
CYC
WAIHOLA
DIRECTORS
MANUAL

CONTENTS

1. STAFF CONTACTS 3
2. MANUAL COLOUR KEY 3
3. FOUNDATION AND PURPOSE 3
4. DIRECTOR'S ROLE & REQUIREMENTS 3
5. VOLUNTEERS TO HAVE AT YOUR CAMP 4
6. RATIOS 5
7. MODEL PLANNING TIMELINE & DUTY GROUPS 5
8. PLANNING & RUNNING ACTIVITIES 6
9. CAMP WEEK GUIDELINES 6

CYC Waihola exists to share the hope of Christ through outdoor adventure and Christian Camping.

Thank You!
Firstly, thank you so much for choosing to volunteer your time here at CYC Waihola. We thank God that you are here to serve alongside us and hopefully make an eternal impact on the lives of our campers. We can't run camps without our awesome volunteers.

1. STAFF CONTACTS

Ministry Coordinator (Annalise): kidscamps@cycwaihola.org.nz or 027 527 0493
Activity Coordinator (Esther): activities@cycwaihola.org.nz
Operations Manager (Anna): manager@cycwaihola.org.nz or 027 529 8586

If you have any feedback, encouragement or complaints - please also feel free to fill out a form at the bottom of our "Volunteers" page on the CYC website.

2. MANUAL COLOUR KEY

This manual is designed to equip you to lead well as a camp director.
Green markers apply mainly to **junior camps** (ages 8–12)
Purple markers apply mainly to **teenage camps** (ages 13–17)

3. FOUNDATION AND PURPOSE

CYC Waihola is an interdenominational, Bible-focused, evangelistic camp committed to sharing the Gospel with children and teenagers so they may come to know Christ. While our team comes from varied backgrounds, we are united in believing that true Christian growth comes through proclaiming God's grace in truth.

We hold to the central truths of the historic Christian faith and the message of the Protestant Reformation: salvation by grace alone, through faith alone, in Christ alone, revealed through Scripture alone, to the glory of God alone.

All camp directors and speakers must agree with this statement. If you cannot, we respectfully ask that you decline the role.

Our camps exist to share the Gospel and help young people develop a Christian life grounded in fellowship. This plays out in our 6 key purposes:

1. **Present the Gospel** – Clearly share the message of salvation at a level campers can understand, creating an environment where they can come to faith in Jesus.
2. **Build a Firm Foundation** – Encourage daily habits of reading God's Word, prayer, worship, witness, and service.
3. **Model Authentic Christian Living** – Choose leaders who genuinely live for Christ and can demonstrate this to campers.
4. **Develop Character** – Provide opportunities for personal growth and leadership development.
5. **Foster Fellowship** – Meet campers' spiritual needs through meaningful relationships at camp.
6. **Encourage Ongoing Faith** – Inspire campers to continue their Christian Walk by being involved in a local church, recognising camp as a supplement, not a replacement, for church life.

Everything we do, say, and teach at CYC flows from these purposes.

4. DIRECTOR'S ROLE & REQUIREMENTS

Our camps exist to share the Gospel and help young people develop a Christian life grounded in fellowship. The Camp Director is responsible to CYC Paid Staff and oversees Cooks, Speakers, Day Helpers, Camp Parents, Junior Leaders, and Junior Helpers.

Requirements

- A committed Christian who agrees fully with CYC Waihola's Statement of Faith
- Proven passion, qualities, and experience in children's ministry (preferably through CYC leadership)
- Team-oriented, creative, and able to problem-solve
- Ready to actively participate in camp life

Summary

The Director provides overall leadership, coordinating the team, offering guidance, and ensuring the smooth running of camp. They remain aware of all activities, approachable to leaders and campers, and genuinely care for the well-being of everyone.

How This Looks in Practice

Before Camp

- Liaise with the Ministry Coordinator for updates and planning
- Submit the camp programme (with wet weather options) for approval and adjust as needed
- Recruit cooks, speakers, and leaders (CYC staff can assist if needed)
- Request or source resources within the $500 camp budget
- Be familiar with the Ministry Camps Policy and Director's Manual

During Camp

- Ensure the camp programme runs smoothly and on time
- Maintain high standards of behaviour and assist leaders with discipline issues
- Address camper concerns, escalating serious matters to the Ministry Coordinator or Operations Manager
- Monitor cleanliness, hygiene, safety, and activity supervision
- Keep campers engaged to avoid boredom, conflict, or bullying
- Help settle campers at night and prevent unacceptable behaviour
- Maintain close contact with CYC Staff and report low supplies

After Camp

- Thank all volunteers
- Work with Paid Staff on appropriate follow-up for campers if needed
- Submit a written camp report using the provided template within a week of camp finishing
- Encourage volunteers (and yourself) to complete a feedback form

5. VOLUNTEERS TO HAVE AT YOUR CAMP

The tone of camp is set by its leaders, so much prayer should go into selecting them.

Essential Roles

- **Speaker** – Shapes the camp's spiritual tone, agrees with the Statement of Faith, and delivers age-appropriate Bible talks. For juniors (8–12), focus on Bible stories, visual aids, and interactive elements. Prepares short devotionals and daily memory verses.
- **Cook & Kitchen Helper** – Able to cater for large groups. Usually supported by a helper (provided by them or you).
- **Camp Parent / Day Helper** – A flexible "all-rounder" for tasks such as kitchen help, laundry, games, or acting roles. Provides a settling presence for children but leaves discipline to leaders.
- **Camp Nurse** – Holds current first aid certification, provides basic first aid, and administers medication.
- **Senior Leaders** – 18+ or experienced, lead a cabin group, sleep in cabins, run devotionals, and build relationships.
- **Junior Leaders** – 16–18 or less experienced, assist Senior Leaders in cabins.

Optional Roles

- **Program Director** – Supports you in planning and running the programme, sourcing resources, and ensuring it runs smoothly.
- **Leaders in Training (LITs)** – Not counted in ratios but show leadership potential. Can be a third leader in a cabin.

If any roles are unfilled, notify CYC Staff promptly.

6. RATIOS

Location	Camp Type	Max. Campers	Cabins Available	Beds per Cabin	Campers per Cabin	Min. Leaders
Main Lodge	Junior	50	5	12	10	2
Main Lodge	Teenage	50	5	12	10	2
Homestead	Teenage	18	3	8	6	2

OSCAR approves of junior camps having a maximum number of 50 campers.

Leader Ratios:

- MINIMUM for camp to run is 1 leader to 10 campers.
- 2 police-vetted leaders must be in cabins overnight.
- No less than 2 leaders in an instance where a camper is solo.
- 1 leader to 5 campers for high-risk activities (like water activities).
- Offsite activities require a minimum of 1 leader to 8 campers.
- Ministry staff under 16 (including LITs) will not count toward leadership ratios.

7. MODEL PLANNING TIMELINE & DUTY GROUPS

Planning your Camp:

CYC staff will send you previous timetables for inspiration as you prepare your camp.

Initial Planning	• Check with CYC Staff to see if you're up to date on paperwork and training • Brainstorm camp themes (check our resource folder on Google Drive) • Get an approved list of leaders from CYC Staff – these are just starting suggestions, not an exhaustive list. You don't need to get all your leaders from here. • Brainstorm people to fill the camp roles outlined above and as soon as possible!
3 Months Out	• Finalise camp theme and let office know. This theme will apply the Gospel in a way campers remember. • Finalise your speaker and let them know they will need to write camper morning devotions as well. • Continue asking volunteers – being quick is key! This allows people to take time off work/uni and allows us to finish paperwork in the timeframe OSCAR requires us to. • Finish your paperwork and training (if needed)
4 Months Out	• Draft a timetable/program (organise enough activities to fill the week – ask us for any resources you need) • Follow up with your leaders and let CYC know asap if you are short of any roles. • Check in with speaker and make sure both of you are on track
1-2 Months Out	• You should have most things finalised in your camp programme. Submit this to Annalise for review. • Finalise your leaders and make sure CYC staff know. • Create a group (FB Messenger, WhatsApp, Email) for your volunteers and give them your timetable. Add staff into this. Delegate any necessary tasks to them (camp nurse, music, certain games/activities, crafts). Arrange a leader meeting the night before camp. • Ask our Activity Coordinator what RAMS and SOPs are needed for your activities. • Share any material from your speaker in the leaders group.
1 Week Out (enrolments close)	• Discuss with CYC staff as to whether you or them will do cabin/activity/duty groups. Sort by age and cabin requests. • Discuss health/behavioural concerns with Ministry Coordinator, pass onto any necessary leaders. • Make sure you rest, and have everything you need in order

Model Duty Group Assignment:
This has been made for 5 activity groups. If you have 4 groups, combine cooks' dishes/vege prep into same slot. For cooks' dishes, half the cabin does this before table setup, and the other half does them after the meal. This keeps congestion low.

	MON	TUES	WED	THUR	FRI
COOKS DISHES	Group 1	Group 5	Group 4	Group 3	Group 2
VEGE PREP	Group 2	Group 1	Group 5	Group 4	Group 3
CAMPER DISHES	Group 3	Group 2	Group 1	Group 5	Group 4
BATHROOMS	Group 4	Group 3	Group 2	Group 1	Group 5
TABLE SET UP/DOWN	Group 5	Group 4	Group 3	Group 2	Group 1

8. PLANNING & RUNNING ACTIVITIES

1. Contingency Plans

Always prepare wet weather backups with required paperwork. The Activities Coordinator can assist.

2. Core On-Site Activities

Archery & Air Rifles, Archery Tag, Bubble Balls, Zipline, Go Kart, Waterslide, Kayaking, Horse Riding (seasonal, pre-arranged). Coordinate training with the Activities Coordinator.

3. SOPs & Signoffs

Complete activity sign-off sheets. Use existing SOPs or request new ones from the Activities Coordinator.

4. Other Outdoor Options

Assault Course, Geocaching, Slacklining, Mountain Boards, Soccer, Team Initiatives. Some require RAMs forms.

5. Indoor Activities

Use the Main Lodge or Homestead lounge for crafts, talent quests, quizzes, etc. Ask the Senior Coordinator for ideas/resources.

6. Movies & Videos

Reserve for wet weather or downtime. Content must align with Christian values and be approved by the Senior Coordinator.

7. Special Interests & Crafts

Leverage leader skills or guest experts. Check supplies with the Ministry Coordinator or online resource list.

8. Off-Site Activities

- **Teen Camps** – wider off-site options allowed.
- **Junior Camps** – short walks, lake visits, local parks. Always seek Ministry Coordinator approval.

9. CAMP WEEK GUIDELINES

Night Before Camp

- Leader's meeting: get to know each other, review policies, timetable, sign volunteer staff agreements.
- Meet CYC Staff: finalise plan, discuss potential issues, brief camp nurse.
- Double check health & safety briefing and fire drill time.
- Orient new leaders; decorate spaces to match theme.
- Explain duties to new leaders. Get seasoned leaders to help.
- Assign fully licensed leaders for bus pickups.
- Pray together for the camp.

First Day & Registration

- Set up, pray with leaders before campers arrive.
- CYC Staff usually run registration; be ready to assist.
- Name labels, bunk allocation, games for early arrivals.
- Ensure all parents sign in campers and hand over meds/valuables.
- Ask about unnoted behavioural/medical needs.

- Notify CYC Staff of any non-arrivals.
- Health & Safety Briefing (CYC Staff), then director introduces leaders, rules, and programme.

Mealtime Procedures

- **Consistency:** Set expectations from the first meal. Campers wash hands, change dirty clothes.
- **Supervision:** Leaders sit with cabins.
- **Behaviour:** Stay seated until dismissed; no food throwing or table banging.
- **Meal Coordinator:** Appoint a daily meal leader to manage service/dismissal.
- **Cleanup:** Stack dishes neatly; scrape scraps onto one plate.
- **Dismissal:** Only when duties are assigned and understood.

Duties

- Duties are group-based, leaders included.
- Campers must stay until tasks are complete.
- Rosters posted in dining room.
- Rotate tasks daily.
- **Examples:**
    - **Campers' Dishes** – after each meal.
    - **Cooks' Dishes** – pots/utensils as directed.
    - **Dining Room** – set/clear tables, cutlery.
    - **Vegetables** – prep as needed.
    - **Sanitation** – clean toilets, basins, mirrors daily.

Night-Time Guidelines

- Sleep: 9–10 hrs juniors, 8 hrs teens.
- First night – set firm bedtime expectations.
- Routine: supper/story, toilet/quick shower, bed. Leaders patrol until lights out.
- Quiet time – no talking after lights out.
- Leaders sleep near doors for supervision.
- Disruptive campers – move cabins or to director's cabin (with proper supervision). Escalate persistent issues to CYC Staff.

Last Day

- Prep camp for departure; encourage last full-day showers.
- Avoid muddy games.
- Thank leaders, cooks, speakers at last meal.
- Take group photos; hand out after-camp flyers.

  Example schedule:
  7:00 Leaders meeting
  7:30 Devotions
  8:00 Pack & clean
  8:30 Breakfast
  9:00 Cleaning duties
  10:00 Morning talk
  11:00 Morning tea & cabin results
  12:00 Lunch
  1:30 Pick-up. Speak to any parents whose camper had an accident/incident/behavioural report written.
- Check pickup authorisation; return meds/pocket money.
- Display lost property (kept 2 months).
- Bus campers: label all items, senior leader oversees departure.
- Debrief with leaders after campers leave; take notes for camp report.

Post-Camp Responsibilities

- **Report** - Complete camp report (online or in folder). Include sign-in sheets, RAMs, accident reports, attendance lists, programme. Note leader strengths/weaknesses for future reference.
- **Follow up** - Pray for campers/leaders, mail campers where appropriate, coordinate with Ministry Coordinator for Christian interest follow-up.

By handling these tasks promptly and thoughtfully, you contribute to the ongoing success and improvement of future camps.

For a list of camp rules and guidelines for counselling a camper to salvation, consult your leader's manual and training.