

CEBS LEADERS KIT

This Leaders Kit is dedicated to the life and work of Dianne (Di) Parker who devoted a wealth of time and perseverance to get this publication off the ground.

(Draft 2 as at 2 March, 2000)

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ACKNOWLEDGEMENTS

Chermside CEBS

Sydney CEBS

Tasmania CEBS

Victoria CEBS

We wish to express our sincere thanks to all the above for permission to reproduce various articles, guidelines, programs, etc.

PREFACE

The idea of a Leaders Kit was put forth at a Board of Management meeting in 1989. It was felt there was a great need for leaders to have basic information readily available to them. The first step taken in producing the kit involved contacting CEBS offices in all other states to find out if any of them already had such a kit which we could model ours on or get ideas. The response was good and the information received proved very valuable. CEBS Victoria produced a complete kit several years ago and forwarded one to us.

From there a list was compiled to outline what could be included in the kit. Then the task began of gathering the information, up-dating it, adapting it, reviewing it and putting on the finishing touches.

It has been a slow process but one we feel well worthwhile. The kit is a source of general information, guidelines, contacts, hints and ideas. We hope we have covered all aspects of CEBS.

Please note that some information will change from time to time and updates will be issued.

BRISBANE CEBS
Board of Management

GENERAL INFORMATION

CEBS - THE ANGLICAN BOYS SOCIETY

AIMS:

- to bring boys and young men to commit themselves to Christ and his church;
- to help them to realise their privileges and responsibilities as disciples of Jesus Christ;
- to band them together for Jesus and his church;
- to promote opportunity for spiritual, mental, physical and social development;
- to encourage them to live according to their Rule of Life.

ACTIVITIES:

Growth in Christian life is developed through a variety of activities.

Weekly meetings include badge work, games, craft work, discussions, guest speakers, films, singing, family nights, hobby nights, visits to other branches.

Other activities include church parades, camps, hikes, day trips, participation in Diocesan CEBS activities and much more.

MEMBERSHIP:

Lads - 6-8 years old

Pages - 9-11 years old

Esquires - 12-14 years old

Knights - 15-18 years old

Living God's Way

With God's Help
I will try to learn about Jesus,
pray and read the Bible,
tell my friends about God,
and worship him.

HIGHLIGHTS OF CEBS IN AUSTRALIA

- 1913 Melbourne Synod passed a resolution establishing the Church of England Boys' Society for Boys aged 14-18, under the guidance of the Church of England Mens' Society.
- 1914 First Admission Service - 25th October, at Holy Trinity, Kew, Victoria.
- 1915 First Branch in Queensland at St.Thomas', Rosalie (now Toowong)
- 1918 First Branch in Tasmania, at Holy Trinity, North Hobart.
- 1922 First Handbook published, for 14-18 year olds only.
- 1926 Constitution established, with CEBS having its own Executive Council.
- 1927 First Branch in South Australia, at All Soul's, St.Peters.
- 1928 First Branch in NSW at St. Mary's Maitland. Diocese of Newcastle. First Interstate visit of Melbourne CEBS to Adelaide on Christmas Eve.
- 1930 Junior CEBS introduced - 8-14 year olds.
- 1932 Queensland Provincial Council formed.
- 1944 The handbook extensively revised to the form used by Pages until 1963 and Esquires until 1967. Standard Uniform introduced.
- 1945 Branch established in New Guinea
- 1948 First CEBS branch established in Western Australia.
- 1963 First Page handbook published.
- 1964 Golden Jubilee National Camp held under canvas at Loftus, N.S.W.
- 1967 Second National Camp at Langwarrin, Victoria. Esquire Handbook published.
- 1968 Lad Degree introduced - 6-7 year olds.
- 1971 Third National Camp held at Camp Wanawong, Sydney
- 1973 Fourth National Camp (25th Anniversary of CEBS in W.A.) held at Swanleigh, Perth.
- 1975 First National Leaders' Convention, Hobart.
- 1977 Fifth National Camp, first to use sub-camps, in Brisbane, Queensland.
- 1979 Second National Leaders' Convention, Canberra.
- 1981 Sixth National Camp, Adelaide. The Society's name changed to CEBS~The Anglican Boys' Society.
- 1983 Third National Leaders' Convention, Sydney.
- 1985 Seventh National Camp, Hobart, Tasmania.
- 1989 Eighth National Camp, Sale, Victoria.
- 1990 First Queensland State Camp at Bargara, Bundaberg.
- 1993 Ninth National Camp, Sydney, New South Wales.
- 1994 Second Queensland State Camp at Magnetic Island, Townsville.
- 1996 Tenth National Camp - McLaren Flat, South Australia.
- 1997 Third Queensland State Camp, Pointro, Maroon Dam.
- 1998 Eleventh National Camp - Perth, WA.

WHAT YOU NEED!

CEBS ~ THE ANGLICAN BOYS' SOCIETY

(Diocese of Brisbane)



PRESIDENT
The Archbishop of Brisbane

Telephone (07) 3835-2220

Office: Church House
419 Ann Street BRISBANE
G.P.O. Box 421
BRISBANE 4001



Anglican
Church of
Australia

INDEMNITY FORM

I _____ (name of parent/guardian or self if over 18 years) for myself/my child acknowledge and agree that The Corporation of the Synod of the Diocese of Brisbane, its employees, agents, officers and contractors will not be liable for any loss or damage to any person or property arising from any act or omission by The Corporation of the Synod of the Diocese of Brisbane, its employees, agents, officers and contractors or any participant, whether arising under the law of contract tort or otherwise, and indemnify the said Corporation in relation to any such loss and damage.

I consent to my/my child's participation in all activities associated with the Society and I hereby authorise and consent to The Corporation of the Synod of the Diocese of Brisbane, its employees, agents, officers and contractors obtaining and administering medical assistance including first aid, transport, blood transfusion and/or anaesthetic if required and I agree to indemnify The Corporation of the Synod of the Diocese of Brisbane, its employees, agents, officers and contractors for any cost or liability arising out of the performance of any medical procedure in relation to such medical assistance.

Signed (Parent/Guardian/Self if over 18 years)

_____ Date

This Indemnity form relates to the person whose information appears correctly below. All sections must be completed.

SURNAME	
FIRST NAME	
MIDDLE NAMES	
DATE OF BIRTH	
STREET ADDRESS	
SUBURB	
POST CODE	
HOME TELEPHONE	
NEXT OF KIN: FULL NAME	
NEXT OF KIN: RELATIONSHIP	
NEXT OF KIN: TELEPHONE (home) and (work)	
NEXT OF KIN HOME ADDRESS	
SECOND EMERGENCY CONTACT FULL NAME	
SECOND EMERGENCY CONTACT PHONE	
BRANCH	
DEGREE	
CHURCH NAME	
REGISTRATION PAID ON DATE?	

This form must be returned to your Branch Governor who will forward it to the CEBS Office.

WHERE DO THE BADGES GO ?

1. When purchased, the standard shirt has the **CEBS Society Badge** embroidered into it or sewn under the right breast;
2. The official gold & enamel badge of the Society, the **Member's Badge** is worn as a lapel badge on the left lapel. The all-gold Life Member's lapel badge is worn instead, when awarded;
3. On the **left shirt pocket** are worn:
 - a. 1 cm below the top of the pocket, the **Name Tape of the Church** to which the Branch is attached and
 - b. directly below a. the **Name Tape of the Branch**;
 - c. in the centre, the **75th Anniversary Registration Badge** only issued to those CEBS registered in 1988;
 - d. below and touching the bottom of the pocket, **Diocese of Brisbane**.
4. On the **right shirt sleeve** are worn:
 - a. the **Degree or Leader Shield** is worn at the centre of the right sleeve, 5 cm below the shoulder seam;
 - b. the **State of Queensland** centered and touching the shoulder seam.
5. On the **left shirt sleeve** are worn:
 - a. the **1964 Jubilee National Camp Badge** 1 cm below the shoulder seam, for those who attended the 1963-64 National Camp;
 - b. the **Proficiency Badges** are in pairs, 1 cm directly below the Jubilee Badge, if present, otherwise 1 cm below the seam and with a spacing of 1 cm between each pair¹.
 - c. the **Registration Label for the current year** is worn centred on the top edge of the cuff of the left sleeve².
 - d. The **cloth badges** presented on special occasions or awarded by **Surf Lifesaving Societies, Royal Life Saving Society, St. John's Ambulance Association**, and other organisations as approved by the Board of Management, from time to time, are worn on the left sleeve 1 cm above the Registration Label.
6. **Service Badge(s)** shall be worn centrally 1 cm above the left shirt pocket. These are replaced annually on the anniversary of your joining the Branch.
7. The current **National Camp Badge**³ is worn centrally 1 cm above the Service Badge.
8. Current year **Diocesan Camp Badges**⁴ are worn 1 cm above the Service Badge or 1 cm above the current National Camp Badge and 1 cm apart.
9. The **highest badge held of the Duke of Edinburgh Award** is worn level with the Service Badge and 1 cm to the left.
10. **Military and civil decorations** awarded or approved by the Government are worn 1 cm above the place of the Duke of Edinburgh Award and 1 cm to the left of the National Camp Badge.
11. **Ranking Stripes** of length 4 cm shall be sewn across each shoulder with the outside edges in line with the shoulder seams.
12. The **Page Cross, Senior Cross, Award of Merit and National Award** are worn on the right of the shirt 1 cm above the CEBS Society Badge, and if more than one award, then 1 cm apart in rank from right to left.
13. The **Diocesan Triple Camper Badges**⁵ are worn directly above the place of the Crosses in Item 12. White (3 camps) is replaced by Green (6 camps) is replaced by Gold (9 camps) which remains forever. Multiple badges can be awarded, the more Diocesan accredited camps you attend.
14. The current **State Camp Badge**⁶ is worn centrally 1 cm above the Triple Camper Badges.

1 Removed to Camp Shirt when you are promoted to the next Degree.

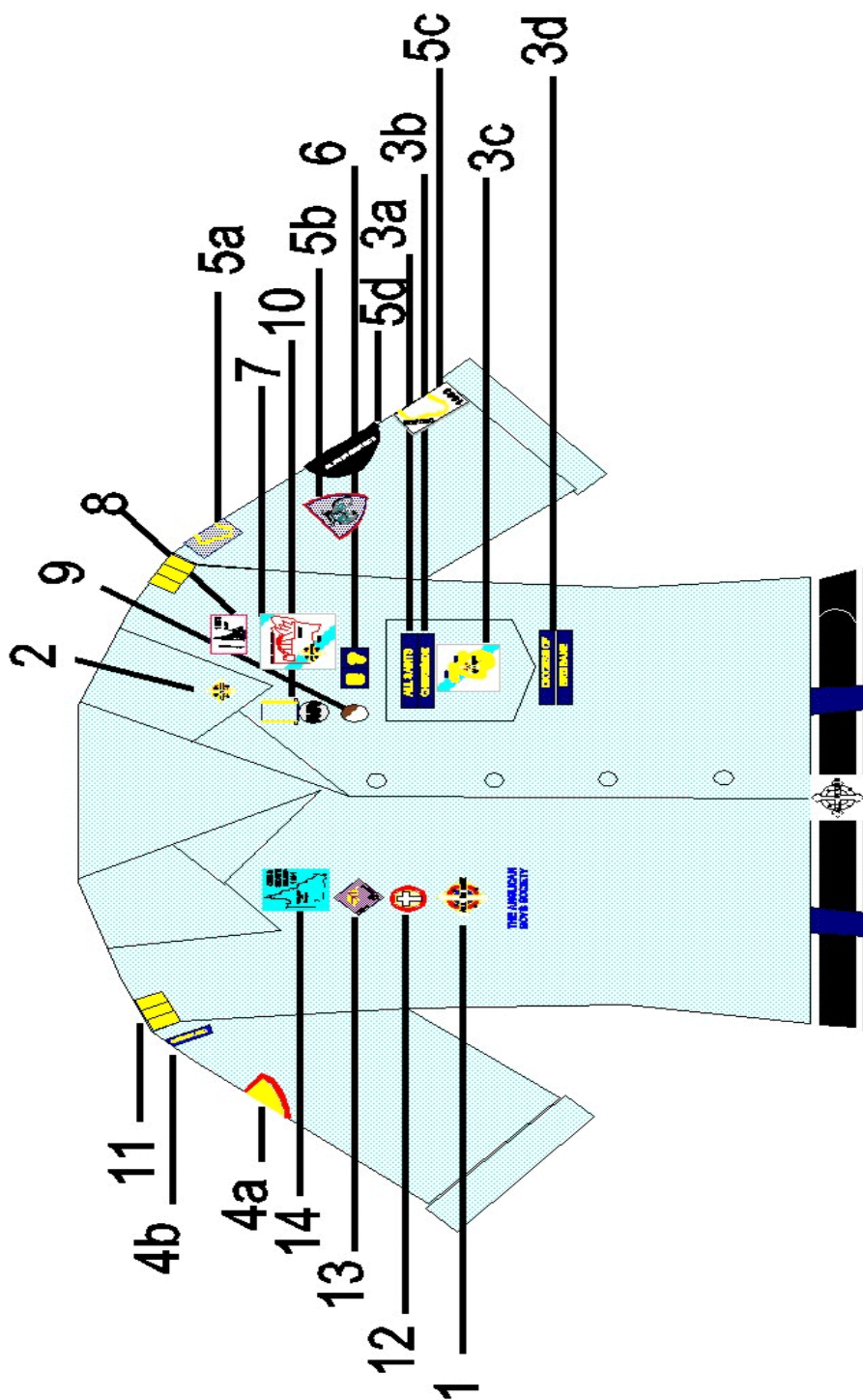
2 Removed to your Camp Shirt when the next year's badge is received.

3 Must be removed when the next National Camp is held. See Camp Shirt p.11

4 They must be removed at the end of the year they were obtained. See Camp Shirt p.11

5 Replaced badges go to your Camp Shirt.

6 Must be removed when the next State Camp is held. See Camp Shirt p.11



If you are in any doubt as to the positioning of the various badges, please see one of the leaders.

CEBS BRISBANE PRICE LIST

RECRUITING MANUAL

RECRUITING

Introduction

Each CEBS branch is called to introduce boys and young men to our Lord Jesus Christ. This aim is achieved as members and leaders develop relationships in the context of their local branch. Primarily, a Christian's growth depends on his relationship with his Lord, and on the efforts of other Christians who are called to guide his spiritual growth. CEBS leaders have a great opportunity to reach the children and families in their community with the GOOD NEWS of Jesus.

The effectiveness of a CEBS outreach appeal depends on the leaders in the branch. These leaders need to be committed Christians who are a part of the local congregation. They also need to be interested in ministering with boys. No matter what other qualifications leaders may have, they will not be effective in bringing boys and young men to the Lord Jesus without these two qualities.

In the Bible, Jesus was continually meeting people in His community and using every opportunity to call people to himself. He is not content until all men, women and children have been given the choice of following him.

The following program outlines ways in which, through a recruiting drive approach, CEBS can invite and interest boys and young men to become involved in the Society.

The Task For A Recruiting Drive Is Briefly:

- Leadership Assessment and Recruitment
- Preparation and Planning
- Sources of Potential Members
- Parents and Boys Evening
- Probation Period and on-going programming

Preparation

Prior to embarking on a recruiting program, the Branch leader should discuss the whole approach with the rector. The support of the rector and of the parish in prayer and assistance is essential to the success of this venture. The rector may be able during this discussion to assess his own potential involvement in the recruiting program and also indicate what resources may be available in the parish for the branch.

Assessment of branch

When discussing growth, it is essential that the branch has at least a sufficient number of Christian leaders to minister with the present membership. The maintenance of appropriate boy to leader ratios should be kept in mind, so that the proposed recruiting drive does not significantly decrease the effectiveness of the current CEB to leader individual ministry and relationships.

The branch will need to assess its own potential for growth in numbers. Which area of the branch will increase? A Degree? The whole branch? Are there sufficient leaders? Have we the facilities to cope with this growth?

It will probably take several meetings to assess the potential of the branch in this way.

Compiling a list of potential leaders

In some branches it will be necessary to recruit additional leaders before a recruiting program for boys can begin. In this case, the following procedure is suggested:

The rector and branch leaders should consider the names of any teenage or adult person who could possibly become leaders or helpers in a re-organised CEBS branch. The Rector may be able to supply names and information with regard to such possible candidates.

Some sources for finding Christian leaders are listed below:

- past CEBS members
- fathers or mothers of CEBS
- current or past Sunday School teachers
- current or past fellowship members
- men and women who help with church clubs
- husbands or wives of active church members
- parish councillors
- young men or women who have become less active in the parish over past year or so
- older brothers or sisters of CEBS
- men or women who have had connections with other youth work such as Scouts, Guides,
- YMCA, Gym Clubs, Sporting clubs

From your assessment meeting, you will compile a list of *Positions Vacant* in the branch. It is now time to seek out the people to become degree leaders, assistant degree leaders, junior leaders, Deputy Branch Governor, Secretary, Treasurer and Specialist Instructors for the branch.

Approaching Possible Leaders:

The future of the branch depends on this step; the quality of leadership in the branch is set by the people invited to lead. The people on the list should be approached by the leaders and/or rector.

Many people show reluctance at first. Be careful not to frighten anyone away by making it appear that they will be undertaking a huge job which will take up all their leisure time.

Be positive. Tell them of the great potential for ministry with children through the society. Tell them you are seeking a group of leaders big enough so that no one will have more to do than they wish for or can handle.

Invite them to an Information Evening at a specific time and place, where they can hear of the aims of the local branch. Leave some information leaflets for them to read. Information leaflets are available from the CEBS Office. A day or two before the Information Evening is scheduled, remind them with a phone call or a personal note to encourage their attendance.

It may be appropriate to invite the potential leaders to a diocesan training weekend so that they may gain a wider appreciation of the Society as well as develop some skills for a leadership position.

The Information Evening

This meeting should be opened with a word of welcome and prayer, if possible from the Rector. He and/or present branch leaders will briefly tell those present about the following:

1. The Society
2. The branch
3. The role of the branch in the parish
4. The recruiting program - the needs and reasons for undertaking it
5. Degree programming
6. Organisation of branch leadership
7. Leader training available

At this stage, specific tasks for specific persons in running the branch need not be suggested, unless they readily come to mind. Emphasise that there is a place in the branch for each one, regardless of their previous experience or the time they may have available. Each person present is privately asked, later, for a firm commitment to assist with the work of the branch.

After the information meeting has been held, the Rector and leaders need to consider the people who have offered their help and make tentative decisions on what functions some of them could fulfil.

Unless a sufficient number of leaders are forthcoming from this meeting to carry out the minimum requirements of leadership and assistance so as to maintain the quality of ministry between boys and leaders, the program cannot proceed. Further endeavours would have to be made to contact other possible leaders. The parish may need to assess its own mission and its pastoral role if no potential leaders are forthcoming.

Each person who has offered to help in the branch should be contacted within a few days, to thank them for their interest and confirm the offer.

Preparation and Planning

Once sufficient leaders are available to minister in the re-organised branch, planning is needed for the next step in the program.

Organisation

The organisation and functional responsibilities of leaders in an expanding branch should be established prior to a recruiting drive. A separate meeting is usually necessary for this purpose, to decide the day and time of branch meetings, which positions will be held by which leaders, and to describe the responsibilities of each job. An outline of the Degree Programs will need to be planned. A calendar of dates and deadlines for the recruiting program needs to be completed, these dates should be adhered to as closely as possible.

Finances

A Finance meeting should be held to outline the branch's financial policy. What equipment is needed? How will Diocesan registration be paid by the branch? What will branch subscriptions be? Will these be collected each week, each term, or annually? How will the branch finances be administered? These and a number of other questions will need answers. It is essential that the branch finances are administered properly and that audited annual financial statements are presented to the Annual General Meeting of the parish.

Records

A proper record system should be kept of each boy's achievements. A leader in each degree or one for the whole branch should be given the responsibility of keeping these records up to date. Record forms are available from the CEBS office.

Preparation of CEBS Information Sheet

A CEBS Information Sheet should be prepared, giving details of leaders, meeting venues and times, subscriptions, uniforms and other important details about the branch.

Preparation of New Leaders and Helpers

Leaders who are about to be introduced into the branch need to be equipped for the task and given an outline of the society's approach to ministry. This could be achieved by the following:

- Diocesan Leader Training Courses
- reading CEBS booklets, notes, literature, Degree handbooks
- visiting other well-organised branches to observe how they are run
- help from the CEBS Director
- help from the District Commissioner
- help from present branch leaders

In due course, the new leaders will be admitted to the Society as leaders at a special service conducted by the Rector. An appropriate time for this is during a Sunday morning service where most families attend. The CEBS Director or District Commissioner could be invited to attend and participate in the Admission Service.

Sources of Potential Members

Gathering names of prospective CEBS

The names, addresses and ages of boys who would qualify as prospective CEBS can be obtained from several sources.

- Sunday School Rolls - ask your Rector or Sunday School Superintendent to make the Sunday school rolls available. Copy out names, addresses and ages of all boys from 5-1/2 years of age onwards.
- Confirmation Registers - Ask your Rector to make the Parish Confirmation Register available. By copying out names from the last few years you can

obtain a list of possible Esquires, Knights and Junior Leaders. (Some of course may have moved away.)

- Religious Instruction Classes - contact your Rector or person in charge of Religious Instruction Classes in local state schools, infants, primary and secondary. As attendance rolls are not usually kept, a different method is required.

Ask the school principal for permission to circulate a survey form. (While this will be possible among Anglican children, if boys of other denominations are involved in the same classes, then consent may need to be sought from the other denominations concerned.)

(Through Principal and Parents)

Sample Survey Form

CEBS - The Anglican Boys Society
SURVEY FORM

NAME

ADDRESS

PHONE NO.

AGE

Do you attend Sunday School?

If so, where?

Do you belong to CEBS?

Do you belong to another Youth Club?

If so, name of Club please?

Are you interested in joining CEBS?

You will then need to make available to the R.I. Instructors an outline of CEBS activities and sufficient survey forms for distribution and collection in their classes. It may be possible for the CEBS leader, the Rector, or person responsible for R.I. to attend the R.I. Instructors Preparation Cass to outline the approach in conducting the survey. The R.I. instructors' interest should be sought, to give an enthusiastic talk about CEBS and hand out the survey forms to all boys in their classes and have them completed and returned, and then handed to the Rector, who passes them on to the CEBS leader. It is important that every boy completes a form, not just those who may be interested already. In the infants and primary schools, boys for Years 2 to 6 are prospects.

Parish Evangelism and Pastoral Care programs

In parishes where evangelism and Pastoral Care programs are conducted, the Rector or organiser of such programs may be able to supply a list of potential CEBS from the program records.

Compiling the Master List of Prospects

The information from the above five sources is collated to form one master list, thus avoiding some names appearing more than once. It is not usually worthwhile to include names of boys who are members of other boys' organisations. The major source of names is from the R.I. classes. It is worthwhile to follow-up those who said they were not interested as they may change their minds.

Parents and Boys Evening

Preparation

The evening may be organised at a short meeting of some of the leaders and may include the CEBS Director and/or District Commissioner. A sample program may be found at the end of this section.

Parents and Boys Evening Program

The Rector, Branch Leader and other leaders, CEBS Chairman and District Commissioner may each have a part to play during this evening. The hall is prepared with posters, banners, photos, displays of CEBS literature and displays of CEBS work.

Films and slides may be shown to the boys and parents, giving a sample of what CEBS is all about.

Games are played with the boys and with the boys and parents.

The evening concludes with supper during which the leaders talk to as many parents as possible individually.

Follow-up to Parents and Boys Evening

Boys and parents who promised to come but did not, should be followed up as soon as possible. Also, any boys who fail to come to the first regular CEBS meeting should be followed up.

The Degree leaders and their assistants should make special arrangements to integrate the new boys who do come into their degrees. The on-going weekly program should continue to reflect the excitement and adventure of being a CEB.

Probation Period and On-Going Program

The Probationary Period

The four to six week trial period for the new boy is a very important time for him and for the Branch. As with regular weekly programming, this period should be both exciting and adventurous. On the first regular degree meeting, the new boys are introduced to the rest of the Degree. New boys should be made the particular

responsibility of the Degree Leader. Full details of the boys are noted in the Branch Records. A Personal Information Sheet can be used.

Towards the latter part of the period, a notice is sent home, to explain the uniform, registration fees and admission service. The Degree leader or deputy should visit the boy's home at this time.

Planning the Admission Service.

This service should be planned and rehearsed. The Rector and District Commissioner should be kept fully informed. The boys should be given careful instruction on what to do. All badges, shields and certificates are prepared for presentation and Order of Service cards made available.

Badges, shields, certificates and Orders of Service are available from the Diocesan CEBS shop.

At this time the new boys should be registered with the Diocesan CEBS Office.

The Admission Service

The most appropriate time for this service to be held is during the main Sunday Morning Service (when most families are present). Every member of the Branch should be present. There may also be a group of visiting CEBS as well as the CEBS Chairman and Regional Commissioner. The boys wear their uniform and are admitted by the Rector. They should realise the significance of the occasion, and the meaning of the promises they are making.

Consolidation and On-Going Development

Now the time has arrived for consolidation of gains. Some adjustments may need to be made to Branch leadership organisation in the light of experience. New leaders should attend the Diocesan Leader Training.

A check should be made of Branch and Degree Records. The branch budget should be re-assessed and financial policy revised if necessary.

Regular Leaders' meetings should be instituted if not already in practice.

Branches are encouraged to enrich their programs by participating in District and Diocesan functions.

Leaders should regularly review their effectiveness in sharing the Gospel of Jesus Christ in the context of their relationships with boys.

A good standard of discipline is necessary. The Points system will usually operate well in the Lads and Pages Degrees. The types of things that will encourage boys to come along to CEBS are the fun, adventure and sense of achievement they will find as they relate to other boys of their own age and to leaders who care for them.

One useful tool available to enrich this experience is camping. Another is handbook achievement. A good goal is for each boy to pass a test at least once a month. In

Lads and Pages, boys should aim at achieving their first Star Shield within six months. Proficiency badges can greatly widen a boy's experiences.

SUMMARY

The heart of this whole program is the personal visiting of prospective leaders and prospective members thus achieving a breaking-down of barriers and a building of personal relationships.

The success of the program will rest on the guidance of the Holy Spirit and on detailed planning. In all that we do let us give of our very best for our Lord Jesus Christ.

As we consider our great aims in CEBS of bring in boys to Christ and of nurturing them, this program can be a great aid in extending the Kingdom of God.

CEBS SPECIAL PARENTS AND BOYS EVENING

Program

Preparation:

- set up displays and seating, make sure the room looks tidy and attractive
- make sure the slide projector and screen are positioned correctly and in working order
- lay out attractively the information table items including:

Leaders Kit

Camping forms

Information sheets selection of small craft work items

All setting up should be done before guests arrive.

During the Meeting:

- words of welcome by local Rector or Branch Governor explain program
- talk by visiting guest, e.g. CEBS Chairman, Diocesan Rep. or Regional Commissioner
- explain how a CEBS branch is run
- explain diocesan level
- have time for questions
- activities
- close with prayer

Supper: participants are encouraged to peruse displays and take free literature

CAMPING INFORMATION

CAMPING

What is camping?

Camping is fun. It means getting out into the open spaces, setting up a temporary home in out of the way places where you can study the habits of animals and birds, learn what trees are useful and what plants are edible. You can make new friends, spend time with old friends through hiking, playing games, swimming and night activities.

It means cooking over open fires, having fun on flying foxes and sitting around campfires.

It means living in the bush, sleeping under canvas - or under the stars. It means moving around the countryside in different ways - hiking, canoeing, horseback riding.

Camping is an exciting and challenging adventure. It offers you an opportunity to learn new skills in camp-craft and bushcraft. You can learn a lot by reading about camping but the best way to learn is real experience in the bush.

Where do you begin?

Planning is necessary to make any camp a success. Decide when the camp will be held, what you want to do, where you want to go, who will be responsible for organising what and how you will get there and back. Together, you must work out a program, menu, provisions list and list of gear needed for your activities.

After the general planning is completed, each person responsible for a particular area then organises that part of the camp.

This section will help in the planning of your camps.

BASIC CAMPING - PLANNING SUMMARY

- Purpose** Clarify what you want the camp to achieve. This affects site, style, program, etc.
- Fellowship...a fun and activity camp
 - Relationship building...group activities and sharing
 - Spiritual challenge...group studies
 - Personal growth...group studies and sharing.
- For Whom** Who do you want to take part in the camp - just your degree...the whole branch...do you want to invite others to join you?
- When** Ask your group about a date that suits them. You may find that many won't come if you don't do this.
- Style** What type of camp do you want...under cover...under canvas...day camp...weekend camp...hiking camp, etc. Think creatively about the style...brainstorm ideas.
- Site Location** By this time you will know what type of property you are looking for. Remember that the greater the distance travelled the greater the travel cost. Points to remember:
- sleeping accommodation
 - facilities for cooking
 - toilet and washing facilities
 - fresh water
 - provision for indoor or wet weather activities
 - distance and accessibility.
- Program Content** Do some early thinking about your program. Are you going to invite your minister...others outside your branch...do you want a special film...other equipment? Arrange well ahead of time, then you won't be disappointed.

What you decide in *purpose* above will determine the focus of our program.

Sample schedule for a weekend camp:

Friday evening	Saturday	Sunday
arrive and settle in	rise and quiet time	rise
getting to know you	breakfast and chores	quiet time or worship
introduce camp theme	study 1, activity	breakfast
any rules and expectations	lunch	chores
supper	activity	study 2 or worship
devotions - small or large	games, walk or free time	activity
bed	dinner	lunch
	camp fire	closing worship
	supper	pack up and go
	bed	

Basic Camping - Planning Summary (cont'd)

- Authority** Make sure you comply with any requirements your church may have regarding authority to hold a camp.
- Finance** Work out a budget...list all your anticipated costs...allow a little for the unexpected...divide the number of campers you are certain of into this figure.
- Insurance** Check with your church leaders what insurance the church has to cover injury or leaders' liability.
- Publicity** Produce a camp form. (See Camp Check List for information to include on the form.)
- Transport** Consider what will be needed to get campers, luggage, equipment and supplies to the camp site. You may need to borrow a trailer, van or truck.
- Chores** There will always be chores to do. Try to devise a fair way of sharing these. For a younger group you will want a duty roster. For an older group you may get best results by involving them in deciding how to tackle duties and have them work out their own roster.
- Rules** Keep rules to a minimum. Make them clear and simple and introduce them early in the camp program. Don't blame campers for breaking rules that they didn't know about. If rules are fair and clearly understood, most young people are glad to cooperate. It is sometimes a good exercise to involve the group on deciding rules that will apply. That way they are 'their rules'.
- Equipment** Don't forget sporting gear, electrical equipment, special resources, musical instruments, first aid kit, odds and ends (newspaper, felt pens, masking tape, etc.).

CAMP CHECK LIST

Well before the camp		Date arranged
1. Book the site		
2. Pay the deposit		
3. Arrange chaplain		
4. Arrange cook		
5. Cost the camp		
6. Plan the program		
7. Design form		
8. Arrange printing of forms		
9. Arrange distribution of forms		

Application Form (include the following)

- age group _____
 - venue _____
 - cost _____
 - closing date _____
 - date of camp _____
 - times _____
 - transport _____
 - what to bring Tick boxes if included
- | | |
|---------------------|---|
| clothes _____ | swimwear <input type="checkbox"/> |
| _____ | pens <input type="checkbox"/> |
| footwear _____ | book/paper <input type="checkbox"/> |
| sleeping gear _____ | Bible <input type="checkbox"/> |
| toiletries _____ | Prayer Book <input type="checkbox"/> |
| | suntan lotion <input type="checkbox"/> |
| | insect repellent <input type="checkbox"/> |
-
- Information
- | | |
|--------------------------------------|--------------------------|
| - surname, Christian names | <input type="checkbox"/> |
| - address, phone | <input type="checkbox"/> |
| - age | <input type="checkbox"/> |
| - medical conditions | <input type="checkbox"/> |
| - deposit / full payment | <input type="checkbox"/> |
| - signature | <input type="checkbox"/> |
| - indemnity | <input type="checkbox"/> |

CAMP CHECK LIST (contd)

FOOD	Total no.
breakfasts	<input type="text"/>
lunches	<input type="text"/>
dinners	<input type="text"/>
morning teas	<input type="text"/>
afternoon teas	<input type="text"/>
suppers	<input type="text"/>

ORDER	Tick when purchased
cereal	<input type="checkbox"/>
sugar	<input type="checkbox"/>
jam/honey/vegemite	<input type="checkbox"/>
eggs	<input type="checkbox"/>
bread	<input type="checkbox"/>
meats	<input type="checkbox"/>
.....	<input type="checkbox"/>
vegetables	<input type="checkbox"/>
.....	<input type="checkbox"/>
milk	<input type="checkbox"/>
butter	<input type="checkbox"/>
salt, pepper	<input type="checkbox"/>
fruit	<input type="checkbox"/>
.....	<input type="checkbox"/>
saucers	<input type="checkbox"/>
biscuits	<input type="checkbox"/>
drinks	<input type="checkbox"/>
other	<input type="checkbox"/>
.....	<input type="checkbox"/>

CEBS ~ THE ANGLICAN BOYS' SOCIETY

(Diocese of Brisbane)

Office: Church House
419 Ann Street BRISBANE
G.P.O. Box 421
BRISBANE 4001



Anglican Church of Australia



PRESIDENT
The Archbishop of Brisbane Telephone (07) 3835-2220

EVENT _____
TYPE _____
WHO _____ aged _____
WHERE _____
WHEN _____

COST _____ (with early-bird discount)

DIRECTOR _____

GEAR

- duffle-type bag for all gear
- sleeping bag or 2-3 blankets
- raincoat and groundsheet
- plate, bowl, cup (unbreakable)
- knife, fork, spoon
- tea towel (essential)
- toothpaste and brush
- sun-screen and repellent (no spray cans)



- jeans and long sleeved shirt
- 2 shorts, 2 T-shirts
- change of underwear
- jacket or jumper
- 2 pairs sandshoes and socks
- hat, torch and water bottle
- togs, soap, towel, comb

Please fill in the application form below and post it _____ properly signed. No applications the fees up to _____.

WITH THE CAMP FEES to a Chermside CEBS leader by accepted after that date. Early-bird discount of _____ off

Emergency contact phone number during camp is _____.

SURNAME : _____ DATE OF BIRTH: _____

FIRST NAMES : _____

ADDRESS : _____

PHONE NUMBER : _____ \$ AMOUNT ENCLOSED : _____

If you are not attending the whole camp, please indicate on the line below the meals that you will be present:
pro-rata cost _____ /person/meal after _____.

INDEMNITY FORM

(Please circle responses and print)

I _____ (name of parent/guardian or self if over 18 years) for myself/my child/my family acknowledge and agree that The Corporation of the Synod of the Diocese of Brisbane, its employees, agents, officers and contractors will not be liable for any loss or damage to any person or property arising from any act or omission by The Corporation of the Synod of the Diocese of Brisbane, its employees, agents, officers and contractors or any participant, whether arising under the law of contract tort or otherwise, and indemnify the said Corporation in relation to any such loss and damage.

I consent to my/my child's/my family's participation in all activities associated with the Society and I hereby authorise and consent to The Corporation of the Synod of the Diocese of Brisbane, its employees, agents, officers and contractors obtaining and administering medical assistance including first aid, transport, blood transfusion and/or anaesthetic if required and I agree to indemnify The Corporation of the Synod of the Diocese of Brisbane, its employees, agents, officers and contractors for any cost or liability arising out of the performance of any medical procedure in relation to such medical assistance.

MEDICAL PROBLEMS : _____

SPECIAL FOOD REQUIREMENTS : _____

DATE OF LAST TETANUS INJECTION : _____ I AM / AM NOT AN AMBULANCE SUBSCRIBER

I CAN SWIM _____ metres without touching the bottom. MEDICARE No : _____

SIGNATURE OF PARENT (or GUARDIAN if under 18 years of age): _____

CEBS who have not paid their current registration fees are not eligible to attend this camp.

(date)



The Anglican Church of Australia - Diocese of Brisbane
The Corporation of the Synod of the Diocese of Brisbane
St Martin's House, 373 Ann Street, (GPO Box 421) Brisbane, 4000.
27 February 2000

Tel: (07) 3835 2222
Fax: (07) 3831 1170

SUGGESTED EQUIPMENT FOR HIKING CAMP

- H-frame or soft frame back with at least two pockets and waterproof;
- long trousers and long sleeved shirt x 2;
- broad brimmed hat with chin strap and sweat neck scarf;
- woollen socks x 2 and sturdy leather boots with sock savers;
- woollen jumper and singlet and T-shirt and underpants (loose fitting) x 2;
- shorts, sandshoes, leather gardening gloves;
- sleeping bag, lightweight and ground sheet;
- 4 litres water (minimum), folding frypan and 21 billy (strap to pack);
- solid fuel tablets and stove, waterproof matches and sterilisation tablets;
- secateurs, small first aid kit including plenty of triangular bandages;
- survival kit, survival book;
- finger ring saw, 10 m hemp rope, 10 m of 10 mm twisted rope;
- Japara hike tent or light weight hike tent with fly;
- map, compass, waterproof torch, transistor radio, candle lantern or fluoro torch;
- multi-function clasp knife, folding shovel;
- cyalum light stick, luminous waterproof watch;
- Japara rain poncho.

Always leave a map of your route with someone, preferably a ranger and your proposed meal stops, place and time.

GUIDELINES FOR CAMP LEADERS

Preamble

There are many ways of organising camps and in appointing you to lead a diocesan camp. The Executive hopes you will feel free to develop a program and choose a staff that will suit your own style of leadership.

However, there are certain matters on which the Executive has felt it necessary to make a statement of policy as set out in these 'Guidelines'. Almost all of these policies deal with issues of health, safety or security, and all camp leaders should adhere to them. Some policies are mandatory, i.e. no firearms or alcohol.

There are many routine tasks involved in organising a camp which are not dealt with here: pre-camp meetings, groups and divisions in camp, duty rosters, banking arrangements, daily timetables, etc. The camps and the Development Officer will provide you with any advice or assistance you require.

The 'Guidelines' are largely the outcome of the suggestions and recommendations of camp leaders over the years and you are welcome to suggest any amendments or additions which seem necessary in the light of your camp.

The Society's Camping Aims

The society's camping program should not be viewed as an isolated event but rather as an extension of the branch program. Nor should it be viewed as a purely recreational activity but as a unique opportunity to present the challenge of faith in Christ to boys by word and example and to develop the whole person within the total camp program. The following are the society's camping aims:

1. to foster the idea of belonging to a larger group;
2. to provide a wider variety of activities than is possible in the normal branch program;
3. to develop, within a Christian fellowship, the character of the boys, their personality, self reliance and respect for others, and to bring out the best in boys and leaders;
4. to use the living experience of the camp to help boys see the relevance of Christian faith to daily living so that on returning home they are better able to cope with the everyday situations they encounter;
5. to provide an opportunity for evangelism.
6. In deciding any particular emphasis your camp will have, you should consider the needs and interests of the campers you expect, the talent of the available leadership and possibilities of the camp site and its surroundings.

The Camp Leaders' Responsibilities

For the way your camp is conducted, you are accountable to the society, the parents of the camper and the law.

The society expects that its policy will be carried out and that its camping property will be respected to the executive's satisfaction. Parents are entitled to assume that the same standards of care and control are being established as they would exercise themselves. The legal position is complex but broadly speaking the law expects the leader to accept 'a duty to take reasonable care'.

In particular, your conduct and organisation should be such as to make parents feel confident their sons are in good hands. There should be no situations which could be misconstrued, or from which a charge of negligence could arise. All contact made with parents, medical or other authorities concerning the camp should be made by you.

Pre-camp Procedures

1. Staff: after the appointment of Camp Leader and Chaplain by the General Executive, your choice of Assistant Camp Leader must be also approved by the Executive. Suggestions you may have should be submitted to the Development Officer well in advance of the camp. In selecting other staff, you should bear in mind their availability, suitability and the effect their participation might have on their branch. CEBS Office facilities (leaders lists, program files, typing, postage, etc.) are available through the Development Officer.
2. Promotion: as soon as possible you should make available to the office details of venue, cost, activities and special features and staff names for publication in CEBS NEWS, LEADERS' BULLETIN and branch visits. If you feel other promotion is necessary, e.g. specific branch visitation you should discuss the matter with the Development Officer.
3. Applications: a standard application form, information sheet and reply form are used though you may design your own if you wish. Processing of these forms is usually handled at the CEBS Office but divisions of campers into groups, preparation of duty rosters and program sheets, etc. for duplicating is your responsibility. Again, CEBS Office facilities are available through the Development Officer.

Camp Staff

The maximum number of staff allowed is as follows:

1. Page and other Residential Camps: Camp Leader, Assistant Camp Leader, Chaplain, Hall Supervisor or Orderly, and one group leader per eight campers.
2. Under Canvas Camp: Camp Leader, Assistant Camp Leader, Chaplain, Cook or Quartermaster and one group leader per six campers.
3. Large camps require additional staff, e.g. Activities Officer, Bank and Canteen Officer, and special activities may require instructors. The Camp Leader with help from his assistant may choose his own staff but all names must be approved by the Development Officer. In spiritual matters, the Chaplain has the final say.

A number of rules affect your staff and these should be made clear to them prior to camp. (Detailed rules are set out on Page 32.)

1. Alcohol - prohibited in camp.
2. All staff are responsible to the Camp Leader. As staff do not pay fees they should understand that they are at camp to work.
3. Smoking is discouraged.
4. The use of cars during camp should be restricted to a minimum or eliminated entirely.
5. Transport of boys by car is not encouraged but when absolutely necessary to do so speed limits should be strictly observed and no car overloaded.
6. Sleeping accommodation for leaders should in most cases be separate from boys.
7. The minimum age for all leaders is 16 years at the time of the camp. Leaders at Under Canvas Camps should be 18 years or over, Camp Leaders and Assistant Camp Leaders must be 21 years or over.

Camp Property

The following steps should be taken to protect camp property.

1. On arrival you should seek out the person responsible for the property and before leaving see that he is satisfied with the condition of the site.
2. Rubbish tins should be provided and the camp kept free of sweets papers, etc.
3. Damage should be reported as soon as possible.
4. At the conclusion of the camp, time should be set aside for cleaning all indoor and outdoor areas and replacing equipment where it was found.
5. Live flora and fauna should be protected at all times.
6. Contacts with local residents should be made through the resident warden if possible.

Indemnity and Application Forms

No camper should be accepted into camp without an Indemnity Form signed by his parent or guardian and these together with the application forms should be kept in camp by the Camp Leader. Medical information concerning chronic complaints, etc. should be communicated to the leader responsible for the camper.

Camp Leaders Fund

The Camp Leader should submit a budget to the General Executive for approval. When the budget has been approved accounts should be submitted to CEBS Office. On request to the Development Officer advances may be made for provisions and other camp expenses to the Camp Leader.

Boys Leaving Camp

Boys may only leave the camp site after notifying the camp leader for the following reasons:

1. for out-of-camp activities under the control of a leader with your knowledge;
2. with their parents;
3. with other parents only on the express wish of the boy's parents.

Activities in Camp

Swimming, boating, hiking and bushwalking, rock climbing, canoeing, archery, flying fox and trampoline must be conducted according to the strictest safety standards.

Activities Out of Camp

For all activities at a distance from the camp it is desirable to have one car on location for emergencies and a first aid kit is essential. The Camp Leader or Assistant should have knowledge of the whereabouts and expected returning time of all groups which leave camp.

When all campers leave camp for an activity it is desirable for one leader to remain behind to safeguard personal belongings, etc.

First Aid

If necessary all pills and medicines should be collected immediately boys arrive in camp. Care should be taken in issuing boys with these as instructed. It is important that you have a person designated as First Aid Officer or that every leader knows who are the qualified first-aiders in camp. You may however decide that leaders should attend to minor ailments themselves in which case a treatment book must be kept which you should check each day. Some boys may be very capable of administering their own medication, e.g. sufferers from asthma, diabetes. Leaders should be aware of these boys and if it is not safe to store their medication where their possessions are stored then it should be stored where the boys can get to it easily.

You should have the telephone numbers of the local doctor, hospital and ambulance displayed centrally. If these services are needed, you should notify the boy's parents immediately. If a boy is removed from camp, his Indemnity Form should be taken with him.

All boys should shower every day (where facilities are available) and wash before meals and after visiting the toilet.

Communication

Parents should have a telephone number where you can be contacted in an emergency but phone calls between campers and their parents should be discouraged and messages should be received by leaders and passed on to campers. On the other hand letter writing should be encouraged and you should arrange for regular clearance of mail and collection of inward mail.

Visitors

All visitors should be received by the Camp Leader and made welcome. Visitors should not be permitted to disrupt the program and those who do prove a nuisance particularly if uninvited or unannounced should be asked to leave.

Camp Leaders Report

You are expected to submit, to the Executive, a report as soon as practicable after the camp together with any recommendations you wish to make. Matters of a particularly sensitive nature should be reported separately to the Development Officer.

CAMPING RULES

Preamble

Whenever a group goes camping, there are certain responsibilities that must be accepted and hazards that need to be anticipated.

These rules have been drawn up in the interest of the Anglican Boys Society for the leader and the CEB. We hope careful attention to their details will prove an advantage to all.

In these rules the word 'camp' or 'camping' refers to any type of overnight camp or camping whether indoor camping, canvas camping, canoeing expeditions, bushwalking or hiking unless otherwise specified.

Rules

All camps conducted in the name of the Anglican Boys Society must have the approval of the Diocesan Executive committee, agreement of the District Commissioner and approval of the Vicar and the branch.

Application for permission to conduct the camp must be submitted in writing to the Senior Salaried Officer of the Anglican Boys Society at least two weeks before the camp. Forms for this purpose are available from the CEBS office.

The leader conducting a camp must be considered competent to conduct the particular type of camp planned.

For Under Canvas camps, at least one leader in attendance must hold a CEBS Under Canvas Camping Certificate. Note: The executive will issue certificates on the recommendation of the Leader Training committee to those leaders who complete the training course or who are considered to have already had sufficient experience

to make them competent. The Leader Training Committee retains the right to visit any camp.

For bushwalks, canoeing expeditions or any other special activities, at least one leader must have had appropriate training in that activity.

All regulations laid down by the Anglican Boys Society covering particular activities, e.g. swimming, canoeing, rock climbing must be observed.

The leader in charge of the camp must be 21 years of age or over.

All camps must have at least two leaders. There should be one competent leader at least for each six boys in camp.

Boys may only camp without a leader when it is the requirement for the activity, e.g. Esquire Handbook test work or Duke of Edinburgh Award Scheme.

Except in the case of a bushwalk or canoeing expedition, transport or communication must be available at all times.

Boys from another branch must not be taken camping without the approval of the Branch Governor and Vicar of that branch.

Boys under 11 must not camp under canvas without Diocesan Executive approval. See Under Canvas Camping - Age Limits and Other Regulations.

Where possible leaders should have separate accommodation from the campers. There must be sufficient bedding for separate beds for each camper.

All campers and leaders must be registered CEBS. All boys and campers 18 years and under must have a Health Statement and Parents' Permission Form signed by a parent or guardian giving permission for medical attention and absolving the Anglican Boys Society and its Officers from liability. The leader must have these forms with him in camp.

Leaders over 18 years must have a Health Statement and Form of Indemnity signed giving permission for medical attention and absolving the Anglican Boys Society and its officers from liability. The Director or leader in charge of the camp must have all permission forms with him in camp.

Copies of the above-mentioned forms are available from the CEBS Office and can be copied.

Where applicable, particularly during a fire danger period, notice of camps held in remote areas must be given to the appropriate authorities, i.e. Police, Fire Office, Forestry Officer, National Park Range, etc. Their instructions must be followed.

When a hike or bushwalk is held, further details must be supplied to the appropriate authorities, i.e. proposed route, the number in the party, the duration of the hike, the proposed camping spots en route and the times and dates of the hike.

Campers must follow all rules and regulations laid down by various authorities regarding the use of camp sites or areas, i.e. site owners or controllers, Forest Commission, National Parks Authority, etc.

All Government and C.F.A. fire regulations must be observed.

Firearms or intoxicating liquor must not be brought on to any property/site owned or being used by or in the name of the society. The consumption of intoxicating liquor or the use of firearms at a CEBS camp is strictly prohibited.

Native flora and fauna must be preserved and protected by all campers at all times.

Emergency procedures. It is the duty of the leader in charge of a camp to familiarise himself with the location of the nearest telephone, doctor, hospital and where necessary, fire safety area before the commencement of a camp. An emergency vehicle should be available at all times during a camp.

Failure to observe the above or any related regulations may render insurance claims invalid.

The rules contained in this and other sections may be altered, amended or repealed by the CEBS Diocesan Executive without notice. Every camp leader must ensure that he has a current copy of all pertinent regulations.

UNDER CANVAS CAMPING

AGE LIMITS AND OTHER REGULATIONS

Boys aged 6-8

The general rule that indoor camping for this age group as the preferred form of camping will still apply.

Boys aged 8-11

The age limit for under canvas camping is lowered to 8 years of age providing that where boys of this age group are involved, the camp is to be a static one, within easy access to phones and other facilities. Hiking camps, or camps in isolated areas will not be permitted for boys under 11.

General Rules for Camping With Young Boys

1. limit of three nights for the camp except with special permission;
2. the camp to be static, on an established site where phone, water and toilet facilities are readily available;
3. tents must be in good condition with waterproof ground cover for the whole area of each tent;

4. a car with driver (other than the Camp Director) to be available on the site at all times;
5. swimming only to be in proven safe areas under strict supervision;
6. the ratio of leaders to boys to be at least 1:4 and may include fathers of the boys. At least one leader to have particular knowledge of younger boys' needs and limits when camping and preferably to have had experience in residential camping with younger boys;
7. notice to hold such a camp must be given at least two weeks before the camp and details on the 'Application to Conduct a Camp' form to be discussed with the office before approval is given;
8. all existing rules and procedures regarding under canvas camping will still apply.

FIRE REGULATIONS

These regulations come into operation each year upon any fire danger period being declared by the Country Fire Authority and the Forests Commission. The period is usually from mid-November to mid-March but it may be varied according to climatic conditions and in certain areas. It is up to the leaders to determine the position in the particular area before authorising any outdoor activity involving fires.

The following regulations are to be observed by all members of CEBS while camping, hiking or carrying out any outdoor activity, training or passing of tests during the summer.

(These regulations are based on the Victorian Country Fire Authority Act 1958 No. 6228 and Forests Act 1958, No. 6254 and regulations thereunder.)

1. No fire may be lit in the open during a 'fire danger period' except for cooking or warmth.
2. Fireplaces must not be placed within 25' (8 metres) of a building, tree, log or stump and a radius of 10' (3 metres) must be completely clear overhead of overhanging foliage and all inflammable material must be cleared within a distance of 10' (3 metres) of the fireplace.
3. A cooking or campfire must not be lit on the surface of the open ground during the 'fire danger period'.
4. Fires must never be left unattended at any time even for a moment.
5. The size of the fire must be kept at a minimum for the job in hand.
6. As soon as the cooking has been completed, the fire must be completely extinguished with water. Checking by placing your finger in the ashes will indicate whether the fire is out.

7. In the Victorian State Forests and National Parks the regulations apply throughout the whole of the year.
8. If on private property, the sanction of the owner must be obtained.

Fire Regulations - Standing Camps

1. The leader in charge of the camp must get in touch with the local fire officer (Rural Fire Brigade Captain or Forest Officer as the case may be) to determine if there is a 'fire danger period' declared in the area, to advise him of the exact location and the duration of the camp (safety precautions in case of bushfires) and must comply in every way with the instructions received in regard to the lighting of fires.
3. Such fires can be lit only in: a) a properly constructed fireplace, or b) a trench at least 18"(45 cm) deep.
4. A properly constructed fireplace is one walled by stones, brick, sheet metal or other noninflammable material where a reasonable attempt has been made to confine and control the fire.
5. All patrol kitchens and fires must have a bucket of water near at all times in case of emergency.
6. On days of 'Total Fire Ban', no fires may be lit in the open for any purpose at all. Ignorance of the official warning is not considered an excuse. (See note later concerning announcements.)

Fire Regulations - Hike Parties

The following regulations come into operation on the declaration of a 'Fire danger period' and are specifically for hiking or bushwalking parties.

1. The leader of any hiking or bushwalking party must get in touch with the local fire officer or police station to determine if there is a 'Fire danger period' declared in the area, to advise of the place the hike commences, the number in the party, the route to be followed, the duration of the hike, the proposed camping spots en route, and he shall carry out any instructions given by the officer concerned.
2. As hikers cannot readily dig a trench, their fires must be placed in an improvised and safe fireplace. Suggestions are:
 - a. in special fireplaces provided by various authorities
 - b. close to the bank of a stream in a hole scooped out of the sand or moist earth, clear of dry grass or overhanging vegetation;
 - c. on an outcrop of rock with a protecting wall of small rocks;
 - d. at the foot of a road cutting provided the wall of the cutting is bare of dry grass and there is no overhanging vegetation
 - e. 10' or 3 metres clear radius and other regulations applying in every case.

3. Lunchtime fires must not be lit under any circumstances.

On days of 'total fire ban' no fires may be lit in the open for any purpose at all.

This ban includes gas or other types of fire, in a tent or up on a table. Hikers must, in the absence of a portable radio, use their common sense and good judgement by not taking any risks lighting a fire on a day when the temperature is high and a strong wind is blowing. Ignorance of the official warning is not accepted by the authorities as an excuse.

Notes:

Outdoor activities

When a fire is necessary for purposes of training, passing of tests, or cooking a meal while out for the day or evening, leaders must ensure that the foregoing instructions for the standing camps are complied with.

Total Fire Ban Day Announcements

On such days when the lighting of fires in the open is prohibited, a broadcast announcing this prohibition is made by the ABC usually in the 7.00 p.m. news of the previous day and is repeated in each news session and in the press.

The above regulations apply only to fires in the open air and the Total Fire Ban also applies only to fires in the open air. Any naked flame is regarded as a fire to which the regulations apply and a gas fire is regarded as a naked flame. Tents, car boots, etc are considered as being the open air, therefore gas stoves, etc. used in these places on day of total fire ban are illegal.

These rules were checked by the CFA and found to be true and correct.

SWIMMING

1. Swimming should not commence until the swimming area selected has been thoroughly checked for snags, submerged rocks, depth and current.
2. No boy to go swimming unless under the supervision of a leader or an adult responsible for safety.
3. A life line should be handy at all times.
4. A rope should be stretched across the river down stream from where the boys are swimming.
5. Under no circumstances is diving to be permitted in rivers.

6. At all times leaders, parents and older boys should act as life guards, carefully watching the boys who are swimming. At least one non-swimming adult should be appointed as a 'watcher'.
7. No boy to enter the water for one hour after eating a meal.
8. When ocean swimming, always swim where lifeguards are on duty and swim only between the flags.
9. All boys should be closely watched for sunburn.
10. A first aid kit should be kept handy for cuts and abrasions.

BOATING

Preamble

1. In these rules the words 'boat' or 'boating' shall be taken to mean all water craft including canoes, kayaks, power boats, sail boats and jet skis.
2. General Rules
3. All boys and leaders must comply with Victorian Boating Regulations and must carry all required safety equipment.
4. Leaders must be suitably qualified and have CEBS Executive approval.
5. The leader in charge of the activity must be 18 years of age or over.
6. A minimum of two leaders must be in attendance at all boating activities.
7. When on water there should not be more than four boys to each leader.
8. Where possible there must be at least one car and preferably two, present at all items during boating activities.
9. All leaders must know the whereabouts of the nearest telephone, doctor and hospital.
10. A first aid kit must be on hand at all times together with a competent first aider.
11. A strong swimmer or life guard shall be on hand during all boating activities.
12. Water activities of the 'expedition' type of one or more days must have approval of the Executive and the appropriate civil authorities must be notified.
13. All campers and leaders must wear approved life jackets when in or near boats.
14. Leaders should know the swimming ability of each person undertaking water activities. The type of activity will be determined by the proficiency of each child.

Safety Rules

1. If contemplating boating on open water you must check the weather forecast beforehand.
2. Never enter water within one hour of a meal.
3. Never dive from a boat while in a river or near the shore of a lake or water storage.
4. Never touch a snake while in the water. Beach the paddles and float past.
5. Always wear correct clothing for the particular activity including footwear when in a canoe or kayak.
6. If capsized either yell out or raise hand over head to signal others that you are all right then make for the nearest bank NOT for the nearest boat.
7. Only in extreme emergencies should more persons be aboard a craft than it is designed to carry safely.

NOTE: all leaders are advised to study and know the specific rules and legal requirements for each type of craft they are using.

Value of Camping

The purpose of camping is to give each boy the opportunity to live in the open, to see what God has created for us and to enjoy nature to the fullest.

It is every boy's dream to be able to go camping with his mates, to sleep in a tent and cook over an open fire. There is much more than this to be experienced because it gives both boys and leaders every opportunity for activities in the camping situation that cannot be done in the branch.

What we must remember is that a weekend camping trip gives each leader a chance to get to know his group much better and so a closer unity is developed. It also covers about six months' branch work.

There is no better way of teaching boys how to look after themselves and other people's property. This is a very important part of being able to share what has been provided for us with others. It is a different way of life and one that everybody enjoys.

Camping is the ideal opportunity to help boys see their Christian faith in relation to daily living and it is up to the leader to do this by his example and by developing a strong boy/leader relationship.

Remember, the boy looks to the leader for continual guidance as you are accepting the role of a temporary parent during the camp period, and as God has commissioned you to lead boys to trust Jesus Christ as their Saviour and Lord, let it be done as God wants it.

Properly done, a camp can lift a branch spirit to a very high level.

Planning a Camp

The following is suggested procedure to follow when planning a camp:

1. Set a date (depends on holidays, time of year, etc.)
2. Choose a site and book it if necessary.
3. Advise members (build up interest and enthusiasm).
4. Work out a menu, i.e. the number of meals - the cost will depend on this.
5. Organise equipment and tents. (Branch many have some or parents may lend some or you may have to hire some. Cost depends on this too.)
6. Determine the cost from:
 - a. the menu (number of meals)
 - b. equipment hire (if any)
 - c. hire of transport (if any)
 - d. other costs.
1. Obtain permission from the office to hold the camp (submit the 'Application to Conduct a Camp'.
2. Visit the camp area and site. This is a must because you have to check on what is available for activities. Check closest doctor, telephone, chemist, church and determine source of supplies.
3. Duplicate and/or distribute camp forms with all relevant information.
4. Determine what camp staff is required and organise to get it. (You will know the approximate numbers by this time.)
5. Plan the program of camping activities. (Where possible keep away from branch games, etc.)
6. Applications close (one or two weeks before camp).
7. Check with the office if you have any concerns about insurance of helpers.
8. Buy and/or order food. (This can be partly done when you visit the site and area, point 8 above.)
9. Arrange transport. (Usually from offers to help from parents from the application forms.) If drivers are to be reimbursed for petrol costs this expense should be included in your budget.
10. Draw up the camp rules and rosters. (You will now know who is going to camp. Don't leave it until you arrive at camp.)
11. Arrive at camp organised.

Camp Staff

A camp will be as good as its leaders. If the leaders do not put their best into the camp the boys will get nothing out of it.

The ideal camp staff situation is...

1. Camp leader: The person in charge should be an experienced adult and should be free of the domestic worries of the camp. (Note: he must be 18 years or age or over.)
2. Assistant leader: The camp leader should have a capable assistant as he will conduct most of the program.
3. Quartermaster: to make menus, buy stores, check them, issue them during the camp, check on boys' cooking, etc. He also keeps the store tent or area clean, supervises the eating shelters, etc. It is indeed a full-time job;
4. Chaplain: if possible.
Medical officer: of the leaders on the camp staff, the most qualified in first aid should be the Medical Officer (MO). Boys (and leaders) must know who to go to in case of injury or sickness.
5. Group leaders: one leader to each six to eight boys is ideal and necessary. They organise or keep an eye on the activities.

Note: a leader on the staff should be the holder of a CEBS Under Canvas Camping Certificate (preferably the leader or assistant).

Asking the fathers to be leaders may be an ideal means of supplying your camp with sufficient leaders.

LEADER DEVELOPMENT

GAME AND ACTIVITIES

ARE YOU THERE?

Set up a long line of tables down the centre of the hall end on end touching each other. At each end, a boy is blindfolded. One of them has a rolled up newspaper in one hand. One hand of each boy must be on the table at all times. On the word 'GO' by the leader, the boy with the rolled up paper must call out 'Are you there?' The other must answer 'Yes'. The one with the paper then tracks down the other calling out, 'Are you there?' as he goes. Every time he calls out, the other boy must answer yes, and at the same time try and keep out of his way. If the one with the paper thinks he is close enough he may strike out at the other boy with the rolled up paper. After a while they change over and the other boy has a go.

WHACKEM

Boys form a circle facing inwards, eyes closed and hands behind their backs. The leader starts the game off by walking QUIETLY around the circle until he reaches the boy of his choice. He then puts the paper in the boy's hands and gets out of the way quickly. The boy receiving the rolled up paper, immediately proceeds to whack the boy to his right across the tail with the paper. The boy who has been hit immediately races around the circle counter clockwise in an effort to escape. He runs until he arrives back in his own place. If he makes it back, he is then given a roll of paper and he goes around the circle in the same way as the leader who commenced the brutal game. If he is caught, the boy with the paper chooses the next player.

JUMP THE BAG

Boys form a circle facing inwards. A leader stands in the middle of the circle with a rope in his hand long enough to reach the outside of the circle. He holds the rope by one hand. On the other is tied a bean bag. The leader then swings the bean bag round and round. The object is for the boys to jump as the bean bag passes beneath their feet. Any boy who gets hit by the bean bag as it passes around is out. Keep going until there is only one boy left.

HEAD PORTERS

Arrange boys in relay formation but spaced right out the full length of the hall. In front of the number one boy of each team are three pieces of masonite about a foot square. On the word 'Go' number one picks up one piece of masonite, puts it on his head and carries it down to number two. Number two then puts it on his and carries it down to number three and at the same time number one goes back for his second piece of masonite, puts it on his head and carries it down to number two, who should be back from carrying his piece to number three. As each piece of masonite arrives at the end boy, he races up and gives it to the leader in charge of the game. The team to get all three pieces to the leader first wins the game. When you sit down and think it out this game is not as complicated as it sounds.

HEADS AND HIPS (5-9 years old)

Players must respond quickly at a given signal to become leader.

Players: 10 or more

Materials: none

Game Procedure:

1. Players sit in a large circle.
2. A leader is chosen who stands in the centre of the circle.
3. The leader spins around with his eyes closed.
4. At any time, he stops, opens his eyes, and puts his hands on either his head or his hips. He should decide where he will put his hands while spinning so that he can do so as soon as he stops.
5. If the leader puts his hands on his head, the player he is facing must immediately give his first name.
6. If the leader puts his hands on his hips, the player he is facing must immediately give his last name.
7. If the player gives the correct answer, he becomes leader.
8. If the player does not answer correctly, the leader gets another turn.

Variations:

After the game has been played several times, another action may be added. For example, hands on head - say your first name; hands on hips - say your last name; hands on shoulders - say the name of the street where you live. More actions may be added if the players can handle them.

The response for a certain action may be changed, for example, hands on head - name a plant, hands on hips - name an animal; hands on head - name a country, hands on hips - name a city.

WRITE A STORY

Each player adds to a story even though he sees only a small part of it.

Players: 5-12

Materials: a pencil for each player and a blank sheet of paper.

Game Procedure:

1. The first player writes a sentence across the top of the sheet.
2. The sheet is passed to the second player.
3. The second player reads the sentence then writes a sentence below it. The second sentence should logically follow the first.
4. The second player folds the sheet so that the first sentence is hidden and only his sentence can be seen. He passes the sheet to the third player.
5. The third player reads the second sentence and writes a third sentence that logically follows.
6. The third player folds the paper so that all sentences but his are hidden then passes the sheet to the next player and so on.
7. When all players have written a sentence the first player reads the complete story to the group.

JAM TIN STILTS

Materials:

- 2 tins about 9 cm high x 8.5 cm diameter
 - 80 cm x 1.5 cm ribbon
 - small amount of paint
 - felt pens or colouring pencils
 - paper for motifs
 - scissors
 - glue
 - can opener
1. Remove one end of each tin, leaving hard rim intact for strength.
 2. Cut a 2 cm slot each side of other end of each tin
 3. Paint tins inside and out. Draw and colour motifs as preferred.
 4. Thread ribbon through slots.

The best surface for walking is a smooth floor with a hard-wearing surface. Hold the ribbons for balance when walking. Do not tie to feet.

MORE GAMES AND ACTIVITIES

What's the Word?

A selected child comes to the front and stands facing the group with his back to a chalkboard or piece of butchers paper, etc. The leader writes a word such as 'elephant' on the board which can be seen by all those seated. The child in front then selects different CEBs to give him one word clues as to what the word is - 'animal', 'trunk', 'large'. The number of clues allowed before an answer is required will depend on the children's ages.

Generally, three to five clues are sufficient.

Sentence Building

The game begins with one child who starts the sentence by saying a suitable opening word such as 'A', 'The', 'I'. He then points to another CEB who must repeat that word and add another of his own - 'a dog'. He points to another CEB who repeats these two words and also adds another - 'A dog barked'. This continues until boys can no longer add meaningful words.

Last Letter

One CEB says a word, for example 'monkey', then points to another who must say a word that begins with the last letter of the word - 'yacht'. He points to the next person who gives a word starting with 't' and so on.

Animal Groups

Write the names of animals, e.g. horse, cow, dog, cat, etc. on cards making groups of four or five. Distribute one card to each boy. They then move around the room making the sound of the animal written on the card. As they move around the room they try to find their particular animal group. The first group to be completed wins.

BIBLE NOUGHTS AND CROSSES

You need approx. 50 questions for 3-4 games which take approx. 15-20 mins. The questions should be both hard and easy so all can play. Six chairs are set up like noughts and crosses and the boys are divided into two teams. An easy question may be directed to the Lads and Pages on Team A. A time limit of 30 seconds keeps the game moving. If the question is answered correctly by one of the boys, he sits on a chair of his choice. If the incorrect answer is given Team B Lads and Pages have a chance to answer. If they get it wrong Team A Esquire/Knights get a chance, etc.

Continue asking questions alternately until one side wins. You need a lot of questions in case of a draw or if they don't know the answer.

BEETLE

Object of the game is: to complete the beetle first

to have the highest total score at the end of the game.

Materials: 1 game sheet per person (photocopy master)

1 die per group

1 pencil per person

Game Procedure:

1. Set up tables so three or four boys are playing together.
2. Boys decide among themselves or roll die to decide who goes first.
3. Players must roll a 6 to start. They add to their beetle with each roll to try to complete the beetle.

DOUGH RECIPES

Uncooked dough

4 cups of plain flour
 ½ cup salt
 1 tbs cooking oil
 ½ cup of water
 a few drops of food colouring for each batch

1. Mix the flour and salt together.
2. Add the oil and food colouring to the water.
3. Add the liquid a little at a time to the flour mixture. You may not need all the water or you may need more.
4. Knead the mixture until it is a smooth dough.

Cooked dough

4 cups of plain flour
 1 cup of salt
 1 small packet of cream of tartar
 1 tbs of cooking oil
 4 cups of water

Mix the flour, salt and cream of tartar together.
 Add the oil and water and cook slowly on a stove until the mixture thickens. Stir constantly.
 Wait until the mixture cools and then start modelling. Paint when dry.

OUTINGS SUITABLE FOR EVENINGS

a police station
 an ambulance bas
 a fire station or
 State emergency service centre
 a synagogue
 an Orthodox church
 your own church
 your local council :
 a TV or radio station
 a newspaper office.
 the pumping station e
 police stables
 concert hall or state theatre.
 bowling
 swimming
 to another branch.
 possum prowling
 film or play

exhibition buildings 'show'
airport
Port of Brisbane
a factory - chocolate
paper mill
out for a meal.
roller skating or ice skating

Do not use any more than one from each group per term.

SPECIAL NIGHTS

Camp fire
cook damper
cook pancakes
toast marshmallows
toast muffins/bread
pop popcorn.

Fun with a microwave:
make pizzas
make a cake.

Have a meal together.
(Spaghetti?)
Watch a video.

Have a fancy dress night.
Try a pie night

Challenge another CEBS branch to a games night ending with a tug o'war.

Make:
kites
puppets
woggles

Have you ever tried body painting? (You need bathers, a plastic sheet, water paint, and a garden hose to wash everyone down.

Have a fitness night.
Olympic games night.

PROJECT IDEAS FOR CEBS

1. Make use of your parents, vicar, vestry, commissioners, CEBS office, Cathedral staff local council - whoever and wherever you can think of. At the same time you will be showing them that your branch is an active branch.
2. Some of these projects can be used in combination with badge work.
3. Set up a 'rich/poor lunch' to highlight famine and poverty. You all pay a fixed amount for your meal - the majority eat bowls of plain boiled rice, one or two get a real feast. Who gets what is left to chance. Use the money for the CEBS mission project.
4. Join Amnesty International to improve the position of political prisoners overseas.
5. Campaign for courses on Aboriginal culture and history in your local school or college.
6. If you play a musical instrument, start a music group and offer to help with youth service.
7. Learn a language spoken by migrants in your area. Get to know about their culture, foods and ideas.
8. Run a program to teach road safety to school children in your area. Ask the local council and police for an area to teach competent and safe bicycle riding.
9. The United Nations has suggested young people be more involved in environmental activities. Organise a tree-planting campaign or organise a CEBS conservation project.
10. Meet your local councillors and tell them about your ideas for the community.
11. Hold a multicultural evening or day with music, dress, food and dance.
12. Organise a symposium on Aboriginal culture. Write to Aboriginal Affairs bodies and organisations for information brochures. Invite Aboriginal young people to speak at the symposium.
13. Arrange a CEBS exchange between young people in your church and CEBS in another part of Australia. Seek help from your church and CEBS office to organise the exchange.
14. Organise an old toys' collection in your neighbourhood. Invite your friends to help you restore them to arrange to have them given to those who would appreciate them.
15. Investigate the various types of disability. Do a survey of the numbers of disabled young people in your area and their opinions. Take action to improve conditions and facilities for disabled people. Make a check list of your own church to see if it is accessible for people in wheelchairs.

16. Find out from old people what life was like in your community years ago - collect old photographs, newspaper cuttings, maps, etc. and mount an exhibition to show what you have discovered.
17. Produce a video about young people in your local area. Seek support from your local TV station and learn about production techniques.
18. Explore the alternative ways of involving less articulate and less confident young people in decision making. You could use unstructured meetings, fish-bowl discussions, consensus decision-making, assertiveness training, brainstorming or other methods.
19. Join an animal welfare organisation.
20. Paint a mural in your town or suburb. Talk to the local council, your art teachers, the local historical society and anyone else who can help. Perhaps you could make a giant mural to be hung in your church for a special occasion.
21. Produce a poster to express the needs of young people in your area. Use the poster to encourage ministry amongst young people.
22. Mount a youth-run anti-smoking campaign in your local area. Contact the Anti-cancer Council for information brochures, videos and films to assist your campaign.
23. Find out what is being done about pollution in your suburb or town.
24. Join with GFS /Youth group/other CEBS groups and plan a special thanksgiving service for youth.
25. Help tidy the garden for an old person or arrange to assist them in some way on a regular basis.

SAMPLES

newsletters

flyers

promotion material

yearly calendar

branch information booklet

2000 CHERMSIDE CEBS CALENDAR

Proposed 27/02/2000

JANUARY

Fri 21 Leaders Meeting - Hall AV

FEBRUARY

Wed 9 Board of Management PV

Fri 11 CEBS Re-Starts

Sat 12 Hall Working Bee AV

Sun 13 Corporate Sunday - Knighting AV

Thu 17 Knights Night Out - Shorncliffe 7pm.

18-20 Parish Camp - Camp Duckadang PV

Fri 25 Diocesan Games Night -Chermside 7pm- AV

Mon 28 Chermside Ceps Parents AGM 7pm

MARCH

Sun 5 Corporate Sunday - 8.30am

Sun 5 Diocesan Ceps AGM W.M.C.Ipswich 2pm- IF

Sat 12 Page Hike - Bunyaville SFP PV

Fri 17 Ceps Registration Fees due \$25/year or \$12.50 / year

Wed 22 Board of Management

Fri 24 Family Movie Night 7.15pm in Hall AV

Sun 26 GFS Diocesan Swimming Carnival

31-2 Apr National Council- Sydney - IF

APRIL

Sun 2 Corporate Sunday

8-9 Esquire Bike & Train Trip -Bribie Island AV

Mon 10 Diocesan Games Night+BBQ -Grovely 6pm

Fri 21 NO CEBS

21-25 Knights Easter Canoe trip -TBA. AV

Fri 28 NO CEBS

Sat 29 Chermside Ceps Reunion Dinner. RSL AV

MAY

Sun 7 Corporate Sunday & AdmissiorService

Wed 10 Board of Management

Sat 20 Lad Train Trip - TBA PV

Mon 22 Parents Meeting - 7.00pm

Fri 26 Pizza Forms given out AV

Sat 27 Parish Family Spit Roast Dinner DG

JUNE

Fri 2 Diocesan Games Night 7-9pm. Ipswich JD

Sun 4 Corporate Sunday

9-12 Family Outing Camp - Pointro PV

Thu 22 Knights Night Out - Chillies@Kedron 6.30pm

Fri 23 Pizza Forms back

Sat 24 Parish Doofers Night- Kids Movie 7pm AV

Wed 28 Pizza Pick Up Day AV

JULY

Wed 5 GFS Diocesan Craft Day

6-10 Esquire & Knight Beach Camp -Moreton Island - AV

Fri 7 NO CEBS

Fri 14 NO CEBS

Fri 21 Registration fees Due. Second half \$12.50

Sun 23 Corporate Sunday

Mon 24 Parents Meeting - 7.00pm

Sat 29 Family Trivia Night. AV

AUGUST

4-6 Pointro Working Bee & Meeting- BH

Wed 9 Board of Management

Sun 13 Corporate Sunday

?-? GFS Leader Training Weekend

26-27 Page Adventure Weekend PV

SEPTEMBER

Fri 1 Diocesan Mini Olympics -Chermside 7pm- PV

Sat 2 Wine & Cheese Evening AV

Sun 3 Corporate Sunday

Wed 13 Knights Night Out & Movie RSL. 5.45pm

Fri 22 NO CEBS (Olympics)

Fri 29 NO CEBS

OCTOBER

Sun 8 Corporate Sunday

Wed 11 Board of Management

Sat 14 Esquire & Knight Wide Game AV

Fri 20 Parish Movie Night - 7.15pm AV

Mon 23 Parents Meeting - 7.00pm

Sun 29 Diocesan Annual Service + Picnic Day Toowoomba- GB

NOVEMBER

Sun 5 Corporate Sunday & Parish Festival DL

Sat 25 Knightis Day at the Coast AV

DECEMBER

Sat 2 Ceps Breakup Service, Concert & Party AV

TELEPHONE NUMBERS

Name	Degree	Home	Work
Revid David Lunniss	DL	President	3359 2062 3359 2062
Alan Victor	AV	Knights	3267 6869 3365 6528
David Gregory	DG	Esquires	3204 4917 0419665812
Peter Victor	PV	Pages	3266 4647 3887 5922
Gary Sims	GS	Treasurer	3263 1753 3225 2110
Peter Mulcahy	PM	Leader	3263 3416
FridayNightContact	Hall	AV/DG	0419665812

How To Return Monies To The BRANCH

- Write on an envelope:
 - What the money is for.
 - Who it is for/from.
 - How much is enclosed
 - Date placed in Payments box
- Put money in envelope and seal securely
- Place in Payments Box on Kitchen Bench under hall or give to a Leader.

CEBS
CONSTITUTION

