

ITFNZ Camp Toolkit



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Papakura Taekwon-do Club
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1. Document Purpose

This toolkit has been assembled so camp organisers have a reference available to help organise a National or Regional camp.

There are various topics covered (see table of contents) and included in Appendix 1 are samples of documents used when organising the 'Making It' National Camp in January 1999.

Softcopies of all documents are included.

2. Camp Committee

One of the key things when organising a camp is to have a good committee, or if you wish to organise the camp by yourself, have plenty of time available and be very organised. A committee is good bounce ideas off and during the camp, there will be more organising to do than one person can handle.

When approaching desired committee members, make it clear the time that is involved in organising a camp and how much involvement you would like to receive from them. Explain that the 'team' will need to pull together to make the camp organisation as stress free as possible.

Suggestions for choosing a Camp Committee:

- Try to assemble your committee from at least two clubs. Committee members can then 'motivate' and get their clubs 'behind' them. This should help with attendance numbers.
- Don't have too large a committee, especially if you plan to make team decisions. You need to ensure you do not have people feeling left out and without efficient jobs to do. Suggest 4 for a National Camp with maybe 2 peripheral and 2-3 for a Regional Camp.
- Look for strengths in each committee member chosen, e.g:
 - good with finance
 - good organisational skills (preferably this will be you)
 - computer skills
 - someone who has been on various camps or organised a camp
 - someone who has been in the organisation for a while and knows key contacts
 - variety of ages/sexes/ranks

3. Camp Theme

If you have not already done so, once you have your team together, agree as to whether you want to have a theme for the camp.

Benefits of having a theme:

- Makes it clear to interested attendees what the main focus of the camp will be.
- Helps you 'sell' the camp.
- Team members remain focussed towards a specific goal

4. Bank Account

You will need a bank account to deposit the camp fees and write cheques for payments. You can either open your own camp bank account, or use the ITFNZ account (contact your Regional Director).

5. Time Line

Brainstorm all the tasks that your team can think of and put them on your timeline. This helps to ensure tasks are not forgotten.

Put dates against these action points.

Assign actions to team members. If you wish, you can set dates for team members to report back to the rest of the team, e.g venue choices - venue needs to be booked by 20th of Month - action point against Sam is to have a list of venues, prices, inclusions to present to team by 10th of the month so a team decision can be made and the venue can be booked in time.

Allow yourself plenty of time to collate information.

6. Venue

You should book your venue as soon as possible. Available venues can be quite difficult to find, especially during summer and just after the Christmas break.

Things to keep in mind when looking for a venue:

- Flexible organisation (use of all facilities freely all weekend, don't mind people mingling and making noise)
- Common Room
- Registration area
- Large dining room
- Suitable grounds for outdoor training
- Large hall / gym for training indoors due to wet weather or during heat of day
- Adequate bathroom facilities
- On-site caterers (especially for National Camp)
- Adequate kitchen facilities if arranging your own cooks
- Reasonably priced facilities
- As central as possible so majority of people can attend

7. Advertising / Entry Form

See example of advertisement and entry form in Appendix 1.

You should start advertising as early as possible. Even if you do not yet have a price or any camp details, you should put the word out that there will be a camp held during the month of [month] and further details will follow.

Once you do have a finalised price and details, create an advertisement that could:

- appear in the TKD Talk
- appear on the ITFNZ Intranet (see Mr McPhail)
- be sent to Club Instructors (obtain address list from Regional Director)
- appear at all TKD events (see Regional Directors list of upcoming events)
- appear in regional newsletters

Create an entry form and send a copy of the advertisement and some entry forms to all club instructors asking them to 'sell' the camp at their club.

Listed are some recommendations for inclusion on your entry form / Advertisement:

- What is it (Camp)
- Date
- Venue
- Theme
- Price (participant / supporter / single day attendance)
- What is included
- T-shirt size
- Age group

- Age for which a guardian is required
- Participant Details (name, age, medical conditions etc)
- Address to send payment (person assigned responsible for record keeping)
- Who to make cheques out to
- Close off date
- Late payment fee
- Cancellation penalty (what happens if people pull out at the last minute, one week before etc)
- Declaration of Liability
- Signature for Liability
- Organisers contact details (e-mail is handy)
- Medical Conditions
- Special Requirements, e.g. vegetarian

8. Budget

Before you can create your final entry form and advert, you will need to set a price for the camp. To be safe, you should work out all costs and add a small amount to this. There is usually always extra costs involved. The idea is to break as even as possible with the financials. Too much profit made could be interrupted as participants have been overcharged.

Things to keep in mind when setting a price:

- Venue Cost
- Catering Costs
- Photocopying / printing
- Cardboard for certificates
- Instructors subsidy
- Reimbursements to instructors for equipment (e.g. paper, printing etc)
- Postage / Envelopes
- Evening Event Costs
- T-shirt
- Hall hire
- Guest Instructors

Breakeven Analysis

Once you have worked out the costs, it would be a good idea to do a breakeven analysis. This will help you determine how many people you need to attend your camp and where you may need to cut costs. There is an example of this in the Excel spreadsheet included, named Camp Details.xls.

9. Record Keeping

Create a spreadsheet that you can record all incoming information on. As each entry form is received, enter the information onto the spreadsheet and file the entry form for reference. Entering this information regularly keeps information tidy and in one place.

See example in Appendix 1.

Items to include on your spreadsheet are:

- First Name
- Surname
- M/F
- Rank
- Club
- Age
- Address
- E-mail Address
- Phone Number
- T-shirt Size (if you are having these)
- General Comments (e.g. vegetarian, asthmatic etc)
- Fee (there maybe different charges for instructors etc)
- Paid Y/N
- Outstanding Amount (this helps you do a breakeven analysis)
- Nights Accommodation (are they staying, how many nights)

If created on a PC, software functionality can allow this spreadsheet to be used for:

- grouping participants into rooms
- sorting participants into elective groups
- working out breakeven analysis
- keeping track of attendee numbers
- obtaining club numbers
- merging names and addresses to letters & certificates
- creating a registration sheet

This spreadsheet was one of the most valuable tools when organising the 1999 'Making It' camp.

10. Confirming to Participants

See example in Appendix 1

You will need to send a letter of confirmation to participants.

Items to send:

- The confirmation letter (merge from your spreadsheet)
- Receipt of payment
- A map of how to get to venue (optional)
- A map of venue facilities (optional)
- Agenda (if finalised)
- List of sessions & instructors (optional)

Items to include on your confirmation letter:

- Thank them for participating
- Registration time
- Address of camp venue
- Camp times
- Is dinner provided on the registration night
- Training on registration night
- List of things to bring
- Contact details

11. Evening Event

You have a choice of not organising an event and letting people mix and do their own thing, or you can arrange a function, whether it be small or more involved (this would also depend on whether you are organising a National or Regional Camp). Ideally, there should be no alcohol on a Taekwon-Do Camp. If you are thinking of allowing alcohol, obtain permission from the Executive Committee.

Risk of letting people do their own thing:

- Some people who have attended the camp alone, may feel out of place.
- People tend to get into groups that they know and may not mix as a group/team.
- Loose track of who is on site, who is doing what.
- Could be disorganised chaos.

Suggestions for evening events:

- Social
- Firewalking (see Mr M. Lowe for advice - Tiger Club)
- Casino Evening
- Skits
- TKD Trivial Pursuit (see Mr McPhail for kit)
- Burmatrail (Spooky bush walks with people hidden jumping out etc)
- Martial Art Videos

12. Agenda

See example in Appendix 1.

It is best to have your training agenda busier rather than not having enough for the participants to do. However, ensure that there is adequate time allocated to meals and shower/dress times. Remember that 60 - 100 people take time to queue for meals. Suggest 1 hour for breakfast, lunch & dinner and 30 minutes for morning & afternoon breaks.

Things to do when creating your agenda:

- Set start and finish times for the training day.
- Decide what sessions you would like to have, e.g.
 - patterns
 - self defence
 - free sparring
 - team building
 - theory
 - motivation
 - train the trainer
 - group training
 - demonstration by ITFNFZ Demonstration Team (to fire people up)
 - speciality session, e.g. a different martial art, Yoga
- Decide on how long your training sessions will be ($\frac{3}{4}$ hr with $\frac{1}{4}$ to get to next session works well).
- Maybe split sessions between two instructors so they do not have to instruct every session.
- Include meal and shower/dress times.
- Find out from the Regional Directors if there are any special events happening that may require extra times at gatherings.
- If you wish, include a 'free time' section.
- Create your agenda with times allocated to all the events, including meals, form-up, warm-up etc.
- Include what participants are to wear at each session.

How to make the agenda known to participants:

- Include agenda with confirmation letter to each participant. The agenda will need to be finalised early if you are to do this.
- Upon registration, give each participant a copy of the agenda.
- Hang copies of agenda in dorms, dining room etc.
- Read next agenda item(s) at each group gathering.

13. Contacting Desired Instructors

See example of letter in Appendix 1.

Talk to your instructor/senior club members for potential guest instructors to approach. Once you have a list organised, contact your desired Instructors early. Remember that instructors are busy people and have lots of commitments, so invite more than you require. It is helpful to include a return reply page and envelope.

Things to think about in regards to your letter:

- Can you offer a discount to Instructors?
- Would you like to them take a particular session, are they to choose from a list that you have supplied, or can they put forward their ideas?
- Are all the details included on your letter, e.g.
 - clear request of what you want
 - theme
 - date
 - venue
 - contact number
 - name / rank / club
 - date to reply to you by.

14. Equipment

Remember equipment required for your workshops. You could you ask each Instructor to organise their own, or you can organise it for them. If you do organise it for them:

- assign the task to a committee member
- include a space for them to write what they require on the return instructors form (topic 13.)

15. Fundraising

To help keep costs to participants down, you could organise some fundraising before or during the camp. If you do decide to go ahead with this, assign the task to a committee member.

Ideally, you would like to keep the amount of time involved down to a minimum. At the 'Making It' camp, we were fortunate enough to have several business donate prizes to us for raffles, which we sold during the camp weekend.

Suggestions for raising money:

- Raffles
- Sponsorship

16. Certificates

See example in Appendix 1.

Participants like to receive a certificate that they can add to others. It helps keep track of credit points.

Create your certificate in line with your theme if you chose to have one. If you are printing these, you can mail merge from your spreadsheet.

Certificates can either be handed out during the camp to a club representative (to save time), or you can call each person up individually. If you decide to create your certificates after the camp, you can send them to each club to be distributed. This choice would be more expensive.

Document Samples

Advertisement

'Making It' 1999 National Camp

The theme of this years National Camp is 'Making It'. How to make a success of your Taekwon-Do training, and transferring that success into other aspects of your life. Come and see how you can 'Make It':

- with technical skills
- to 'black belt'
- to '3rd, 6th' Dan etc
- to the 'top'
- with confidence
- with fitness



Highlights

- Specific Training for Black Belts
- Entertainment Spectacular - not to be missed
- Special 'Guest Instructor'
- Flexibility Instructor
- Training Workshops
- Caps and T-shirts included in price
- Nutritional Speaker
- 3 people to a house/bathroom
- Motivational Speaker
- High Grade Accommodation

Date: 29 - 31 January

Venue: Waikato University

Cost: \$125.00 or \$115 for Families (pp)

Age: 12yrs+ (under 16 to have Guardian)



Organiser's: Kylee Hanlon (09 537 3320)
Melina Wilcox (09 299 9979)
e-mail: melina.wilcox@chh.co.nz



That which does not kill us, makes us strong

Entry Form

'Making It'

1999 National Camp
29 - 31 January



Name: _____ Contact Ph No: _____
 Age : _____ Gender: _____
 Club: _____ Rank: _____
 Organisation: _____ Postal Address: _____
 T-shirt Size: _____ E-mail Address: _____
 Medical Conditions: _____

Please include cheque, made out to ITFNZ and send to:

'Making It' 6 Currell Way Howick, Auckland

Deadline for payment: 8 January 1999

No refunds after: 25 January 1999

Late Fee: \$10.00

Declaration of Liability

I declare and acknowledge that I willingly participate in camp activities at my own risk. I have disclosed any physical restriction, disability or predisposition to sickness or injury that may be aggravated or adversely affected as a result of my participation so organisers can take practical steps to minimise risks to myself. I shall take full responsibility for any injury, loss or damage to my person or my property that may arise directly or indirectly from my participation at this camp. I will not seek to penalise, prosecute or claim compensation from the organisers, sponsors, instructors, lecturers or participants for any injury, loss or damage. The information on this form will be used by the camp organisers to compile an attendance register. I acknowledge my right of access to this information.

Your Signature: _____ Guardian's Signature: _____
 I have read and accepted the above conditions. I have read and accepted the above conditions.



Organiser's: Kylee Hanlon (09 537 3320)
 Melina Wilcox (09 299 9979)
 e-mail: melina.wilcox@chh.co.nz



That which does not kill us, makes us strong

Agenda

'Making It'

1999 National Camp



Camp Agenda

Saturday

- 6:30am Wake-up
- 6:45am Warm-up (Meet at assembly point in do-bok)
- 7:30am Showers & Breakfast (in own time)
- 8:15am Photo session (in do-bok)
- 8:45am Motivational Speaker
- 9:30am Group Training Session
- 10:15am MORNING TEA
- 10:30am Session One
- 11:30am Session Two
- 12:30pm LUNCH / Chris Gray Talk (trained with Master Choi)
- 1:30pm Session Three
- 2:30pm Session Four
- 3:30pm AFTERNOON TEA
- 4:00pm Yoga Class ('Making It' t-shirts & do-bok pants)
- 5:30pm Showers & Free Time
- 6:15pm Dinner
- 8:30pm Night Entertainment

'Making It'

1999 National Camp



Camp Agenda

Sunday

- 6:30am Wake-up
- 6:45am Warm-up (Meet at assembly point no do-bok)
- 7:30am Showers & Breakfast (in own time)
- 8:15am Black Belt Training / Colour Belt Aikido Class
- 9:00am Train the Trainer / Colour Belt Training Session
- 9:45am MORNING TEA
- 10:15am Black Belt Aikido Class / Colour Belt Team Building
- 11:00am Session Five
- 12:00pm LUNCH
- 1:00pm Nutritionist (Dining Room)
(‘Making It’ t-shirts & shorts/tracksuit pants)
- 1:30pm Session Six
- 2:30pm AFTERNOON TEA
- 3:00pm Session Seven
- 4:00pm Thank - yous / Certificates
- 4:30pm Depart Camp

Letter to club Instructors

16 November 1998

Dear «Title»,

Please find enclosed with this letter, an advertisement and entry forms for the 1999 National Camp.

The theme of this camp is 'Making It' and the aim is to highlight how we can make a success of our Taekwon-Do, and how we can transfer that success into other aspects of our lives. The camp will concentrate greatly on team building, motivation, extra training aids etc - all to fit around 'Making It'.

We have a special 'guest instructor', an international grading, separate training for black belts with high ranking instructors, and the entertainment on the Saturday night is really exciting - everyone will be keen and it should be a big hit.

It would be greatly appreciated if you would promote this camp to your club members and then regularly remind them that it is on and that it will be well worth attending.

We realise that the cost is a bit higher than some of the national camps in the past, but we point out that the accommodation is extremely comfortable and private (3 people to a section of a house, which has separate bedrooms and bathroom facilities) and t-shirts and caps are included in the price. We promise that the investment will be well rewarded.

Any questions, comments or ideas, please call either:
Melina Wilcox - 09 299 9979 or e-mail melina.wilcox@chh.co.nz
Kylee Hanlon - 09 537 3320

We thank you for your help in promoting this camp and look forward to seeing you in January 1999.

Yours in Taekwon Do,

Miss Melina Wilcox
1st Dan
Pakuranga Taekwon Do Club

Miss Kylee Hanlon
1st Dan
Pakuranga Taekwon Do Club

Letter to desired Instructors

16 November 1998

Dear «Title»,

ITFNZ 'Making It' National Camp

It is our pleasure to invite you to attend our National Camp on January 29 - 31, 1999 at Waikato University, Hamilton as an instructor and motivator.

The theme of this years national camp 'Making It', highlights how we can make a success of our Taekwon-Do, and how we can transfer that success into other aspects of our lives. We're asking people to come and see how they can 'Make It':

- to 'black belt'
- to 3rd, 4th, 6th dan etc
- with technical skills
- in fitness
- with confidence

Your experience, technical skills and achievements in Taekwon-Do would serve as an example of people who are 'Making It', and therefore would help reinforce the camp theme. Hence, it would be greatly appreciated if you are able to assist with training workshops and in promoting the 'Making It' attitude.

If you are keen to get involved in motivating and helping our members 'Make It', please indicate your workshop preferences on the list provided on the following page. A self addressed envelop is enclosed. If you have an idea for a interesting workshop, please note it down or phone us - ideas are more than welcome!

In recognition of your involvement as an instructor and motivator, we would like to offer you a subsidised camp fee. Details of this, the camp agenda and workshops you will be taking, will be sent to you during December.

We thank you in advance for your help in promoting this camp and look forward to hearing back from you soon. If you have any questions, please contact either of the organisers.

Yours in Taekwon-Do,

Miss M. Wilcox
1st Dan
Pakuranga Club
ITFNZ
Ph: 09 299 9979
e-mail melina.wilcox@chh.co.nz

Miss K. Hanlon
1st Dan
Pakuranga Club
ITFNZ
Ph: 09 537 3320

Yes, I am able to promote 'Making It' by being a guest instructor and motivator at the 1999 National Camp.

I have indicated below which workshop(s) I would prefer to take.

- | | |
|--|--|
| <input type="checkbox"/> Improve your jumping techniques with plyometrics. | <input type="checkbox"/> Be the best you can at Destruction's. |
| <input type="checkbox"/> The secrets to beautiful patterns. | <input type="checkbox"/> Step sparring - getting it right. |
| <input type="checkbox"/> Feel confident with your self defence techniques. | <input type="checkbox"/> Free sparring - how to spar smarter. |
| <input type="checkbox"/> Train the trainers. | <input type="checkbox"/> Speciality techniques - which is the one for you. |

Note: The idea of the Train the trainers workshop is to cover hints, ideas, best practice etc for those who instruct at club - something like a mini instructors course.

Name:

Club:

Letter to confirm Instructors

17 January 1999

Dear «Title»,

Thank you for returning your Instructor/Motivator preference sheet. We have now finalised the camp agenda and can forward you details.

Please refer to the enclosed matrix which outlines which instructors are taking which workshops. We apologise if you have not got your first preference. Please note that the groups have been put together by rank.

The sessions will run over both days and we have assigned two instructors to each workshop. The idea is that instructors can alternate the sessions and have free time to participate in other workshops, do their own training or to catch up with each other.

The camp fee for instructors has been subsidised and is **\$90.00**, which includes accommodation, food, 'Making It' t-shirt & cap and a heap of fun.

If you have already paid the full amount, a refund for the difference will be returned to you at camp. If you have not yet paid, could you please forward a cheque to 6 Currell Way, Howick. Please make it out to ITFNZ. Thank-you.

We will be giving each camp participant a notes booklet in which they can take notes about each workshop. If you have any information about the workshop you are taking, could you please forward these to us by 22 January and we will include it in the booklet. Subsequently, these could be handed out at the session, however there is no photocopying facilities on site.

If you require any equipment for your workshop that you are unable to provide yourself, please let us know and we will arrange this for you.

Any questions, please do not hesitate to contact us.

⇒ Melina Wilcox on 09 299 9979 or e-mail melina.wilcox@chh.co.nz.

⇒ Kylee Hanlon on 09 537 3320 or mobile 025 775540.

We look forward to meeting you.

Lets 'Make It' together!

Regards

Melina Wilcox
Camp Organiser
'Making It' 1999

Kylee Hanlon
Camp Organiser
'Making It' 1999

Letter to confirm camp details

11 January 1999

Dear «First_Name»,

Thank-you for your entry form and payment to attend 'Making It' 1999 National Camp.

Camp Details

- Registration from 6:00pm to 9:00pm on Friday 29 January 1999 at Waikato University, Student Village Dining Room (look for signs). If you are unable to arrive during these times, please contact us.
- Camp will finish at 4:30pm on Sunday 31 January 1999. If you need to leave earlier to catch flights etc, just let us know at camp.
- Dinner is not provided on the Friday or Sunday nights.
- After registration on the Friday night, there will be a quick introductory welcome and housekeeping outline in the dining room at 9:15pm.
- Linen and pillows are included in the rooms.

What do I bring?

- One or Two Do-boks
- Sparring Gear, mouth-guard
- Running shoes
- Shorts or track-pants
- Casual clothes
- Cash (photos etc)
- Home baking or fresh fruit (hand in at registration)
- Swimming Togs
- Toiletries
- 2 Towels & sports towel
- Pen
- Suntan lotion
- Water bottle
- Medication (if required)
- Muscle rub, e.g arnica
- University Map (enclosed)
- Session Matrix (instructors)

For participants over the age of 20 alcohol will be permitted on site. We trust everyone will use their common sense and will be responsible.

If you have any more queries, please either phone:

⇒ Melina Wilcox on 09 299 9979 or e-mail melina.wilcox@chh.co.nz.

⇒ Kylee Hanlon on 09 537 3320 or mobile 025 775540.

We look forward to meeting you.

Lets 'Make It' together!

Regards

Melina Wilcox
Camp Organiser
'Making It' 1999

Kylee Hanlon
Camp Organiser
'Making It' 1999

Session Matrix

MOTIVATIONAL TRAINER MATRIX

Key for Instructors

A	Mahesh Bhana
B	Steve Pellow
C	James Rimmer
D	Kevin Joe
E	Jeanette Joe
F	Jon Sawden
G	Paul McPhail
H	Lawerance Mantjika
I	Rachael Younger
J	Matthew Breen
K	Lena Walton
L	Graham Patterson
M	Brandon Dixon
N	Mark Banicevich

Key for Groups

1	2nd Dan and above
2	1st Dan
3	1st Dan
4	Black Stripe / Red Belt / Red Stripe
5	Blue Belt / Blue Stripe
6	Green Belt
7	Green Stripe / Yellow Belt / White Belt

Session Number and Time	The Secrets to Beautiful Patterns	Feel Confident with Your Self Defence Techniques	What is Your Speciality Technique?	Be the Best You Can at Destructions	Free Sparring - How to Spar Smarter	How to Jump Higher with Plyometrics	Step Sparring - Getting it Right
	A	B	C	D	E	F	G
	H	I	J	K	L	M	N
Session 1 Sat 10.30 am	<i>Group 1</i>	<i>Group 2</i>	<i>Group 3</i>	<i>Group 4</i>	<i>Group 5</i>	<i>Group 6</i>	<i>Group 7</i>
Session 2 Sat 11.30 am	<i>Group 2</i>	<i>Group 3</i>	<i>Group 4</i>	<i>Group 5</i>	<i>Group 6</i>	<i>Group 7</i>	<i>Group 1</i>
Session 3 Sat 1.30 pm	<i>Group 3</i>	<i>Group 4</i>	<i>Group 5</i>	<i>Group 6</i>	<i>Group 7</i>	<i>Group 1</i>	<i>Group 2</i>
Session 4 Sat 2.30 pm	<i>Group 4</i>	<i>Group 5</i>	<i>Group 6</i>	<i>Group 7</i>	<i>Group 1</i>	<i>Group 2</i>	<i>Group 3</i>
Session 5 Sun 11.00 am	<i>Group 5</i>	<i>Group 6</i>	<i>Group 7</i>	<i>Group 1</i>	<i>Group 2</i>	<i>Group 3</i>	<i>Group 4</i>
Session 6 Sun 1.30 pm	<i>Group 6</i>	<i>Group 7</i>	<i>Group 1</i>	<i>Group 2</i>	<i>Group 3</i>	<i>Group 4</i>	<i>Group 5</i>
Session 7 Sun 3.00 pm	<i>Group 7</i>	<i>Group 1</i>	<i>Group 2</i>	<i>Group 3</i>	<i>Group 4</i>	<i>Group 5</i>	<i>Group 6</i>

Train the Trainer Mike Lowe 3/4 hour session

Black Belt Training Evan Davidson 3/4 hour session