



Edgbaston Watersports & Bear Creek Adventure
Icknield Port Road,
Birmingham
B16 0AA

Telephone: 0121 454 1997
Email: info@BearCreekAdventure.co.uk
info@EdgbastonWatersports.co.uk

Information for Group Leaders.

We are looking forward to working with you in the near future. Whilst we will be providing a fully staffed programme during your course, the success of the course depends largely on the co-ordination between Bear Creek Adventure Ltd & Edgbaston Watersports staff and yourself and the different roles we play during the course. We have prepared the following guidelines in order to explain your role as a Group Leader, to give you added confidence and to enable your group to achieve the maximum learning possible.

Clearly each group has different objectives and different needs so some of these roles may not be relevant to your group, but if you have any major concerns please contact us.

Preparation before the course.

- ◆ By the time you have received this you or your colleagues would have discussed your requirements with Bear Creek Adventure Ltd & Edgbaston Watersports staff and designed a programme to meet these needs.
- ◆ Please ensure that the programme meets yours and your colleague's objectives.
- ◆ Ensure that each member of the group & staff have filled out a consent & medical form. If you do not have your own we have some for your use.
- ◆ Brief your group. Do they know what they will be doing, where and with whom?
- ◆ In particular they should know the programme, the kit list and timings of the course.
- ◆ Inform us of any changes to the group numbers and other facts such as medical requirements.
- ◆ If you would like a member of Bear Creek Adventure Ltd & Edgbaston Watersports staff to come in and talk to your group or their parents about the course, please ask.
- ◆ Explain to the group to expect a challenging and rewarding experience.
- ◆ Inform the group that any loss or damage to Bear Creek Adventure Ltd & Edgbaston Watersports property &/ or facilities used will be invoice to the group at cost of replacing the items.

During the Course

- ◆ On arrival the course co-ordinator will confirm the course details with you.
- ◆ Changes to the programme may sometimes be necessary due to weather conditions and other factors beyond our control.
- ◆ Please tell us as much information about the group as possible.
- ◆ You are responsible for the pastoral care of the group and for behaviour and discipline at all times. Bear Creek Adventure Ltd & Edgbaston Watersports staff will assist you when necessary.
- ◆ Your role during activity sessions is to help the instructor where possible, to encourage participants.



Edgbaston Watersports & Bear Creek Adventure
Icknield Port Road,
Birmingham
B16 0AA

Telephone: 0121 454 1997
Email: info@BearCreekAdventure.co.uk
info@EdgbastonWatersports.co.uk

During the Course – Con't

- ◆ Our Instructors take responsibility for the group during session time. At the end of the session responsibility for the group immediately reverts back to the group leaders.
- ◆ During activities we ask that a leader is present with each group, it is up to the individual leaders whether they participate in the activity.
- ◆ Group leaders are responsible for setting boundaries for group members during out-of-session times in accordance with Bear Creek Adventure Ltd & Edgbaston Watersports Rules and Regulations.
- ◆ At all times Bear Creek Adventure Ltd & Edgbaston Watersports staff will intervene if necessary, if safety is affected.
- ◆ Please ensure that the Medical & Consent Forms are available during the course, you will be responsible for any medication brought or needed by your group.
- ◆ Participants may need to wear safety helmets for some activities, can you inform us if this causes a problem with religious headwear.

Residential Courses

- ◆ Familiarise yourself as quickly as possible with the locations, in particular the ground rules.
- ◆ An agreement between Bear Creek Adventure Ltd & Edgbaston Watersports and yourselves about extra responsibility and duties during the residential will need to be drawn up (especially if Bear Creek Adventure Ltd & Edgbaston Watersports staff are acting as additional staff members).
- ◆ Between Bear Creek Adventure Ltd & Edgbaston Watersports staff, you and your colleagues and the group members a code of conduct will be drawn up and agreed by all parties.
- ◆ An agreement between Bear Creek Adventure Ltd & Edgbaston Watersports staff and yourselves about the consumption of alcohol and who is supervising the group will be drawn up. It is recommended that no alcohol be consumed for at least 10 hours prior to undertaking these responsibilities.

Bear Creek Adventure Ltd & Edgbaston Watersports recommends that at least 2 members of staff are with the group at all times.

The Adventure Activities Licensing Scheme

Registration number: R1234/ L9399

Learning Outside the Classroom (LOtC) Quality Badge

Registration number: R2QB100667

Adventure Mark

Registration number: AAA101052

Insurance

Jardine Lloyd Thompson – Combined Liability Insurance, Certificate number: CGLB06G000/356

Public Liability - £5million



Registered Company: 5034807 – Cardiff