

Section 2: Authority & Management

2.1 Authority

Dec 2018

The Certificate of Title for Rock Lake United Church Camp is held in trust by the UCC, BC Conference. The administration of this authority is carried out by up to three elected representatives from the UCC pastoral charges of Cranbrook, Creston, Fernie, Grasmere, Jaffray, Kimberley and Windermere Valley Shared Ministry, registered as The Rock Lake United Church Camp Society (a not-for-profit organization registered in the Province of British Columbia) operating as the Rock Lake Camp United Church Board.

2.1.1 The Rock Lake United Church Camp Society Constitution & The Rock Lake United Church Camp Society By-Laws

Oct 2018

The Rock Lake United Church Camp Society will operate under the Constitution (2018) of the Rock Lake United Church Camp Society (*Appendix 1*) & the By-Laws (2018) of the Rock Lake United Church Camp Society (*Appendix 2*) as amended from time to time per Part 8 of said By-Laws.

2.1.2 Annual Meeting at Rock Lake Camp

Oct 2018

The Board should strive to have one meeting per year out at RLC.

2.1.3 Annual Inspection of Rock Lake Camp by the Board

Oct 2018

A majority of the Board should perform an annual inspection of RLC (preferably in the spring) in conjunction with the Camp Caretaker and should report any issues to the Board.

2.2 Insurance

Jun 2018

The Society must carry \$8 million liability insurance under the *General Insurance Plan for The United Church of Canada (Master Policy #HUB1925 - Certificate of Insurance No: 0003-12)*, Broker Hub International HKMB Limited. Note: the UCC has the right to amend both the policy and the carrier from time-to-time at its discretion

The Society must ensure that the UCC, BC Conference and the BCCA are listed as Additional Insured under this policy.

The Society must also carry adequate replacement value insurance for the buildings and equipment located on the property.

The Society must always ensure that the Camp First Aid Attendant is covered for medical malpractice. The Society's own insurance policy, as noted above, covers any qualified person providing they are a non-professional (such as a Level III certified first-aider). Professionals (such as doctors, registered nurses, licensed practical nurses, emergency first-responders, etc.) should have this coverage already through their profession. Such professionals would not be covered for medical malpractice under the Society's policy, so it would be incumbent on the Camp Director to ensure that anyone appointed Camp Nurse has the appropriate medical malpractice coverage.

The vehicle designated as the transport to take sick or injured campers to a hospital or clinic must be currently

insured and must carry a minimum of \$3,000,000 liability insurance. Please note that the Society's policy carries coverage of \$2,000,000 under the non-owned vehicle section of its policy and this can be used to top up the designated driver's individual coverage if required. All drivers of designated transport vehicles must have a valid driver's license.

All insurance coverage is to be reviewed at the Annual General Meeting with adjustments made as required.

2.3 Management

2.3.1 On-Site Camp Caretaker

Aug 2017

The management of the Camp and Campground is under the direction of the Camp Caretaker who, as a Contractor, is contracted by and reports to the Society through the Director of Property & Maintenance except that Human resources (other than performance, assignment of duties or contract, etc.) issues will be dealt with by the Director of Human Resources.

In addition to providing year round security by living in the house located at RLC rent free, under the terms of a negotiated contract, the Caretaker is responsible for all minor maintenance for the Camp, Campground & house (an overview of duties is listed under Appendix 3) at a rate negotiated annually and approved by the Board.

From time to time the Caretaker & the Society, through the Director of Property & Maintenance, may agree on the Caretaker performing additional work around the property that would normally be given to other outside contractors providing that all compensation is decided up front and that the additional work does not detract the Contractor from his/her regular duties.

2.3.2 Camp Director

Oct 2009

The management of any camp sponsored by the Society is under the direction of a Camp Director (*Section 4.10.1*) who is appointed by the Society and reports to the Society through the Director of Programming.

2.3.3 Pre-Camp-Age Children

May 2017

Oftentimes Adult Leaders come to camp with children who are still too young to attend camp as regular campers. These children are referred to as camp 'mascots' and have historically been welcome at camp, with the understanding that their parent (s) are always responsible for their care and control.

These children are not supervised by the Camp Lifeguard so must be watched over while they are on or near the waterfront at all times.

An age appropriate Bible Study Program and crafts are prepared and delivered to mascots to introduce them to Christian camping.

At some camps the Camp Director may, at his/her discretion, appoint a Camp Babysitter as defined in (Section 4.10.10).

2.3.4 Registrar - Church Camp

Oct 2009

A registrar, appointed by the Society from among the Board members, is responsible for renting the Camp to outside users following all rules and policies as determined by the Society and for maintaining a schedule of its use.

(Section 15) of this Operating Manual covers this operation in detail

2.3.5 Registrar - Campground

Nov 2012

A registrar, appointed by the Society from among the Board members, is responsible for renting the Campground to outside users following all rules and policies as determined by the Society and for maintaining a schedule of its use.

(Section 16) of this Operating Manual covers this operation in detail

2.4 Record Keeping

2.4.1 Record Keeping for UCC

Feb 2020

The UCC requires that all staff records be stored and retained in a secured place for a minimum of seven years.

2.4.2 Record Keeping for BCCA

Feb 2020

The BCCA requires that all camper records be stored and retained in a secured place until at least two years after he/she turns 22 years of age as they have two years after they turn nineteen to initiate a suit.

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