

# ONZ Junior Camp: Guideline

Updated: Jan-19



## Timeline

What	When no later than mid/end of the month.	Who Event Liaison (EL), General Manager (GM), National Coaching Coordinator (NCC)
Time dates of Camp	Mid December each year	Fixed
Supporting club appointed	February	ONZ EL
Advertise for Lead Coach	March	ONZ EL
Lead Coach appointed	May	ONZ NCC / ONZ
Camp advertised	June	ONZ EL
Budget approved	July	ONZ GM
Grant Funding Applications started	July	ONZ GM
Online applications open	July	ONZ EL
Online applications close	August	ONZ EL
Confirmation sent.	September	ONZ EL
Camp expenses paid	October	ONZ GM
Participants invoiced	November	ONZ GM
Accommodation reserved	March	Supporting Club
Map files to Lead Coach	June	Supporting Club
Map access arranged (with training centre/s)	August	Supporting Club
Vans/Bus reserved	October	Supporting Club
Participants submit travel arrangements	November	Supporting Club
Printing finished	November	Supporting Club
Coaches appointed	September	NCC
Applications assessed Waiting list constructed	September	Junior Selection Panel
Training courses designed	October	Lead Coach & NCC
Participants sent final program and gear list	Mid November	Lead Coach & NCC
Camp report completed	March following the camp	Lead Coach, NCC

# Camp Responsibilities

ONZ is responsible for:

ONZ arranges a Supporting club.

Appointing a Camp Manager

- The Camp Manager has the overall responsibility for the smooth running of the camp. This includes; Timeline coordination, budget oversight, child welfare and discipline, crisis and risk management, first aid, receive medical and consent forms etc.
- Supervision and pastoral care outside of coaching time (to give the coaching team a break)
- Be responsible for risk management for the in-field exercises and must use ONZ SMP System, in liaison with the NCC. This includes a Risk Management briefing for all at training sites.
- First aid provision confirmed
- Harm Forms completed
- Overall camp report (including accidents & Incidents) completed.

Some of the above tasks may be delegated to the coaching team and Supporting club adults.

Budget & Finance

- ONZ sets the budget and approves items submitted by the Supporting club. As an ONZ Camp, ONZ underwrites the Camp.
- ONZ does the funding applications.
- Supporting Club gets a Supporting fee of \$2000.
- Invoicing and receiving payment from participants
- Paying invoices (for catering/food, transport and venue hire etc) and coaches fees

Income

- ONZ has set a maximum fee of \$300 athlete contribution.
- ONZ gets grants e.g. 2017 \$7,500, 2016 \$15,000

Insurance

Trainee Applications

- Public Liability only by ONZ
- Done online, Event Liaison will collect the data and field initial enquiries, and forward to the selection panel
- Send confirmation of selection.

Applicant Liaison

- Receive confirmations and prepare a final attendance list.
- Will supply a gear list and bulletins to attendees

Junior Selection Panel

- In accordance with ONZ Policy D3-Selection-Panels the Junior Selection Panel will select and rank participants. The unsuccessful applicants will be put on a waiting list until the final selection has been concluded.
- The Selection Panel (with input from NCC, EL, JDC, and clubs as required) will select from the applicants as appropriate, with numbers capped based on the Junior Camp Criteria (a separate document)
- Applicant Priority;
  - Target age range - M/W 14/16
  - Skill level – Orange/Red
  - Committed to club orienteering in their region
  - Participating in out of region events.

- Example Budget
- Based on 80 Trainees (max) plus coaching team of 12.
  - Below are very rough estimates only (the higher end of the scale)
  - 1x Planner \$500 (\$600 if x2) + travel subsidy.
  - 10 x coach's \$100 + travel subsidy.
  - Coaches & camp volunteers are accommodated at the camp so accommodation & catering costs included in overall budget.
  - This is a residential camp for all trainees, including locals.

Expenditure		
Accommodation	92 @ \$20 x5	9200
Food	92 @ \$20 x5	9200
Transport	Buses/vans costs	6,000
Coaches payments	Planner \$500	1,500
	Other coaches \$100	
Coach travel subsidy		3,000
Maps		800
Portaloos		500
Contingency		1,000
Activity Fee		800
Supporting Fee		2,000
Total		34,000

## Supporting Club is responsible for:

The club Supporting the junior camp is doing so on behalf of ONZ.

## Camp Logistics

- Budget Support
- The Supporting club to supply quotes to ONZ General Manager, for those things the club is responsible for organising to assist with funding applications, and confirming camp costs (venue and transport hire)
- Accommodation
- Lodge / Camp style for full residential camp. Separate quarters for coaches and adults.
  - Decision point: Is food to be catered or self-catered by the Supporting club?
  - ONZ will advance the club funding to assist with the purchase of food if the camp self-caters.
- Camp Logistics Coordinator
- Airport pickup and drop-off schedule arranged. Applicants need a specific Club contact to liaise with (text and email) for specific camp enquiries.
  - Appropriate transport (buses, vans) hired.
  - Drivers rostered and vetted if required.
  - Arrange catering.
  - Arrange toilets for each site.
  - Provide controls, SI equipment and tents
  - Arrange a projector
  - Camp cleaning roster.
  - After dinner/night supervision
- Training Days  
Club Planning Liaison
- Appoint a local club member to provide local expertise to assist Lead Coach for great training exercises.

- Maps should be reasonably up-to-date because the course planning will be done remotely, and the planners need to have the confidence the maps are reliable
- Arranges the supply OCAD map files to Lead Coach
- Liaise with Lead Coach in relation to training centres and parking
- Liaises with landowners
- Arranges the printing of course maps

Other (optional)

- Disco organised
- Activity gear (Game playing gear)

Report

- Within 6 weeks of the camp, the EL will receive a report on club involvement and logistics
- The purpose of the reports is to share learnings and transfer knowledge from 1 camp to another

## National Coaching Coordinator (NCC) is responsible for:

Supervision of coaches

- Selection of Lead and other coaches who will be drawn from Under 23-squad in liaison with Performance Leader
- About 12 required for 80 trainees. 1:7 ratio.
- Oversee transport arrangements for Coaches and Trainees.

Program

- The NCC will prepare the training program. Coordinate the supply of OCAD map files. Oversee the course file preparation, and printing in liaison with the Supporting Club.
- A Lead coach will design the training courses overseen by the NCC and Supporting club. The NCC and a Supporting club member (area local knowledge) shall mediate the technical and physical appropriateness of the exercises.

Report

- Within 6 weeks of the end of the camp, the Camp Manager will receive a Camp Coaching report including, selection issues, technical progression process with example maps and other exercises. The purpose of the reports is to share learnings and transfer knowledge from one camp to another.