

## Appendix 6: Birds NZ Field Camp – Generic Forms

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### Marketing:

There is now an email [youthcamp@birdsNZ.org.nz](mailto:youthcamp@birdsNZ.org.nz) – please contact Roger Sharp for the password.

### Places to Contact with promotional Flyers and Emails:

- All RRs in all Birds NZ Regions – then forwarded to all Birds NZ members.
- Previous attendees and Birds NZ Youth
- Secondary Schools – there is an online directory of contact details
- Forest and Bird Youth
- Local environmental groups

### Forms: (see generic samples – all to be signed by a parent and the attendee)

- General Information / Programme and Payment
- Gear / Equipment list
- Registration and Permission Form
- Medical Form
- Code of Behaviour Agreement Form
- Interest Form – for the participant
- At the conclusion of the camp: Evaluation Form – for the participant
- Health and Safety Guidelines – if requested by the parent

## **Birds New Zealand Youth Camp – (Date – Location)**

### **General Information / Programme and Payment**

#### **Introduction**

Since 2015 Birds New Zealand has been running camps for young people interested in birds. Mostly we learn by doing with a follow up classroom session in the evening to review the day gone and introduce the next. These camps provide an introduction to basic birding – finding, identifying recording and reporting the birds around them. We also demonstrate and give an opportunity to try survey techniques, catching and banding birds and the responsibilities that go with these activities.

It is a good chance for people to ask a lot of questions. Knowledge levels in the participants vary from basic to fairly comprehensive but we have something to offer all of them even though a number will have been on similar camps before. The most important things we do are to show people some really interesting birds and find like-minded friends of a similar age.

Camps are held in different places each year to make it easier for people throughout the country to attend, to see different places, different habitats and different birds. This year we will be hosted by the \_\_\_\_\_ Region of Birds New Zealand and will be birding in \_\_\_\_\_ (*what sort of habitats*) around \_\_\_\_\_ (*the Region*)

#### **Accommodation and Travel**

The \_\_\_\_\_ (*year*) Birds New Zealand Youth Camp will be based in \_\_\_\_\_ (*Region*). Place of venue, contact details of venue – general info re the venue e.g. - a lodge / hostel / tents etc.

Boys and girls will stay in separate rooms and there will be male and female supervisors sleeping on site too. We have a good kitchen crew and will be able to cater for most dietary requirements. We have a no alcohol policy for all supervisors and participants. There will be a safe place to lock up valuables.

Participants can be met from the airport / bus station and taken to \_\_\_\_\_ (*The venue*). Ride sharing is also a possibility – by personal arrangement. Please inform us of your travel arrangements so you can be met on arrival. Likewise, we will ensure participants meet their transport to go home in good time – again, if we know where people need to be and when.

Participants should arrive \_\_\_\_\_ (*Sunday date*) afternoon from after lunch. Hopefully there will be some time that afternoon for some field work. We aim to settle in quickly and start field work during the afternoon. At the end of our stay - If travel

arrangements and weather permit, we will be in the field for at least the first part of the Saturday morning before leaving.

The program may be adjusted if needed. Bad weather will be an opportunity for classroom activities.

Transport will be provided by adult supervisors in private vehicles and a hired van.

### **Program**

The program is weather sensitive and could also change for other logistical reasons

	Morning	Afternoon	Lessons
Sunday		Arrive	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday	Leave	Leave	

Subject to change

### **Payment**

The camp is partly funded through Birds New Zealand. The cost to participants this year is \$ \_\_\_\_pp - this is a contribution towards the cost of accommodation, meals, transport and other course costs.

Payment can be made by:

Online banking to:

Name of account: \_\_\_\_\_

Account number: \_\_\_\_\_ (please enter participants name and Youth Camp as reference)

or

Payment in cash at the start of the course but please let us know that this is intended.

Please contact [youthcamp@birdsnz.org.nz](mailto:youthcamp@birdsnz.org.nz) for further information and forms will be sent out on request. If wishing to attend; registration, medical and permission forms will need to be completed.

## Equipment List for the Birds New Zealand Youth Camp (Date)

<b>Essential</b>
<p>Sleeping bag  Day pack  Warm jacket  Waterproof rain jacket (ponchos also good as lightweight extra)  Warm clothes - fleece/jersey/thermals/T shirts – layers are good.  Warm hat, gloves and lots of socks (they may get wet)  3 complete sets of field clothes and one set for camp (spare dry clothes)  Sun hat / Beanie  Suitable footwear for walking – may get wet  Light shoes (for around the camp)  Sleep wear</p> <p>Torch (some activities may start or finish in the dark)  Head torch (if you have one)  Lunch box  Linen – Towel, pillow case  Toiletries  Sunscreen  Drink bottle  Any special medical needs  Notebook (always take your notebook) and pen  Each participant is asked to bring a tin of baking please (if possible)</p>
<b>Provided</b>
<p>First aid kits (other than your own specialist medication).  Plates, cutlery etc.</p>
<b>Optional</b>
<p>Binoculars – please try to bring  Phone if you have one (for Bird Atlassing using the ebird app)  Camera  Personal bird books – field guides  Alarm clock (or use phone)  Ear plugs  Own snacks...</p>

Suitable footwear: Tramping boots or sturdy walking shoes will be required. Comfortable footwear for at the camp - jandals or other slip on footwear might be good at camp as a “no shoes inside ” is likely. If going to swamps or wetlands old trainers near the end of their life would be ideal.

A day pack is to be carried by each participant on every field trip containing: full water bottle, a warm sweater, a beanie and rain jacket - even if the day is fine and warm the weather can always unexpectedly change.

Ordinary field clothes should mostly be suitable, there may be some risk of cuts and scratches from vegetation at times. The old tramping standard of shorts over polypropylene thermal leggings should provide good protection and is easy to walk in even when wet.

There should be comfortable, dry clothing to change into when people come back from the field, whether this be the gear for the next day or a different set of camp clothes.

Some sort of water proofing for gear would be good. Plastic rubbish bags or Mountain Safety Council bags make good pack liners. Smaller bags for dry clothing, cell phones and cameras etc are also recommended. A poncho keeps you and your pack dry but is not good in the wind or in thick bush.

Laundry facilities \_\_\_\_\_ *(state if there are laundry facilities available)*. Or you may do washing by hand so it would be worth having a good supply of clean dry socks and underwear.

*(Any other info you think relevant)*

## **Registration & Permission Form – Birds New Zealand Youth Camp**

### **(Location and Date)**

#### **Requirements**

- You must be aged **13 to 18** years old at the time of the camp
- A moderate level of fitness is required
- You must have the appropriate quantity and kinds of clothing and footwear (an equipment list is provided)
- Parent/guardian permission will be required (please fill in the attached form for parent/guardian consent)
- Compliance with the code of behaviour will be required (please fill in the attached form agreeing to the code of behaviour)

#### **Your details**

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_ Male/Female

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Are you a member of Birds New Zealand? Yes/No Which Region? \_\_\_\_\_

#### **How did you first find out about the camp?**

I agree to my child participating in all camp activities as set out in the programme, realising there may be some changes of schedule dependant on weather and availability. I also agree to my child being driven by a camp supervisor (please refer to the [Health & Safety Policy](#) and [Hazards & Risks Assessment Form](#) re drivers and vehicles).

#### **To be read and signed by the parent/legal guardian of the participant**

I give permission for \_\_\_\_\_ to attend the

**Birds New Zealand Youth Camp 20--- (Date) (Location)**

#### **Parent/guardian:**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Parent or Guardian Contact Details:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone numbers: \_\_\_\_\_

**Emergency contact details:** Contact details during the dates of the Birds NZ Youth Camp:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Relationship to participant: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone numbers: \_\_\_\_\_

**Medical Form – Birds New Zealand Youth Camp (Location and Date)**

**Please complete this form together with your parent(s)/legal guardian**

**Health profile and medical consent**

**Name:** \_\_\_\_\_ **Medic Alert Number:** \_\_\_\_\_ (if applicable)

**1. Please tick if you have any of the following:**

Migraine:	<input type="checkbox"/>	Epilepsy:	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>
Travel sickness	<input type="checkbox"/>	Fits of any type	<input type="checkbox"/>	Chronic nose bleeds	<input type="checkbox"/>	Heart condition	<input type="checkbox"/>
Dizzy spells	<input type="checkbox"/>	Colour blindness	<input type="checkbox"/>	ADHD	<input type="checkbox"/>	Sleepwalking	<input type="checkbox"/>

Other (please specify): \_\_\_\_\_

**2. Are you currently taking medication?** Yes  No

If yes, please state -

Health condition/s: \_\_\_\_\_

Name of medication/s: \_\_\_\_\_

Dosage and time/s to be taken: \_\_\_\_\_

Other treatment: \_\_\_\_\_

**3. Is a health plan required?** Yes  No

If yes, please provide a health plan.

**4. Have you had any major injuries (breaks or strains) or illness (glandular fever etc) in the last six months that may limit full participation in any activities?** Yes  No

If yes, please state the injury/illness:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Are you allergic to any of the following?**

Food: \_\_\_\_\_

Insect bites/stings: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

What treatment is required: \_\_\_\_\_

**6. What pain/flu medication may your child be given if necessary?** \_\_\_\_\_

**7. When was your last tetanus injection?** \_\_\_\_\_

**8. To the best of your knowledge has your child been in contact with any contagious or infection disease(s) in the last four weeks?** Yes  No

If yes, please specify:

**9. Outline any dietary requirements:**



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**10. Is there any other information the tutor/mentor should know to ensure the physical and emotional safety of your child?** (for example cultural practices, disability, anxiety about heights/darkness/small spaces etc, behaviour or emotional problems)

If yes, please specify or attach an explanation of how we may best manage this.

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I agree that if prescribed medication needs to be administered, I will ensure that the prescribed medication is clearly labelled, securely fastened and handed to the designated adult with instructions on its administration.

I will inform the camp organiser (name) as soon as possible of any changes in the medical or other circumstances between now and the commencement of the event.

I agree to my child receiving any emergency medical, dental, or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the appropriate medical authorities. Any medical costs not covered by ACC or a community service card, will be paid by me.

**To be read and signed by the parent/legal guardian of the participant**

**Parent/guardian:**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Or if the participant is 18 or over:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

## **Code of Behaviour – Birds New Zealand Youth Camp (Date)**

The following behaviour guidelines will ensure that all participants in the Birds New Zealand Youth Camp will have an enjoyable, safe and rewarding experience.

Please read them carefully together with your parent(s)/guardian.

1. Treat your colleagues, adult tutors/supervisors and members of the public with courtesy and respect at all times.
2. Use appropriate language.
3. Listen to and follow any instructions given by a tutor/supervisor.
4. Treat all equipment provided for the camp with respect.
5. Be responsible for your own property at all times.
6. Be punctual for meals, trips and talks.
7. Arrive with all necessary equipment for the activity (an equipment list will be provided).
8. Wear appropriate clothing for the activity you are involved in.
9. Do not leave the camp/activity site without permission.
10. Do not wander away from your group at any time without first seeking permission from the tutor/supervisor.
11. Do not behave in an unsafe manner by leaving marked paths, entering the river, climbing on buildings or trees, sitting on deck railings, etc.
12. No smoking, alcohol or illegal substances will be allowed at any time during the camp.
13. Take part in camp duties, i.e. dish washing, floor sweeping, equipment cleaning etc.
14. Keep to curfews and manage your sleep. Some days we will be starting before dawn and/or working into the night so sleep will be precious. Using cell phones, or playing music and games will disturb others trying to rest. There will be an opportunity to rest in the early afternoon and the same rules will apply then.
15. Report any concerns about behaviour or health (yours or others) to the course co-ordinators.
16. Let the supervisor know if: you feel ill; have medical conditions; have a disability; have allergies; are on medication.
17. Understand that if you are involved in a serious disciplinary problem, including the use of illegal substances and/or alcohol, or actions that threaten the safety of others, you may be sent home at your parent's/guardian's expense.

I agree to comply with the standards of behaviour as out lined above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

My son/daughter has read and understood the above behavioural expectations and has agreed to comply with the expected standards.

Parent/guardian signature: \_\_\_\_\_

**Interest Form - Questions for Birds NZ Youth Camp Attendees (Date / Location)**

What are your reasons for wanting to attend the Birds NZ Youth Camp and what do you hope to learn / gain by attending the Birds NZ Youth Camp?

Have you attended a Birds NZ Youth Camp previously? If so which year(s)?

How did you hear about the Birds NZ Youth Camp?

For how long have you been interested in birds?

Have you done bird watching before? If so where have you been bird watching?

Do you have a favourite bird? Which bird is it?

Do you know what you are planning to study (do) when you leave school?

What else would you like to tell us about yourself?

Name: \_\_\_\_\_

Thank you for completing this questionnaire!

## **Birds NZ Youth Camp (Date and Location) Evaluation Form**

Thanks for attending this Birds NZ Youth Camp – it has been great to have you along!

1. Did the Youth Camp meet your expectations?  
(was it what you thought it would be?) (If NO – why?)
  
2. What was your most favourite Field Trip / Activity?  
  
Why?
  
3. What was your least favourite Field Trip / Activity?  
  
Why?
  
4. Do you have any ideas as to how we could improve the Youth Camp? (remembering we are on a limited budget!)
  
5. What would be your vote for 'Bird of the Trip'?
  
6. Do you think that you would be interested to attend another Birds NZ Youth Camp?
  
7. Please write two sentences about the Youth Camp (If you enjoyed it and why)

Name: \_\_\_\_\_

## Health and Safety for Supervisors and Accompanying Adults

### Covid 19 alerts

We are planning this camp for covid level one and do not expect to be limited by lockdowns or community outbreaks. Whatever the level is, if you or someone in your house hold, has cold or flu symptoms, please don't come to camp. We will refund your deposit.

If there is a level 3 lock down before the camp begins the camp will be cancelled. At level 2 the camp is small enough not to be affected. If the outbreak is in *(the Location of the camp)*, we will cancel the camp, otherwise it will go ahead if sufficient people still intend to come. We recognise that some participants may choose not to attend in this case. We will refund your deposit.

If there is a change in alert levels while we are in camp we will reduce contact with people apart from the camp personnel. People shopping or carrying out other tasks outside the group will wear masks, practice social distancing and sanitise before re-joining camp. Hand sanitiser will be available at all times. We will have disposable masks available but participants could bring their own reusable masks in case this happens. At level 2, the camp will continue but, if there is a request to return any participants home, we will do our best to get them to meet their arranged transport at a suitable time. At level 3 we will be obliged to close the camp but we will make sure that every participant is safe until suitable transport arrangements can be made.

It is also to be realised that due to sudden changes in Alert Levels the Youth camp may be cancelled at short notice. Please keep this in mind if booking flights etc.

<b>Health and Safety Hazard Assessment and Response Plan, Birds NZ Youth Camp 2021</b>			
<b>Hazard</b>	<b>Hazard/Risk Description</b>	<b>Hazard Controls</b>	<b>Minimum Competency</b>
<b>Weather</b> (Wind, cold, fog, rain, heat, sun)	Hypothermia, chill, dehydration, sunburn	<ul style="list-style-type: none"> <li>- Warm clothes/hats should be worn when needed</li> <li>- Extra warm clothing to be carried in packs whenever going out</li> <li>- Wear wide-brim hats for sun protection</li> <li>- Sun block to be available</li> <li>- Weather forecasts to be used to aid decision making processes in regard to clothing and site management</li> </ul>	<ul style="list-style-type: none"> <li>- All participants to bring warm clothing and wet weather gear (when appropriate) for field activities</li> <li>- All participants are to bring a drink bottle and carry food for every activity</li> </ul>
<b>Fieldwork – bush estuary, wetlands.</b>	Slips, trips and falls, hypothermia, chill, drowning, cuts (shells)	<ul style="list-style-type: none"> <li>- Supervisors to identify and remove/isolate unnecessary hazards where appropriate</li> <li>- Supervisor to brief all participants in safe behaviour, local hazards and work space before activity starts</li> <li>- Appropriate footwear to be worn at all times</li> <li>- Supervisors to ensure all participants remain within</li> </ul>	

		designated work space and are under supervision at all times - Supervisors carry First Aid kits accompany all participants on activities	
<b>Interaction with Public</b> (Stressful situations, events, environments, confrontations, negative encounters and comments)	Emotional stress, physical harm to participants from confrontational situations with other attendees or members of public	- Site Supervisors have been appointed for the duration of the Camp - Participants, supervisors and support crew to watch out for each other - Confrontations to be avoided - Any incidents reported to Supervisors - Debrief to be held at end of day to review any incidents or issues	
<b>Medical</b> (Illness, health issue)	Participant becomes unwell or is injured	- First aid kit on site and at least two carried on field trips - Unwell or injured person to be assisted and observed until assistance arrives	- Staff trained in first aid on site - Good hygiene practised in camp and in the field...
<b>Bee and Wasp Stings</b> (Any sting or bite and adverse reaction)	Allergic reaction, anaphylactic shock	- Supervisors to check team members who have known reactions and check they carry necessary medication - First Aid kits contain antihistamine tablets and antihistamine cream. May carry an EpiPen if more serious allergy is known. - Participants emergency contact details and allergies are recorded and accessible to supervisors	- Supervisors are informed about participants who have known allergies, and are aware of medication requirements
<b>Vehicle use- to, from, or at site</b> (Vehicles, trailers)	- Collisions - Mechanical failures - Weather and road conditions - Moving objects inside the vehicle causing injury - Members of public moving around vehicles at site - Speeding at site or on road	- Drive to the conditions and speed limit - Watch for other vehicles and pedestrians when operating vehicles or trailers - While getting in and out of vehicles, pay attention to the movements of other vehicles and pedestrians on site - Staff are cautious working around site to minimise risk of being hit by vehicles or machinery involved in setting up, servicing, or removing displays - All staff are briefed at induction and agree to infringement fee payments - Objects are secured in the vehicle where possible to contain movement	- Supervisors are fully licensed and confident at driving and or towing trailers - Road rules adhered to and details are recorded of any accident or incident All vehicles will have a current WOF and Registration

		<ul style="list-style-type: none"> <li>- Participants are asked to be vigilant and careful around vehicles</li> <li>- Safety belts to worn in moving vehicles at all times</li> </ul>	
<b>General emergency</b> (Any event requiring site be vacated)	<ul style="list-style-type: none"> <li>- Fire, flood, bomb scare, tsunami, earthquake</li> </ul>	<ul style="list-style-type: none"> <li>- Instructions of supervisors to be followed</li> <li>- Supervisors to carry charged mobile phone at all times</li> </ul>	
<b>Comfort at Accommodation and in field</b>	<ul style="list-style-type: none"> <li>- Theft, disturbance of participants at accommodation. Personal comfort in field</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure accommodation area is locked at all times when not occupied.</li> <li>- Supervisors or support staff to check rooms are locked when vacated for activities</li> <li>- Valuable possessions to be locked away in secure storage if not taken out on activities</li> <li>- Very early starts and late finishes mean people may become exhausted</li> <li>- Toilet facilities are not always available in the field.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure participant equipment resources are safe &amp; secure</li> <li>- Facilities provided on site</li> <li>- Rest time is allocated when people have been working late in the evening or early in the morning.</li> </ul>
<b>All Emergencies</b>		<ul style="list-style-type: none"> <li>- Phone 111</li> <li>- State name (person calling)</li> <li>- Where the emergency is?</li> <li>- Supervisor instructs participants to evacuate site if necessary</li> <li>- Support crew may be instructed to supervise the entry and exit points to facilitate exit and prevent re-entry</li> </ul>	<ul style="list-style-type: none"> <li>- Supervisors or delegated support crew to undertake health &amp; safety briefing with participants &amp; invited guests</li> </ul>
<b>Scope of Health and Safety Plan</b>	<ul style="list-style-type: none"> <li>- All participants to be made aware</li> </ul>	<ul style="list-style-type: none"> <li>- Applicable to full duration of course – meaning first arrival of participants on 18<sup>th</sup> April to last departure on 24<sup>th</sup> April.</li> <li>- Plan to be read out by supervisors to all participants at start of Camp and to others attending during the Camp</li> </ul>	