



# Camp Lau-Ren Manual for Camp Director

To be used in conjunction with the **Staff Manual**  
and the **Camp Staffing Manual**.

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**Revised: January 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

## **JOB DESCRIPTION**

The weekly Camp Director is responsible for organizing and running a six-day week at Camp. This involves the recruitment, with proper screening, of adult leaders for the various camp programs (crafts, life study, etc.). The Camp Director must attend, along with the camp staff recruited, the pre-camp training sessions sponsored by the Board of Directors as well as have pre-camp planning sessions with this staff. The Camp Director then has authority and duty for the one camp week to run a program which will be appropriate to the age and gender of the campers so that they receive a happy and rewarding Christian experience in our setting. In the event that the Executive Director is absent from the Camp, the Camp Director takes on all the attendant responsibilities and authority of the Executive Directors. The Camp Director has responsibility for, and authority over, all matters relating to the Camp while he/she is directing, and is accountable to the Camp Board of Directors.

Risk assessment for the Camp Director is 6.

## **Responsibility, Duties, and Authority**

**The Camp Director** is to recruit volunteer leadership for the one-week period in co-operation with the Minister and C.E. Committee of the sponsoring body. The Camp Director is also required to submit the names and responsibilities of volunteer staff and the proposed weekly program schedule to the Executive Director or designate for approval by May 15th.

### **Volunteer Leadership:**

It is important that volunteers have clearly-stated expectations because job clarity provides the person with guidance to meet a high standard of performance. Job clarity also provides a clear basis for a required performance evaluation. Camp staff are required to sign an acknowledgement of having received and read the Staff Manual and all Camp Lau-Ren policies and procedures. One copy of this document is to be kept in the personnel file.

### **Staff Required for all Camps:**

- 1) Up to 5 Leaders
  - a. Health Care Provider with current First Aid Qualifications as outlined in the Manual for Health Care Provider.
  - b. Craft Leader
  - c. Bible Study Leader – it is compulsory for all campers to receive daily Bible Study.
  - d. Two additional Leaders – Sports/Nature/Song
- 2) Twelve Counsellors hired by the Camp for the camping season.
- 3) Summer Staff hired for the camping season – Head Cook, Assistant Cook, Waterfront Director, Assistant Waterfront, Floater and Caretaker

Counsellors will be a minimum of 16 years of age and have relevant training and

experience. Directors can recruit volunteer Counsellors as the third Counsellor in the large cabins (Fee and Calvin/Routliffe) if camper registrations warrant. Directors of Junior camps also have the option of recruiting Counsellors-in-Training (CITs) for the larger cabins (Fee and Routliffe) if registrations warrant. These CITs must be a minimum of 15 years of age and will work with a co-counsellor at least 16 years of age. CITs are not to be left solely responsible for campers. The status of a CIT is clearly defined as either camper or staff member, and this status is communicated to all Camp participants.

The minimum Counsellor to Camper ratio, as per United Church Camping Standards, for Campers eight (8) years of age and older is one counsellor to eight campers and one counsellor to seven campers when campers are seven years of age or younger. However, the minimum requirement of the Lau-Ren Board of Directors is 2 Counsellors per cabin.

A babysitter may be required in addition to the above and is considered similar to a Counsellor-in-Training.

New volunteer staff must complete the application process. The Camp Director is responsible for ensuring that all new volunteer staff submits an application form and two completed reference forms to the Executive Directors by May 15th.

The Director, Volunteer Leaders and Counsellors – up to 8 people per camp - will receive accommodation and board. Presently, a full camp is considered to be comprised of 70 campers, 12 Counsellors, 7 Summer Staff, 1 Director, 5 Leaders, up to 2 Volunteer Counsellors or Volunteer Counsellors-in-Training and a Babysitter as required.

If the Camp Director is off-site, a specific person will be designated as Acting Director with all the attendant responsibilities and authority. This person must be a legal adult with appropriate knowledge and skills to act in the capacity of Camp Director.

### **Volunteer Recruitment — Risk Assessment and Screening Standards**

On a scale of 1 to 10, where 10 represents the greatest risk, the position of Counsellor has a risk assessment rating of 10. The Camp Executive Director must prepare job descriptions, which includes the Board's risk assessment of the position and the recommended level of screening, for all program positions. This also applies to occasional resource personnel. Leaders are assessed at 7 and Camp Directors at 6.

Any position, volunteer, paid staff or resource, which creates the opportunity of unsupervised access to children (and other vulnerable individuals) will undergo a police records check (PRC) in accordance with the United Church Recommended Screening Procedures. PRCs for returning camp staff and volunteers must be renewed every three years. For the complete guidelines for recruiting volunteers, please see the separate manual entitled "**Camp Staffing Manual** - Volunteer recruitment and Summer Staff Hiring Policies."

The Camp Director has responsibility for, and authority over, all matters relating to the

Camp while he/she is directing and is accountable to the Camp Board of Directors. If the Camp Director is off-site, a specific person will be designated as Acting Director with all the attendant responsibilities and authority. This person must be a legal adult with appropriate knowledge and skills to act in the capacity of Camp Director.

The Camp Director will maintain a personnel file for each Volunteer Camp Staff person containing confirmation of police records checks, where applicable, notes of interviews with references and/or reference letters, signed contract, signed "policy read" form, signed Standards of Conduct Form, signed Photo Release form and copies of performance evaluations.

Personnel files are to be kept secure and confidential. At the end of each camp, the Camp Director will turn all personnel files over to the Executive Director as they are to be kept secure for seven (7) years.

**Training:**

Camp Directors are expected to participate in Camp Staff training.

All Camps must hold pre-Camp training sessions for volunteer Camp Staff. All new staff must attend the Camp Lau-Ren Training Weekend scheduled in May of each year.

All Camp Staff must receive basic first-aid instruction, given by a qualified first-aider. This requirement can be met during pre-Camp training or through organizations such as the Canadian Red Cross Society, St. John's Ambulance, or the Lifesaving Society. A "qualified first-aider" is a person certified in first aid and CPR by the Canadian Red Cross Society or St. John's Ambulance. The minimum level of certification required is Standard First Aid and Basic Rescue CPR.

Camp Directors should participate in camp staff training and ensure that all Volunteer Counsellors and Leaders attend training sessions. All instructors must be trained according to provincial standards set by the Ontario Camps Association for the activity in which they are instructing.

**Camp Organization - Camp Director Responsibilities:**

- Recruit Leaders (Up to 5 Leaders - Health Care Provider, Craft Leader, Bible Study Leader, Sports/Music/Other Leader) and 2 Volunteer Counsellors (optional)
- Set up Personnel files for all Volunteer Staff
- Police Checks – ensure Director, Leaders, & Volunteer Counsellors over 19 years of age obtain a criminal records check every 3 years and that a copy of this current police check is kept in his/her personnel file.
- Ensure all Volunteer Staff complete the required training, including Ontario Ministry of Labour Health and Safety training and WHMIS training
- Obtain a signed contract, standards of conduct form and staff photo release form for all volunteer staff, including Director, Leaders & Counsellors
- Choose a theme
- Develop a schedule of activities
- Assign Tasks to Leaders

- Ensure all Volunteer Counsellors and Leaders have camp names, i.e., “Sporty, Crafty” and ensure these names are used during camp (to ensure privacy of staff after they leave camp)
- Send out pre-camp letter to campers – include medication consent form and letter from Board
- Assign campers to cabins – make sure you don’t assign too many bed-wetters and asthmatics to one cabin – try to evenly distribute them among the cabins
- Hold pre-camp planning meetings with volunteer Leaders – invite Counsellors
- Ensure all 1<sup>st</sup> time Volunteer Counsellors and Leaders send applications to Camp Executive Director
- Ensure all 1<sup>st</sup> time Volunteer Counsellors and Leaders attend Training Weekend
- Send list of Volunteer Staff to Executive Director by May 15<sup>th</sup>.
- Send Kitchen Report to Executive Director at least two weeks prior to your camp
- Prepare Peg Board List (a complete list of all staff and campers) – give list to Waterfront Director and Tuck Supervisor
- Prepare list of swim qualifications/canoeing experience of campers for Waterfront Director
- Swimming – prepare list of skill level of participants
- Arrange Counsellor breaks
- Arrange for staff meeting with Executive Directors on Sunday at noon – ensure that all Volunteer Staff have handed in health form and signed and witnessed Standards of Conduct forms, signed Contract, signed Policy Read and Photo Release
- Check Volunteer Staff’s snack items to ensure there are no snacks which contain nut products.
- Supply copies of camp schedule to all Summer Staff and post schedule in Smyth, Craft Hall and Kitchen
- Invite Summer Staff to Smyth – they are not allowed to go there without your invitation.
- Assign Leader to be in charge of Snack in evening – responsible for serving and cleaning up after
- Organize Check in:
  - Head lice check
  - Sign in/out form
  - Health Card to Health Care Provider, Medications labeled
  - Tuck
- First Day – go over rules with all campers and arrange for a tour of camp
- Arrange swim test with Waterfront Director
- Arrange fire drill with Caretaker – Monday morning
- Conduct water search – first full day of camp
- Cook out – assign Leader to be in charge – responsible for cooking and serving food – come to kitchen for supplies – everything returned to kitchen washed and dried
- Beach Day – popsicles/freezies in freezer – labeled with your camp name – water jugs available (inform kitchen staff in morning)
- Conduct a lost and found at least once/day
- Check emails daily

- Collect mail and mail outgoing mail – check mailbox at road for incoming mail to campers
- Camper Awards – give certificates to Counsellors day before
- Mission Project – make campers aware of Mission Project and have campers donate some of their tuck money to project. Campers and staff write their Tuck number and the amount they wish to donate and give these slips to the Tuck Supervisor. This must be done before Friday at noon.
- Have a staff meeting daily
- Deal with camper discipline problems as they arise – do not let escalate
- Provide ongoing evaluation to Counsellors and Leaders
- Prepare Counsellor and Summer Staff Evaluations and give to Executive Director on Friday evening before meetings with Executive Directors
- Arrange for final meeting with Executive Directors on Friday evening.
- Check Out – sign out (get signature of parent/guardian) – return health cards & remaining tuck money
- Ensure cabins are cleaned & bunks are sprayed with disinfectant.
- Arrange for Executive Director to inspect cabins – no camper allowed to leave site until their cabin has been cleared by Executive Director
- Review Equipment Inventory list with Executive Director at end of camp
- Give all staff personnel files to Executive Director
- Report any campers sent home for inappropriate behaviour to Executive Director
- Send a report to sponsoring church
  
- Optional:
  - Camper Awards
  - Gifts for Leaders
  - Kit List for Campers

Personnel Files for Volunteer Staff to contain:

- Signed Contract
- Current Criminal Records Check (if 19 years of age or older)
- Signed Standards of Conduct
- Signed Staff Photo Release
- Signed Policy Read form
- Confirmation of completion of all training, Health & Safety & WHMIS

**Registration:** (at 2:00 p. m. Sunday, unless otherwise arranged.)

The Camp Director shall be present at registration and oversee that:

- a) One Leader is assigned to supervise a head lice check and the staff conducting the head lice check are trained and know what to look for.
- b) Tuck money is collected by the Tuck Supervisor.
- c) Each camper has submitted the signed health form with his/her application; a signed photo release form and all medication (prescription and non-prescription) plus the Health Card is turned over to the Health Care Provider to be administered as seen fit.
- d) Campers are introduced to their Counsellors.
- e) Consultation has been made with the parent or guardian to make definite

arrangements for the camper's return home and the appropriate forms are signed.

- f) The name of a person to contact in case of emergency is provided.
- g) Confirm that the camper and parent/guardian has read and understood the "Standards of Conduct" pages from the registration process
- h) Ensure that Campers, Volunteer Leaders, and Counsellors are aware of regulations regarding camping that have been established by the Board of Directors. The Camp Director is responsible for enforcing these Camp rules.

### **Staff Free Time:**

Staff will be entitled to free time on a daily basis. This may consist of one block of time or a number of shorter breaks. The length and frequency of additional off-duty time for all paid camp staff positions will be written in the camp work schedule.

### **Other Duties of Director:**

Provide verbal and written evaluation and feedback to Camp Counsellors, Summer Staff and to volunteer staff.

Ensure that the camp takes every care to maintain high health and safety standards. Camps must be in compliance with all provincial and local health statutes and regulations. In addition there will be specific health and safety issues, such as head lice, to which each camp must attend.

The camp health plan has three aims: to promote optimum physical, mental, emotional, and spiritual health; to prevent illness and accidents; and to treat illness and accidents as they occur. Camp health plans should reflect the camp's limitations in responding to certain health conditions. Camps cannot discriminate against campers for health reasons unless it is not possible for the camp to care adequately for the camper.

When leaving the Camp property, plans must be submitted in writing to the Camp Executive Director, along with all the necessary forms completed. Ensure that a first-aid kit is in the possession of one of the leaders at all times. Prescription medications required by campers on adventure camps will be carried and dispensed by the adult leader of the adventure camp. Camping trips which take place off the normal camp site must adopt minimal impact policies, including packing out of all garbage, and careful latrine practices. All policies will be followed.

Be familiar with the Counsellor Manual and Staff Manual and the Camp policies therein.

### **Summer Staff**

Develop a working relationship with the Summer Staff.

- a) Meet with them on the first day of Camp to clarify time schedules, areas of responsibility. Provide the Head Cook and Waterfront Director with the weekly program two weeks prior to camp.
- b) Maintain communication with Summer Staff throughout the week.
- c) Any expectations or complaints that volunteer leaders may have re: the work responsibilities of Summer Staff must be referred to the Camp Director. The Camp Director is the only volunteer leader authorized to communicate with the summer

staff about these matters.

- d) If the Camp Director feels dissatisfied with the co-operation of any member of the Summer Staff, the recourse is to refer the matter to the Executive Directors.
- e) Summer Staff should be invited to participate in the camping program: e.g., vespers and campfire.

### **Cooks**

The times for the meals have been set by the Executive Director. An evening snack is prepared but not served. One evening meal will be a cook-out. The Camp Director is to ensure that one Leader meets with the Head Cook on the day of the Cook Out to review supplies for the cook out and receive instructions regarding use of kitchen facilities in the event of inclement weather.

The Camp Director will consult with the Cook re mealtime procedures, recognizing that final authority for kitchen procedures rests with the Head Cook, while authority for what happens in the Dining Hall rests with the Camp Director. The Camp Director will provide extra time for a specific meal period if the Cook has difficulties and requests extra time.

The Cook shall receive notice of camp-outs; supplies requested for same should be made in the kitchen report provided two weeks prior to camp.

The Kitchen is out-of-bounds to all, with the following exceptions: Camp Director, Executive Director, and members of the Board of Directors. Summer staff have access to the Kitchen based on guidelines established by the Executive Director.

See complete list of Cook's duties in the Cook's manual.

### **Waterfront**

The Camp Director will establish times for swimming and water-related programs to fit into the overall program schedule and consult with the Waterfront Director about Beach Day.

The Camp Director will advise the Waterfront Director about the swim levels of campers, obtained from the registration forms one week prior to camp.

Policies and procedures for safety and instruction on the beach and in watercraft come under the authority of the Waterfront Director.

The Camp Director is to ensure that counsellors are available to assist at the waterfront as required by the Waterfront Director.

The Camp Director will give to the Waterfront Director on Sunday the names of the volunteer staff who have bronze medallion or higher qualifications to assist with Free Swims and waterfront searches.

### **Caretaker**

The Camp Director will bring to the attention of the Caretaker any problems



encountered with the property, and establish when items such as firewood will be needed.

The Camp Director will arrange with the Caretaker on the first day of camp to conduct a fire drill.

### **Executive Directors**

All Summer Staff work under their direction and they establish their work schedules.

They supervise the programs of the Camp Directors and Volunteer Leaders. The Executive Directors' approval must be given for all Volunteer Staff working under the Camp Director.

The Executive Directors are responsible for working with the volunteer Camp Director to ensure that the camping program meets the Christian objectives of the Corporation.

The Executive Directors work within policy established by the Lau-Ren Corporation and have authority to make on-the-spot decisions about any issue in the Camp.

The Camp Director and Volunteer Staff will meet with the Executive Director or their designate on the first day of Camp and again on Friday evening.

No program activities will be scheduled Tuesday after 6:00 p.m. to ensure Summer Staff can attend the weekly staff meeting with the Executive Directors.

### **Discipline**

The Camp Director shall share with the Staff in dealing with any problems encountered with campers and assumes final responsibility for discipline. Emphasis should be on the moral and spiritual growth of the campers, but the Camp Director shall have authority to telephone a parent and send any camper home should it appear to be necessary for the welfare of the rest of the Camp. There are no refunds for campers sent home for any reason. Complete a Camper Misbehaviour Form, Parent/Guardian Notification form and a Child Departure Form.

The Waterfront Director may expel any camper from water activities for violation of safety regulations.

The Camp Director is to ensure that Camp property is not abused. Any deliberate damage by an individual is to be reported with the name of that individual being submitted. All damages are to be reported to the Caretaker and to the Executive Directors.

### **RISKS AND HAZARDS**

Certain risks and hazards are encountered by all those who attend Camp. Personnel should be continuously aware of these potential hazards, some of which are: poison ivy, unsupervised use of the Big Rock, the waterfront area, canoeing, camp fires, dangerous steps, electrical wiring, overexposure to the sun, etc.

For activities which carry a risk of injury, such as canoeing, swimming, archery, etc., an assessment of a camper's level of skill must be conducted prior to any camper taking part in such activity. The skills assessment will be used to determine the level at which a camper participates in an activity. A system must be implemented to identify skill level of participants.

In the event of serious injury or death of a camper or staff person, the Camp Director (or designate) will inform the Executive Directors who will inform the Conference Camp Committee at the earliest opportunity.

The Camp Director has complete responsibility for the day-to-day management of the Camp; will ensure that the policies and programs of the Camp are carried out, and will encourage and advise volunteer leaders and campers.

The Camp Director is responsible to promote the Christian spirit of camping at Lau-Ren, endeavouring to blend campers and leaders into a Christian community for the week.

### **MISSION PROJECT**

A weekly offering will be taken at some time during the week for a project chosen by the Board of Directors. This offering is normally deducted from Tuck money deposited at registration. A Vesper Service devoted to explaining the Mission Project should be held. Details are available from the Executive Directors.

### **OTHER DUTIES AND RESPONSIBILITIES**

**Mail:** Letters should go out to the mail box on the highway after breakfast. Incoming letter mail may be given to Counsellors for distribution. E-mail must be checked by the Camp Director daily.

**Tuck:** Once a day, after noon. All items available are purchased as nut safe.

**Telephone:** Telephones are located in the Kitchen, Director's Office, Infirmary and Forrest Motel Lounge. Telephone lines should be kept free for Camp business and emergencies. Permission for outgoing calls should be obtained from the Camp Director. Outgoing long-distance business calls must be recorded on the form posted by the telephone. Staff making personal long distance calls must use a calling card or call collect.

**Jumper Duty:** Those campers and Counsellor(s) on Dining Hall duty will set tables fifteen minutes before meals, and will act as "Jumpers" to carry food to and from the tables, remove dishes, wash dishes, and sweep the Dining Hall floor, porch, and steps. The procedures for carrying out jumper duties are posted in Smyth, the Dining Hall, and will be outlined by the Cook on the first day of each Camp. These procedures are to be followed in a responsible manner.

**Cabin Assignments:** Campers should be assigned to cabins before they arrive at Camp. The Camp Director and Health Care Provider greet campers upon arrival and introduce them to the cabin leaders.

**Health Care Provider:** Shall collect all medication at registration time.

**Arrival at Camp:** Encourage Leaders and Counsellors to arrive early so they are well prepared for check-in. A cabin activity should be available during the first afternoon while registration is taking place; e.g., name tags or a simple craft requiring little supervision. A tour of the Camp should be arranged to heighten awareness of out of bounds areas.

**Leaders:** Inform volunteer staff that complaints concerning food, discipline, program, should be made at staff meetings and NOT discussed with campers or within their hearing.

**Regular Staff Meetings:** Meetings should be held daily and should not be more than 15 minutes in length. These meetings are to be used to discuss the schedule for the next day and are not to be used to discuss camper issues/problems.

**Camp Clean-Up:** The grounds and cabins should be left clean and tidy when you leave. Each cabin leader should work with the campers and see that this work is done. Disinfect all mattresses and turn all mattresses over at the end of your Camp. Smyth bedrooms are to be cleaned and vacuumed. All dishes in Smyth Lounge are to be left clean and put away. All food is to be removed. Smyth lounge is to be left neat and tidy.

**Questionnaires:** Ensure that questionnaires supplied by the Camp are filled out by you and your Volunteer Staff and given to the Executive Directors before the Friday evening staff meeting.

**Visitors at Meal Time:** Notify the Head Cook of special guests and visitors, and collect the appropriate fee (\$7.00 per meal). There is no charge for guests who are conducting program activities.

**Archery:** Any archery program must be carried out by an experienced instructor who ensures that safety precautions are taught and followed. This includes clearly-marked shooting lines.

**Swimming:** Swim levels of all campers and staff must be supplied to the Waterfront Director one week prior to the start date of your camp.

**Special Interest Groups:** Besides regularly-scheduled activities such as Bible study, crafts, swimming, and nature; some Camps have a special interest session whereby campers may sign up for an interest group of their choice. The ideas for the sessions come from leaders, counsellors, and even the campers themselves. Many of these ideas could be used as an activity for everyone, or just those with special interests not shared by the total group, or when the activity is felt to be too difficult for many of that age of camper. Examples of special interest groups: kite making and flying, drama group, dance group, orienteering, camp craft, etc.

### **Theological Values and Standards**

Camp Directors must recognize that United Church Camping is rooted in the Gospel of Jesus Christ and as such, Camp programs should foster an experience of Christian Community. The weekly program must include a Christian education/faith formation program that reflects the theology, culture, and traditions of the United Church and must follow the United Church Faith Formation Guidelines.

Camp faith development programs, Morning Watch, Bible or Life Study, Vespers, and Grace at meals, should recognize and respect the diversity of spiritual and faith experience among campers and camp staff. Camp staff\* and Campers must be encouraged to feel free and safe to share their beliefs and experiences of the sacred in

United Church Camps. (\* Paid or unpaid people in the service of the Camp.) High pressure and/or fear-based conversion tactics are not acceptable at United Church Camps.

### **Sponsoring Body**

The church sponsoring a weekly Camp does this through its Christian Education Committee. Camp Lau-Ren operates weekly programs for youth during the months of July and August of each year. The main principle of the program is to provide Christian nurture to the camper in an outdoor atmosphere. The sponsoring church should:

- a) Assist the Camp Director in the selection of volunteer staff.
- b) Obtain from the Camp Director the program intended for the week and approve of same.
- c) Assist the Camp Director and volunteer staff financially with an honorarium.
- d) Ensure the program contains a daily Bible Study period for all campers and a daily Vesper service.
- e) The sponsoring body has the right to impose further regulations on the Camp Director and the volunteer staff providing they do not conflict with Camp Lau-Ren regulations or principles.

All volunteer staff names plus background information are to be submitted to the Executive Director by the Camp Director no later than May 15th of the Camp year. Approval of this staff must be obtained from the Executive Director before the Camp commences. An outline of the weekly program is to be received by the Executive Director prior to May 15th of the Camp year.

### **Record Keeping**

Throughout the camping season, the camp must keep on site a registration form for each camper which includes: the camper's name, age, address, home phone number, contact information for parents or guardians, and an alternative emergency contact number. As of 2017, this information is kept electronically by the Executive Directors. Any Camp Director must ensure that any personal information on campers is destroyed (shredded) at the end of their camp. These papers can be given to the Executive Directors for shredding. All electronic files maintained by the Camp Director must be erased. Only the Executive Director will maintain personal information on campers after the camp period.

### **Absence from the Camp Site**

On occasions when it is necessary for the Camp Director to leave the Camp Site, a specific person shall be designated as Acting Camp Director with all the attendant responsibilities and authority. The designated person must be a legal adult with appropriate knowledge and skills to act in the capacity of Camp Director.

### **Employment/Volunteer Standards**

All Camp Staff shall receive written copies or have easy access to the following information: Camp personnel policy, work schedules, safety procedures, sexual conduct in the camp workplace policy, sexual harassment, sexual abuse and child abuse policies, emergency procedures, waterfront safety policy, discipline and grievance policy,

procedures for camp staff dismissal.

Camp Staff will be required to sign an acknowledgement of having received and read this information noted above. One copy of this document will be kept in the staff member's personnel file. The information is included in the "**Staff Manual — for Volunteer and Paid Staff.**"

Camp Staff will be entitled to free time on a daily basis. This may consist of one block of time or a number of shorter breaks.

The Camp Director and Board will ensure that all Camp Staff are treated equally and fairly in accordance with provincial human rights legislation.

Counsellors and Summer Staff will receive on-going verbal feedback from the Director over the week, in addition to a written evaluation at the end of the camp week. Leaders for programs of less than two weeks' duration will receive ongoing verbal feedback from the Camp Director. The Executive Directors, after consultation with the Camp Director, may also deliver evaluation feedback where considered necessary.

### **Program Standards**

All United Church camps will follow the program standards of the Ontario Camps Association (OCA). Programs will be run by appropriately qualified instructors, following adequate safety guidelines. The Ontario Camps Association standards for camp programs are the standards by which United Church camp activities and programs will be held. It is expected that faith formation will be part of the program at United Church camps. The Theological Values and Standards contained in (the United Church) manual are the standards by which faith formation programs will be held. Tarot cards, Ouija boards, and seances are not acceptable as part of the program at United Church camps.

### **Program Safety Monitoring**

With recreational activities which involve some risk e.g. canoeing, swimming, archery, climbing, paddy horse, etc., an assessment of a campers level of skill is 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. Safety instruction must be given to Campers. Instructional activities should consist of a progression of skill development levels for Campers.

### **Off-Site Activities**

Groups involved in overnight off-site activities must be under the supervision of at least two trained leaders, one of whom is a legal adult and skilled enough to take over in an emergency. The leaders for an overnight off-site activity must submit a written itinerary for the activity, including locations for overnight stays, meal plans, and planned return time. Each trip leader is to participate in the pre-trip research and the final plan is to be kept by the Camp Director or at the main site. The written itinerary is given to the Executive Directors at the end of the camp. The leaders for routine off-site activities (e.g., trips to Fraser's Landing) adhere to predetermined routes. For all other outings, a planned route

and planned return time are submitted to the Camp Director or designate and is readily available in the event of an emergency. Leaders ensure that all camp participants understand and follow a buddy system.

Any co-ed overnight off-site activity must be accompanied by both male and female leaders. Leaders must be familiar with the proposed routes and ensure that participants follow a buddy system and that participants do not go out of sight without their buddy.

Where any waterfront or swimming activity may be involved, 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.

The trip leader is briefed and aware of the limitation of all participants, is trained in the administration of first-aid and is fully aware of the procedure to be followed in case a participant goes missing. A suitably-stocked first-aid kit must be either properly secured in an accessible day pack or in the possession of one of the leaders, whom all participants know, at all times. The kit includes emergency contact phone numbers for the fire department, medical assistance, and police. The same applies for all other allergy or emergency medications. Prescription medications required by campers on off-site activities will be carried, dispensed according to the Camp health policy, and recorded by the accompanying adult leader. The Health Care Provider is to include proper written instructions for dispensing specific medication to a camper and is to review the instructions with the adult leader before departure. The trip leaders must keep a written record of dispensing of all medications as per camp policy, any health irregularities and any injuries that occur during the off-site activity. A survival kit must also be carried. Medications taken with off-site trips are to be dispensed by the adult leader.

Where the off-site location is accessed by water, all participants must have approved Personal Flotation Devices.

All forms for off-site activities must be completed in full and left on-site with the Camp Director. These forms must be given to the Executive Director at the end of the camp period.

### **Adventure Camping Standards**

- a) Adventure camping activities are carried out within the principles of "minimal impact" camping.
- b) Overnight camping sites should be examined and made free from obvious hazards.
- c) Overnight camping sites are chosen from existing sites, before establishing any new sites.
- d) Careful latrine practices are used, including burying human waste away from any water source.
- e) Any equipment used for adventure camping is checked for completeness and soundness before departure.
- f) Trip leaders carry proper repair kits for any equipment used on adventure camps.
- g) The local fire hazard warnings are checked before departure and fire safety practices

are strictly observed by the group.

h) Where adventure camps are using or occupying property that does not belong to the camp, every effort is made to obtain permission to cross or use the property.

i) Adventure camp leaders ensure strict adherence to relevant municipal and provincial laws.

j) Trip plans must be submitted in writing to the Camp Executive Directors.

k) Prior to departing for an adventure camp, it is required that a two-day weather forecast be obtained and logged. This documentation will be kept by the Camp Director or the staff person responsible for adventure camp co-ordination.

### **Routine Off-Site Activities**

The leaders for routine off-site activity must adhere to predetermined routes. All other outings must submit a planned route and planned return time. The plan is submitted to the camp director or designate and readily available in the event of an emergency.

## **ALLERGIES**

### **Camp Directors' Responsibilities**

#### **Identification**

On learning from the application form that a camper has a life-threatening allergy, the Camp Director is to do the following:

#### **Consult with Parent**

The Camp Director must now contact the parent to obtain a history of the camper's medical condition and the camper's responsibility to him/herself with regard to the allergy. The Camp Director will then inform the parent, through copies of the relevant protocols, of the precautions taken at Camp and of the emergency procedure in place in case of an allergic reaction to an accidental exposure, and take note of any recommendations from the parent. In case of the necessity of transporting the camper to the hospital, the Parent should be instructed to supply extra EpiPens.

The Camp Director must send the parent an "Allergist Information Form for Anaphylaxis" which must be filled in and returned before Camp. A copy of the filled-out form is to be given to the Health Care Provider and the assigned Counsellor. The parent will be asked to submit two photos of the camper; one to be posted in Smyth Lounge and one in the Kitchen.

#### **Advise your staff**

All of the Camp staff, including the paid Summer Staff, must be advised that your week of Camp will include the presence of an anaphylactic camper. The Health Care Provider must be intimately involved.

If the assigned Counsellor will be away from the designated camper for any reason, be sure that the other instructors (lifeguard, sports leader, canoe instructor, etc.) can identify a reaction, administer an EpiPen, and implement the emergency procedure.

**Advise other parents**

If one of the campers is identified as having a peanut allergy, your letter to parents of children attending your Camp, advise them to (1- not include any type of food in your child's suitcase which could contain traces of peanut, (2- if your child has had any contact with a food which may contain peanuts before leaving for Camp, have that camper you are delivering to Camp wash his/her hands thoroughly before leaving home, (3 - do not allow your child to have any food or candy, (which may contain peanuts) while on the way to Camp, (4 - advise your child to be mindful of others by adhering to any further instructions from the Camp Director with regard to the health and safety of all campers.

**Assign Counsellor**

The Camp Director is to assign the camper to a Counsellor who can be counted on to be a dependable and responsible person. The Camp Director will then go over the Counselor's instruction sheet with him/her to ensure the Camp Director that the Counselor is fully conversant with his/her responsibilities. Particular attention should be paid to the Counsellor knowing the symptoms of an anaphylactic attack, the use of the EpiPen, and the emergency procedure in case of an attack.

**Consult with Cooks and Health Care Provider**

Even though the kitchen procedure is to be nut safe, the Camp Director will alert the kitchen staff to the fact that a nut or food allergic child will be at Camp during the CD's week. The Camp Director will also advise the Camp Health Care Provider and be sure that he/she is thoroughly familiar with the condition and the emergency procedures for an accidental exposure.

**Emergency Procedure**

Review the Camp emergency procedure for dealing with an anaphylactic reaction and make sure the required conditions are met. If it is deemed necessary to modify any item of the procedure, make sure the affected party(ies) is(are) informed.

**Registration**

Persons on duty at Registration will question each arriving Camper about any candy or granola bars which they may have had with them on the way to Camp, and any such items now in their possession. Such items should be returned with the parent and not allowed on site.

On the afternoon of registration, the Camp Director is to meet with the Child, the Parent, the Health Care Provider and the Child's Counsellor so that the Parent personally meets with the caregivers which will look after the Child in case of an accidental exposure. At this meeting the above-named will also listen to the Parent and be advised of the location and number of EpiPens which the child will have and any special instructions as to their use. It is expected that an EpiPen will be in the Child's fanny pack which will be worn by the camper at all times, except when at the beach, when the fanny pack will be in the possession of the Lifeguard on duty.

The Child's Counselor will normally be with the Camper at all times, but an agreement



should be reached between the CD and the Parent about whether the Counselor needs to be with the Camper during low-risk activities e.g. sports, Bible study, swimming.

**Introduction to Camp**

The Camp Director will advise all Campers about the presence of a allergic child in their Camp and the general precautions which will be taken.

**Counsellor Check**

The Camp Director will check with the assigned counselor at the end of each day to be made aware of the general situation with the designated child.