



CLIENT AGREEMENT

Between

Woodend Christian Camp

and

This Client Agreement is to formalise the roles and responsibilities between **Woodend Christian Camp** and _____ in the safe delivery of outdoor education/recreation activities and pursuits. The intent is to ensure **both** parties are aware of their obligations and that no vagueness of responsibility arises through the delivery such activities.

Modifications to this agreement can be made by mutual consent of **both** parties. However, changes apart from the "specific responsibilities" must be signed and dated by the Woodend Camp Trust's CEO.

The principal contacts for this Client Agreement are:

Cody Blackler (camp manager) of Woodend Christian Camp and

_____ of _____

General Points of Understanding

1. **Each** organisation assumes all the risk and safety compliance of the activities they are employed or requested to provide.
2. **Each** organisation will make every effort to be familiar with current industry practice and will comply with any relevant Health and Safety legislation.
3. **Each** organisation will provide the other with any relevant Safe Operating Procedures (SOP), evidence of currency and any safety audit results before the activity commences.

4. In the event of an infield point of difference between the two organisations' SOP, the Woodend Christian Camp Instructor will always defer practice to their own operating procedures or will refuse to deliver the activity.
5. Any misunderstanding, grievance or situation that arises between the two parties must be communicated as soon as possible to the principle contact.
6. **Incident reports** will be shared between both organisations. If it is a notifiable event, then it is the responsibility of **both** organisations to contact Work Safe NZ.
7. **All staff and volunteers** will be **police vetted** if they are to be in unsupervised care of any young person under the age of 18, or if they are they are involved in any overnight programmes.
8. If there is any intentional damage to any property of Woodend Christian Camp, the cost of this will be passed on to _____.
9. If a member from another organisation is to instruct an activity, they must meet the minimum requirements as laid out by the latest WCC SOPs **and** be inducted/briefed by a WCC instructor before use. They must sign the consent form as well as be signed off as 'competent' by WCC staff.
10. If any outdoor equipment/activity is used that is not from Woodend Christian Camp, it must have a checking/replacement schedule and SOP that is sited by the WCC Manager and will line up with industry good practice.
11. **The Organisation** will always provide the Woodend Christian Camp manager with the following:
 - Medical information for each participant.
 - Additional information about the participants that may have a negative impact on the programme and/or safety of individuals. For example, major behavioural issues.

Furthermore when **activities** are operated under Woodend Christian Camp SOP, the following must also be provided and/or acknowledged as complete and on record:

- Consent forms signed by a legal guardian (if under the age of 18) that they can partake in the activities.
 - Any medical/dietary information that is relevant to the safe delivery of service by Woodend Christian Camp.
12. To help Woodend Christian Camp provide an **inclusive** and **supportive experience** for *all participants*, **the Organisation** is encouraged to share any additional information that may assist in meeting individual needs. This may include, but is not limited to, details about students who:

- may require additional support to understand instructions or engage in activities;
- benefit from modified or adaptive equipment to participate fully; or
- have specific learning, social, or emotional needs that should be considered in programme delivery.

All shared information will be treated confidentially and used solely to support the safety and inclusion of participants.



The Organisation acknowledges that any religious instruction (**Gospel Program**) delivered during the camp falls under the provisions of the *Education and Training Act 2020*. The School is responsible for ensuring full compliance with the Act, including but not limited to:

1. Obtaining **written parental or guardian consent** ('opt-in') for each student who participates;
2. Notifying parents/guardians of the nature, content, timing, and providers of the program;
3. Providing suitable **alternative arrangements** for students who do not participate; and
4. Ensuring that no student is compelled, pressured, or disadvantaged for choosing not to participate.

Specific Responsibilities

Qualworx	 Safety Audit CERTIFIED	Woodend Christian Camp is registered as an Adventure Activity Operator (AAO) with WorkSafe NZ and has a Safety Management System that has been audited and certified by Qualworx against the Safety Audit Standard for Adventure Activities. The Health and Safety in Employment (Adventure and Activities) Regulations (2023) established a safety audit and registration process. The regulations aim to enhance professionalism and ensure consistent good practice across the sector.
Adventure Activities		

The following activities are to be run under the Woodend Christian Camp SOP as represented by a check in each category (Woodend Christian Camp (WCC), Organisation (ORG)). The organization will read and understand WCC SOP before signing this document. Please specify the activities you wish to **opt out** of, otherwise it will be assumed that you agree to the SOP of the entirety of WCC activities.

	WCC	ORG		WCC	ORG
Climbing Wall			Mini Golf		

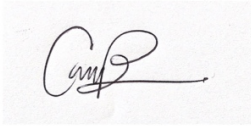
Flying Fox			Waterslide		
Go Kart			Games Room		
Team Building		 (upon agreement)	'YES' activities		
Aerojump			Meals(preparation and supervision)		 (self-catered)
Archery		 (with safety brief)	Orienteering		
Air Rifles		 (with safety brief)			
Gaga Dodgeball					

Special Notes:

This Client Agreement is not a standalone document but is part of the contract of engagement that includes hire policy, fee schedules, programme delivery dates and other such documentation. If any variance arises between this Client Agreement and the hire policy, then the hire policy will take precedence.

We, **Woodend Christian Camp**, and _____ accept the conditions set out and agree to follow them. This CLIENT AGREEMENT is effective from the _____ till the _____ and will stand till such a time that it is terminated or altered by either party.

Signed By:



Cody Blackler

Manager – Woodend Christian Camp

Date: _____

Signed By: _____

(NAME OF SCHOOL/ORGANISATION)

Date: _____