

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 allow 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**

Jul 2020

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 4.10 through 4.10.12*).

There should be a discussion with the leaders regarding Working Alone (*Section 4.3*), Violence in Workplace (*Section 4.4*) and New & Young Workers (*Section 4.6*)

**13.3.2 Code of Conduct & Code of Ethics**

Jul 2020

The Code of Conduct (*Appendix 10*) & the Code of Ethics (*Appendix 12*) must be reviewed with each staff member.

**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 First Aid Attendant 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** Jul 2020

All leaders must be familiar with the camp Emergency Procedures (*Sections 6.1 through 6.13*) 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** Jul 2020

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*).

A discussion on racism and the camp's zero tolerance policy would also be appropriate.

**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

*Section 13: Camp Leaders Training Program continued from page 13-3*

- 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 BCCA Standards that apply to their area (s) of responsibility.