



Terms & Conditions

Introduction

The Runaway Bay Sport and Leadership Excellence Centre (RBSLEC) operates from the site of the Gold Coast Performance Centre (GCPC). Our Centre and all clients and representatives associated with the RBSLEC are required to follow the site [Terms and Conditions](#) orchestrated by the Gold Coast Performance Centre. Please ensure that you (client school Camp Coordinator) have made yourself familiar with these prior to your visit. The purpose of RBSLEC Terms and Conditions is to ensure groups remain within the GCPC policies for groups staying onsite while outlining the requirements for client schools booking RBSLEC camp services.

1 Booking

- a) RBSLEC is a Department of Education owned and operated Centre and under State Purchasing Policy can be engaged without obtaining competitive quotes. Please notify your BM.
- b) Receipt of a NON-REFUNDABLE \$500 deposit is required within 2 weeks of booking to secure overnight camps. Allocations may be released after this time.
- c) Final forms and numbers are due three (3) school term weeks prior to camp (unless otherwise notified). This includes scanned copies of original staff and student medical and consent forms (Form C).
- d) The final invoice will be sent from One School on Day 1 of camp which will account for any extenuating circumstances for refunds (catering charge is non-refundable).
- e) Dietary requirements cannot be guaranteed after the identified due date for forms.
- f) Self-catering can be arranged by parents/carers for concerns regarding severe dietary requirements. Client school will need to take responsibility of storage and follow kitchen contractor protocols for meals in the dining hall.
- g) Programs must be predominately delivered by RBSLEC to qualify as a booking through RBSLEC's booking channel. Bookings that involve considerable amounts of 'self-facilitated' time during the program schedule can be made through the GCPC with requests for activities made via their Accommodation Department.
- h) All school groups require a minimum of two (2) staff with a ratio of 1 (staff member) :20 (students) applying to the overall group numbers. Considerations can be put forward as part of a request to operate outside of this ratio which will need to be agreed by RBSLEC.

2 Fees

- a) Fees stipulated on the rates schedule are for all-inclusive packages only and are exclusive of GST (State Schools only).
- b) Accommodation charges are based on a minimum of 25 people attending camp to cover GCPC's minimum accommodation charge.
- c) A minimum 20 student charge is applied for 'activities' fees.
- d) Accommodation and catering charges are applied to all teachers/adults in attendance.
- e) Meal surcharges may apply if there is a reduction to the packages quoted in the rates schedule.
- f) Some optional sessions (eg. Laser Tag) fall outside RBSLEC's 'activities' fee as outlined on the camp coordinator form, and an additional (per student) charge is applied to the booking to include these sessions.

3 Lodge/Room allocations

- a) There is a minimum charge for 25 beds/lodge/night (eg. if only 20 students attending an additional 5 beds will be added to the booking charge/night).
- b) Each 'quad lodge' has 32 student beds and 4 staff/adult beds. Staff rooms can be used for overflow if required to assist keeping groups in minimum lodges.
- c) Lodges can be 'mixed' however, individual rooms (consisting of x2 bunk beds) should be allocated as either male or female.
- d) All rooms should be filled up where possible before moving to the next lodge. Additional lodges are allocated at RBSLEC discretion.
- e) Any lodges not required must be released 90 days prior to camp. After this time the minimum lodge charge will apply.



4 Program

- a) All activities delivered by RBSLEC have a Curriculum Activity Risk Assessment (CARA) that can be accessed via the website. Client schools are responsible for managing the risk associated with activities or elements of the camp experience that aren't delivered by RBSLEC.
- b) All activities require one client school teacher in attendance to follow the RBSLEC staff member's instructions and actively support the delivery of the activity.
- c) Client school staff are responsible for student safety at all times of the program, including but not limited to times when RBSLEC staff are delivering an activity and when walking to an offsite location.
- d) RBSLEC and its staff assume a duty of care for students with the client school during RBSLEC's hours of operation (8am to 4pm) and during night activities facilitated by RBSLEC.
- e) Client school staff assume full responsibility of students before and after the identified commencement and conclusion of a program.
- f) Client schools will assist and follow the lead of RBSLEC staff in emergency situations during program hours.
- g) At least one client school staff member will need to be dressed and prepared to get into the water to assist with the delivery of water-based activities. This includes a client school staff member that is willing and able to paddle with a group during the kayak activity.
- h) Client school staff may be asked to assist with moving equipment such as kayaks and stand-up paddleboards and need to decide how much weight they can safely carry alone.
- i) Program changes may be made at short notice at RBSLEC's discretion.
- j) The RBSLEC Code of Conduct is enforced for the duration of a client school's stay. RBSLEC supports school-based decisions to remove students who fall short of the client school's standards and expectations while on camp and reserves the right to make a Centre decision to remove students who breach the RBSLEC Code of Conduct. No refund is applied in these circumstances.

5 Facilities and Stay

- a) As the site host, GCPC's Terms and Conditions (not relating to booking and payment procedures) will need to be followed by RBSLEC client schools for the duration of their stay.
- b) Client schools are only granted access to the onsite facilities that are booked as part of their program at the times that are identified on the program supplied by RBSLEC on the group's arrival.
- c) Client school staff will need to maintain adequate supervision of students throughout the duration of their stay which includes but is not limited to lodges, 'free time' spaces and self-facilitated sessions.
- d) Client school staff will be required to assist RBSLEC staff and/or kitchen staff in the serving and cleaning phases of the allocated meal times. This includes taking responsibility in ensuring students and staff with special dietary requirements are receiving the meal that has been specifically prepared for their needs.
- e) Client schools take responsibility for any costs associated with loss, damage or breakage to any equipment, property or facilities that results from their occupation at the site.
- f) RBSLEC takes no responsibility for any belongings, equipment or assets that client schools and their students bring onsite.
- g) Client schools take full responsibility for the safety and wellbeing of their staff and students outside of RBSLEC's operational and program hours (8am to 4pm plus night activities).
- h) Client schools must bring a first aid kit with all equipment required to effectively administer first aid to students outside of RBSLEC's hours of operation.
- i) Client school must ensure appropriate first aid qualification coverage and emergency response planning to assume primary responsibility of student and staff safety and wellbeing outside RBSLEC's hours of operation (8am to 4pm).
- j) Client schools take full responsibility for storage and administering any required student medications.
- k) Any injury sustained during a camp must be reported to an RBSLEC staff member as soon as practicable with the relevant paperwork completed and handed over to RBSLEC.
- l) Students or staff that are suspected of suffering with an infectious condition must be identified to RBSLEC staff with plans initiated to safely remove them from the site.
- m) Client schools have access to and are provided with contact details of the GCPC Duty Manager, Security contractor and RBSLEC Principal for the relevant form of 'after hours' support.
- n) Outside RBSLEC hours of operation (8am to 4pm), client schools will follow directions of GCPC staff and/or the security contractor which includes following their lead and assisting as required in emergency situations.
- o) Groups need to have returned to their lodges by 9pm and noise within lodges kept to a minimum.