



Waitaki Summer Music Camp Policies

Curriculum Policy

1. The Waitaki Summer Music Camp Incorporated (WSMC Inc.) fosters music by providing camp participants with tuition from professional musicians in both sectional tutorials and massed group rehearsals.
2. The aims of the WSMC Inc. are:
 - To organize and implement music education and performance camps
 - To promote the art of music among its members
 - To promote participation in music making among youth
 - To promote, encourage, and implement music festivals
 - To promote and encourage family involvement in music activities
 - To conduct education workshops
 - The performance of music in all its aspects
 - To promote social and other activities as may appear advisable to further the objectives and purposes of the WSMC Inc..

Contracting Policy

3. The WSM Inc. committee takes all reasonable steps to ensure that good and safe working conditions exist for all tutors and responds to all reasonable requests made by tutors.
4. The WSMC Inc. committee operates as an equal opportunity organisation. It takes all other reasonable steps to ensure that it is good and fair by responding to issues and concerns raised by tutors and members.
5. Tutors will be offered a short-term contract lasting the duration of one camp.
6. Tutors are selected not only on their ability to provide high quality tuition, but also to encourage and support all participants with their musical development.
7. There is no obligation on the part of the WSMC Inc. to renew the contract for the camp in the following year, should the committee not wish to do so.

Health & Safety Policy

8. The WSMC Inc. provides a safe physical and emotional environment for camp participants, family members and staff. The following steps allow us to carry out the aims of our health and safety policy:
 - Camp participants, family members and staff take all practicable steps to ensure their own safety and that of other people.
 - The WSMC prohibits smoking and recreational drug use within the boundaries of Waitaki Boys High School.
 - The WSMC Inc. allows the consumption of alcohol within the dining room in the evenings and at the BBQ social function.
 - The consumption of alcohol elsewhere on the Waitaki Boys High School site is prohibited, with the risk of expulsion from the camp.
 - The WSMC Inc. will follow the food hygiene and safety regulations of the Waitaki Boys High School dining hall staff.
 - Segregated dormitories are provided for males and females.
 - Other accommodation is provided for families and partners. There is also the option of camping within the Waitaki Boys High School grounds.
 - Camp participants will ensure that they respect the rights of others to have a sound sleep. Lights will be turned off by 11pm in dormitories.
 - The WSMC Inc. will respect all Waitaki Boys High School buildings, amenities, and regulations.

Underage/minors Policy

- Any participant under the age of fourteen (14) will require a parent/caregiver to stay with them onsite.
- Any participant between the age of fourteen (14) and sixteen (16) will need a written declaration from their parent(s) appointing a substitute adult to act as the delegated caregiver. This may be a non-relative staying on-site.
- At night an appointed young person(s) within the camp ensures that young camp participants return to their assigned dormitories.

- The pastoral care of all participants, including non-performing family members, will be monitored and all efforts will be made to support these people.

Financial Policy

9. The Waitaki Summer Music Camp Incorporated is an incorporated society. The WSMC Inc. Committee monitors and controls camp expenditure delegating responsibility for the effective management of the camp finances to the secretary / treasurer.

10. The following procedures for financial management will be actioned:

Money on account

All money received on account of the Society shall be paid into the account of the Society and shall be acknowledged by an officer of the Society.

Account books

The Secretary/Treasurer shall keep (or cause to be kept) a proper account of the income and expenditure of the society and of the matters in respect of which such income and expenditure arises and takes place respectively.

Information on the property, credits and liabilities of the Society shall be produced and properly written up, when required by the Committee.

Financial year

The financial year of the Society shall be from the first day of April in one year to the thirty first day of March the next year.

Filing requirements

The Secretary/Treasurer shall file with the Registrar of Incorporated Societies within thirty days after the annual general meeting, the financial statements required to be filed under Section 23 of the Incorporated Societies Act 1908.

Self-Review Policy

11. The WSMC Inc. maintains a self-review process to continually evaluate, develop, and enhance the quality of experience offered through the camp.

12. Actions to achieve this aim include:

- An end-of-camp discussion between tutors, committee members, the musical director, and camp participants who wish to formally address the group.

- A feedback register is provided to camp participants to provide feedback, praise, and additional advice or thoughts. This is evaluated by the Committee.
- Conversations during the camp with tutors and participants.