

The training of the staff for any given camp is essential to creating a cohesive team that does not hesitate to support one another. While ensuring that matters of health, safety, emergency procedures, programming, expectations, etc. are covered, the training sessions also allows all who will have leadership responsibilities at camp the opportunity to bond and to get to know each other before the campers arrive.

Any leader attending camp, whether as a resource person or part of the support staff is required to attend these training sessions unless specifically excluded by the Camp Director. Attendance at these sessions is mandatory for all Cabin Leaders.

The BCCA requires that a total of 32 hours of training should be undertaken, with a least 8 hours being on-site at the Camp.

The Camp Director, with the assistance of the Camp Assistant Director, is responsible to plan and deliver the Camp Leaders Training Program each year.

The Camp Director is required to publish a schedule for each session and to keep a log (sign in sheet is preferred) for all sessions.

The following procedures are here to show the Camp Director the items that he/she must cover in these training sessions. The Camp Director may deliver the program as he/she sees fit providing that all of the material is covered. Any qualified teacher may be assigned all or part of this program and should the Camp Director need any assistance, it would be available from the Board through the Director of Programming.

### **13.1 Philosophy & Objectives**

#### **13.1.1 Philosophy**

Oct 2009

The Rock Lake Camp Logo (*Section 1.1.1*) and Mission Statement (*Section 1.1.2*) should be discussed. A roundtable discussion would ensure that all present understand the significance and importance of these items.

#### **13.1.2 Objectives**

Oct 2009

All leaders should understand the goals (*Section 1.2*) that the Board has established with regards to its camps. Once again a roundtable discussion would be a good teaching tool.

#### **13.1.3 Commitment**

Oct 2009

All leaders should understand and accept the commitment (*Section 1.3*) that the Board expects from each and every leader that goes to camp.

### **13.2 Site Details**

#### **13.2.1 Camp**

Oct 2009

All leaders should be familiar with the camp lay-out with particular emphasis on the boundaries and limits that will be in place during camp.

### **13.2.2 Grounds**

Oct 2009

Using an organized tour all leaders should become familiar with the lay-out of the property and the camp's responsibility to minimize contact with the campground.

### **13.3 Responsibility & Job Description**

#### **13.3.1 Job Description**

Oct 2009

During the on-site training session the Camp Director should spend a short time with each leader going over their job responsibilities and descriptions (*Sections 4.6 through 4.6.12*).

There should also be a discussion with all leaders regarding Limits and Boundaries (*Section 4.3*), the Relationship of each position to the Goals of Camp (*Section 4.4 and Section 12.3*) and the principles of Challenge by choice (*Section 4.5*).

### **13.4 Health Plan**

Nov 2009

The Camp's Health Plan (*Section 5.1*) must be discussed so that all leaders are familiar with it.

### **13.5 First Aid Plan**

Nov 2009

The Camp's First Aid Plan (*Section 5.2*) must be discussed so that all leaders are familiar with it.

Each leader attending camp is required to have at least 2 hours training in basic first aid (*Appendix 5*). It is recommended that the Camp Nurse present this information to all leaders regardless of the qualifications that they come to camp with.

### **13.6 Safety Plan**

Nov 2009

The Camp's Safety Plan (*Section 5.3*) must be discussed so that all leaders are familiar with it, with particular emphasis on the plan for safe swimming and boating periods.

All leaders should be trained to evaluate the condition of PFDs & how to ensure proper sizing and fit.

All leaders must be familiar with, and follow, the camps 'Posted Rules' (*Section 5.5*).

### **13.7 Food Plan**

Nov 2009

All leaders must be familiar with the camp's Food Plan as it pertains to the serving and handling of food (*Section 5.4.2*).

### **13.8 Emergency Procedures**

Nov 2009

All leaders must be familiar with the camp Emergency Procedures (*Sections 6.1 through 6.12*) and be prepared to do their part in the case of an emergency situation.

### 13.9 Abuse

Nov 2009

All leaders must understand the importance of (*Section 7*) of this manual and spend some time reading it. A discussion period could be set up to clear up any questions and for the Camp Director to emphasize the importance of all aspects of this section.

It is important that everyone understand our responsibility under Provincial legislation so (*Section 7.2.3*) needs particular attention.

### 13.10 Human Resources

Nov 2009

All leaders should have a copy of (*Section 10*) of the manual, and the Camp Director should pay particular attention to the Sexual Conduct Policy (*Section 10.6*) and to the Grounds for Dismissal (*Section 10.8*).

### 13.11 Camper Misconduct

Jul 2015

All leaders should have a copy of (*Section 11*) of the manual and the Camp Director should ensure that all leaders are familiar with this section especially as it refers to discipline.

### 13.12 United Church Theology

Jun 2015

The Camp Director is required to ensure that each camp staff member and cabin leader receives an overview of the United Church of Canada's Theology, Culture & Tradition as outlined in (*Section 17*) of this operating manual.

All camp staff and cabin leaders should receive a copy of (*Schedule 13*)- United Church of Canada - Faith Formation Principles

### 13.13 Individual Manuals

Aug 2017

The Camp Director is required to prepare an individual manual for each Adult Leader, whether a resource or a service worker, and each Cabin Leader who will be attending camp.

(*Schedule 8*) shows what parts of the Operating Manual are to be distributed and to whom. On this schedule the distribution is designated as follows:

|      |  |
|------|--|
| 1CD  | Camp Director                                |
| 2CAD | Camp Assistant Director                      |
| 3LG  | Camp Lifeguard                               |
| 4CN  | Camp Nurse                                   |
| 5CAL | Camp Activity Leader/Cabin Leader Supervisor |
| 6CC  | Camp Cook                                    |
| 7CAC | Camp Cook's Assistant/Camp Dishwasher        |
| 8CLS | Camp Cabin Leader Supervisor                 |
| 9CL  | Camp Cabin Leader                            |

All camp staff are required to have the sections of the British Columbia Camping Association's Standards that apply to their area (s) of responsibility.