

Scouts Australia  
Victorian Branch

Heany Park Scout Group

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**Guidelines for the Hire and Use of the Rock Climbing Wall (RCW)**

The RCW is a 6m x 3m deconstructable climbing wall suitable for use by children aged approximately 5 – 11. It is owned and managed by the Heany Park Scout Group (HPSG) and available for hire by Scout Groups and other groups associated with Scouts Australia.

The purpose of the RCW is twofold:  For use as a non-competitive recreational activity that encourages and develops body coordination, and  Promote Scouting as an organization that provides outdoor activities for children.

Any change to these guidelines must be approved by the HPSG Parents Committee.

**Management of RCW**

I recommend the establishment of a RCW Management Team to manage and oversee the following functions:  Accept bookings (nominate a bookings officer)  Arrange for pick-up and drop off of the RCW  Ensure the Operating Instructions are easily followed and are handed out with each hire  Complete a check of the RCW upon return  Keep records of all hire details and payments collected  Forward payments to the Assistant Treasurer or Treasurer (can use red box in Hall)  Care and maintenance of the RCW and its accessories  Raise any issues concerning the RCW with the Parents Committee

The RCW Management Team should include sufficient parents to ensure a coordinated hire process without being too onerous. At least one or two members of the Team should also be members of the Parents Committee.

**Operating Instructions**

These are maintained by the RCW Management Team, and are to include instructions on:

* How to erect the RCW
* How to dismantle the RCW
* List of parts
* How to pack it back in the trailer
* Safety measures to be followed
* Protection of equipment and use in inclement weather conditions

**Authority to use the RCW**

All bookings are to be authorized by the RCW Management Team or the Parents Committee. They are to use their discretion as to who can use or hire the RCW, however these are the preferred parameters:

Group Charge

Heany Park Scout Group nil

Other Scout Groups $200 + $50 per second and each subsequent day

Knox City Council events Seek reimbursement through Knox District. Amount to be negotiated through Knox District Publicity Officer.

**Payment**

Payment is to be by cheque or by direct deposit to account:

Cheques should be made payable to Heany Park Scout Group and be handed or forwarded to the Bookings Officer. Direct deposits to the account can be made using the following details:

Heany Park Scout Group

Commonwealth Bank

BSB 033 289

Account Number 366 732

**Hire Protocols**

* Hire of the RCW must be booked through the booking officer/RCW Management committee, preferably at least 2 weeks in advance
* The RCW is only to be transported by the hirer in the dedicated trailer.
* The RCW must be collected from, and returned to the HPSG Scout Hall at Makeham Rd (off Golding Drive) Rowville at the agreed time.
* RCW Operating Instructions must be followed at all times.
* Any damage to the RCW must be notified to the RCW Management Team upon return to HPSG.

**Insurance**

The physical structure and accessories are covered under the HPSG general (equipment) insurance cover. Public liability is covered under the Scouts Australia public liability cover.

Full details of this are to be obtained from Michelle Raymond, Gavin Thomas and/or Scouts Australia.