



Youth Glide New Zealand

Organising YGNZ Mini-Camps

Overview

YGNZ will promote the concept of holding 'Mini-Camps' to provide an opportunity to support existing members and helping them stay actively involved in the sport. Mini-Camps will also offer an opportunity to introduce potential new members to our sport at gliding sites around the country. Mini-Camps will also aim to build positive relationships with host GNZ Clubs.

By support, we mean monetary, supervisory and logistical support over the duration of the Mini-Camp. The Mini-Camp's duration would typically be 2 – 4 days long as available over traditional public holiday weekends or during school / university holidays.

There are few key things you'll need to consider before hosting a successful Mini Camp, but if you can answer the following questions you should be close to being sorted! Of course, there may be a few things on the list that are not relevant to your Mini-Camp. Equally, there may be some things missing from the list so do let the Executive know so we can update this!

We know this may seem like a lot of questions to answer; we have tried to be comprehensive. Remember, you can always ask us (the YGNZ Executive) and we are more than happy to help! committee@youthglide.org.nz

We are keen to maintain our reputation of being professional, well-organised, friendly and respectful. We hope the following will help keep (and hopefully improve) this reputation for the benefit of our members.

This document aims to be a tool to help potential Mini-Camp organisers and includes the following:

- A Checklist
- A Timeline Guide
- Further Notes About Sponsorship
- YGNZ Funding Application Form

Thank you for organising a Mini-Camp, we look forward to working with you!

✓ YGNZ Mini Camp Organiser's Checklist ✓

First

- When are you planning on having the Mini-Camp? Remember, these dates need to suit the potential host Club!
- Which Club are you intending to host the Mini-Camp?
- Who is the Youth Glide point-of-contact and President / CFI at that host site? The Mini-Camp will be operating under the Club and under the direct control of the Club CFI.
- How many attendees can the host site accommodate for a Mini-Camp? Are there any local Youth Glide members who should be considered?

Funding

- Have you completed the attached 'Mini Camp Funding Application Form' and emailed it to the YGNZ Executive at: committee@youthglide.org.nz
- Have you considered other funding avenues that might be available? Local businesses and food suppliers are obvious places to start!
- Has each attendee signed-up a minimum of two Social / Associate Members prior to attending the Mini-Camp? See 'YGNZ Membership 2017'

Food and Accommodation

- Have you arranged a food preparation and cooking roster? Nothing special is required for meals, but lunch should be able to had 'to-go' for those who are flying
 - What is the cost?
 - Be mindful people may have special dietary requirements
 - Consider you will need to cater for helpers and guests too!
- Ask the attendees to bring some home-baking for morning tea
- Have you arranged suitable accommodation for all attendees, instructors and helpers?
 - What is the cost?
 - A sheltered place to pitch a tent may be sufficient but ablutions are essential!
 - Have you considered who will clean the ablutions each day?

Flying

- What gliders are available?
 - How much is each glider per minute?
 - Is the glider insured?
 - What is the excess and PCOR on each glider? (See our 'Insurance Excess Fund' document)
 - What requirements are there for use of the glider?
 - How is the glider being transported to and from the field?
 - Who is the contact person for each glider?

- What launch method(s) are being used?
 - How much does it cost?

- How much are landing fees (if any)?
 - Some airfields may have day limits on landing fees for pre-solo / circuit-training traffic

- Do you have a method for accurate and efficient time-keeping using the 'YGNZ Timesheet Template' attached? (this is essential!)

- What instructors and training facilities are available?

Fun and Fitness

- Have you considered fun activities and off-field outings after a day's flying or in poor weather?

- Have you considered some fitness activities before breakfast (for those who are keen!!)

Safety

- Safety is PARAMOUNT

- Are the attendees familiar with the Club's Standard Operating Procedures (SOP)? The Club CFI will have a copy and a group briefing from him or here would be an easy way to do it!

- Have all students understood and signed the Code of Conduct?

- Is there someone responsible that will be 'looking after' the attendees? It's a good idea that all attendees have this person's contact information

Finish

- Have you asked someone to do a write-up on the Mini Camp for SoaringNZ magazine including photos?
- Have you sent the completed the 'YGNZ Timesheet Template' (including a summary) to our Treasurer: ray.burns@xtra.co.nz this should be renamed something suitable like 'YGNZ Timesheet Taupo Jan 2016' and sent electronically. It is crucial this timesheet is clear, free of errors and includes all relevant information. Anyone should be able to pick it up and understand it fully.
- Have you ensured all gliders, tow equipment, kitchen facilities, ablutions and general camp site are left clean and tidier than when you arrived?
- It would be nice to leave a token gift in memory of the Mini-Camp. A framed photo of the Camp (including the date and location) signed by each attendee is a great idea!

Finally...before getting underway

- Are all attendees Full Flying Members of YGNZ?
- Are all attendees, who will be flying as PiC on the Camp, members of the Insurance Excess Scheme?
- Have all attendees signed the Code of Conduct?
- Have you arranged suitable instructors and a CFI for the Camp?

Timeline Guide

Organiser's Timeline: Before

Time Before the Camp

Hatch the idea of a YGNZ Mini-Camp	Any time
Liaise with the YGNZ Executive to confirm it's able to provide sponsorship	ASAP
Confirm the potential host club is supportive as per checklist below	ASAP
Advertise for potential attendees Include dates, details of estimated costs, accommodation options Allow one week to register so you can go back to club to firm up viability of camp on the proposed dates The YGNZ Executive can put up information on our website and social media. We encourage the Host Club to do the same!	3 mths
Confirm tentative details with the club and possible attendees	2 mths
Submit funding support application to YGNZ Exec	2 mths
Get camp registrations, deposits and commitment from attendees	2 weeks
Have a meeting with the CFI and instructional team to establish a plan-of-attack for the Mini-Camp ahead with experience-appropriate training / classroom work for all who are attending	1-7 days

Organiser's Timeline: After

Time After the Camp

Electronic Timesheets to YGNZ Treasurer	ASAP
Letters of Thanks	ASAP
Report to YGNZ Executive	ASAP
Launch stats to GNZ Executive Officer	ASAP
Publicity information to Soaring NZ	ASAP

Further Notes About Sponsorship by YGNZ

The provision of funding for YGNZ flying is completely within the discretion of the YGNZ Executive. However, the following is a minimum list that must be considered when deciding the level of funding to be provided:

- The number of YGNZ Full Flying Members (FFM) flying;
- The number of days / amount of flying per FFM taking place during the event;
- The experience levels of the FFMs attending;
- The level of positive exposure the event will generate;
- The availability of other funding avenues; and,
- Any other sponsorship or subsidising that is already taking place

The above information must be provided to the YGNZ Executive before YGNZ will approve and subsidise a flying event.

Funds raised via YGNZ subscriptions are all targeted for distribution at YGNZ sanctioned camps and will be made available on a per capita basis, but the distribution is by flying cost. Ideally we would see 5-10 YGNZ members attending a Mini Camp so possible funding might be in the order of \$500-1000 towards flying costs.

As a guide:

- Prior to any camp the YGNZ Executive will determine the amount YGNZ will contribute to the flying costs of the Mini-Camp. This amount will vary camp-to-camp (see below). Sometimes we may suggest a subsidy per student, however, this is a guide and not necessarily how much each student will get.
- After the Mini Camp, we calculate the total flying costs (launch, gliding and landing fees) for each student and in total. We then divide the total subsidy allocated for the Mini Camp by the total flying cost. This ratio is applied to the amount a given student has spent and this is the amount of subsidy we will pay that student.
- Only actual dollars spent are considered. For example, if a student is not charged for a glider's time, we do not then consider the 'normal' rate for that glider.



Youth Glide New Zealand

YGNZ Mini Camp Funding Application Form

Complete and forward this form to the YGNZ Executive
(committee@youthglide.org.nz)

Date for Camp _____ Host Club _____

Location of Camp _____

Camp Director _____

Contact Details _____

Names of Attendees

Experience of YGNZ Attendees

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

What is the positive exposure this camp will generate?
