Be aware of foot entrapment and falling where the diagonal rope meets the foot cable. Again, encourage stepping off if a participant feels they are going to fall.
10. **Noughts and Crosses** – The last element of the course. Designed to challenge your balance, strength and persistence. Navigate the suspended Noughts and Crosses to reach the staples that will help you climb back to the ground. Use the ropes holding the Noughts and Crosses to assist you.

INITIATIVE ACTIVITIES (x 5):

1. **TP Shuffle (5-10mins)** – A great intro activity to focus participants. All the group stands randomly on the TP Shuffle log. The group is then asked to rearrange themselves without stepping off the log. Re-arrangement could be in order of: alphabetical (first or surname); height; birthdate; thumb length; etc.

Not hard enough? – make it a silent activity.

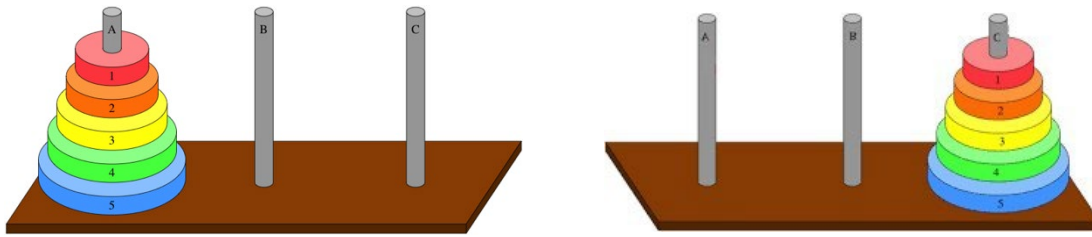
For Initiatives 2 – 4: It is the Activity Leader's responsibility to ensure that safe and adequate lifting techniques are used.

- ✓ Participant's head and neck must be supported, lead with the feet and care taken when placing them feet first back on the ground.

2. **All Aboard (5-10mins)** – Get as many members of your group aboard the flat-topped stump at the same time and hold for 10 secs. Participants should step down if they feel loss of balance. Activity Leader is required to "spot" participants.
3. **Spiders Web (15-20mins)** – Pass each member of the group through an opening without touching the web. Once an opening has been used, that section of the web is closed. If any participant touches the web, that person (or the whole group – you decide) has to return. Participants cannot be passed over or under the web.
4. **Giants Finger (5-10mins)** – Participants work together to lift the tyre safely off the 3m high post and then back on. Any participant lifted must be spotted and cannot stand on shoulders.

5. Tower of Hanoi (10-15mins) – Participants work together to crack the Puzzle. Participants need to move the tyres from Post A to Post C. There are two very simple rules participants must follow. They are

- Only one tyre can be moved at a time.
- A higher number cannot be placed on top of a lower number.
- Participants can only move the upper tyre from each stack



TEAM GAME ACTIVITIES

Tug of War -Participants are required to be in 2 groups where they then challenge each other in a game of tug of war.

Longest Line - Participants are split into 2 groups. In their groups they must make the longest line possible using only themselves and any items on them e.g. clothing, within a certain time frame. Too easy? In different groups, try again but with no talking allowed.

Trust Fall - Participants to pair up and stand one in front of the other. The participant in the front is to cross their arms across their chest, plant their feet and fall backwards. The person behind is spotting and getting ready to catch their team member who is falling backwards. Once the falling participant is caught by the spotter. The spotter is to then guide their partner up to an upright position.

Human Knot: The Human Knot is a team activity that requires group members to form a circle, grab two opposite participants' hands, and then untangle the resulting jumble without ever loosening the grip.

Helium Stick - Using a hula hoop, have a small group (6-8) people stand around and have their pointer finger pointing out. Place the hoop on the groups pointer fingers and get the group to lower the hoop to the ground. Participants cannot hold onto the hoop or hook their finger around the hoop.

Traffic Jam

1. Have each person line up and stand on a Carpet Square, place the extra spot in the middle of the line
2. The goal of the game is to get side A to side B and Side B to side A, all facing forward
3. The rules are as follows:
 - No moving backwards
 - A person can only move forward to an empty space
 - Person cannot jump over their own team mate
 - Only one person may move at a time
 - One spot per person, no sharing
 - If any of these rules are broken, the group must begin again

Blind Polygon - Have all participants hold onto a rope and form a circle. Once a circle has been formed have the whole group close their eyes. From here the Activity leader chooses one individual to open their eyes and they can choose a shape for the group to form. This person then needs to instruct the whole group on the best way to form the shape. All other participants need to keep their eyes closed and cannot talk.

Hula Hoop Pass - Have the group form a circle, holding hands. Explain that the goal of this activity is to pass a hula hoop completely around the circle as quickly as possible without breaking handholds.

Minefield - Divide the group into pairs. One partner will be blindfolded while the other will focus on guiding their teammate from beginning to end through this dicey course without setting off any mines. Use water bottles, boxes, markers, chairs, etc. to create an obstacle course of “mines” within your clear space

Map Reading encourages participants to relate features on a map to features on the land. It is an excellent introduction to orienteering skills and provides a fantastic opportunity to expend some physical and mental energy whilst exploring our unique site.

Location:

CHC Map Reading is all within the confines of Cave Hill Creeks' property. It does skirt the lake, so we recommend groups of 3 – 4 participants per group and the Activity Leader being in a well-defined, central area that participants can come to should they need assistance.

Activity Leader is responsible for:

First aid, groups *Medical Forms*, any relevant medication and behavioral issues and group management of all participants during activity. Activity Leaders are also responsible for the walk to and from the Bouldering Wall and are to support the activity recommendations below:

Pre Activity:

Provide participants with the *Map Reading Participants Map* - this is available within the Activity Folder (If you cannot find any, please just ask any Cave Hill Creek staff).

During Activity:

- Begin by explaining the activity – you can frame it as an introductory orienteering session, “Great Race” adventure, or map reading scavenger hunt.
- Take whole group to Post # 1 – show participants the **Red letter O** and the **Green letter H**.
- Explain that these need to be repeated for posts 2 – 20 in small groups of 3 or 4 participants.
- Remind participants that they should **never** at any stage:
 - i) Go near the lake without an adult
 - ii) Leave the outer perimeter fence of Cave Hill Creek.
 - iii) Split their group unless there is an emergency – one stay with patient / 2 return to Activity Leader for assistance.
- Decide upon and inform participants of a central location that they can find you at any time.
- Consider sending groups off in different directions or at intervals to split them up a little at the beginning.
- Once groups are back, they need to begin **decoding** the messages provided in the Map Reading Box (more information on the following page).

It is extremely important for the value and experience of the remaining participants that these answers are kept secret. This will ensure the following groups personal input and therefore sense of achievement and enjoyment.



Emergency Contingent:

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

All areas of the course have reliable Telstra range and participants are never more than 400 meters from the Main Buildings. Activity Leaders are responsible for First Aid and shall assume primary First Aid responsibilities, however Cave Hill Creek staff may assume first aid or emergency response in accordance with First Aid *Standard of Care* and *Good Samaritan Laws*.

Participants are encouraged to work in groups of 3-4 and remain well away from the edge of the lake.

Weather Conditions:

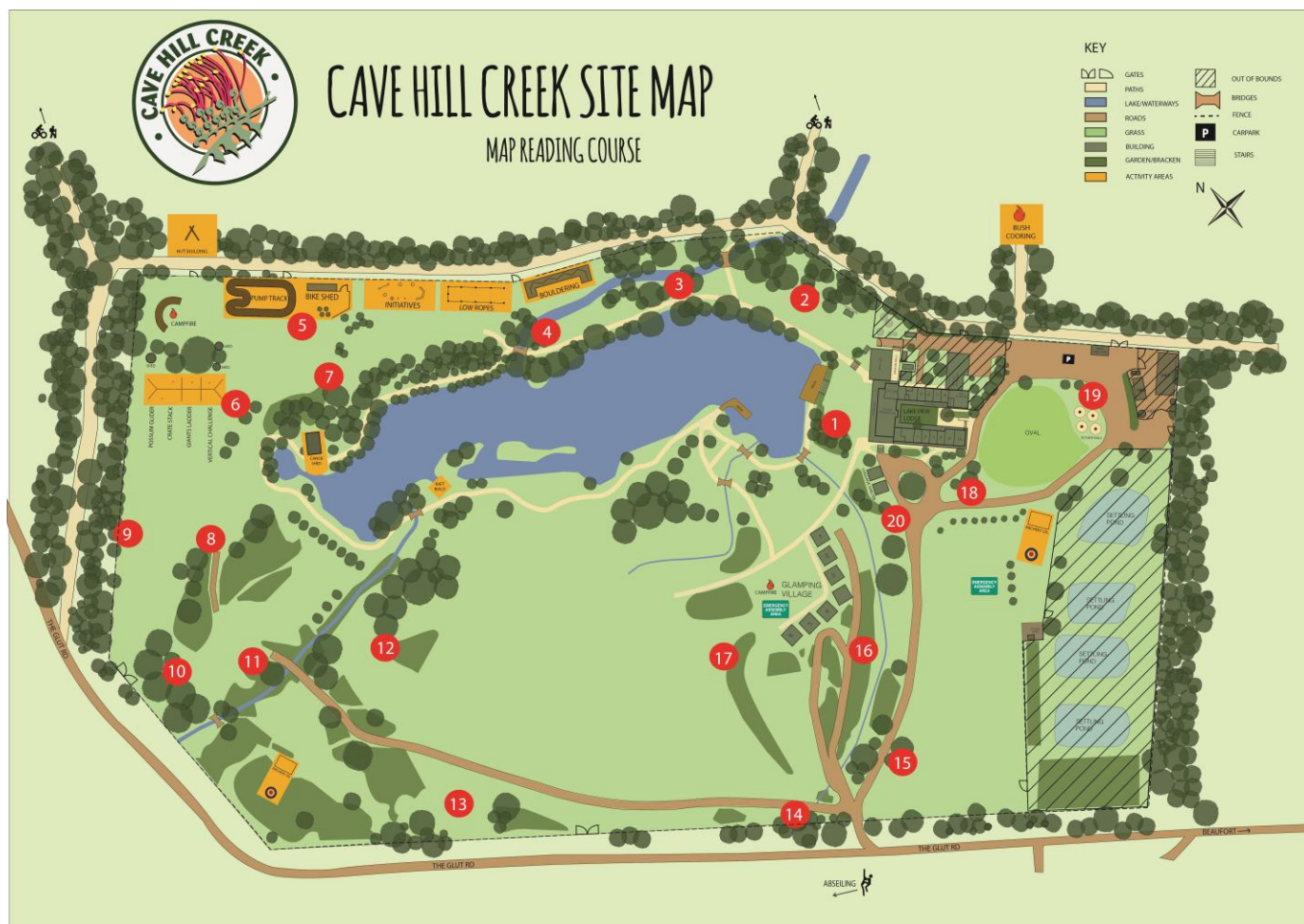
Check weather conditions prior to activity. Map Reading may be cancelled in the event of lightning, high winds, extreme temperatures, or heavy rain.

CHC **trigger points** for cancellation of Map Reading are:

- Lightning activity within 10 km of CHC – (30 / 30 Rule) when *under 30 seconds from lightening and its associated thunder clap*, the session is to end and all participants seek shelter in the Main Buildings.

This is to be done at the discretion of Manger of Outdoor Operations, Activity Leader or CHC Management.

Cave Hill Creek Map Reading Activity Map



Peg No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Red letters																				
Green letters																				

I Spy

Activity Instructor Notes

'I Spy' consists of 8 photo quests with 12 pictures each of objects, structures or views to be identified, inviting campers to explore the Cave Hill Creek campsite. The 'I Spy' Activity Folder will be provided to you – please contact staff if required.

The aim of 'I Spy' is for students to identify where each photo was taken, go to that spot, and answer a simple quiz question related to the photo or the site itself.

This makes a versatile program catering for large or small groups, assists in locating sites over the whole campsite, and allows for inclement weather.

Location:

The photos have been grouped into 8 quests - each containing 12 different shots. All quests start at the front steps outside the office.

F - Around the Front of the Building – main building lakeside & banks of the lake.

O - Around the Oval and building – short distances up to 100m away.

I - Inside the building – usable in wet weather.

C – In the courtyard – usable in wet weather.

D - The Drive to the front Gate and back – up to 200m from building.

L - Around the Lake – 300m to furthest site (canoe shed).

P – In the Pavilion – usable in wet weather.

G – Glamping Village – Around the tents in the Glamping Village area – useable in wet weather with correct clothing

Possible Suggestions:

1. Supervisor sits at a strategic spot (by the front steps or inside dining area) with sets of photos.
 - ✓ Split group into groups of minimum 3 participants.
 - ✓ Hand one picture to participants with corresponding question.
 - ✓ Participant takes photo and seeks to find image, answer set question and return to supervisor.
 - ✓ If answer incorrect, repeat this stage until correct answer received.
 - ✓ If correct, take back photo, provide another photo with corresponding question and repeat...
2. Walk around as one large group. Supervisor has photos. The group looks at one picture at a time, then searches and finds, and answers the question (together or secretly). Can make competitive if required.
3. As per suggestion 2 above, but groups study and try to memorise the photos before leaving. See how many sites can be identified as the group walks around the designated area. Answer the questions either on the way (take questions with you) or after returning (memory again). A second walk could then be in order, to locate missed sites and to check questions together.
4. Initiative Activity: Give the whole group of 6 – 10 students the full set and let them decide how to do it. Maybe group versus group – time to complete. Longer activity could have each group doing all five sets eventually.

Emergency Contingent:

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

All Quests have reliable Telstra range and are never more than 400 meters from the main building. Site users are responsible for First Aid and shall assume primary First Aid responsibilities, however Cave Hill Creek staff may assume first aid or emergency response in accordance with *First Aid Standard of Care* and *Good Samaritan Laws*.

Weather Conditions:

Lightning activity within 10 km of CHC – (30 / 30 Rule) when *under 30 seconds from lightening and its associated thunder clap*, the session is to end and all participants seek shelter in the Main Buildings.

'I Spy' options (C, I, P & G) are recommended in adverse weather.

Ultimate Frisbee

Activity Instructor Notes

Ultimate Frisbee stresses sportsmanship and fair play. Competitive play is encouraged, but never at the expense of respect between players, adherence to the rules, and the basic joy of play. Players are responsible for their own foul and line calls and should resolve their own disputes. Enjoy!

Location - Glamping Zone:

Walk past the Glamping Village and continue past the bracken to the large open area where you will see a rectangular field, bordered by cones. This is your playing field - please make sure it is left correctly for next group.

Activity Leader is responsible for:

First aid, groups *Medical Forms*, any relevant medication and behavioral issues and group management of all participants during activity. Activity Leaders are also responsible for the walk to and from the Ultimate Frisbee Field and are to support the activity recommendations below:

Pre Activity:

There are 2 Frisbees in the crate provided at the playing field - please ensure that these are both returned to the crate at the completion of your session.

Emergency Contingent:

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

Warm Up Activity – Forcing's Back (10 mins):

This is aimed to give everyone an opportunity to throw the disc (Frisbee) a few times prior to Ultimate beginning.

Split the group into 2 even groups and have them allocate themselves a numerical order in which they are to throw the disc (ie – take turns in numerical order). *Rock, paper, scissors* to see which team goes first.

Player #1 throws in an attempt to gain ground, force the opposition back and eventually score. Start play by throwing from the $\frac{1}{4}$ defensive line mark. The aim is to try and throw the disc beyond the opposition's **end line** (refer to diagram overleaf) area without it being caught. The disc **must hit the ground** beyond the end zone to score. Players can only throw in their numerical order – this ensures equity and forces a team game plan.

If the Frisbee goes out of bounds, the next team throws it from where it crossed the side line (like in soccer, netball, footy).

If the Frisbee is caught by the opposition, they can take 3 large steps forward prior to throwing. If caught out of bounds, or behind the end line, the disc is to be brought back to the field of play / **goal line** before being thrown.

A team scores by landing the Frisbee behind the opposition's **end line** (*not end zone*) - they get 1 point and the defensive team restarts at their defensive $\frac{1}{4}$ line mark and so on.

Recommendation – give all players ONE throw each and then let them break into their teams to discuss any strategies, teamwork or communication ideas. Then play until everyone has had at least a few throws each or until time to move on.

Ultimate Frisbee (2 x 15 min halves):

Keep the same teams or feel free to mix them up if you sense one team is significantly stronger than the other. *Rock, paper, scissors* to determine who receives the disc first (offense).

Explain the rules below and then give each team a few minutes to discuss strategy:

Start Play - Each play begins with both teams lining up at the front of their end zone line. The defense begins by throwing the Frisbee as far as they can towards the offense team. Defense cannot regather the disc at this point. Once the offence team touches the Frisbee, the game is on....

Movement of the Disc - The disc may be thrown in any direction in trying to pass to a teammate. Players cannot run with the disc. The person with the disc ("thrower") has ten seconds to throw the disc. The marker guarding the thrower counts out the stall count and must be at least 1 meter away.

Non-contact - No physical contact is allowed between players and the disc cannot be knocked out of a players hand while they are holding it - a foul occurs when contact is made.

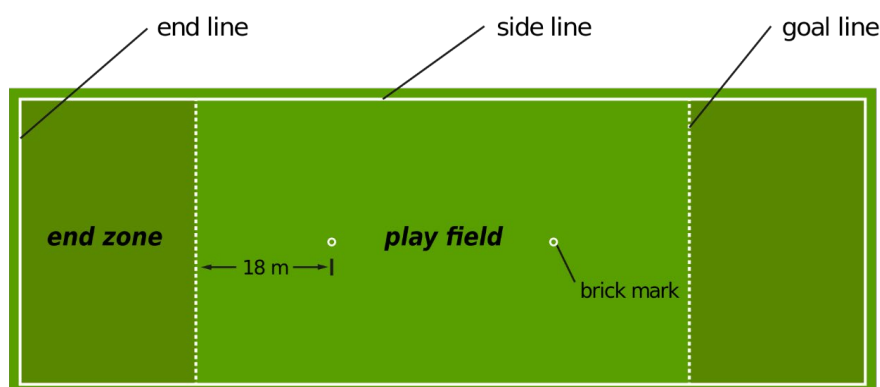
If a foul disrupts possession, then the offender stands still with their hands by their side and play resumes as if possession were retained. The offender cannot move until the disc has been thrown.

Change of possession - When a pass is not completed the defense immediately takes possession of the disc and becomes the offense. This includes:

- Out of bounds,
- Dropped,
- Blocked or intercepted, or
- If the disc hits the ground.

The change of possession occurs and is taken from the point it was either intercepted or hit the ground. If the Frisbee goes out of bounds, the opposite team throws it from where it crossed the side line.

Scoring - Each time the offense completes a pass in the defense's end zone, they score a point. The scoring team restarts play by throwing the disc from the front of their end zone line as above.



Remember to have fun and play in the spirit of the game.

Frisbee/Disc Golf

Activity Instructor Notes

Frisbee Golf combines the skills of throwing a Frisbee with the strategic aim of golf. The objective is to complete a course of holes in the fewest number of throws. This activity promotes coordination and team spirit among participants while engaging in a fun and challenging activity.

Location:

CHC Frisbee Golf is located within the confines of the Cave Hill Creeks' boundary on the southern western side of the lake. We recommend the Activity Leader moves around the course with the group or is in a well-defined, central area that participants can access if they require assistance.



Activity Leader is responsible for:

First aid, groups *Medical Forms*, any relevant medication and behavioral issues and group management of all participants during activity. Activity Leaders are also responsible for supporting the activity recommendations below:

Pre-Activity:

Provide participants with the *Frisbee Discs* and ensure participants are dressed suitably for the activity. Speak to participants about:

- **Be Respectful:** Encourage each other, avoid unnecessary noise or distractions.
- **Safety**
 - Ensure the area is clear of people before throwing and call out "Fore!" if your disc is heading towards someone.
 - Take care in icy and wet conditions
 - Be sure to wait for others to take their turn, and be alert when throwing near other activities.
 - Clearly identify out of bounds areas (roped off areas) and external boundaries for participants.
- **How to play:** See below

During Activity:

Explain to participants how to play.

Objective: The goal is to complete the course in the fewest number of throws.

1. Each hole starts with a tee-off. Players throw their disc from a designated tee area towards the basket.
2. After the initial throw, the player whose disc is farthest from the basket throws next. Wait for each consecutive thrower to complete their throw before moving to the next thrower.
3. Players continue to throw from the spot where their previous throw landed until their disc lands in the basket.
4. A hole is completed when a player's disc lands in the basket.
5. Players record the number of throws taken to complete the hole. This is their score for that hole.

Techniques and Tips

- **Stance:** Stand sideways to your target with your feet shoulder-width apart. For right-handed players, the right foot should be back, and for left-handed players, the left foot should be back.
- **Grip:** Hold the disc firmly but comfortably. The most common grip is the power grip, where all four fingers are tucked under the rim of the disc, and the thumb is on top.
- **Throw:** Use a smooth, controlled motion. Begin by pulling the disc back across your body, then snap your wrist and release the disc towards your target.
- **Follow Through:** After releasing the disc, continue your arm motion to ensure a smooth follow-through. This helps with accuracy and distance.
- **Putting:** For short throws, use a putting technique with a gentler and more accurate throw. Aim to get the disc into the basket with minimal effort



Emergency Contingent:

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

All areas of the course have reliable Telstra range and participants are never more than 400 meters from the Main Buildings. Activity Leaders are responsible for First Aid and shall assume primary First Aid responsibilities, however Cave Hill Creek staff may assume first aid or emergency response as appropriate.

Participants are encouraged to work in groups of 3 or more and remain well away from the edge of the lake.

Weather Conditions:

Check weather conditions prior to activity. Frisbee Golf may be cancelled in the event of lightning, high winds, extreme temperatures, or heavy rain.

CHC **trigger points** for cancellation of Frisbee Golf are:

- Lightning activity within 10 km of CHC – (30 / 30 Rule) when *under 30 seconds from lightening and its associated thunder clap*, the session is to end and all participants seek shelter in the Main Buildings.
- Wind speed 50+ km/hr: Beaufort Wind Scale Force 6: Strong breeze – large tree branches moving.

This is to be done at the discretion of Manager of Outdoor Operations, Activity Leader or CHC Management.

TEE AREA

The tee pad is where you take your first throw on each hole. The tee sign contains the hole information including the hole number, par, distance and a map of the fairway.

HOW TO THROW



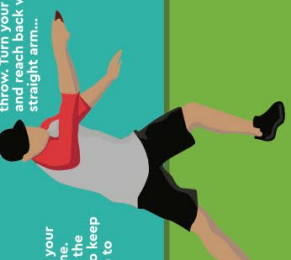
4 Follow through after you throw by allowing your body to swing around, rotating on your foot.



3 Release the disc on the line you want to throw. Hold on to the disc firmly so it rips out of your hand as you drive...



2 Pull the disc through your chest on a straight line. Keep your head over the disc and make sure to keep your elbow raised up to maximise power...



1 Stand side-on with your shoulders pointing in the direction you want to throw. Turn your body and reach back with a straight arm...

DRIVING

Driving is a long-range throw.

DRIVING GRIP

Press your four fingers inside the wall of the rim. Place your thumb on top of the disc and grip firmly, pinching the disc between your thumb and fingers.



1 Stand with your knees slightly bent in a comfortable position with your front foot pointing towards the basket...



2 Shift your weight to your back foot and bring the disc towards your body...



3 In the same motion, shift your weight forward again, spring off your back foot and spin the disc out of your hand towards the basket.

PUTTING

Putting is a short throw towards the basket.

PUTTING GRIP

Fan your fingers out wide the disc. Place your little finger against the inside of the rim and rest your index finger on the outside of the rim of the disc.

DISC GOLF BASKET
The hole in disc golf is the disc catching basket. The hole is complete when the disc comes to rest in the basket cage or chains.

Frisbee Golf Score Sheet

Hole	Par	Score Player 1	Score Player 2	Score Player 3	Score Player 4	Score Player 5
1	5					
2	4					
3	3					
4	4					
5	3					
6	3					
Total	22					



Abseiling

Assistant Leader Notes



Location:

Our abseil site is located at Raglan Falls in the Mt Cole State Forest. A vehicle is used to transport abseiling equipment to the car park and this vehicle remains near the site for emergency options.

Groups take approx. 30 minutes to walk to and from the site, so please ensure your group leaves at least 30 mins prior to your allocated start time. There is a separate **Abseil Walk Card** to assist you with the walk.

Specialist Instructor responsibility:

The CHC appointed *Specialist Instructor* is the Abseil Site Manager and is responsible for the technical and safety related aspects of the activity whilst at the Abseil Site.

Assistant Leader (Teacher) is responsible for:

- ✓ First aid – either as the primary first aid responder, or in initiating first aid responsibility to the clients nominated first aider.
- ✓ Communication- Ensuring they have a Telstra network mobile phone and Cave Hill Office contact details whilst walking to and from the abseil site (03) 53497381
- ✓ Supplying an adequate first aid kit for the duration of the activity.
- ✓ Groups *Medical Forms* and any relevant medication. Please inform the Specialist Instructor of any issues of medical risk (eg – anaphylaxis, asthma, heart condition, seizures, etc).
- ✓ Ensuring relevant medications are present – Asthma, Anaphylaxis
- ✓ Participants on the walk to and from the abseil site - please use the **Abseil Walk Card**.
- ✓ Supervising your group in the waiting area if participants from the prior group are still abseiling.
- ✓ Behavioral issues and group management of all participants whilst at the Abseil Site.

Pre Activity:

- ✓ Ensure you have a charged Telstra mobile phone and emergency contacts for communications whilst off site – CHC can provide upon request.
- ✓ Have your groups *Medical Forms* and any relevant medication at hand.
- ✓ Have a First Aid Kit. This is the responsibility of the Assisting Leader (teacher).
- ✓ Please ensure that all students have the required personal equipment - Water bottle, we recommend participants wear long trousers (3/4 length or longer), and sturdy closed toed shoes. Students also require weather appropriate clothing (sunhat and sunscreen in warm weather; warm, waterproof clothing in cold and wet weather)

End of Activity:

- ✓ Please assist the Specialist Instructor by ensuring all harnesses are fully loosened – keep them out of the dirt and place in designated area.
- ✓ Ensure all helmets, gloves, figure 8's and carabineers are returned to the designated area.
- ✓ Ensure site is clear of any participant's belongings prior to their departure.
- ✓ Ensure you have all participants prior to departure. Take your time on the descent back to the carpark as it is quite steep in initial stages - stay together as a group.
- ✓ Don't forget the right hand turn off 100 meters after crossing the bottom creek - otherwise you will continue along the 21 km Beeripmo Walk towards Richards Campground.

Emergency Contingent:

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

All areas at the site and en route have reliable Telstra range and the Specialist Instructor and Assisting Leader shall have Emergency Contacts. The Assisting Leader is responsible for First Aid and shall assume primary First Aid responsibilities, however the Specialist Instructor may assume First Aid or emergency response in accordance with *First Aid Standard of Care* and *Good Samaritan Laws* if deemed necessary.

Weather Conditions:

Abseiling may be cancelled in the event of high fire danger, high wind, lightning, extreme temperatures, or heavy rain. This is to be done at the discretion of Manager of Outdoor Operations, Specialist Instructor or CHC Management.

Abseil Walk Card

Please ensure that you depart for abseiling 40 minutes prior to the scheduled activity time.



Abseil Walk Map and Directions:

Cave Hill Creek has placed our own Green Arrows along your Abseil Walk. At every intersection, there is an arrow to assist you. Others have been added to assure you that you are on the right track 😊

- ❖ Begin by walking out of the courtyard accommodation to the Cave Hill Creek main driveway.
- ❖ Walk 150 metres to the welcome sign at the front gate.
- ❖ Cross the road and straight through the little track into the paddock.
- ❖ Turn Right and walk for about 48 normal steps 😊 Veer Left onto the vague grass 4wd track - *pictured right* - you will see a small post with a green arrow to assist.
- ❖ Continue walking past the bottom side of the small dam in the middle of the paddock.
- ❖ Follow this track until you come to a set of parallel logs. Follow this track into the bush.
- ❖ After 50 metres **turn right** at the fork in the track, and walk another 100 m to the gate.



- ❖ Exit the gate and **follow the road straight ahead** - *pictured left*. Follow this dirt road for 600 metres (*about 10 minutes*) until you reach a car park at the end of the road - regroup here before continuing.
- ❖ There is a *Central Highlands Water Authority* gate with a path on the right. Walk around the gate and after only 20 meters you will see some Blue Water Pipes. **Take the left track** to avoid the uneven rocks and vertical drop on your right. A leader should be at the front and a responsible leader or participant at the back for this bit. Take it slowly and watch your footing.

- ❖ Cross the small weir, up the track for 10 metres, and **turn left at the trail junction**.
- ❖ Now **follow the Orange Triangle Trail Markers** (The Beeripmo Walk) and continue zig zagging uphill to the top of the lookout (Raglan Falls).

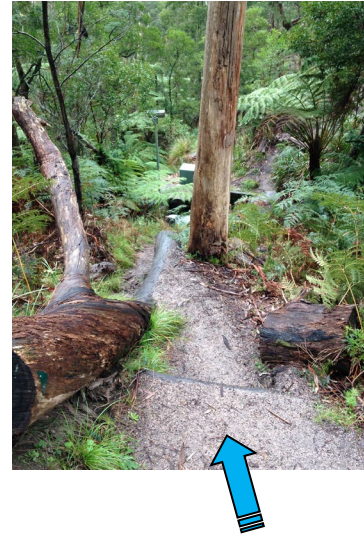
NOTE - If there is still a group abseiling, please remain at the **base** of the Abseil Site

Thank you.

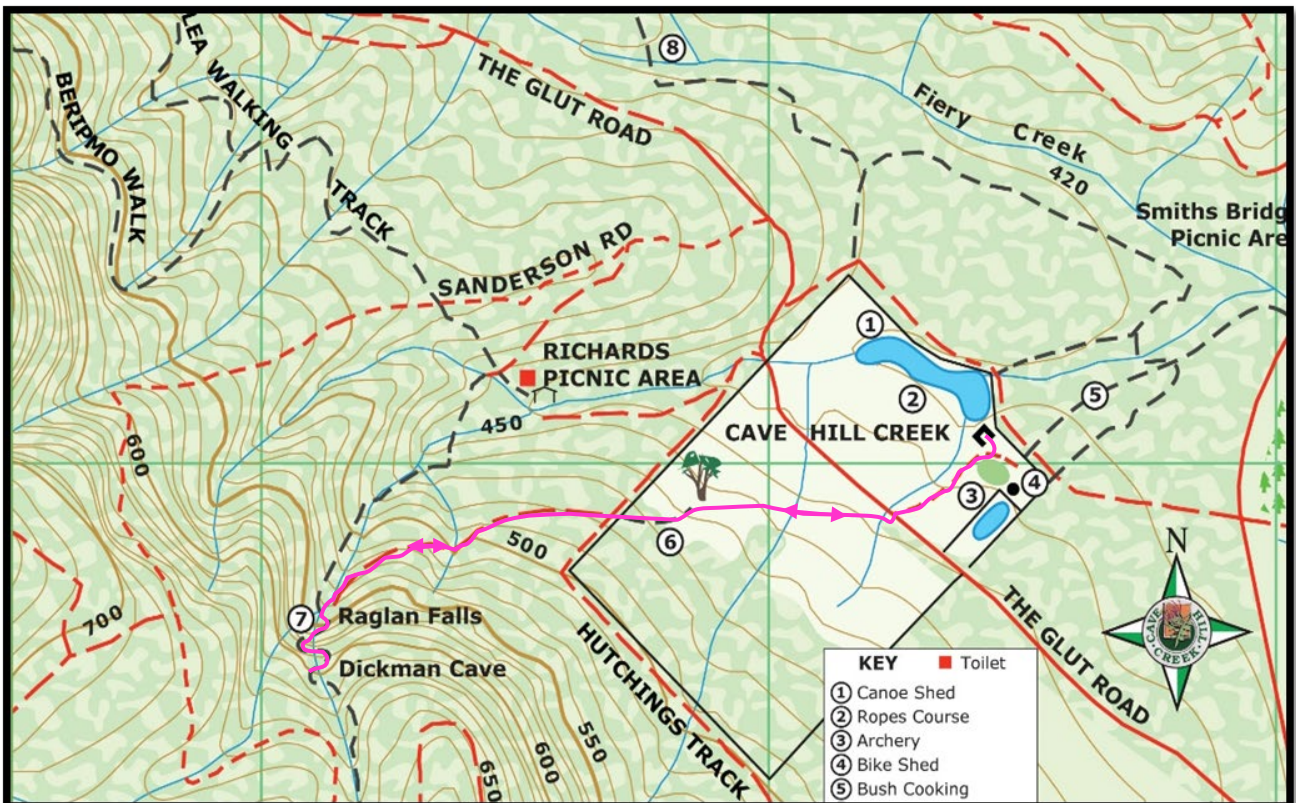


Return Walk:

On your return, make sure you remember to take the **Right Hand Turn** (pictured below and right) back down to the *Central Highlands Water Catchment Area* and Carpark – pictured *here*.



Return down via Water Catchment / Weir, and back down the road you walked up.



If you need assistance during your walk to or from the Abseil site, please, do not hesitate to call Cave Hill Creek for support on (03) 5349 7381

Biking

Assistant Leader Notes

Location:

Your Biking Specialist Instructor will meet you near Lake View Lodge or the Glamping Village. The bike shed and pump track are located by walking down the right hand side of the lake. The biking session takes participants out into the state forest.

Specialist Instructors responsibility:

The CHC appointed *Specialist Instructor* is responsible for the technical aspects of student experience and safety whilst biking. It is their responsibility to ensure that they are up to date with current emergency responses and requirements for this role.

Assistant Leader (Teacher) is responsible for:

- ✓ First aid – either as the primary first aid responder, or in initiating first aid responsibility to the clients nominated first aider.
- ✓ Groups *Medical Forms* and any relevant medication. Please inform the Specialist Instructor of any relevant medical issues and ensure relevant medication is present. (eg – asthma, heart condition, seizures, anaphylaxis, etc).
- ✓ Behavioral issues and group management of all participants whilst biking.

Please note:

Guidelines suggest that there should be one Specialist Instructor and one Assisting Leader (Teacher) who are responsible for the group at all times. Therefore, a group going offsite should have an assisting leader present.

However, if there are inexperienced riders, there may be a discussion with the specialist instructor, and a decision for another assisting leader to remain onsite with full duty of care for these participants.

Pre Activity:

- ✓ Have your groups *Medical Forms* and any relevant medication at hand.
- ✓ Telstra phone, emergency contacts and a personal first aid kit is strongly recommended.
- ✓ Ensure that all students have the required personal equipment: Closed toed shoes and weather appropriate clothing (sunhat and sunscreen in warm weather; warm, waterproof clothing in cold and wet weather).

Emergency Contingent:

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

CHC Forest Trails can take participants away from the support of the Main Buildings. As such, it is required that all groups carry a minimal First Aid Kit, charged Telstra Phone and emergency contacts on all forest trails – In addition Cave Hill Creek Specialist Instructors shall carry a Bike Kit with such items.

The Assisting Leader (Teacher) is responsible for First Aid and shall assume primary First Aid responsibilities, however, the Specialist Instructor may assume First Aid or emergency response in accordance with First Aid *Standard of Care* and if deemed necessary if the instructor has a higher level of first aid training than the Assisting Leader.

The Specialist Instructor shall be aware of access points on their selected routes should vehicle support be required.

Weather Conditions: Biking may be cancelled in the event of lightning, high fire danger, high winds, extreme temperatures, or heavy rain. This is to be done at the discretion of Manager of Outdoor Operations, Specialist Instructor or CHC Management.



Canoeing

Assistant Leader Notes

Location:

Your Canoeing Specialist Instructor will meet you near your accommodation. The lake is only 50 meters from the CHC Main Buildings at its closest point and 300 meters at its furthest. The canoe shed is at the far end of our lake and accessed via walking around the right hand side of the lake and following the lake's edge.

Specialist Instructors responsibility:

The CHC appointed *Specialist Instructor* is the Lake Site Manager and is responsible for the technical and safety related aspects of the activity whilst canoeing. In the event a canoeing rescue situation arises the Specialist Instructor prioritizes this and the Assisting Leader is to gather and manage the other participants.

Assistant Leader (Teacher) is responsible for:

- ✓ First aid – either as the primary first aid responder, or in initiating first aid responsibility to the clients nominated first aider.
- ✓ Groups *Medical Forms* and any relevant medication. Please inform the Specialist Instructor of any relevant medical issues (eg – asthma, heart condition, seizures, anaphylaxis, etc).
- ✓ Ensure any weak / non swimmers are identified and the Specialist Instructor is notified.
- ✓ Behavioral issues and group management of all participants whilst canoeing and to assist the specialist instructor on the water.
- ✓ In the event a canoeing rescue situation arises, the Assisting Leader is to ensure the rest of the group is managed appropriately while the Specialist Instructor initiates rescue assistance.



Pre Activity:

- ✓ Have your groups *Medical Forms* and any relevant medication at hand.
- ✓ Ensure that all students have the required personal equipment – Closed toed shoes that can get wet, weather appropriate clothing (sunhat and sunscreen in warm weather; warm, waterproof clothing in cold and wet weather)
- ✓ Carry a first aid kit with you.

End of Activity:

- ✓ Please support the Specialist Instructor in assisting participants exit from the water and appropriate storing of equipment.
- ✓ Ensure you have all participants prior to walking the group back to the main buildings.

Emergency Contingent:

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

The lake is never more than 300 meters from the CHC Main Buildings and therefore communication and support is both accessible and reliable. The Assisting Leader is responsible for First Aid and shall assume primary First Aid responsibilities, however, the Specialist Instructor may assume First Aid or emergency response in accordance with First Aid *Standard of Care* and *Good Samaritan Laws* if deemed necessary.

Weather Conditions:

Canoeing may be cancelled in the event of lightning, high winds, extreme temperatures, or heavy rain. This is to be done at the discretion of Manager of Outdoor Operations, Specialist Instructor or CHC Management.



Crate Stack

Assistant Leader Notes



Location:

Your Crate Stack Specialist Instructor will meet you near Lake View Lodge or The Glamping Village. Cave Hill Creek's Crate Stack activity is located at the far end (Western End) of the lake past the bike shed, approximately 300m from the main buildings. Accessed via the walking track on the Northern side of the lake, walk down the path past the outdoor pavilion, around the lake and past the bouldering wall, where you will then see the Crate Stack. The activity utilizes a purpose-built Challenge Ropes course installed by a specialist. With surrounding trees regularly inspected by arborists.

The Crate Stack element is made up of 2 vertical 15.5m high poles embedded approximately 16 meters apart. At Crate Stack participants are tethered by belay rope through the belay bank, with a belay team wearing harnesses. Crate Stack involves participants working at height above 2m from the ground. All participants wear climbing harnesses and helmets. Non-climbers assist with belaying. Crate stack is led by a single qualified specialist instructor with an assisting leader.

Specialist Instructor responsibility:

The Cave Hill Creek appointed *Specialist Instructor* is responsible for the technical and safety related aspects of the activity whilst at the activity site.

Assistant Leader (Teacher) is responsible for:

- ✓ First aid – either as the primary first aid responder, or in initiating first aid responsibility to the group's nominated first aider.
- ✓ Groups *Medical Forms* and any relevant medication. Please inform the Specialist Instructor of any issues of medical risk (eg – anaphylaxis, asthma, heart condition, seizures, etc).
- ✓ Participants on the walk to and from the activity site.
- ✓ Supervising group participants not actively engaged with the activity, and ensuring they wait and observe the activity from a safe distance (at least 5 m).
- ✓ Behavior and group management of all participants whilst at the activity site.

Pre-Activity:

- ✓ Ensure you have all of your group before departing for the activity.
- ✓ Have your groups *Medical Forms* and any relevant medication at hand.
- ✓ Ensure you have a First Aid Kit
- ✓ Please ensure that all students have the required personal equipment - Water bottle, we recommend long trousers (3/4 length or longer) if available, sturdy closed toed shoes, and weather appropriate clothing (sunhat and sunscreen in warm weather; warm, waterproof clothing in cold and wet weather)

End of Activity:

- ✓ Ensure all harnesses are fully loosened – keep them out of the dirt and returned to the designated area.
- ✓ Ensure all helmets, gloves and carabineers are returned to the designated area.
- ✓ Ensure site is clear of any participant's belongings prior to their departure.
- ✓ Ensure you have all participants prior to departure.

Emergency Contingent:

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

All areas of the site have reliable Telstra mobile service and the Specialist Instructor and Assisting Leader shall have emergency contact numbers. The Assisting Leader is responsible for First Aid and shall assume primary first aid responsibilities, however the Specialist Instructor may assume First Aid or emergency response in accordance with *First Aid Standard of Care* and *Good Samaritan Laws* if deemed necessary.

Weather Conditions: Crate Stack may be cancelled in the event of high wind, lightning, extreme temperatures, or heavy rain. This is to be done at the discretion of Manager of Outdoor Operations, Specialist Instructor or Cave Hill Creek Management.



LIVE THE OUTDOORS

Giant's Ladder

Assistant Leader Notes



Location:

Your Giant's Ladder Specialist Instructor will meet you near the Lake View Lodge or The Glamping Village. Cave Hill Creek's Giant's Ladder activity is located at the far end (Western end) of the lake past the bike shed. Accessed via the walking track on the Northern side of the lake, walk down the path past the pavilion, around the lake and past the bouldering wall where you will then see the Giant's Ladder.

The Giants Ladder element is made up 13 rungs between 2 vertical 15.5m high poles embedded approximately 5 meters apart. This activity involves participants working at height > 2m from the ground. All participants wear climbing harnesses and helmets. Climbers are tethered to a belay rope that is threaded through a belay bank. Non-climbers assist with belaying. Giant's Ladder is led by a single qualified specialist instructor with an assisting leader.

Specialist Instructor responsibility:

The Cave Hill Creek appointed *Specialist Instructor* is responsible for the technical and safety related aspects of the activity whilst at the activity site.

Assistant Leader (Teacher) is responsible for:

- ✓ First aid – either as the primary first aid responder, or in initiating first aid responsibility to the group's nominated first aider.
- ✓ Groups *Medical Forms* and any relevant medication. Please inform the Specialist Instructor of any issues of medical risk (e.g. – anaphylaxis, asthma, heart condition, seizures, etc.).
- ✓ Participants on the walk to and from the activity site.
- ✓ Supervising group participants not actively engaged with the activity, and ensuring they wait and observe the activity from a safe distance
- ✓ Behavior and group management of all participants whilst at the activity site.

Pre-Activity:

- ✓ Ensure you have all of your group before departing for the activity.
- ✓ Have your groups *Medical Forms* and any relevant medication at hand.
- ✓ Ensure you have a First Aid Kit
- ✓ Please ensure that all students have the required personal equipment - Water bottle, sturdy closed toed shoes, and weather appropriate clothing (sunhat and sunscreen in warm weather; war, waterproof clothing in cold and wet weather, we recommend participants wear long trousers 3/4 length or longer)



End of Activity:

- ✓ Ensure all harnesses are fully loosened – keep them out of the dirt and returned to the designated area.
- ✓ Ensure all helmets, gloves and carabineers are returned to the designated area.
- ✓ Ensure site is clear of any participant's belongings prior to their departure.
- ✓ Ensure you have all participants prior to departure.

Emergency Contingent:

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

All areas of the site have reliable Telstra mobile service and the Specialist Instructor and Assisting Leader shall have emergency contact numbers. The Assisting Leader is responsible for First Aid and shall assume primary first aid responsibilities, however the Specialist Instructor may assume First Aid or emergency response if deemed necessary.

Weather Conditions:

Giant's Ladder may be cancelled in the event of high wind, lightning, extreme temperatures, or heavy rain. This is to be done at the discretion of Manager of Outdoor Operations, Specialist Instructor or Cave Hill Creek Management.



Possum Glider

Assistant Leader Notes



Location:

Your Possum Glider Specialist Instructor will meet you near Lake View Lodge or The Glamping Village. Cave Hill Creek's Possum Glider activity is located at the far end (Western End) of the lake past the bike shed. Accessed via the walking track on the Northern side of the lake, walk down the path past the outdoor pavilion, around the lake and past the bouldering wall where you will then see the Possum Glider. The activity utilizes a purpose-built Challenge Ropes course installed by a specialist. Surrounding trees are regularly inspected by arborists.

The Possum Glider element is made up of 2 vertical 15.5m high poles embedded approximately 16 meters apart. At the Possum Glider participants are tethered by belay rope, with a belay team wearing harnesses. This activity involves participants working at height above 2m from the ground. All participants wear climbing harnesses and helmets. Non-climbers assist with belaying. Possum Glider is led by a single qualified specialist instructor with an assisting leader.

Specialist Instructor responsibility:

The Cave Hill Creek appointed *Specialist Instructor* is responsible for the technical and safety related aspects of the activity whilst at the activity site.

Assistant Leader (Teacher) is responsible for:

- ✓ First aid – either as the primary first aid responder, or in initiating first aid responsibility to the group's nominated first aider.
- ✓ Groups *Medical Forms* and any relevant medication. Please inform the Specialist Instructor of any issues of medical risk (e.g. – anaphylaxis, asthma, heart condition, seizures, etc.).
- ✓ Participants on the walk to and from the activity site.
- ✓ Supervising group participants not actively engaged with the activity, and ensuring they wait and observe the activity from a safe distance (at least 5 m).
- ✓ Behavior and group management of all participants whilst at the activity site.

Pre-Activity:

- ✓ Ensure you have all of your group before departing for the activity.
- ✓ Have your groups *Medical Forms* and any relevant medication at hand.
- ✓ Ensure you have a First Aid Kit
- ✓ Please ensure that all students have the required personal equipment - Water Bottle, Long Trousers (3/4 length or longer) are recommended, sturdy closed toed shoes, and weather appropriate clothing (sunhat and sunscreen in warm weather; warm, waterproof clothing in cold and wet weather)

End of Activity:

- ✓ Ensure all harnesses are fully loosened – keep them out of the dirt and returned to the designated area.
- ✓ Ensure all helmets, harnesses and carabineers are returned to the designated area.
- ✓ Ensure site is clear of any participant's belongings prior to their departure.
- ✓ Ensure you have all participants prior to departure.

Emergency Contingent:

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments. All areas of the site have reliable Telstra mobile service and the Specialist Instructor and Assisting Leader shall have emergency contact numbers. The Assisting Leader is responsible for First Aid and shall assume primary first aid responsibilities, however the Specialist Instructor may assume First Aid or emergency response in accordance with First Aid *Standard of Care* and *Good Samaritan* Laws if deemed necessary.

Weather Conditions:

Possum Glider may be cancelled in the event of high wind, lightning, extreme temperatures, or heavy rain. This is to be done at the discretion of Manager of Outdoor Operations, Specialist Instructor or Cave Hill Creek Management.

Vertical Challenge

Assistant Leader Notes

Location:

Your Vertical Challenge Specialist Instructor will meet you near the Lake View Lodge or The Glamping Village. Cave Hill Creek's Vertical Challenge is located at the far end (Western end) of the lake past the bike shed. Accessed via the walking track on the Northern side of the lake, walk down the path past the outdoor pavilion, around the lake and past the bouldering wall where you will then see the High Ropes and Vertical Challenge.

A purpose-built Challenge Ropes course installed by a specialist made up of 2 vertical 15.5m high poles embedded approximately 4.5 meters apart. A rope ladder, tyre climb, cargo net and climbing wall make up the four elements of the Vertical Challenge. This activity involves participants working at height >2m from the ground. All participants wear climbing harnesses and helmets. Climbers are tethered to a belay rope that is threaded through a belay bank. Non-climbers assist with belaying. The Vertical Challenge is led by a single qualified specialist instructor with an assistant leader.

Specialist Instructor responsibility:

The Cave Hill Creek appointed *Specialist Instructor* is responsible for the technical and safety related aspects of the activity whilst at the activity site.

Assistant Leader (Teacher) is responsible for:

- ✓ First aid – either as the primary first aid responder, or in initiating first aid responsibility to the group's nominated first aider.
- ✓ Groups *Medical Forms* and any relevant medication. Please inform the Specialist Instructor of any issues of medical risk (e.g. – anaphylaxis, asthma, heart condition, seizures, etc).
- ✓ Participants on the walk to and from the activity site.
- ✓ Supervising group participants not actively engaged with the activity, and ensuring they wait and observe the activity from a safe distance (at least 5 m).
- ✓ Behaviour and group management of all participants whilst at the activity site.



Pre-Activity:

- ✓ Ensure you have all of your group before departing for the activity.
- ✓ Have your groups *Medical Forms* and any relevant medication at hand.
- ✓ Ensure you have a First Aid Kit
- ✓ Please ensure that all students have the required personal equipment - Water bottle, sturdy closed toed shoes, and weather appropriate clothing (sunhat and sunscreen in warm weather; warm, waterproof clothing in cold and wet weather, we recommend participants wear long trousers 3/4 length or longer)

End of Activity:

- ✓ Ensure all harnesses are fully loosened – keep them out of the dirt and returned to the designated area.
- ✓ Ensure all helmets, gloves and carabineers are returned to the designated area.
- ✓ Ensure site is clear of any participant's belongings prior to their departure.
- ✓ Ensure you have all participants prior to departure.

Emergency Contingent:

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

All areas of the site have reliable Telstra mobile service and the Specialist Instructor and Assisting Leader shall have emergency contacts. The Assisting Leader is responsible for First Aid and shall assume primary first aid responsibilities, however the Specialist Instructor may assume First Aid or emergency response as necessary.

Weather Conditions:

Vertical Challenge may be cancelled in the event of high wind, lightning, extreme temperatures, or heavy rain. This is to be done at the discretion of Manager of Outdoor Operations, Specialist Instructor or Cave Hill Creek Management.



LIVE THE OUTDOORS

Raft Building

Assistant Leader Notes



Location:

Your Raft Building Specialist Instructor will meet you near your Lake View Lodge or the Glamping Village. Raft Building is accessed via walking along the trail on the left hand side of the lake. Continue beyond the Low Ropes course and as you drop down the slope towards the far end of the lake you will see a cleared area and rack with timber and large blue barrels – this is the Raft Building Site.

The end of the lake nearest the canoe shed is shallow water gradually sloping to deep water (maximum depth 3 meters) near the camp buildings.

Specialist Instructor responsibility:

The CHC appointed *Specialist Instructor* is the Lake Site Manager and is responsible for the technical and safety related aspects of the activity whilst Raft Building.

Raft building requires direct supervision by a leader with swimming qualifications. eg Bronze Medallion, Austswim or equivalent, pre-approved by CHC Manager of Outdoor Operations if to be a teacher led activity.

PFD's must be worn when entering the water (on or off raft).

Assistant Leader (Teacher) is responsible for:

- ✓ First aid – either as the primary first aid responder, or in initiating first aid responsibility to the clients nominated first aider.
- ✓ Groups *Medical Forms* and any relevant medication. Please inform the Specialist Instructor of any issues of medical risk (eg – anaphylaxis, asthma, heart condition, seizures, etc).
- ✓ Behavioral issues and group management of all participants whilst at the Raft Building Site.

Pre Activity:

- ✓ Have your groups *Medical Forms* and any relevant medication at hand.
- ✓ Ensure that all students have the required personal equipment – closed toed shoes that can get wet, drink bottle, weather appropriate clothing (sunhat and sunscreen in warm weather; warm, waterproof clothing in cold and wet weather)

During Activity:

Please support the process of effective and respectful communication and assist participants with their engagement if required.

End of Activity:

- ✓ Please support the Specialist Instructor in assisting participants exit from the water.
- ✓ Assist in the correct deconstruction of rafts and correct storing of equipment and resources.
- ✓ Ensure you have all participants prior to walking the group back to the main buildings.

Emergency Contingent:

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

The Raft Building Site is 200 meters from the CHC Main Buildings and therefore communication and support is both accessible and reliable. The Assisting Leader is responsible for First Aid and shall assume primary First Aid responsibilities, however, the Specialist Instructor may assume First Aid or emergency response in accordance with First Aid *Standard of Care* and *Good Samaritan* Laws if deemed necessary.

There is a **support canoe** with paddle and spare PFD located at the Raft Building Site whilst the activity is facilitated. This is ready to respond and support any water based incident.

Weather Conditions:

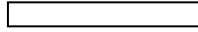
Raft Building may be cancelled in the event of lightning, high winds, extreme temperatures, or heavy rain. This is to be done at the discretion of Manager of Outdoor Operations, Specialist Instructor or CHC Management.

Possible Raft Designs

Introductory Approach:

Using holes and ropes – knot knowledge limited

Timber planks =



Timber deck =



Tie holes =



Plastic barrels =

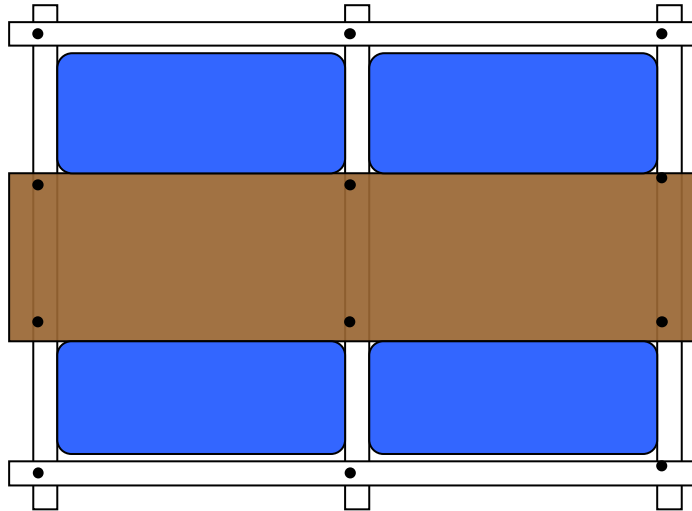


Rope =



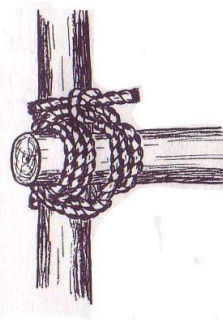
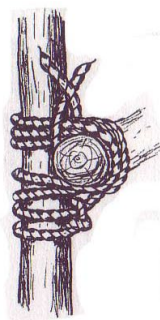
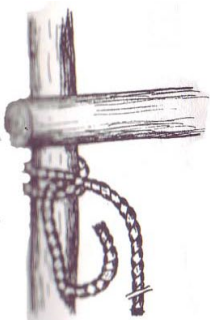
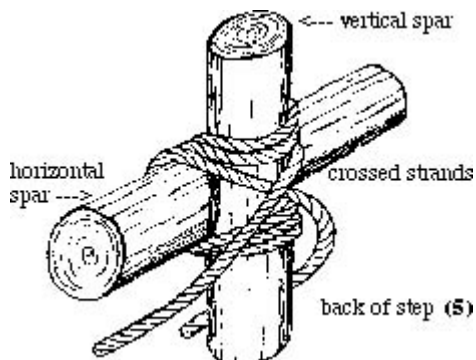
OR

Use rope ties, timber planks and timber deck to create your own raft designs.



Advanced Approach:

Using knots to fix planks together, rather than the holes provided. There are 2 similar approaches pictured below:





LIVE THE OUTDOORS

Raft Play

Assistant Leader Notes



Location:

Your Raft Play specialist Instructor will meet you in the Dining Room unless otherwise arranged. The lake is only 50 meters from the CHC Main Buildings at its closest point and 300 meters at its furthest. The Raft Play Activity is to take place in the deep end of the lake closest to the CHC Main Buildings.

Qualifications of the Specialist Activity Instructor group leader: Due to the nature of this activity being “Play” Qualifications will reflect or exceed Sea Kayak instructor, swift water rescue qualifications, Flat water canoe Qualifications, Swimming qualifications relevant to Royal Life saving Surf Bronze or equivalency demonstrated by logged hours on the water as a guide or instructor.

Assisting Leader (Teacher) is responsible for:

- ✓ First aid – either as the primary first aid responder, or in initiating first aid responsibility to the clients nominated first aider.
- ✓ Groups *Medical Forms* and any relevant medication. Please inform the Specialist Instructor of any relevant medical issues (eg – asthma, heart condition, seizures, anaphylaxis, etc).
- ✓ Ensure any weak / non swimmers are identified and the Specialist Instructor is notified.
- ✓ Behavioral issues and group management of all participants whilst engaged in Raft Play.
- ✓ In the event a raft play rescue situations arises, the Assisting Leader is to ensure the rest of the group is managed appropriately while the Specialist Instructor initiates rescue assistance.

Pre Activity:

- ✓ Have your groups *Medical Forms* and any relevant medication at hand.
- ✓ Ensure that all students have the required personal equipment – Sunscreen, sunhat and closed toed shoes that can get wet.
- ✓ Carry a first aid kit with you.
- ✓ If it is a cold or wet day, participants will need something warm / water proof to wear.

End of Activity:

- ✓ Please support the Specialist Instructor in assisting participants exit from the water and appropriate storing of equipment.
- ✓ Ensure you have all participants prior to walking the group back to the main buildings.

Emergency Contingent:

The information provided in this card forms part of Cave Hill Creek’s standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

The lake is never more than 300 meters from the CHC Main Buildings and therefore communication and support is both accessible and reliable. The Assisting Leader is responsible for First Aid and shall assume primary First Aid responsibilities, however, the Specialist Instructor may assume First Aid or emergency response in accordance with *First Aid Standard of Care* and *Good Samaritan Laws* if deemed necessary.

Weather Conditions:

Raft Play may be cancelled in the event of lightning, high winds, extreme temperatures, or heavy rain. This is to be done at the discretion of MOO, Specialist Instructor or CHC Management.

Swimming

Assistant Activity Instructor Notes

Location:

Your Swimming Specialist Instructor will meet you in the dining / recreation room unless otherwise arranged.

The lake is only 50 meters from the main buildings at its closest point and 300 meters at its furthest. The canoe shed is at the far end of our lake and accessed via walking around the northern edge of the lake.

Specialist Instructors responsibility:

The Cave Hill Creek appointed *Specialist Instructor or nominated swimming life guard*, is responsible for the technical and safety related aspects of the activity whilst swimming. In the event a swimming rescue situation arises the Specialist Instructor prioritizes this and the Assisting Leader is to gather and manage the other participants.

Assisting Leader is responsible for:

- ✓ First aid – either as the primary first aid responder, or in initiating first aid responsibility to the clients nominated first aider.
- ✓ Groups *Medical Forms* and any relevant medication. Please inform the Specialist Instructor of any relevant medical issues (eg – asthma, heart condition, seizures, anaphylaxis, etc).
- ✓ Ensure any weak / non-swimmers are identified and the Specialist Instructor is notified.
- ✓ Behavior and group management of all participants whilst Swimming.
- ✓ In the event a swimming rescue situation arises, the Assisting Leader is to ensure the rest of the group is managed appropriately while the Specialist Instructor initiates rescue assistance.

Pre Activity:

- ✓ Have your groups *Medical Forms* and any relevant medication at hand.
- ✓ Ensure that all students have the required personal equipment – bathers, sunscreen, sunhat and closed toed shoes and clothes that can get wet are recommended.



End of Activity:

- ✓ Please support the Specialist Instructor in assisting participants exit from the water and appropriate storing of any additional equipment.
- ✓ Ensure you have all participants prior to walking the group back to the main buildings.

Emergency Contingent:

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

The lake is never more than 300 meters from the main buildings and therefore communication and support is both accessible and reliable. The Assisting Leader is responsible for First Aid and shall assume primary First Aid responsibilities, however, the Specialist Instructor may assume First Aid or emergency response in accordance with *First Aid Standard of Care* and *Good Samaritan Laws* if deemed necessary.

Weather Conditions:

Swimming may be cancelled in the event of lightning, high winds, extreme temperatures, or heavy rain. This is to be done at the discretion of Manager of Outdoor Operations, Specialist Instructor or Cave Hill Creek Management.

CHC **trigger points** for cancellation of swimming are:

- Wind speed 50+ km/hr: Beaufort Wind Scale Force 6: Strong breeze – large tree branches moving.
- Lightning activity within 10 km of CHC – (30 / 30 Rule): when *under 30 seconds from lightening and its associated thunder clap*, participants are to begin making their way back towards the Main Buildings.