



Camp Lau-Ren Manual for Waterfront Staff

To be used in conjunction with the **Staff Manual**

Revised: June 2018

CAMP LAU-REN is a Christian Camp owned by Lau-Ren Camp Corporation of the United Church of Canada.

THE PURPOSE of the Camp is to provide an experience of Christian community in an outdoor setting wherein persons may have an opportunity for growth in personal relationships, a deepening awareness of God, and the development of personal faith and character.

LAU-REN CAMP CORPORATION owns the property and administers it in accordance with the purpose stated above as a non-profit enterprise, financed from campers' fees which are heavily subsidized by a grant from the Bay of Quinte Conference of the United Church and by gifts from individual congregations and United Church Women's groups in the Presbytery.

THE BOARD OF DIRECTORS is appointed by the Lau-Ren Camp Corporation to maintain the property and facilities, help plan the camping program and recruit volunteer leadership. Appointments endeavour to represent all areas of the Presbytery.

THE CAMP EXECUTIVE DIRECTOR is engaged by the Camp Corporation as executive director of the whole operation and is responsible to the Corporation through the Board of Directors.

MISSION:

Our Mission is to provide a Christian experience for campers by providing programs and services that foster Christian faith, provide opportunities for personal growth, develop skills to build community and relationships, foster an environment of inclusion of everyone, and provide opportunities to acquire new skills and knowledge.

VISION:

In Camp Lau-Ren's natural setting, there will be an opportunity to have fun, to gain a deepening awareness of others, a growing understanding of oneself, and a strengthening of personal faith as we meet God in Jesus Christ.

VALUES:

Respect
Collaboration
Community

WATERFRONT DIRECTOR

Job Description (Risk assessment — 9)

The Waterfront Director (WD) must be at least 18 and hold the equivalent of the National Lifeguard Service's Registered Lifeguard Certificate. (See "Qualifications," below.)

Before Camp, prepare a complete set of waterfront safety rules, prepare the beach, become familiar with the Camp's equipment and ensure safety items are in place and in satisfactory condition.

The WD assumes responsibility and authority for the safety of everyone involved with swimming or waterfront activities, and, in conjunction with the Assistant, provides swimming activities and instruction in water safety.

Co-ordinates with the Camp Director (CD) to establish that Camp's program. Confirms with the CD those Counsellors who are qualified to assist at the beach if required. Ensures that the waterfront periods are timed to fit in with the Camp activity schedule.

The WD has full authority over everyone with regard to the beach and any waterfront activity, including the use of canoes or boats.

The Waterfront Assistant (WA) has similar authority. The Waterfront Assistant is responsible to the Waterfront Director and may be appointed Tuck Supervisor. The WA ensures that all first-aid kits are properly stocked (kitchen, craft hall, sports field, out-trip kit). Refer to list on page 3 and the Camp Health Plan.

Qualifications

- Minimum age of 18, who holds one of the following qualifications that has been obtained within two years of acting as a waterfront director:
 - a) the National Lifeguard Service's Registered Lifeguard Certificate;
 - b) the Royal Life Saving Society's Canada Bronze Medallion and aquatic instructor's certificate;
 - c) any of the following certificates together with two years aquatic supervision experience:
 - i) the Royal Life Saving Society's Canada Bronze Medallion or higher award,
 - ii) the Canadian Red Cross Society's Water Safety Leader or Water Safety Instructor's certificate,
 - iii) the Young Men's Christian Association's Basic or Senior Lifesaving certificate,
or
 - iv) A certificate that the Medical Officer of Health considers to be equivalent to one referred to in subparagraph ii or iii.
- 2. Level 3 Flatwater Canoe Course or better.
- 3. Must have a Boat Operator's Card accredited by the Canadian Coast Guard.

Health Protection and Promotion Act regulations:

The Waterfront Director shall ensure that, where the waterfront area in a recreational camp is in use, supervision is provided in accordance with the following table (where “supervisor” means lifeguard): This also applies to swimming off-site.

<u>Number of campers in water</u>	<u>Number of supervisors required</u>
1 to 25	2
26 to 100	3

For each additional 25 campers in the water, or less where there are more than 100 campers, provide one additional supervisor.

Despite the supervision required above, the Waterfront Director shall ensure that, where non-swimmers, mentally or physically handicapped persons or campers under five years of age are using the waterfront area of the camp, additional supervision is provided that, in the opinion of the Waterfront Director, is adequate, having regard to the type and number of children using the waterfront area.

Every supervisor in a recreational camp shall be at least 16 years of age and hold the Royal Life Saving Society’s Bronze Medallion or qualifications that, in the opinion of the Medical Officer of Health, are equivalent to the Bronze Medallion.

Every waterfront director of a recreational camp shall ensure that the following equipment is at the waterfront area of the camp in case of emergency, is easily accessible, checked daily, and kept in a clean and safe operating condition.

- One or more buoyant rescue aids attached to a shoulder loop with a six millimetre line at least 1.6 metres in length.
- One or more reaching poles of three metres or greater in length.
- One or more buoyant throwing aids attached to a six millimetre line at least eight metres in length.
- A spine board.
- A paddleboard or boat, when any part of the swimming area is more than 50 metres from the shore.
- First aid supplies in sufficient quantities to meet the needs of the campers that shall include:
 - i) scissors
 - ii) triangular bandages
 - iii) water resistant, sterile bandages,
 - iv) sterile gauze pads (50 millimetres x 50 millimetres and 100 millimetres x 100 millimetres)
 - v) rolls and gauze conform bandages
 - vi) waterproof adhesive tape
 - vii) blankets and pillows
 - viii) safety pins
 - ix) tweezers

- x) ice packs
- xi) antiseptic solution
- xii) incident report forms

The Waterfront Director of a recreational camp shall ensure that there are written instructions for emergency and operational procedures that shall be used in the event of an accident or emergency in the waterfront area and that all supervisors are trained in the procedures.

Waterfront staff will be trained in waterfront emergency procedures and will practice these procedures at least four times during the camping season.

Pre-Camp Duties

- Prepare a complete summary of waterfront safety rules for posting in the Dining Hall, Smyth Lounge, the Camp Director's cabin, on the outside of the beach hut, and on the Peg Board. This summary is to be prepared and submitted to the Executive Director within three days of start of employment so that it may be typed and/or duplicated before weekly programs commence. These rules are to outline safety procedures to govern campers, counsellors, leaders and summer staff while in the water, on the beach, or in watercraft.
- Prepare the beach for the swimming season by cleaning the beach of debris, setting up the buoy line, and seeing that the Buddy Board is in place and equipped for operation.
- Become familiar with the Camp's outboard boat and motor and become capable of handling same.
- Assist in preparation of the raft and other beach equipment for summer use.
- Ensure that the ring buoy, the reaching pole and the throw line are in place.
- Become familiar with the Lau-Ren water search procedure.
- Check all canoe and life jacket equipment for maintenance and repair.
- Perform such duties as the Executive Directors direct.

General Duties

- The Waterfront Director shall co-ordinate with the Waterfront Assistant and Floaters to implement the Waterfront duties.
- Assume responsibility and authority for the safety of everyone involved in swimming or waterfront activities. This is accomplished, in part, by seeing that the rules are clearly understood and adhered to by all.
- Supervise swimming periods as scheduled in each weekly Camp program and in consultation with the Camp Director.
- Provide swimming lessons/activities and instruction in water safety.
- Provide instruction in canoeing as requested by the Camp Director.
- Be prepared to organize waterfront games or related activities if desired by a Camp. This could involve organizing beach activities for the entire Camp for a full afternoon.
- On rainy or inclement days, the beach staff will be responsible during the scheduled waterfront periods to provide suitable related activities; e.g. a waterfront safety drill

followed by other activities such as games, etc.

- Ensure that the beach First-Aid Kit contains the necessary supplies and is accessible.
- Check and replenish all first aid kits (kitchen, craft hall, sports field, out-trip kit) once a week and after any use.
- The Waterfront Director is expected to be involved in the Camp program; campfire, vespers, morning watch, etc.
- Establish daily clean-up exercises of the beach and swim area.
- Check equipment daily to ensure all is in safe operating condition.
- Always inform the Camp Director when you are leaving Camp.
- Have a watch or clock available at the beach to allow scheduling your activities within the times set out in the Camp Director's program.
- In the absence of the Caretaker, assume his duties in an emergency.
- On Saturday mornings, clean the beach area and Fellowes Hollow.

Authority

- With regard to the beach area, swimming, waterfront and watercraft activities, the Waterfront Director and Assistant have complete authority. This includes authority over everyone, including Camp and Corporation Directors and Summer Staff.
- The supervision and use of the canoes (including canoe trips) is the responsibility of the Waterfront Director.
- The Waterfront Director and Assistant have authority to expel any individual from the waterfront for violation of safety regulations. Problems with campers or volunteer staff should be reported to the Camp Director who will share in encouraging the individuals to co-operate.
- The Waterfront Director is responsible to the Executive Directors.
- **Everyone must** have prior approval of the Camp Director for non-programmed activities during the week: in the water, on the waterfront, the waterfront area, and Fellowes Hollow.
- **All individuals** not obeying item (5) will be reported to the Executive Directors.

Equipment

- Ensure that the motorboat is ready at all times for use in an emergency, or for transportation. The Caretaker is to assist in this matter. On weekday mornings, immediately after breakfast; the Caretaker is to start the motor on one of the two boats to be sure that it is in working order and to check that the gas tank is over half full. On alternate mornings, the Caretaker checks the other boat.
- The care and maintenance of all waterfront equipment is the responsibility of the Waterfront Director.
- The Waterfront Directors assist in the winter storage of equipment at the close of the camping season and reports any need for repair or replacement to the Camp property chairperson.
- At the end of the camping season, make recommendations for any additional equipment and/or supplies needed.

Forms

The Waterfront Director will ensure that the following forms are provided to the Executive Director at the weekly staff meeting:

1. Daily Reports
2. Weekly Maintenance Check Lists
3. Float Plans for all Canoe Excursions
4. Trip Plans for all canoe trips to Fraser's Landing
5. Waterfront Search Reports
6. Saturday Check Lists
7. Any other reports used:
 - a. Minor Incident Reports (First Aid administered)
 - b. Major Incidents
 - c. Rescue Reports

ASSISTANT WATERFRONT

Qualifications

- Minimum age of 16, and the holder of the same qualifications as the Waterfront Director.

Duties

The Waterfront Assistant is responsible to the Waterfront Director and will assist in fulfilling the duties and responsibilities of waterfront supervision as assigned by the Waterfront Director. (See Waterfront Director's duties.) May also be appointed Tuck Supervisor by the Executive Directors.

Authority

The Waterfront Assistant has authority similar to that of the Waterfront Director. For details, see "Authority" for Waterfront Director.

Tuck Supervisor

The Tuck Supervisor is appointed by the Executive Directors from one of the summer staff, normally the Assistant Waterfront.

Raft and Waterfront—Ontario Camping Association Regulations

- An assessment of a camper's level of skill for swimming and canoeing must be conducted before any camper takes part in such activity. The skills assessment is used in determining the level at which a camper participates in an activity. A system must be used to easily identify the skill level of participants.
- All participants using the diving board must be aware of all relevant safety rules for its use. Ensure that there is proper supervision when campers or staff are using the diving board.
- Ensure that all waterfront safety rules are posted in weather-protected covers in conspicuous positions or communicated to campers at appropriate times.
- While the waterfront is in use, ensure that a walkie-talkie is able to communicate with the Communication Centre in order to access 911 or other emergency services.

Boating – Safety and Training

- Every person in a boat or canoe must wear an approved P.F.D.
- All staff must be trained in the emergency routines for the activities practiced at the waterfront in accordance with a written emergency plan. This includes weekly camp leaders who supervise an activity on the waterfront.
- All general safety practices must comply with the Department of Transport and Canadian Coast Guard regulations and Safe Boating Guide such that the latter is used as the reference.
- All watercraft are to have equipment on board as indicated in the Safe Boating Guide and checked daily for being complete and in good repair, and checked again before using the watercraft.
- A system is to be in place to keep track of campers and watercraft. Watercraft are not to be used in areas where campers are swimming; the exception being canoes used in waterfront games in the roped-off wading area.

Tuck Duties

- Receive tuck money from campers on registration day and record same in a record book.
- Inventory tuck supplies at the beginning of the camping season and weekly throughout the summer.
- Order tuck supplies. A list of acceptable tuck items is available from the Executive Directors. Tuck order is to be given to the Executive Directors at the weekly Tuesday evening staff meeting for delivery on Saturday of that week. Keep an accurate list of supplies ordered weekly.
- Be on hand each day to sell tuck food items at the time appointed by the Camp Director. Keep a running total for each camper and notify the camper's Director if a camper has spent all of his/her tuck money before Camp ends.
- Camp policy promotes reasonable purchases. This means one chocolate bar or equivalent plus one drink per day. In addition to this, postcards and stamps may be purchased. Advise the camper's counsellor if s/he seems to be running out of money soon.
- Receive Mission Project pledges and transfer money to the Mission Fund.
- After Tuck on Friday, prepare envelopes of cash with the remainder of each camper's tuck money. This money is to be returned to campers on Saturday morning at Check Out. Inform Camp Director of Mission givings for the week. Update Mission poster before leaving on Saturday morning.
- Each week, balance receipts with camper purchases, refunds, and Mission givings.
- At the end of July, and at the end of the Camping season, prepare a balance sheet of income, expenses, and an itemized list of surplus inventory.
- Give funds to the Executive Directors each week for deposit.

Corporation Rules

1. **ACROSS THE RIVER:** On any off-site activity involving water, two Lifeguards as well as a Leader over the age of 18 years must accompany the trip. Follow the standards as outlined below. Note that because of beach regulations, two lifeguards must be on duty for any swim. Boating safety practices must comply with the MOT Boating Safety Guide publication.
2. **WATERCRAFT:** No watercraft is allowed to be used at Camp that does not belong to the Corporation.
3. **SWIMMING:** No one is to swim alone, nor after dusk.

From the United Church Camping Standards Manual Leadership Standards for Off-site Activities

All off-site trips must be approved by the Executive Directors.

Groups involved in off-site activities must be under the supervision of at least two leaders, one of whom is an adult person as defined by the legislation or jurisdiction in which the camp is situated.

The Leaders for routine off-site activities must adhere to predetermined routes. For all other outings, a planned route and planned return time must be submitted. The plan is submitted to the Camp Director and is readily available in the event of an emergency.

Leaders must ensure that all camp participants understand and following a buddy system and do not go out of sight without their buddy. Where swimming is an activity, staff accompany campers in the water who require direct or additional supervision. Where off-site camping will involve any waterfront or swimming activity, two qualified lifeguards must be present. At least one leader will be a qualified lifeguard as defined by relevant provincial legislation. This leader will not participate in swimming while supervising the safety of the activity.

A first-aid kit is at all times in the possession of one of the Leaders who has a recognized first-aid certificate and participants are made aware of which leader has the first-aid kit. The first-aid kit includes local emergency contact phone numbers for the fire department, medical assistance and police departments.

The Leaders keep a written record of dispensing of all medication as per camp policy, any health irregularities and any injuries that occur during the off-site activity.

Both a male leader and a female leader must accompany and supervise any coed off-site camp activity.

The leaders of any off-site camping must prepare a written itinerary for the activity, including locations for overnight stays, meal plans and planned return time. This plan is

given to the Camp Director or designate and is readily available in the event of an emergency.

Leaders of the off-site camps must have travelled the route(s) before the trip and in the current camping season to check for hazards.

The local fire hazard warning must be checked before departure and fire safety practices must be strictly observed by the group.

Before departing for an off-site camp, a two-day weather forecast must be obtained and logged with the Camp Director or designate. Precautions are taken to address unexpected inclement weather conditions.

**From the Ontario Camps Association Camping Standards
(In addition to United Church Camping Standards noted above)**

When the trip includes swimming or boating, there must be at least two swimming or boating supervisors who hold a current Bronze Cross or equivalent.

One leader must be currently certified in Standard First Aid/CPR.

Emergency procedures must include a missing person, swamped canoe, serious injury, evacuation methods and firefighting procedures.

The Trip Leaders must have a method of communicating with the camp in case of emergency.

Every person in a watercraft must wear an approved Personal Flotation Device or lifejacket.

All watercraft will have the requisite safety devices required by the Canadian Coast Guard.

Waterfront Staff will carry watercraft-repair supplies.

WATER EMERGENCIES & SEARCHES

Procedure:

Beach Guard: (Likely the first individual informed of the emergency.)

- Alerts Raft Guard immediately. Radios Camp Director and informs him/her there is an emergency situation.
- Quickly sends all campers and one Counselor from each cabin to the flag pole area. Two Leaders remain on beach to help in the search and two Leaders will be sent to the Flagpole. *One Counsellor from each cabin sent to flag pole will account for all campers in their cabin, have campers sit down in a row, and return to the waterfront area to help in the search.*
- Sends all Counsellors and Leaders, qualified in waterfront, to the Raft Guard for duties.
- Instructs remaining Counsellors and Leaders in a shallow water search.
- Instructs two Leaders to search the waterfront area from Beach to Lute.
- Initiates and supervises shallow water search.
- Sends someone to inform Weekly Camp Director if, after 15 minutes, search is unsuccessful.

Raft Guard:

- Quickly send all persons, except those qualified in waterfront, to the Beach.
- Check area visually from the raft.
- Instruct in method of deep water search.
- Initiate and supervise deep water search.
- Continue to check area visually.
- Inform Beach Guard if, after 15 minutes, search is unsuccessful.
- Continue deep water search.

Two Leaders who are sent to flagpole:

- One Leader runs to Dining Hall, rings Emergency bell, then returns to flagpole.
- Counsellors quickly seat all campers in cabin groups. Once all campers are accounted for, Counsellors return to Beach.
- Two Leaders continue to ensure campers remain seated in their cabin groups. Inform Weekly Camp Director of the situation when she/he arrives. Follow instructions of Camp Director.

Weekly Camp Director:

- Upon arriving, determine cause of emergency.
- Remain at the flagpole or appoint adult to remain there.
- Once all campers are accounted for, sends Counsellors and Leaders to Beach Guard.
- Ensure all campers remain seated in groups at flagpole area. Determine camper who is missing.

Communication:

If informed by Beach Guard or designate that the search is unsuccessful:

1. The Director will call the Ontario Provincial Police, explain and request Search and Rescue Unit.
2. The Director will contact Executive Director and Board Chair about the situation.
3. The Director will contact the parent/guardian and request that they immediately proceed to camp.
4. The Director will inform the staff and campers that a camper is missing.

In the event that the camper is not located by the OPP:

1. The Executive Directors will inform the Bay of Quinte Conference.
2. The Executive Directors will inform the Camp's insurance provider.

All communications to the Media will be handled through the Executive Directors or the Board Chair.