

Ukrainian Youth Association in Great Britain



Tarasivka

***HANDBOOK
for Parents and Campers***

Summer 2012

Dear Parents,

The Ukrainian Youth Association "SUM" in Great Britain has been organising successful summer camps at Tarasivka for over 40 years.

The summer season offers our young members a unique opportunity to develop new friendships and skills and to learn about their Ukrainian national heritage in a beautiful, natural setting.

We have prepared this guide in an effort to assure that the taborovyky (campers) are well prepared for tabir (camp).

Hope to see you at Tarasivka soon.

Hartujs

Camp Committee

National Committee of Ukrainian Youth Association in GB

INFORMATION FOR PARENTS AND CAMPERS

1. CAMP DATES

Week	Camp	Age	Starts	Ends
1	Technical camp	18+	Saturday 14 th July	Saturday 28 th July
2	Leadership skills camp	16+	Saturday 21 st July	Saturday 28 th July
3	Sports camp	12 – 17	Saturday 28 th July	Saturday 4 th August
4 & 5	Educational-Recreational camp	7 – 17	Saturday 4 th August	Saturday 18 th August
4	Sumenyata	3 - 6	Saturday 4 th August	Sunday 12 th August
6	Technical camp	18+	Saturday 18 th August	Friday 24 th August

All taborovyky (campers) are to arrive between the hours of 2pm and 4pm for their official registration. People that have not returned a completed Anкета and turn up on the day must wait until after registration to see if they can be placed.

Please note:

Participant numbers are limited for the Leadership camp therefore if the camp is over subscribed, priority will be given to those 16 years of age or over.

Due to the nature of the Sports camp places are limited and are on a “first come first served” basis. We will be unable to accommodate anyone once the maximum number (60) is reached.

2. CAMP FEES 2012

14/7 - 21/7 Week 1	21/7 - 28/7 Week 2	28/7 - 4/8 Week 3	4/8 – 12/8 Week 4	12/8 - 18/8 Week 5	18/8 - 24/8 Week 6
£42	£42				£42
£74					
	£42	£175	£134	£123	
			£222		
		£283			
		£384			
	£426				
			£274		

Tabir Sumenyat 4th-12th August 2012

	Mother /father + 1	Mother/father +2
1 week	£201	£282

Komanda/Vychovnyky

1 Week	£42
2 Weeks	£74
3 Weeks	£116
4 Weeks +	£148

Weekend/Day rate - Adults

£ 15 per day

We do not accept payment of a part week basis. Without full payment we will not accept your child for camp.

3. CRB CHECKS

As good practice we are still required to note on the registration forms whether a person has been registered and cleared by the Criminal Record Bureau.

4. DEADLINE

Registration forms for ALL participants, adults and children must be completed and returned with full payment by Sunday 3rd June 2012 (Sviato Heroiv in Tarasivka).

Alternatively, forms and payment can be returned to Krajova Uprava at the following address:-

Ukrainian Youth Association
Tarasivka
Weston-on-Trent
Derbys
DE72 2BU

Please make cheques payable to: "Ukrainian Youth Association"

**A LATE PAYMENT FEE OF 25% APPLIES FOR ALL REGISTRATIONS RECEIVED AFTER 3rd JUNE 2012.
NB. Forms received after the deadline will not guarantee a place at camp.**

5. REGISTRATION

At registration, taborovyky will be assigned to a tent or barrack only then can parents start moving in bedding etc.

No one is to reserve beds before they have officially registered.

Please keep vehicles on ploscha to a minimum and once unloaded please remove vehicles to the designated parking areas which will be marked.

- Visitors: areas marked "Visitors"
- Camp residents: concrete hardstanding adjacent to the hall

No vehicles will be permitted on ploscha after registration is complete or during camp. All vehicles must use the designated parking areas marked when visiting.

6. SPENDING MONEY

We strongly advise children not to bring valuables to camp. They are not needed at camp. Parents may, if they wish, deposit a small amount of money in the camp "bank" for their child's use.

7. VISITING

Official visiting is on Sunday after 11:00am.

- Midweek visiting is discouraged. However, if unavoidable, should be by prior arrangement with Komendant.
- All visitors must sign in at the camp office upon arrival and sign out upon departure for safety reasons.
- Parking is restricted to designated parking areas
- THE KOMANDA (Camp Administration) MUST BE ADVISED IF A CHILD IS LEAVING THE CAMP PREMISES. We do not encourage parents to take their children off site unless it is totally necessary and justified.
- Any legal parental access/contact arrangements must be reported to komendant. Information of this nature will be treated in the strictest confidence.
- Visitors must not bring dogs/pets to Tarasivka during tabir.

8. MEDICAL NEEDS

- All medical forms for both children and adults must be returned with registration forms.
- If your child requires medication, whether for a sickness or for allergies, the medication is to be given to the camp nurse. It must be accompanied by a clear and precise description from the doctor of the prescription type, the dosage, and frequency at which it is to be administered. All medication must be handed to the camp nurse.
- It is the responsibility of the parents to inform the camp nurse of any specific needs or allergies your child might have and to review these with him/her. This is particularly relevant if your child is allergic to peanuts. Special dietary requirements must be indicated on the medical forms and reported to the head cook who will display the information in the kitchen and inform all kitchen staff and daily helpers.
- Holding back any information about your child's medical or other conditions may endanger your child's welfare during camp and Komanda cannot accept liability or take responsibility should something happen that was not pointed out on the registration or medical forms. **NB. Yunatstvo with an infectious illness will not be allowed into camp. Parents MUST notify Taborova Komisia if their child has suffered from an infectious illness prior to arrival date so advice can be given accordingly.**
- Adults are advised to keep their personal medication secure at all times or hand them in to the camp nurse.
- Out of date medication will not be accepted.
- If a child sustains an injury they will not be able to remain in tabir.

9. OFFICIAL CLOSING/DEPARTURE

The official closing departure at the end of each camp is 11:00am Saturday. **Taborovyky are not allowed to go home until all necessary clearing of the tents/barracks is complete.**

Parents must ensure that tents/barracks are left in a clean state before departure and all taborovyky are signed out at the camp office before they leave. **All outstanding accounts must be settled before departure.**

10. CAMP CONTACT DETAILS

Ukrainian Youth Association
Tarasivka
Weston-on-Trent
Derby's
DE72 2BU

Tel: 01332 700215

Telephone number for *emergency use only*

Komendant – (this number will be available at registration)

11. CAMP UNIFORM

All campers are required to have the following CYM uniform:

FORMAL WEAR

GIRLS	BOYS
SUM Shirt	SUM Shirt
Blue Polo shirt	Blue Polo shirt
Tie	Tie
Skirt (Khaki)	Trousers (Khaki)shorts
Socks/tights*	Socks (dark)*
Shoes (NOT trainers) Black	Shoes (NOT trainers) Black

* Socks for girls should be white or black not multi-coloured

*Socks for boys should be dark colours.

SUM clothing and badges may be purchased through each *Oseredok* (branch) or from the Camp office in Tarasivka.

Blue SUM polo shirts can be purchased at registration.

Sportswear for sport camp is essential. Parents will be contacted to either supply the correct/appropriate attire and footwear or to collect their child.

11.2 GENERAL ITEMS

Clothing

- Shoes
- Trainers
- Sportswear
- Swimming costume
- Embroidered blouse/shirt
- Footwear for dancing
- Nightwear
- Clothes for warm weather
- Sunhat
- Raincoat/coat
- Wellington boots/waterproof footwear

Personal Hygiene

- one small towel for morning and evening washing
- one large towel for showers/swimming
- Toiletries

Miscellaneous

- Sleeping bag
- Pillow
- Sheet/blanket
- Plate, bowl, cup
- Knife, fork, spoon
- Tea towels
- Bag for crockery and cutlery
- Notebook
- Pen, pencils
- Sunscreen (25+)
- Torch
- Clothes pegs
- Medicines (to be handed into medsestra)

A lost property box will be located in Kancelaria during tabir and until Bazaar weekend. Any property not collected by this date will be donated to charity or disposed of.

12. PROHIBITED ITEMS

- Large toys such as bikes and go-carts
- Skateboards
- Playstations, XBOXs and all other electrical games

If any of the following items are found in the possession of camper. He/she will be sent home immediately.

- alcohol (under 18)
- cigarettes (under 18)
- drugs

If any of the following items are found in the possession of yunatsvo they will be confiscated.

- Knives & blades
- matches and lighters

Bullying in any form and anti-social behaviour will not be tolerated and will be dealt with under the camps disciplinary procedure.

Alcohol may only be consumed by adults at designated times in designated areas – Adults are discouraged from consuming alcohol not purchased from the camp bar.

Instructors (and participants) in the shooting programme must lodge their equipment on arrival with the Range Officer.

SPECIAL NEEDS

The Association would like to be inclusive of yunatsvo with special needs, however we are unable to provide the level of supervision and expertise which is often required to support an individual appropriately and therefore can only accept applications from yunatsvo with special needs if they are accompanied by a parent who is able to support the individual at all times and who will take sole responsibility for their child. Holovy oseredky should discuss applications with a member of Krayova Uprava in the first instance.

DISCLAIMER

Komanda takes no responsibility for any loss or damage to personal possessions including musical instruments, mobile phones and personal music players brought to camp. These are the sole responsibility of the owner.

GENERAL FEEDBACK

General feedback is also requested by 1st September either by contacting holova Taborova Komissia or via your Oseredok. We value your thoughts, comments and suggestions as we aim to continue improving and developing tabir.

Any grievances should be submitted to Taborova Komissia in writing by 1st September.

CAMP ADMINISTRATION TEAM

Komandant

Komandant is appointed by Taborova Komisia on behalf of Krayova Uprava to be responsible for the running of tabir for a given period of time. The role is to lead komanda in ensuring that all policies and good practice guidelines approved by Krayova Uprava are adhered to with the aim of providing a safe and healthy environment for education and recreation for the yunatstvo. Komandant will hold daily debriefing meetings with komanda and may also meet with other personnel. Komandant must be on the premises at all times and must also camp on the ploscha. It is also the role of komandant to support and guide kuriniy and kurinna.

Bunchuznyj

Bunchuznyj is komandant's deputy. He/she is responsible for discipline and punctuality at camp, and ensuring everyone keeps to the timetable, organises assemblies following appropriate rules. Bunchuznyj appoints **sluzbovi** (duty officers) for each day, night watch, kitchen duties and keeps track of temporary campers and visitors ensuring they have registered and paid for their stay. In consultation with kurinni, bunchuznyj decides on accommodation for everyone.

Programme Co-ordinator

Programme co-ordinator with the help of his/her team of **vykhovnyky** (youth leaders) plans and executes a timetable of activities for each day. The programme co-ordinator holds meetings with the vykhovnyky, co-ordinates all educational and leisure activities and oversees the implementation of the planned timetable. Vykhovnyky work under the authority of the programme co-ordinator and must agree any timetable changes or change of activity in advance. Together with **ratnyky** (youth leaders organising leisure activities in the evenings) he/she is responsible for the content and format of camp events like the concert, bonfire and evening activities. Programme co-ordinator chooses **haslo dnya**, a motto for each day.

There is a separate **Programme co-ordinator for sumenyata** who is responsible for the educational and leisure activities of our youngest members and works closely with the programme co-ordinator of camp as a whole.

Camp Treasurer

Camp treasurer is responsible for the day to day finances associated with camp.

Camp secretary

Pysar is the camp secretary. He/she keeps a log of each **nakaz** (orders for each day), updates the data base of everyone at camp, data of duty officers and kitchen duties, chronicles the timetabled activities, He/she hands out post and sends out letters from camp and performs other administrative duties. Camp secretary is responsible for up to date numbers of campers and personnel and conveys this information daily to the kitchen.

First Aider

"Medsestra" is the first aider and is responsible for the health and well-being of all the campers, cleanliness and hygiene in camp. He/she conducts a daily inspection of the camp accommodation and rewards those children who have achieved the best results. "Medsestra" does not come under the authority of the komandant in medical decisions but must consult with him/her and keep him/her informed at all times.

Estate Manager

Oboznyj co-ordinates the work of his technical team and is their **kurinny**. At morning and evening assembly he reports the number in his team. **Oboznyj** is the estate manager for camp who oversees all the technical work and maintenance of the camp, is responsible for inventory, tools and materials used in camp. The technical team falls under the authority of **oboznyj**.

Fire Officer

The Fire officer is responsible for fire safety- details of the named person will be displayed in kancelaria

Kitchen

The kitchen is managed by the head cook who is invited/appointed by the camp committee and helped by designated kitchen staff and *druzynnyky* /adults on the duty rota. The head cook directs tasks and the rota in the kitchen in consultation with the komandant. The kitchen must be punctual with agreed mealtimes so as not to disrupt the planned programme.

Kitchen staff that hold a hygiene/food preparation certificate are asked to bring them to camp so we can display them for inspection purposes.

Section leaders

Kurinni are section leaders who look after the welfare and discipline of their section of camp. **Kurin'na** for all the girls in camp and **Kurin'nyj** for the boys side. Section leaders ensure that group leaders **royovi** and duty officers **sluzbovi** do their job properly. They are responsible for maintaining a clean and tidy campsite, overseeing daily duty officers and assigning the **pochot** trio of campers to raise and lower the flag at assembly each day. Royovi should consult their kurinnyj/kurinna if they are not able to resolve a problem in their group. Kurinni update bunchuznyj each day about their section.

To help komanda in their work

Chotovi are appointed by the komandant in consultation with kurinni as sub-section leaders to help kurinni in their work. Two in each section of girls and boys each to take care of 6-11 and 12-17 age groups in camp. They are responsible for their sub-section of campers, come under the direct authority of kurinni and act as their deputies when required.

Royovi are appointed by the komandant in consultation with kurinni as group leaders for each tent and barrack. They are responsible for the well-being and behaviour of their group throughout camp. They take it in turn to remain with their group during activities to keep order and help out. They set a good example to their group at all times. Group leaders report to the duty officer or section leader at every assembly and account for the members of their group.

Camp Newspaper

The camp committee invites a suitable person to act as editor of the camp newspaper. The camp newspaper should represent the views, feelings, mood and life of the campers, first and foremost of the children who participate in camp. At the start of camp an editorial board should be formed from volunteers interested in writing, collecting and encouraging the campers to produce articles etc for the newspaper.

There should be time allocated in the programme for the campers to work on materials for the newspaper.

Duty Rota

Bunchuznyj assigns the duty rota. Children will take part in the duty rota with the help of an adult/druzynnyk. They report to the duty officer of the day and are responsible for sweeping/cleaning the hall, wash basins and toilet areas.

Night Watch

Bunchuznyj assigns the night watch rota. Royovi will appear on the rota only up till 12.00 midnight. All adults in camp will be asked to take a couple of hours in the rota from 12.00 to 7.00am at least once during their stay. There must be someone from the night watch in front of the camp office at all times between 12.00 and 7.00am. **No alcohol may be consumed on the evening you are on night watch.**

Raising the alarm

Bunchuznyj is responsible for fire drills both day and night. A fire drill must be scheduled on the first day of each camp (or as soon as possible) so that campers know exactly what to do in case of an emergency.

A night alarm drill is organised by the komandant who should carefully prepare this during the programme of activities and explain to all campers why although this is a “fun” activity it has a serious safety purpose too.

All adults are advised to familiarise themselves with the policies and procedures in relation to:

- Child Protection
- Anti-Bullying
- Health, safety and Welfare
- Guidance on dealing with repeated unacceptable behaviour
- Risk Assessments
- Factsheets for adults
- Brief for vychovnyky
- Alcohol

The above policies and procedures can be found on the CYM website at www.cym.org or on request from your oseredok.

CAMP
STRUCTURE

