

LEADERS' HANDBOOK

JUHTIDE KÄSIRAAMAT

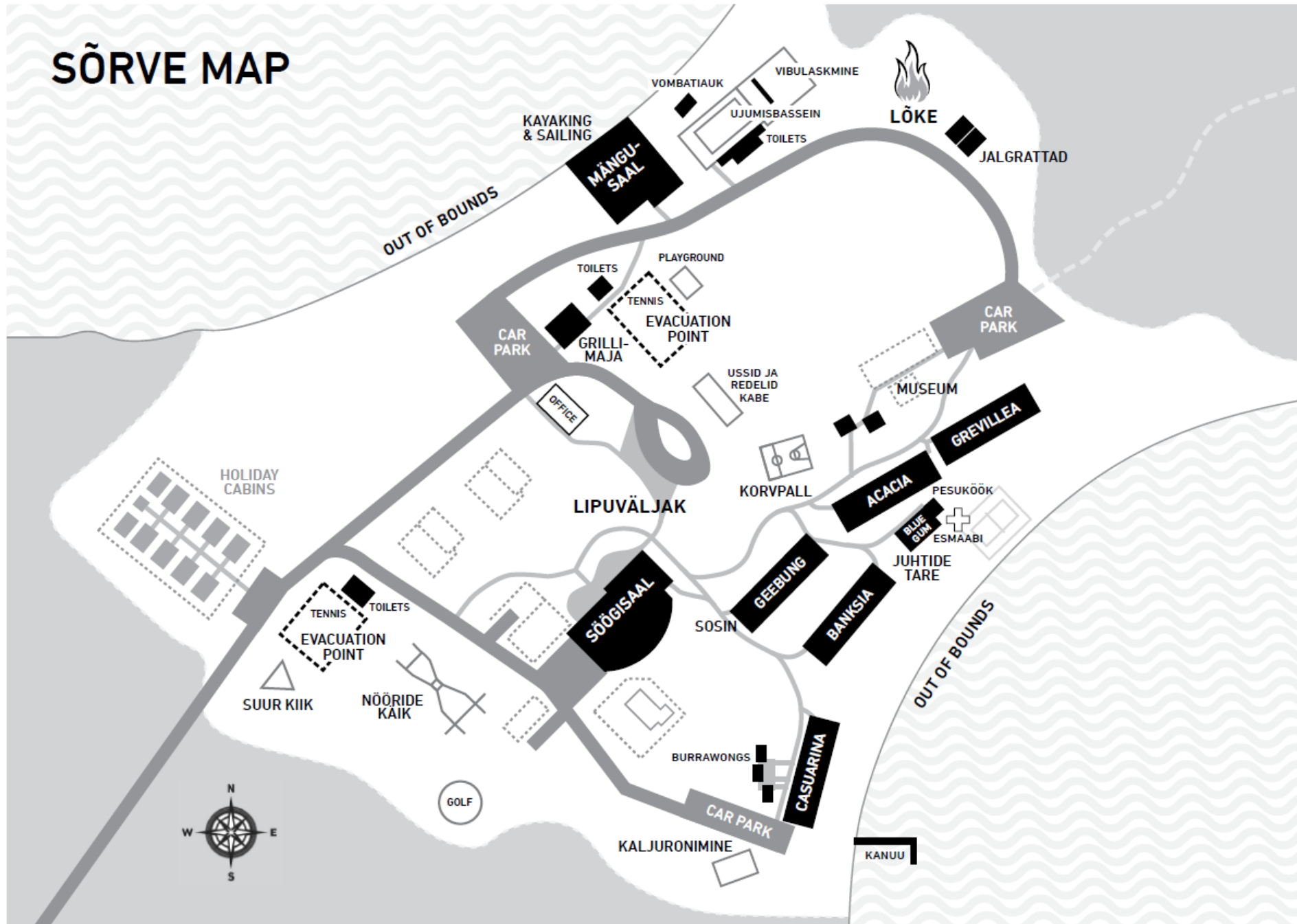
Point Wolstoncraft Sport & Recreation Centre, Kanangra Drive, 2259, NSW
05.01-12.01.2020



Sõrve – see olemegi meie – this is us!

Point Wolstoncraft Centre access code: 8417
ALL LEADERS MUST NOTIFY THE CAMP LEADER BEFORE LEAVING SÕRVE

SÕRVE MAP





WELCOME!

TERE TULEMAST!

A big welcome to all of our campers, leaders, parents and friends for this, our 67th year of Sõrve Summer Camp in Australia. I am proud to be a part of the organising effort that makes up the continuing tradition of the annual Sõrve Summer Camp where we celebrate and take pride in our Estonian heritage and community spirit.

This year we greet not only new campers but also a talented group of both new and established leaders and instructors who promise to bring their own special skills and passion to the camp. Our Camp Leader - Marissa Apsey and Camp Elder - Peter Maasepp have an energetic and enthusiastic team of leaders who have worked hard throughout the year to prepare a fun and fulfilling program of camp activities of make this camp enjoyable and memorable.

The role of Sõrve in bringing together succeeding generations of young people of Estonian heritage in Australia cannot be underestimated. The development of these young people in to camp and community leaders makes Sõrve Summer Camp without a doubt one of the most vibrant and dynamic enterprises of the Australian-Estonian Community.

Finally, Sõrve Sõbrad would like to sincerely thank our financial contributors and the dedicated team of family and friends, the growing leadership team and all the children who make Sõrve Summer Camp possible. Your support and involvement throughout the year means the task that Sõrve Sõbrad undertakes is assisted by many helping hands.

Thomas Lipping

President, Sõrve
Sõbrad Committee

ABOUT US

MEIST

The first Estonian children's summer camp in Australia was held in 1953 at Narrabeen NFC, followed by Myuna Bay, Canberra and then finally in 1962 at Point Wolstoncroft when it became affectionately known as "Sõrve"



The Australian-Estonian summer camp "Sõrve" is reimagined each year to create unforgettable experiences and memories for life for campers. Loaded with games, fancy dress theme nights, skits and performances and much more, Sõrve traditions stay true to continue Estonian culture.

Sõrve camp has been around for nearly 70 years, and is coordinated by the Australian-Estonian community for children with Estonian connections through family or friends. We pride ourselves in creating a space where children get to experience Estonian culture in a friendly and safe environment.

Our long-term goal is to ensure a vibrant Australian-Estonian community thrives through mentorship, creating memories and friendships, and an appreciation of Estonian heritage, history and language.

Sõrve Sõbrad (Sydney Estonian Parents' and Friends' Association) is a registered not for profit organisation. The organisation is bound by a Constitution that governs how the organisation is run. Each year a committee is elected by its members to administer the organisation and ensure that the Sõrve Traditions are upheld and a camp is running.

Our major supporters are the Estonian Relief Committee and the Estonian Society of Sydney.

REGISTRATION

REGISTREERUMINE

- Every person who attends camp must complete the online Sörve and Point Wolstoncroft registration process.
- All adults and leaders attending Sörve are to abide by a Code of Conduct and the Social Guidelines.
- The *Sörve Sõbrad* Code of Conduct is part of the Policy on Promoting Positive Behaviour at Sörve developed in 2011 and both documents can be found in this handbook.
- The committee recognises that leaders contribute their time to organise and run the camp.
- To assist in meeting camp costs for *Sörve* each leader (*juht*) is required to pay a registration fee.
- Payment is required by November 30. Payments may be made by direct deposit, cheque or cash. Cheques are to be made out to: Sydney Estonian Parents & Friends Association Inc.
- Please contact Sörve Sõbrad on 0452 581 120 or admin@sorve.org.au for questions.

BANK: St George

ACC NAME: Sydney Estonian Parents & Friends Association Inc

BSB: 112 879

ACC: 465 516 736

SÕRVE OBJECTIVES & TIPS FOR SURVIVING

SÕRVE EESMÄRK JA ELLUJÄÄMISE NÕUANDED

Objectives; at Sõrve we want to have:

- A camp culture steeped in Estonian (*eesti*) traditions
- Happy, satisfied and tired participants
- A safe, healthy and accident-free camp
- Strong, cohesive leadership
- An environment that preserves and develops strong friendships and creates a sense of uniqueness and belonging
- A camp that fosters a willingness and desire to learn
- Fast resolution of problems as they arise
- A strong focus on the needs of children
- A working partnership with parents and carers

But remember to:

- Realise that the job of a leader involves long hours and constant responsibility and enjoy the challenge this represents.
- Make sure that you understand your responsibilities and duties. If you don't – please ask.
- Take good care of your health – you will need your sleep and strength.
- Always remember why you are a leader at Sõrve – to help, guide and instruct so that camp is a fun, safe and rewarding experience for the children.

LEADER RESPONSIBILITIES

JUHTIDE ÜLESANDED

Vanasõnad:

- *Targem annab järele!*
- *Kui viga näed laita, siis tule ja aita!*



1. A *Sörve* leader or '*juht*' is a role model who leads and interacts with campers (or '*elanikud*'*) at *Sörve*.
2. Living with *elanikud*, a *juht* is on the job and on-call every minute of the day and night: working, playing, eating and living with *elanikud* 24 hours a day.
3. Responsible for 'your' hut (or *tare*) *elanikud*: ensuring they keep their huts clean and get along.
4. A friend to *elanikud*. You lead them, help and comfort them; you see they get the most out of their *Sörve* experience.
5. Responsible for keeping *elanikud* safe, clean and healthy. You make sure they eat and sleep properly and report any health or medical problems to the camp leader (or '*laagrijuht*').
6. Expected to plan activities for your *tare* and all *elanikud*, including skits, games during quiet times, hikes etc and bigger events too.
7. An active member of the leadership team or '*juhtkond*', counted on to pitch in and help *Sörve* run smoothly.

* *Elanikud* are children (over 8 years) and have elected to participate in camp activities; which range from daily hut inspections, sporting and night activities. Older children may go on overnight camp events.

ONE FOR ALL, AND ALL FOR ONE

ÜKS KÕIGI JA KÕIK ÜHE EEST

As a team we value:

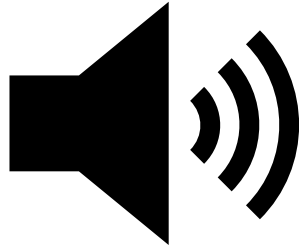
1. Empowering a positive environment to build development and growth.
2. Embracing imagination, curiosity and exploration.
3. Individuality as well as teamwork.
4. Believing in a climate of cooperation and trust.
5. Actively working to create independence.

As a team member, you'll need:

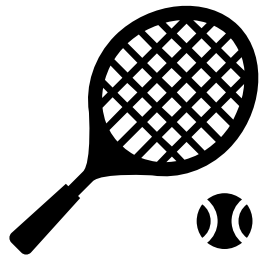
1. A love for children, with a capacity to be patient, kind yet firm, fair, responsible and genuinely concerned with all *elanikud*.
2. A love for people, with the ability to feel comfortable and work as a team with others.
3. A strong sense of responsibility and the ability to persevere.
4. The ability to stimulate and encourage people to grow physically and mentally in all phases of life.
5. A capacity to work hard and maintain good health.
6. Ability to make quick decisions in an emergency.
7. Flexibility, initiative, resourcefulness, imagination, adaptability, and a sense of humour!

EMERGENCY & EVACUATION

HÄDAOLUKORD JA EVAKUATSIOON



Emergency: In case of an emergency situation at Sörve, e.g. injury, medical condition, lost child, etc. the megaphone hooter will be sounded and any available leaders are to come to the leaders hut immediately.



Evacuation: At Sörve we follow Point Wolstoncroft Sport and Recreation Fitness procedures and guidelines. Evacuation points are both tennis court areas.

Please locate and read the evacuation route map in your accommodation.



FIRST AID

ESMAABI



- Dr Konrad Kangru is the first aid coordinator.
- First aid escalation process:
 1. Leader First Aiders
 2. Dr Konrad Kangru and Jana Mõisa
 3. Parent(s) called by Dr Konrad Kangru and/or hospital

The following leaders have CPR training and/or senior first aid qualifications:

Leader	First Aider	CPR
Jana Mõisa	✓	✓
Taimi Maidla	✓	
Karlene Bond	✓	✓
Marika Tults	✓	✓
Arne Rodgers	✓	✓
Harri Rodgers	✓	✓
Erik Tults	✓	
Kristi Turner	✓	
Mady Pointing	✓	✓
Sandra Buchert	✓	✓

TYPICAL MORNING FOR A JUHT

TÜÜPILINE JUHI HOMMIK

06:50	<i>KOMANDANT WAKES UP KORRAPIDAJAD (KP)</i>
06:55	<i>ÄRATUS (wake-up): Whistle for wake-up for elanikud and juhid. Make sure all elanikud are dressed and at exercises. Be on time! Open hut windows.</i>
07:05	<i>VÕIMLEMINE & UJUMINE (exercises & swimming): ALL juhid to attend ALL exercises. Swimming (optional) out of pool by 7:15am. PESEMINE JA TAREDE KORISTAMINE (washing and cleaning of huts): Showering and cleaning huts.</i>
07:30	<i>BOTH LEADERS HELPING TO CLEAN HUT: ensure kids clean their huts and themselves. Good time to have a shower yourself.</i>
07:50	<i>HOMMIKUSÖÖK (breakfast): Arrive on time. Wear enclosed shoes if serving. Juhid to go in after elanikud unless sitting with hut for meal. To build a strong relationship amongst juhid only sit with your tare one meal per day. Ensure that elanikud eat and clean up tables. Know what activities your elanikud have. Get your activity list from the roster leader (korraldusjuht). After breakfast return to hut and run through 'inspection/flag raising checklist' with elanikud. If you are rostered to inspect huts, you need to make sure you have the inspection form and find your partner before making your way to the huts.</i>
08:45	<i>ÜLEVAATUS (inspection): Juhid get ready for the day – activity schedule, equipment, water, sunscreen, hat, proper shoes, juhtide särk, etc. Remind elanikud to take the hut basket to lipu heiskamine.</i>
09:15	<i>LIPU HEISKAMINE (flag raising): Make sure you and elanikud arrive on time. Bring any sports equipment needed. Make sure the baskets are up at the söögisaal and the 'Päeva parim tare' sign. Line kids up and hand out song sheets. After lipuheiskamine make sure kids take off their Sörve särk and put it in the basket.</i>
09:30	<i>TEGEVUS (activity): Get elanikud together in their sport group areas quickly. Go to activities.</i>
11:30	<i>UJUMINE (swimming): Lifeguards to the pool need fluoro vest, walkie-talkie, hat, etc. Elanikud can swim when the first-aider and one other juht is present. Juhid are to spread out around the pool and continually scan the water. Other juhid to take responsibility of the elanikud on verandahs.</i>
12:30	<i>LÕUNASÖÖK (lunch): Arrive on time. Wear enclosed shoes if serving. Juhid to go in after elanikud unless sitting with hut for meal. Ensure that elanikud eat and clean up tables. Check whiteboard for activity updates. Korraldusjuht to hand out afternoon activity slips. Make sure elanikud eat and drink at least 2 cups of water, then clean up the table.</i>

TYPICAL AFTERNOON FOR A JUHT

TÜÜPILINE JUHI PÄRASTLÕUNA

13:15	<i>LÕUNARAHU</i> (rest period): Make sure <i>elanikud</i> are on their verandahs or common areas. B-Group heads on own pillows and some quiet time. <i>Juhid</i> to share supervision with other <i>juhid</i> on same verandah.
14:20	ETTEVALMISTUSED TEGEVUSEKS (activity preparations): Whistle blown. Get ready for afternoon activities. Make sure <i>elanikud</i> have hats, sunscreen, water, proper shoes, swimming costumes, etc.
14:30	<i>TEGEVUS</i> (activity): Get <i>elanikud</i> together in their sport group areas quickly. Go to activities.
16:30	<i>UJUMINE</i> (swimming) : Lifeguards to the pool need fluoro vest, walkie-talkie, hat, etc. <i>Elanikud</i> can swim when the first-aidier and one other <i>juht</i> is present. <i>Juhid</i> are to spread out around the pool and continually scan the water. Other <i>juhid</i> to take responsibility of the <i>elanikud</i> on verandahs. Go for a swim yourself.
17:30	<i>ÕHTUSÖÖK</i> (dinner): Arrive on time. Wear enclosed shoes if serving. <i>Juhid</i> to go in after <i>elanikud</i> unless sitting with hut for meal. Good time for skit prep. Ensure that <i>elanikud</i> eat and clean up tables.
18:15	<i>ÕHTUSE TEGEVUSE ETTEVALMISTUS</i> (night activity preparation): <i>Juhid</i> to help hut or prepare for night activities. Make sure kids have insect repellent, enclosed shoes, torches, etc.
19:30	<i>LÕKE / ÕHTUNE TEGEVUS</i> – (campfire night activity): Listen for whistle and arrive on time (<i>elanikud</i> too). Participate and encourage. <i>ÕHTUNE NÄKS JA RINGMÄNGUD</i> (milk and cookies and games): Participate and encourage.
21:45	B-GROUP <i>JUHID</i> : Take <i>elanikud</i> down to huts: Help <i>elanikud</i> to get ready for bed.
22:00	<i>ÖÖRAHU VÄIKESTELE</i> : Lights out for B-Group.
22:15	A-GROUP <i>JUHID</i> : Take <i>elanikud</i> down to huts. Ensure <i>elanikud</i> get ready for bed.
22:30	<i>ÖÖRAHU KÕIKIDELE</i> : Lights out for A-Group.
22:35	LEADERS' EVENING MEETING: Participate and encourage. Snacks, drinks, etc. Destroy all evidence before going to bed.

FIRST DAY

ESIMENE PÄEV

Meeting all *elanikud* (campers) at orientation:

- On our first afternoon at Sörve all campers, adults and leaders get together for camp orientation. This includes a walk around the camp to show the facilities (pool, mess hall, campfire site, toilets, out-of-bounds areas etc.) and to state the general rules and daily routine for all campers.
- ALL leaders need to accompany their hut and the group.
- ALL leaders need to show campers the emergency evacuation route from their accommodation to the mustering area at the tennis court.

Meeting your *tare elanikud* after dinner:

PURPOSE

- To introduce the leader/s and hut individuals to each other.
- To discuss hut name and start thinking about hut theme and call (*tarehüüd*).
- To introduce everyone to camp and how it runs.

SUGGESTED SESSION STRUCTURE IN POINT FORM

- Introduction (leaders to go first).
- Name / age / school / occupation / interests / something new about yourself.
- What is an exciting thing that's happened during the year?

GROUP DISCUSSION

- Why do you come to Sörve?
- What do you expect from camp this year?
- Looking forward to anything in particular?
- Camp and hut rules and social guidelines.
- Go through daily schedule.
- Go through the map, noting important areas (leaders' hut, out-of-bounds, nurse's hut, leaders' sleeping areas).

(IF TIME PERMITS)

- Go through Inspection requirements.
- Discuss hut name, theme, and decoration ideas for the hut.

SÖRVE SÖBRAD SOCIAL GUIDELINES



Sörve Söbrad has guidelines to encourage an enjoyable experience for all participants. Note: by booking a place, both the parent/guardian and child participant(s) acknowledge the following *Sörve Söbrad* Social Guidelines.

- Everyone has the right to participate in a positive environment; bullying of any kind will not be tolerated.
- The health, safety and well-being of all participants and staff is paramount; all attendees must comply with procedures and instructions explained by Sörve leaders and Point Wolstoncroft's sport and recreation staff (e.g. gaining appropriate rest, safety instructions).
- All attendees are required to maintain appropriate positive relationships; inappropriate physical contact or comments will not be tolerated.
- *Sörve Söbrad* promotes health and well-being; possession or use of items that negatively impact on an individual's health or the health of others will not be tolerated (e.g. tobacco, alcohol, drugs, weapons).
- Should a participant feel their rights are not being maintained they should approach a Sörve leader or Sörve Camp Leader with their concerns at the earliest possible moment. Interpretation of these guidelines is at the absolute discretion of the Sörve Camp Leader.

Failure by participants to uphold their responsibilities in accordance with the Social Guidelines will result in corrective action by Sörve Camp Leader. Consequences may include:

- 'Time-out from the standard program schedule;
- Parents/guardians being contacted; and/or
- Removal from the program.

Any costs incurred by *Sörve Söbrad* as a result of damaged property or participant removal will be charged to parents/guardians. The consequences applicable to a breach of the guidelines are at the absolute discretion of Sörve Camp Leader. No refund of the program fee will be provided to participants removed for behavioural reasons.



THEM'S THE RULES

LAAGRI REEGLID. NII ON.

- Morning exercises are for everyone.
- After meals all hut members must clean their tables and surrounding area.
- During all daytime activities sunscreen must be applied and hat worn. You must also have a water bottle.
- Enclosed shoes are to be worn for every activity.
- Thongs are only permitted while walking to and from the swimming pool and during mealtimes (if not serving).
- All huts are locked during activities.
- Water sport shoes are to be worn for all lake water activities. Old running shoes are recommended.
- During rest period you must stay in your hut or on your verandah. (A-Group may have a common area TBA).
- Leaders will be allocated to each verandah on a rostering system to watch over the children.
- All members of your hut must take part in preparations and performance of skits.
- After campfire/night activity everyone assembles at the mess hall for supper and games. No one is to go to the huts without their hut leader.
- Lights out means complete silence, everyone in their own huts.
- Anybody leaving camp (including leaders) must advise the Camp Leader.
- Observe the out-of-bounds areas indicated on the map in this handbook.
- Camp is a Smoke Free Zone. Smoking is not allowed by persons under the age of 18.
- No drugs are allowed at camp.
- Electronic toys and personal computers are NOT permitted at camp.
- Junk food e.g. lollies, soft drinks, chips, etc. is NOT permitted at camp.
- If you choose to bring your phone, you agree that the phone will not interfere with the normal camp routine and activities.
- All phones brought to activities will be kept with the leaders in charge of the activity and if any photos wish to be taken campers must gain permission from the activity leader.
- Mobile phones may not be used at meal times or after lights out as they disrupt others during sleep times.
- NO BOYS ON GIRLS' VERANDAHS/HUTS OR & VICE VERSA. 3 STRIKES AND YOU'RE OUT!

HUT RULES

TARE REEGLID

Clean and tidy:

- After morning swim, your hut is to be cleaned and made tidy.
- All wet clothes are to be hung outside on the clothesline and not placed in your bags.
- All shoes are to be neatly placed outside.
- Toiletry bags are to be hung outside.
- Clothing in your bags and on shelves is to be kept tidy.
- All paper / rubbish is to be placed in recycle / garbage bins at the ends of the long huts.
- Pillows and mattresses belonging to your hut are not to be taken outside.

Lights out at 10.30pm:

- Camp is primarily run for the children and we must keep this in mind especially during the evenings when the rest of camp is trying to get to sleep. To enable the smooth running of camp, excessive noise will NOT be tolerated after 10:30pm and adults/parents will be directed to the BBQ area near the camp entrance.

Security of belongings:

- Accommodation units are locked when they are not occupied. However, we cannot guarantee and are not responsible for the safety of belongings from damage, theft or loss. We recommend that all valuables that are not required at camp be left at home. We have a safe available in the staff room for storage of mobile phones and other such belongings deemed to be valuable.
- If you feel something requires being stored in the safe please make this aware to a leader or other staff member upon your child's arrival to Sörve.

CAMP RULES

LAAGRIKORD



Leading by example:

- Leaders/parents/adults/visitors may not consume alcohol/illegal substances or smoke on camp common areas (sporting fields, marshalling areas, mess hall, pool) as *elanikud* use these areas. Sensible and responsible alcohol consumption and smoking are restricted to designated areas.

Smoking:

- If the person is registered as an *elanik*, either they or their parents have signed that the *elanik* will abide by camp rules. (BY LAW 16 years and older are allowed to smoke but under 18 year olds may not purchase cigarettes).
- A-Group's one warning is at A-Group talk on the first night. If an *elanik* is found smoking their parents are notified and they are asked to leave camp.

Drugs and alcohol:

- Confiscation, parents notified and instant exclusion from camp.
- Police phoned if drugs are involved. Possibility of not being able to come to camp again.
- A-Group's one warning is at A-Group talk on the first night.

Consequences

3 STRIKES + PUNISHMENT THEN OUT.

- Should only take one strike. Offences qualifying as a strike include smoking, leaving camp without Camp Leader's permission, boys in girls' huts and vice versa, leaving hut after dark, swearing, fighting, bullying.

ALCOHOL OR DRUGS = STRAIGHT HOME.

- Leaders must report all warnings or strikes to Camp Leader. Leaders must write any strike or warning in the Leaders' Communication Book.

MOBILE PHONE POLICY

MOBIILTELEFONID

Less time spent on mobile phones means more time spent with friends:

- Campers are able to bring mobile phones to camp. However, if campers bring mobile phones they must agree that the mobile phones will not interfere with normal camp activities and schedules.
- All phones brought to activities will be kept with the leaders in charge of the activity and if any photos wish to be taken campers must gain permission from the activity leader. Mobile phones may not be used at meal times or after lights out as they disrupt others during sleep times.
- Mobile phones are permitted at camp but must be turned off during organised activities, i.e. flag raising, sports, night events and at meal times.
- No text messages after 10pm. Mobile phones used at rest period must not disturb others.
- Mobile phones will not interfere with the normal camp routine and activities.
- Campers have been advised not to bring their mobile phones to camp. However, if they have, their phones can be locked in the safe and can be checked out to phone home when needed.

REMINDERS

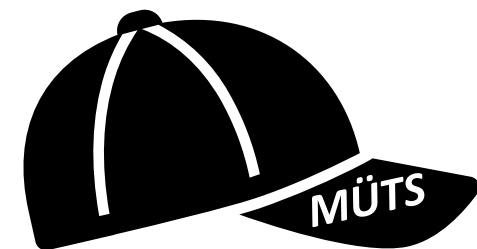
MEELDETULETUSED

A handy list to put on the back of the hut door! What to do before inspection:

- *Tee voodi ära* (make bed)
- *Korista tare* (clean the hut)
- *Säti riided* (clean up and tidy clothes)
- *Reasta jalanõud* (line up all shoes outside)
- *Pese nägu ja käed* (wash face and hands)
- *Kammi juuksed* (brush hair)
- *Pese hambad* (brush teeth)
- *Kanna Sörve T-särki teise särgi peal* (wear the Sörve t-shirt on top of the other t-shirt)
- *Pane jalga puhtad sokid ja jalanõud* (put on clean socks and shoes)
- *Määri peale päiksekreemi* (apply sunscreen)

What to bring to *lipu heiskamine*:

- *Müts* (hat)
- *Veepudel* (water bottle)
- *Rätik, ujukad ja vastavad jalanõud* (towels, swimming costume and appropriate shoes - if needed for activity)



HUT THEMES

TAREDE TEEMAD

Nukitsamehed (The Bumpies): Kidnapped by the forest witches, through a spell these boys became scruffy kids with horns growing from their heads. To break this spell, they would have to meet a person who believes that there is goodness in them. In the film, the main character, Bumpy wins the heart of Iti, and begs to escape with her and her brother Kusti from the witches.

Nõiatare (Witches' hut): This is where the witch family lives and Iti and Kusti, the characters of the film, are imprisoned after they get lost in the forest. Always under the watchful eye of the house witch, until one day the brother and sister get a chance to escape. Remember that Estonians used to believe that there were also good witches living in the forest who would help people cure diseases and make kind wishes come true. It was the greed and use of their powers that set good witches apart from the evil ones.

Rahapada (Chest of gold coins): Estonians believed that fairies hid gold and silver coins all over the forests and bogs. On certain nights of the year the fairies would bring the chests out and dance around them. What gave it away that fairies were about, was the blue light seen from afar. If a human or another witch would happen to come across to these gatherings, they could keep the treasure. They would have to know the magic words to break the spell. If they didn't know the words, they too would become forest fairies and could not return to their normal human life. In the film the witches are always on the hunt to collect more coins.

Raja preilid (Girls from Raja): One of the main characters in the "Kevade" and "Suvi" films is Teele of Raja. Raja is known as the home of intellectuals, where you might meet friends of the family from all walks of life, from doctors and lawyers to musicians and painters. The young ladies were brought up with good manners but they would not shy away from speaking out and standing for what they believed in. In school Teele was the most popular girl and she was known as Arno's girlfriend.

Rätsepmeister Kiired (The family of Kiirs, the taylor): The full name of the lanky, red haired boy nicknamed Jorh, was Heinrich Georg Aadniel Kiir. Tailors for generations, Kiirs were known for making fabulous frocks and spectacular needlework. They sought to be seen as the society rather than country folk. Kiir would aim high and dream big, even though his snobbery would do him disservice. While Toots was in university, he was close to winning Teele's heart, before Toots returned from the university.

Taluperemehed Ülesoolt (Farmers of the Ülesoo farm): Ülesoo is where the family of one of the main characters of the "Suvi" film, Toots, is from. Toots' family has been farmers throughout generations. But lately things have not been going very well and the future for keeping the family farm looks bleak. That's when Toots decides to go to a university abroad to study farming and economics and turn Ülesoo to a prosperous farm. Back from university, the bank would not give him a loan to invest in his farm and ideas. Time to ask a friend.

Apteekrid (Pharmacists): It is said that Oskar Luts (the author of books on which the films "Suvi", "Kevade" and "Sügis" were based on) was the basis for the pharmacist character and he actually studied the science of pharmacy and was a pharmacist in Narva, St Petersburg and Tartu.

Tartu ülikool (Tartu University): It was the school that brought all the characters together in the small boarding school in "Kevade". It was also 100 years ago, when the film is supposed to take place, that Tartu University opened its doors as an Estonian university. For the first time in almost 300 years, Estonian language was allowed to be used and spoken in the university (consider that just years before, this was not allowed, and that previously it was punishable to even speak in Estonian). Professors were mainly from Estonia and Germany but also from Sweden, Finland, Russia and Latvia.

FLAG RAISING & LOWERING

LIPU HEISKAMINE JA LANGETAMINE



- The whole camp assembles each morning at the *lipuväljak* (flag assembly area) outside the *söögisaal* (mess hall).
- Everyone is required to wear their Sõrve *T-särk* (Sõrve t-shirt) for this meeting.
- The Estonian and Australian flags are raised.
- Results from the morning's *ülevaatus* (inspection) are announced - with the winning *tare* (hut) receiving the “*Sõrve päeva parim tare*” award.
- The meeting also informs camp of the activities for the day, special events for the night and future events.
- On the last evening, the camp assembles for the *lipu langetamine* (final flag lowering). Everyone is asked to wear their Sõrve *t-särk* as we take a Sõrve group photo.

Eesti lipp

Martin Lipp / Enn Võrk

Kaunistagem Eesti koad,

kolme koduvärviga,

mille alla Eesti pojad,

ühiselt võiks koonduda.

Ühine neil olgu püüe,

ühes venna armuga.

Kostku võimsalt meie hüüe:

Eesti, Eesti, ela sa!

ESTONIAN NATIONAL ANTHEM

EESTI HÜMN

The Estonian national anthem is sung at first flag raising and flag lowering on the last evening.

Mu isamaa, mu õnn ja rõõm

Johann Voldemar Jannsen / Fredrik Pacius

*Mu isamaa, mu õnn ja rõõm,
kui kaunis oled sa!*

*Ei leia mina iial teal,
see suure, laia ilma peal,
mis mul nii armas oleks ka,
kui sa, mu isamaa!*

*Sa oled mind ju sünnitand
ja üles kasvatand.*

*Sind tänan mina alati
ja jään sul truuks surmani.
Mul kõige armsam oled sa,
mu kallis isamaa!*

*Su üle Jumal valvaku
mu armas isamaa!*

*Ta olgu sinu kaitseja
ja võtku rohkest õnnista
mis iial ette võtad sa,
mu kallis isamaa!*

CODE OF CONDUCT FOR LEADERS & ADULTS



KÄITUMISREEGLID JUHTIDELE JA TÄISKASVANUTELE

The Policy on Promoting Positive Behaviour at *Sörve* and *Sörve* Social Guidelines provides guidelines for all participants at *Sörve* in the recognition, management and escalation recommendations to assist in dealing with any incidents of inappropriate behaviour should they occur at *Sörve*. The following Code of Conduct is part of this policy.

1. This Code of Conduct is expected of all leaders and adults who work within, or visit the *Sörve* community, recognising that they provide a positive role model at all times. Leaders and adults should act responsibly and exercise a 'duty of care' to all members.
2. Leaders and adults respect the rights, dignity and worth of themselves and others.
3. Leaders and adults act with consideration and good judgement in all interpersonal relationships.
4. Leaders and adults demonstrate a high degree of individual responsibility, especially when dealing with people under the age of 18; Leaders' and adults' words and actions are an example to other members of the community.
5. Leaders and adults will not promote their own personal beliefs, behaviours and practices if they conflict with the values of *Sörve*.
6. Leaders and adults, for their own protection, should avoid unaccompanied and unobserved activities with persons less than 18 years of age. It is recognised that in certain circumstances it may be necessary for a leader or adult, whilst acting responsibly and exercising his or her 'duty of care', to be alone with a youth member.
7. Leaders and adults will endeavour to provide a safe environment as they manage and participate in *Sörve* activities.
8. Leaders and adults accept that bullying, physical or verbal abuse, neglect or any other type of abuse is unacceptable conduct by any member of the *Sörve* community.
9. Leaders and adults must report to the Camp Leader any conduct seen or heard that does not comply with this Code of Conduct.
10. Leaders and adults are to act with professionalism and accept responsibility for their actions, including legal ramifications as set out by NSW legal system.
11. Leaders and adults agree to abide by the Child Protection (Prohibited Employment) Act 1998.
12. Leaders and adults respect the right to personal privacy and confidentiality unless it poses a risk to an individual or others.
13. Leaders and adults abide by *Sörve* rules and are expected to maintain the *Sörve* name.
14. Leaders support their fellow leaders and uphold the commitment of being a *Sörve* leader.
15. If a breach of this Code of Conduct occurs, the issue will be documented and discussed in consultation with the Camp Leader and representatives of the *Sörve Söbrad* Committee.

WHISTLES, GONG & HOOTER

VILE, GONG JA SIREEN



- The *komandant* is responsible for keeping things running on time at *Sörve*.
- The *komandant* will notify the *korrapidajad* (daily whistle blowers) the evening before they are rostered on.
- The *korrapidajad* will be given a whistle and a briefing card that lists their duties. The *komandant* will also alert the *korrapidajad* 5 minutes before events/activities to whistle near every hut verandah.
- The gong/whistle will sound for all meal times and is an indication for children on whistle blowing duty to sound the whistle to alert the camp for meals.

SÕRVE SÕBRAD



'Sõrve Sõbrad' is the Sydney Estonian Parents' and Friends' Association, which elects a Committee from their members in March-April every year.

This Committee meets throughout the year to raise funds, organise events, maintain the sorve.org.au website and much more.

The Committee reports to affiliated Estonian organisations that provide support for *Sõrve* and liaises with the Department of Sport & Recreation to secure camp accommodation and services.

Sõrve Sõbrad was set up to keep parents informed throughout the year of related camp events and allows parents to have their say at the annual general meeting.

Those who attend camp full time and are over 16 years of age are automatically eligible to join this Group without cost.

Membership nomination forms are available from our Registrar. After acceptance of membership application by the Committee, members are entitled to vote on all issues relating to *Sõrve*.

Membership for this year is due at *Sõrve*. Those who have paid full time registration fees have their membership paid up to date.

Part-time and non-attending members need to pay \$20 to renew their membership and voting rights. A leader representative is shall be on this committee.

HUT LEADERS

TAREDE JUHID

Hut leaders	Hut allocation	Hut theme
Arne Rodgers	<ul style="list-style-type: none"> 5. B-grupi poisid 	<ul style="list-style-type: none"> Kaltsupoiss (rag boy)
Arvi Lehtsalu	<ul style="list-style-type: none"> 3. A-grupi poisid ja 4. B-grupi poisid 	<ul style="list-style-type: none"> Nukitsamehed (the Bumpies) Apteekrid (pharmacists)
Danae Pikkat	<ul style="list-style-type: none"> 7. A-grupi tüdrukud 	<ul style="list-style-type: none"> Tartu ülikool (Tartu university)
David Kass	<ul style="list-style-type: none"> 1. A-grupi poisid 	<ul style="list-style-type: none"> Rätsepmeister Kiired (Kiirs, the family of tailors)
Erik Tults	<ul style="list-style-type: none"> 5. B-grupi poisid 	<ul style="list-style-type: none"> Kaltsupoiss (rag boy)
Harri Rodgers	<ul style="list-style-type: none"> 2. A-grupi poisid 	<ul style="list-style-type: none"> Taluperemehed Ülesoolt (masters of the Ülesoo farm)
Jana Mõisa	<ul style="list-style-type: none"> 8. A-grupi tüdrukud 	<ul style="list-style-type: none"> Eesti jõulud (Estonian Christmas)
Karlene Bond	<ul style="list-style-type: none"> 6. A-grupi tüdrukud 	<ul style="list-style-type: none"> Raja preilid (young ladies of Raja)
Kristi Turner*	<ul style="list-style-type: none"> 10. B-grupi tüdrukud 	<ul style="list-style-type: none"> Nõiatare (witches' hut)
Lachlan Bell*	<ul style="list-style-type: none"> 3. A-grupi poisid 	<ul style="list-style-type: none"> Apteekrid (pharmacists)
Mady Pointing*	<ul style="list-style-type: none"> 11. B-grupi tüdrukud 	<ul style="list-style-type: none"> Rahapada (chest of gold coins)
Marika Tults	<ul style="list-style-type: none"> 4. B-grupi poisid 	<ul style="list-style-type: none"> Nukitsamehed (the Bumpies)
Rhys Maidla	<ul style="list-style-type: none"> 2. A-grupi poisid 	<ul style="list-style-type: none"> Taluperemehed Ülesoolt (masters of the Ülesoo farm)
Sandra Buchert*	<ul style="list-style-type: none"> 9. B-grupi tüdrukud 	<ul style="list-style-type: none"> Kosjad ja pulmad (engagements and weddings)
Sarina Randoja*	<ul style="list-style-type: none"> 7. A-grupi tüdrukud 	<ul style="list-style-type: none"> Tartu ülikool (university)
Taimi Maidla	<ul style="list-style-type: none"> 9. B-grupi tüdrukud 10. B-grupi tüdrukud 	<ul style="list-style-type: none"> Kosjad ja pulmad (engagements and weddings) Nõiatare (witches' hut)
Tara Hartman	<ul style="list-style-type: none"> 11. B-grupi tüdrukud 	<ul style="list-style-type: none"> Rahapada (chest of gold coins)

The *juhid* (leaders) and *abijuhid* (junior leaders) form our Sõrve Leaders Team. During the year the (*abi*)*juhid* plan in detail the activities for Sõrve camp and work together to run the camp.

**Abijuhid* are new or junior leaders. *Abijuhid* are the first stage before becoming *juhid*. In the past *abijuhid* have been enthusiastic past campers who want to participate in the organisation and responsibilities of Sõrve. You must be an *abijuht* for 2 years before graduating into a *juht*.

JUNIOR HUT LEADER RESPONSIBILITIES & JOB DESCRIPTION

ABIJUHTIDE VASTUTUSED JA TÖÖKIRJELDUS



Responsibilities:

- Abide by the *juhtide* Code of Conduct
- Works with *tare juht* in their duties
- Works with activity *juht* in their duties
- Report to *laagrijuht* and/or *tare juht*
- *Juht* in training (2 yrs)
- Show initiative, ask questions, get involved and be an active learner
- A role model who leads and interacts with *elanikud* at Sörve

Job description:

- Be pre-prepared for camp, attend meetings/be involved with organising camp in all aspects
- Every day, be on time and know where you should be
- Together with the *tare juht* you are responsible for your *tare*
- Works with allocated *tare juht* and activity *juht*
- Try to experience all aspects of Sörve, participate & contribute in all activities
- Be helpful and enthusiastic

HUT LEADER RESPONSIBILITIES & JOB DESCRIPTION

TAREJUHTIDE VASTUTUSED JA TÖÖKIRJELDUS

Responsibilities:	Job description:
<ul style="list-style-type: none"> • Abide by the <i>juhtide</i> Code of Conduct • An active member of the <i>juhtkond</i>, counted on to pitch in and help <i>Sõrve</i> run smoothly • Lead by example, be a role model for <i>elanikud</i> • Be a mentor for <i>abijuhid</i> • Take roles and tasks seriously and with pride and enthusiasm • Be proactive and to take initiative • Be present and on time at all activities participating and contributing • WHISTLE / WATCH / PHONE • Be supportive to your leadership team, be available to help/teach <i>abijuhid</i>, support/share jobs with your <i>abijuht/ abijuht</i> • Ensure harmony in huts • Ensure <i>elanikud</i> know the hut and camp rules • Ensure <i>elanikud</i> know the camp daily program times • Responsible for allocation and return of all sports equipment • Report to <i>laagrijuht</i> 	<ul style="list-style-type: none"> • Be pre-prepared for camp, attend meetings/be involved with organising camp in all aspects • Arrive at camp on time, meeting your <i>abijuhid</i>, greeting/settling your hut • Include Estonian language wherever possible • Living with <i>elanikud</i>, a <i>juht</i> is on the job and on call every minute of the day and night: working, playing, eating and living with <i>elanikud</i> 24 hours a day • Assist <i>elanikud</i> to be ready for the next activity on time (clothing, sunscreen, hat) • A friend to <i>elanikud</i>. You lead them, help and comfort them; you see they get the most out of their <i>Sõrve</i> experience • Responsible for keeping <i>elanikud</i> safe, clean and healthy. You make sure they eat and sleep properly, make their beds, keep their tared clean and report any health or medical problems to the <i>laagrijuht</i> • Oversee clearing and cleaning of mess hall table • Expect to plan activities for your <i>tare</i> and all <i>elanikud</i>, including skits, games during quiet times, hikes etc and bigger events too • Be patient, use your caring nature, be both a negotiator and a referee • <i>Omavalitsuspäev</i> (OVP) prepare voting sheets, announce candidates and count votes • Help and advice elected A-Group <i>elanikud</i> • Mediators between <i>juhid</i> and OVP <i>juhid</i> • Choose and plan activities and organise equipment before camp • Brief <i>juhid</i> of activities and requirements prior to camp • Prepare equipment, props, decorations, site, etc • Allocate <i>juhid</i> their tasks • Allocate <i>elanikud</i> to groups, tasks, theme, etc • Run or host the activity on the day and time keep and record scores (if needed) • Present awards at next <i>lipuheiskamine</i> • If appointed as Key Captain of a verandah, hold responsibility for keys to lock and unlock and reporting to the <i>komandant</i> • Complete AACS form

SUPPORT CREW

TUGI



Camp management

Laagri juhatus

- **Marissa Apsey Camp Leader** (*laagrijuht*)
- **Andrew Kass Assistant Camp Leader** (*abilaagrijuht*)
- **Jana Mõisa Roster Leader** (*korraldusjuht*)
- **Rhys Maidla Commandant** (*komandant*)
- **Danae Pikkat C group and F troops** (*väikelastejuht*)
- **Karlene Bond C group and F troops** (*väikelastejuht*)
- **Peter Maasepp Camp Elder** (*laagrivanem*)
- **Dr Konrad Kangru Doctor** (*arst*)
- **Rachel Matwisyk Registrar** (*registraator*)
- **Ian Carter Adult Liaison Officer** (ALO)

Estonian culture

Eesti kultuur

- **Kara Nurm Folk dancing** (*elanike rahvatants*)
- **Tiina & Madis Alvre Adult folk dancing** (*täiskasvanute rahvatants*)
- **Marju Tõnisson Estonian language** (*eesti keel*)
- **Elen Ellervee Singing and drama** (*näitlemine ja laulmine*)
- **Kieran Scott Music** (*muusika*)
- **David Kass Craft** (*käsitöö*)
- **Lachlan Bell Craft** (*käsitöö*)

CAMP LEADER

LAAGRIJUHT

Qualities:	Responsibilities:	Job description:
<ul style="list-style-type: none"> • Can speak Estonian publicly • Can resolve conflict 	<ul style="list-style-type: none"> • Abide by the <i>juhtide</i> Code of Conduct • To ensure <i>Sõrve</i> runs safely and smoothly • Objectives set by Committee (as in handbook) are followed • Ensure the planned activity schedule is executed • Ensure guidelines set by Sport & Recreation staff are followed 	<ul style="list-style-type: none"> • Liaise with ALO, Committee and Sport & Recreation staff • Program / conduct meetings & attend parent orientation • Announce daily activities at <i>lipuheiskamine</i> • Organisation and running of the opening and closing <i>lõke</i> • Lead <i>sõprusring</i> if no <i>laagrivanem</i> available • The “go to” person - is aware of the issues arising in <i>Sõrve</i> • Needs to be the head disciplinary force and/or mediator under the “Policy on Promoting Positive Behaviour at <i>Sõrve</i>” and <i>Sõrve</i> Social Guidelines • Keep a strong and visual presence throughout <i>Sõrve</i> • Monitor the strike register and make informed decisions on an individuals’ suitability to stay at camp • Mentor other leaders including <i>abilaagrijuht</i>

ASSISTANT CAMP LEADER

ABILAAGRIJUHT

Qualities:	Responsibilities:	Job description:
<ul style="list-style-type: none"> • Can speak Estonian publicly • Can resolve conflict 	<ul style="list-style-type: none"> • Abide by the <i>juhtide</i> Code of Conduct • To ensure <i>Sõrve</i> runs safely and smoothly • Objectives set by Committee (as in handbook) are followed • Ensure the planned activity schedule is executed • Ensure guidelines set by Sport & Recreation staff are followed • Reports to <i>laagrijuht</i> 	<ul style="list-style-type: none"> • Direct at least one <i>lipuheiskamine</i>, <i>lõke</i> and the daily planning of activities • <i>Ülevaatus</i> tally & running of <i>lipuheiskamine</i> • Assist <i>komandant</i> in executive duties including curfew management • Assist hut leaders in planning and discipline • Ensure AACS (Activity, Aim, Checklist, Safety) forms are completed for all activities • To comply with the Job Description of <i>laagrijuht</i> should the need arise

ROSTER LEADER

KORRALDUSJUHT

Qualities:	Responsibilities:	Job description:
<ul style="list-style-type: none"> Compassionate, likable and approachable character 	<ul style="list-style-type: none"> Abide by the <i>juhtide</i> Code of Conduct Develop sports program within the activity schedule Ensure sports program runs to schedule Ensure planned sports activities have adequate leaders Organise any equipment required prior to camp Advise <i>laagrijuht</i> on any special health issues Follow escalation process as per committee guidelines Minimum requirement - Senior First Aid Certificate Report to <i>laagrijuht</i> 	<ul style="list-style-type: none"> Liaise with Leader Liaison prior to <i>Sõrve</i> in order to Schedule Sport & Recreation staff for instructor sports <i>Juhtide</i> Allocation Rosters - sport activities, lifeguard, exercise, inspection, rest period supervision, cleaning the <i>juhtide tare</i> Ensure sports equipment required is at camp Organise <i>spordigrupid</i> Update daily activity schedule in Estonian on the whiteboard in <i>söögisaal</i> before breakfast daily Responsible for allocation and return of all walkie talkies Announce results of sports activities at <i>lipuheiskamine</i> Responsible for lanyards - updating, handing out & collecting Main whistle during sport activities <i>Spordigruppide</i> competition tally Update <i>juhid</i> at nightly meetings Before camp ensure that the first aid kit and bum-bags are sufficiently stocked and not out of date Constantly available and in radio/mobile phone contact Have constant access to a vehicle Advise <i>juhtkond</i> of any special requirements or medications for any of the <i>elanikud</i> Take appropriate action (follow escalation if necessary) for injured or sick children

EXECUTIVE OFFICER

KOMANDANT

Qualities:	Responsibilities:	Job description:
<ul style="list-style-type: none"> • Can speak Estonian publicly • Have disciplining skills • Have a loud, clear voice • Must hold some level of charisma (to capture and hold the attention of the entire camp) 	<ul style="list-style-type: none"> • Abide by the <i>juhtide</i> Code of Conduct • Ensure daily program runs to schedule • Manage lost property • Report to <i>laagrijuht</i> 	<ul style="list-style-type: none"> • Liaise with Sport & Recreation and/or kitchen staff on special meals (BBQ, Spit, Camping) requirements and timing • Liaise with ALO and parent helpers in the kitchen and regarding meal times • First up in the morning - first whistle, wake <i>juhid</i> • Responsible for allocating and supervising <i>korrapidajad</i> (choosing responsible people for the job and briefing them on their jobs) • Allocate duty tared to the <i>söögisaal</i> • Ensure all <i>söögisaal</i> duties are carried out • Announcements before mealtimes • Curfew management • Organise <i>juhid</i> for any special meals • Delegate/roster milk and biscuit job

C-GROUP LEADER

C-GRUPI JUHT

Qualities:	Responsibilities:	Job description:
<ul style="list-style-type: none"> • Strong, energetic, flexible, patient and resourceful 	<ul style="list-style-type: none"> • Programming of all C-Group activities • Plan and organise all equipment and materials prior to camp • Report to <i>laagrijuht</i> 	<ul style="list-style-type: none"> • Stocktake of equipment and prepare budget for the <i>Sörve Sõbrad</i> Committee if required, prior to camp • Organise and execute C-Group activities • Attend parent orientation with ALO and <i>laagrijuht</i> • Liaise with <i>korraldusjuht</i> as to number of <i>juhid</i> required • Update <i>juhid</i> at nightly meetings ensuring they are aware of their roles when taking C-Group and/or F-Group

CULTURE & ESTONIAN LANGUAGE

KULTUUR JA EESTI KEEL

Qualities:	Responsibilities:	Job description:
<ul style="list-style-type: none"> • Fluent Estonian speaker 	<ul style="list-style-type: none"> • Organising and coordinating cultural performances • Report to <i>laagrijuht</i> 	<ul style="list-style-type: none"> • Creating content for the cultural performance • Inspiring campers to get in touch with Estonian culture • Running Estonian language classes

FOLK DANCE

RAHVATANTS



Qualities:	Responsibilities:	Job description:
<ul style="list-style-type: none">• Able to teach Estonian folk dancing	<ul style="list-style-type: none">• Organising and coordinating folk dancing classes• Report to <i>laagrijuht</i>	<ul style="list-style-type: none">• Choose and teach folk dancing to campers and/or adults• Liase with the cultural performance organisers to be made aware of allocated time to folk dancing for the cultural afternoon

REGISTRAR

REGISTRAATOR

Responsibilities:

- Allocation of beds and huts for all campers
- Report to *laagrijuht*

Job description:

- Allocation of beds and huts for all campers
- Ensure invoices are sent out and paid
- Ensure all participants have paid for meals at camp
- Ensure wrist bands are allocated for meals
- Master of the keys at camp
- Ensure t-shirts are ordered and keep stock before during and after camp

MEDIA & SÖRVE SOSIN

MEEDIA JA SÖRVE SOSIN

Responsibilities:	Job description:
<ul style="list-style-type: none"> • Abide by the <i>juhtide</i> code of conduct • Be supportive of your <i>Sosin</i> team and take each others advice and criticism • <i>The Sörve Sosin</i> to be proof read prior to copying by committee member/s 	<ul style="list-style-type: none"> • One person full time plus leaders rostered on during activities • Prior to <i>Sörve</i> have an outline prepared • An understanding of producing a newsletter an advantage • Daily editions of <i>Sosin</i> to be created during camp (7) including final post-camp wrap up • Appropriate content both written & images, to be aimed at all age groups at camp covering all aspects of <i>Sörve</i> • Write articles, interview tares (while <i>tare juhid</i> are present), results, upcoming events, take photos, 11pm deadline for proof reading by committee member/s, photocopy <i>Sosin</i> after 9am at the Sport and Recreation office, hand out at lunch time • May take part in ALO organised activities (e.g. instructor sports) if you have time - you will be busy! • Try to include at least 1 photo of every <i>elanik</i> at camp during the week • Take photos of each <i>tare</i> with their <i>juhid</i> for archives • <i>Juhid</i> can help with ideas, poems, photo opportunities, following up articles from <i>tared</i>, etc • Can report at evening meetings at <i>Sörve</i> • Invited to attend <i>juhtide</i> meetings during the year • May include <i>Sörve</i> TV and video

CAMP ELDER (HONORARY POSITION)

LAAGRIVANEM (AUSEISUS)

Responsibilities:

- Abide by the *juhtide* code of conduct
- Advise on *Sõrve* traditions
- Report to *laagrijuht*

Job description:

- Open and close *Sõrve*
- Lead *sõprusring* at end of evening activities
- Mentor *laagrijuht*

OTHER ROLES FOR ORGANISING ACTIVITIES



MUUD VASTUTUSED TEGEVUSTE KORRALDAMISEL

Activity	Responsibilities
<i>Ringmängud</i> (games after supper)	<ul style="list-style-type: none">• Promptly after supper organise and run age-appropriate games.• B-Group to <i>tared</i> at 9.45pm and A-Group to <i>tared</i> at 10.15pm.
<i>Matk</i> (A-group hike)	<ul style="list-style-type: none">• Coordinate site, equipment, meals, activities etc.• Brief <i>juhid</i> of activity and requirements prior to camp.• Brief Committee of activity and requirements prior to camp (<i>elanikud</i> to bring sleeping bags, site booking, equipment etc).

ADULT LIAISON OFFICER (ALO)



Separate activities such as golf days, wine tours, and sporting tournaments are organised for adults. The ALO coordinates these activities and collects monies.

The ALO is NOT involved with the day-to-day running of camp, however, if the leaders require additional assistance for a particular activity, the ALO can keep adults informed and rally for help.

Matters relating to campers and leaders need to be brought to the attention of the Camp Leader NOT the ALO.

In general, adults attend camp either on their own, have children attending camp or are guardians to children under 8 years old.

Adults participate in daily flag raising, night events and assist the leaders in running the camp in areas like night patrol, night events and kitchen duties.

A roster is drawn up by the ALO for Fruit Bats, Night Patrol (*öövalve*) and Kitchen Hands

- FRUIT BATS: prepare and take fruit around to the sports groups during morning and afternoon activities.
- NIGHT PATROL: are adults that ensure that all *elanikud* are in their huts and lights are out therefore assisting the *juhid* whilst they have their nightly meeting. Any breaches are reported to the Camp Leader who will determine the appropriate action.

WHISTLE BLOWER

KORRAPIDAJA

As a *korrapidaja* (KP), you are responsible for:

1. Ensuring that watches stay with the whistle
2. Waking all *elanikud* in the morning and getting them to exercises on time
3. Ensuring all *elanikud* get to meals and activities on time
4. Raising flag at the *lipuheiskamine*
5. Making sure you listen out for whistles and only use yours accordingly
6. Arriving last to meals, flag raising, and all activities

For clarification or questions see the *komandant*.

MEAL TIMES

SÖÖGIAJAD

- The *komandant* organises the *söögisaal* and notifies the rostered hut for kitchen duty.
- The kitchen duty hut is to set the tables and serve meals.
- Closed-in shoes must be worn in the serving area.
- Leaders of huts on kitchen duty are to make sure their hut is at the mess hall on time (30 minutes prior to meal time), assist in the setting up of the *söögisaal* and oversee the serving of food.
- Hut leaders are to assist or oversee hut in cleaning up after each meal.
- Hut leaders may need to organise a roster for table cleaning duties.
- Hut leaders should occasionally sit with their hut at mealtimes.
- The *komandant* is to dismiss tables allowing them to clean up. Each hut leader then does the final dismiss after they have checked that the table is clean and the floor swept.
- No *elanik* may return to their hut until the hut leader has done the final check.
- Leaders that walk in with their hut are to sit with them for that meal.
- Adults are to go last at all meal times and serve themselves or have their own kitchen roster.



08:15 BREAKFAST: Parents and children under 8 years

08:30 BREAKFAST: *Täiskasvanud* (adults)

12:15 LUNCH: Parents & children under 8 years

12:30 LUNCH: *Elanikud* followed by *täiskasvanud*

17:15 DINNER: Parents and children under 8 years

17:30 DINNER: *Elanikud* followed by *täiskasvanud*

Leaders are to eat after the *elanikud*.

AWARDS

AUHINNAD

Camp awards are presented at the last flag ceremony:

- C-Group presents
- A-Group and B-Group sport prizes
- *Sørve päeva parim tare* - Best hut award
- *Eeskujulikud elanikud* - Citizenship awards for A-Group and B-Group
- *Eeskujulikud juhid* - Outstanding Leaders awards
- *Edendusauhind abijuhile* - Achievement award for an *abijuht*



ACTIVITIES & SPORT

TEGEVUSED JA SPORT

Camp activities

Hut leaders need to outline the daily program and talk a little about the activities that campers may expect. This is particularly important for the new participants. Ask people if they have any questions and then do your best to answer these.



- Several sports require accredited personnel (NSW Department of Sport and Recreation), including: sailing, raft building, rock climbing, archery, canoeing, kayaking, ropes course, boomerang, BMX and wombat hole.
- A Safety/Instruction briefing is conducted prior to any activity, similar to what the Sport and Recreation instructors do.
- All safety briefings follow the same formula. Each sports activity will have a brief or AACCS card (Activity, Aim, Checklist and Safety) outlaying the rules, equipment needed for the activity.
- For repeat activities, e.g swimming, a comprehensive briefing is to be given at the start of camp and then abbreviated briefings after that.
- This camp will use lanyards for all sports activities. Each sports group will have a lanyard with a small card attached stating their team members and sports for that session.
- Leaders are responsible for organising required equipment and bringing a pen to write down scores. Leaders are to return all lanyards and scores to the leaders' hut after activity sessions.
- As leaders, we have to ensure that we know the rules of each game, we encourage team work and that all kids are involved.

SWIMMING

UJUMINE

- *Elanikud* may not enter the pool enclosure without a lifeguard (i.e. assigned leader).
- A lifeguard (first aider) must be rostered for every camp swimming pool session.
- An additional 2 or 3 leaders are rostered to help with crowd management, getting swimmers out of the water and resuscitation if needed.
- A COMPULSORY safety drill will be practiced on Sunday evening during Camp Orientation and Monday morning during morning swim time, which all *juhid* and *elanikud* must attend.
- Children under 8 years are the responsibility of, and must be supervised by, a parent/guardian at all times in the swimming pool enclosure area.
- Life guards (vetelpäästjad) to ensure rostered *juhid* and *esmaabi* are at pool; and walkie talkie and sunscreen are available and fluoro vests are worn

REST & BED TIME

PUHKEAEG JA ÖÖRAHU

Rest time:

- After lunch leaders must know where the children are. During rest period children must stay in their huts or on their verandah (A-Group may have a common area TBA).
- There will be no formal rest period supervision roster. It is the responsibility of A-Group boys' leaders to take turns in checking A-Group Boys, B-Group boys' leaders to check B-Group boys etc.
- At the 2:20pm whistle leaders are to check that *elanikud* get ready for afternoon activities (make sure *elanikud* have hats, sunscreen, water, proper shoes, swimming costumes, etc. and proceed to the flag raising area so that afternoon activities may start at 2:30pm).

Bed time – 15 minutes before lights out, groups are to go down and get ready for bed:

- B-Group: 9:45pm for 10pm lights out
- Some leaders are to stay down at the hut until 10:30pm
- A-Group: 10:15pm for a 10:30pm lights out
- Parent patrol starts at 10:30pm
- No matter what state the kids are in, the lights go out at 10:30pm
- The door gets shut and the lights stay off - parents are out!

Unelaul

Nüüd uni tule rutuga

Et magama ma jääks.

Ja kata oma kätega

Et väsimus mult lä'eks.

Olen homme parem - kui olin täna.

Olen homme parem - kui olin eile.

LEADER MEETINGS

JUHTIDE KOOSOLEKUD

The Leaders' Communication Book

Used for agenda items for the nightly meeting.

Write only your name and a keyword (no details).



Leader meetings must start on time at 10:35pm sharp!

The meetings are to:

- Reflect on the day's activities, discuss and resolve any problems or issues that have arisen
- Confirm the detailed activity schedule for the next day
- Identify assistance required from parents
- Generate notices and information for *Sörve Sosin*
- 'Wind down' after the day's activity

Meeting process:

- Each leader in turn reports on the day's activities. This report should be allowed to proceed uninterrupted. Any issues that emerge should be tabled to be discussed by the whole group later in the meeting.
- This stage is what is called 'debriefing' and its sole purpose is to give each individual an opportunity to publish their thoughts about what they have experienced so that they feel part of the process and free to raise issues without debate (at this point).

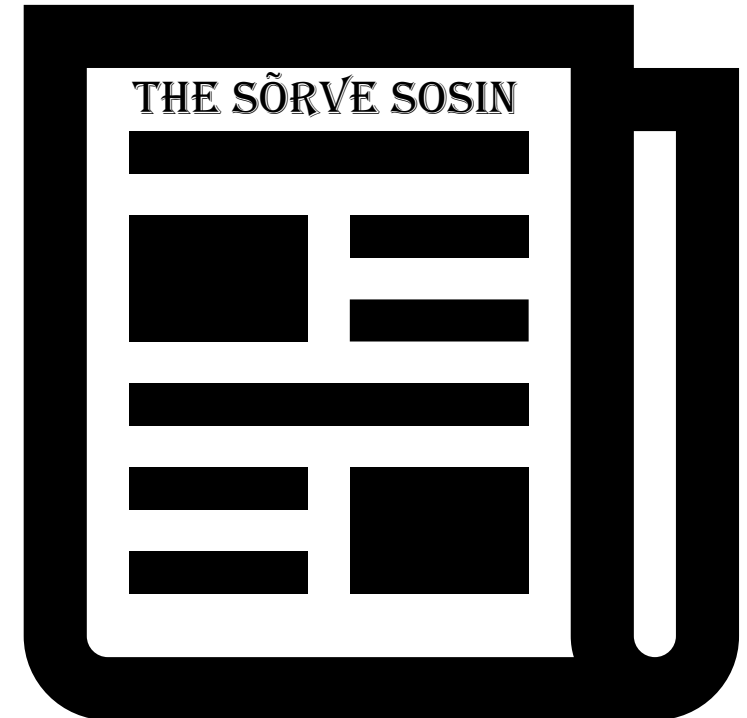
Addressing issues:

- Each issue that has emerged from the day's reflections is discussed using the Dump, Debate, Decide, Determine Actions process.
- Decisions and any actions to be taken should be recorded in the Leaders' Communication Book.
- The Leaders' Communication Book is to be used to minute the meeting, with a different person responsible each evening.

CAMP NEWS

LAAGRI UUDISED

- Each tare can contribute funny stories and pictures from their time during to the camp newspaper *The Sörve Sosin*.
- The Sosin editorial team will put together the articles written by camp residents, provide information on planned activities and results for events of the previous day.
- The *Sosin* will be shown daily on the projector during lunch, and distributed to adults and leaders. Complete editions will be available for each family at the final breakfast at Sörve.



VISITOR POLICY

KÜLALISED

We welcome visitors at Sörve! If you know of anyone who is planning to visit, please refer them to the Visitors Policy on the sorve.org.au website. The policy is also below for leaders' reference. This policy has been established to ensure the safety of all visitors and *elanikud* whilst attending Sörve.

1. Visiting hours are between 9am and 9pm each day.
2. On arrival visitors must first present themselves at the Point Wolstoncroft Camp Office and arrange to meet the Sörve Camp Registrar (or nominee) and sign the Sörve Visitors book.
3. If the Point Wolstoncroft Camp office is closed, the visitor is to contact the Sörve Camp Registrar or nominee (whose mobile phone number will be displayed at the main entrance of the office) for further instructions.
4. On signing the Visitors Book, each visitor will be issued an identification tag (wrist band) that must be worn at all times while attending camp.
5. The visitor will be handed the Sörve Camper's Handbook that will describe camp rules and other aspects of the camp.
6. If the visitor is to be accommodated, be provided a meal or become involved in any activity while at camp, they **MUST** complete the online registration first. The Camp Registrar - or nominee - will assist in this process and receive any monies owing for meals or accommodation.
7. If the Visitor is to meet any child in the care of the Leaders of the *Sörve* Summer Camp:
 - We may request identification from this visitor. The Registrar will advise the visitor when it will be appropriate to meet with the child to prevent any disruption to the arranged activities the child may be engaged in.
 - If the visit with the child is deemed urgent, then the Registrar will direct the visitor to the appropriate leader to arrange visitation.
 - The visitor cannot go inside the child's accommodation hut unless a camp Leader is present.

Sörve Söbrad and its representatives reserve the right to approach any visitor on site to validate their presence and will refer to Point Wolstoncroft Camp Management any visitor, who does not comply with the above registration process.

DEBRIEF & FAREWELL

TAGASISIDE JA HÜVASTIJÄTT

Why is debrief important?

It helps to evaluate the camp experience, celebrate what has been achieved and say goodbye until next time



Part I: CAMP EVALUATION

Responses are to be written down on the sheet provided and returned to the leaders' hut.

- What were the best things you did or experienced at camp this year?
- What did you like least? Please explain?
- What suggestions do you have for next year?

Part II: FEEDBACK

- Take some time to give each other feedback about the camp. Pick each individual in turn and get the others in the group to provide feedback to that person using the following outline:
- What I really liked about being with you in the *tare*...
- What you contributed to this group...

Part III: 'GOODBYE' SUGGESTION

- Take one sheet of paper and one pen for each person.
- Get them to fold their paper over as though it were a card and to write their name and *tare* on the front.
- Ask each person to write a positive parting comment in every other person's card.
- When this has been done, ask each individual to read out loud the comment on their card they most like.
- Finish off with a handshake (or hug) and say goodbye.

LEAVING

LAHKUMINE

- On the last morning of camp everybody is to pack up all personal belongings. Each hut should have the same quantity of pillows as when you arrived placed neatly on each bed.
- No one is to leave until the camp trailer is packed and ready to go.
- Any Point Wolstoncroft property should be returned to its correct place and Sörve property (e.g. dress-ups, craft, sport equipment) returned to the correct place. All rubbish into the bin.
- All *elanikud* must remain at their hut as a group until dismissed by their hut leader.
- If used, kitchens on verandahs need to be cleaned. NO food or drink may be left in either the fridge or cupboards. *Juhid* also have other responsibilities, i.e. cleaning, packing, storage, which will be delegated on the last evening's meeting. *Juhid* are to please check-out with the Camp Leader before they leave camp.

NÄGEMISINI - 2021 SÖRVEL

XXX