

Camping Standards Manual

Revised Edition 2010



**The United Church of Canada
L'Église Unie du Canada**

Camping Standards Manual
Revised Edition 2010



Copyright © 2010
The United Church of Canada
L'Église Unie du Canada

All rights reserved. No part of this book may be photocopied, reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, or otherwise, without the written permission of The United Church of Canada.

Exception: Permission is granted to photocopy for United Church–related work. Please credit the source.

Care has been taken to trace ownership of copyright material contained in this text. The publisher will gratefully accept any information that will enable it to rectify any reference or credit in subsequent printings.

The United Church of Canada
L'Église Unie du Canada
3250 Bloor St. West, Suite 300
Toronto, ON
Canada M8X 2Y4
1-800-268-3781
www.united-church.ca

Design: Graphics and Print

Printed in Canada

5 4 3 2 1 14 13 12 11 10

Contents

Introduction.....	5
Why Do We Need a Camping Standards Manual?	5
Process.....	5
Theological Rationale	7
How to Use This Manual	8
Standards.....	9
A. Mission Statement	9
B. Theological Values and Programming	10
C. Accountability	11
1. Incorporation	11
2. Governing Body Responsibility.....	12
3. Annual Reports	13
D. Recordkeeping	14
1. Privacy.....	14
2. Camper/Staff Information and Files	14
3. Record Retention.....	15
E. Provincial Camping Association Membership	16
F. Camp Staffing Standards.....	17
1. Screening Standards.....	17
2. Recruitment Procedures.....	18
3. Hiring Policies.....	18
4. Camp Director.....	19
5. Camp Staff Responsibilities and Qualifications.....	20
6. Sexual Harassment and Child Abuse Policies.....	20
7. Dealing with Camper Misconduct	21
8. Behaviour Standards for Camp Staff.....	22
9. Camp Staff Discipline Policies	23
10. Employment/Volunteer Standards.....	23
11. Camp Staff Manual	24
G. Leadership Training	25
H. Program Standards.....	27
1. Instructors' Qualifications	27
2. Waterfront and Pool Activities	28
3. Program Safety Monitoring	28
I. Off-Site Activities and Adventure Camping.....	29
1. Insurance for Off-Site Activities.....	29
2. Transportation Policies.....	29
3. Leadership Standards for Off-Site Activities.....	30
4. Leadership Standards for Adventure Activities	31
5. Adventure Camping Standards.....	32

Contents

J. Health and Safety.....	33
1. Basic Health Standards	33
2. Camp Health Policies.....	35
3. Camper Health Records.....	37
4. Health Personnel Qualifications	39
5. First-Aid Kits.....	40
K. Emergency Response Standards.....	40
L. Insurance	41
M. Property Management Standards	43
N. Promotion of Camps	44
Best Practices.....	45
Environmental Standards.....	45
1. Recycling Policy	45
2. Waste Disposal.....	45
3. Use of Disposable Items	45
Appendix A: Camping Standards—Annual Submission.....	47
Appendix B: United Church of Canada Recommended Screening Procedures.....	49
Appendix C: Camping Associations—Provincial and National	51
Glossary	53

Introduction

Why Do We Need a *Camping Standards Manual*?

Camping is a vital and important ministry in The United Church of Canada. For over 75 years, people of all ages and stages of life have come to United Church camps to live in community, develop leadership skills, experience the outdoors, have fun, and deepen their faith in God. For this ministry to carry on for another 75 years, it is our privilege and our obligation as a church to ensure that all United Church camps continue to offer safe and high-quality programming for the thousands of people who come to camp each year. It is to this end that this new edition of *The United Church of Canada Camping Standards Manual* has been written.

Camping continues to provide an environment that nurtures faith formation of our young people and those still young at heart. Blessings on the work of all United Church camps across the country as they continue to provide these unique experiences in the midst of God's wondrous world.

The primary purpose of *The United Church of Canada Camping Standards Manual* is to ensure the continued delivery of safe and high-quality camping experiences for people who attend United Church camps through adherence to these standards. This then allows the focus to be directed at the mission of the camp in providing an immersion in faith development.

Standards are not new to United Church camps. A standards manual was first issued in 1982 and revised in 1993. That manual served as a valuable resource for United Church camping for over 20 years. In 2002, a third manual was released in response to the United Church's direction to develop standards for all United Church institutions involved in social ministry. The 2002 version continued to build on the strength and wisdom of the original contributors. The 2007 version built on the learned experience of the accreditation visits from 2004 through 2006.

Learning continues to direct revisions to the *Camping Standards Manual*. This 2010 edition reflects the need to streamline in conjunction with changes in other areas of church structure and governance. The standards format has also been reconfigured to provide for better flow and less redundancy.

Process

The accreditation process continues to be a dynamic one that benefits from annual discussion when accreditors return each summer and reports are reviewed before recommendations for accreditation decisions are made. Camps are expected to maintain their accreditation level between visits. Currently, a three-year, regional cycle is followed for visits, with the following process in place for accreditation:

1. Camp receives accreditation visit; site visit tool completed on-site by accreditor. Camp receives copy of completed site visit tool.
2. Accreditor submits site visit tool and summary report with recommendation to the Duty of Care Program Advisory Committee.

3. Committee reviews report and recommendation to determine a decision of accreditation standing.
4. Report of decision is received by Permanent Committee, Programs for Mission and Ministry (PC-PMM).
5. Decision is communicated to camp and includes deficiencies that need to be addressed, if any. Camp also receives copy of accreditor's report.
6. If accreditation decision is provisional or denies accreditation, camp is visited the following year.
7. Appeals to decisions may be made to the PC-PMM.

A camp may receive an additional visit at any time in the three-year cycle if concerns are identified or as part of the check on the integrity of the Duty of Care Program. The *Camping Standards Manual* and the related processes continue to be living, evolving entities. Feedback is welcome and can be directed to the Duty of Care Program Advisory Committee through the Duty of Care Program office at the General Council Office of The United Church of Canada.

Theological Rationale

We are not alone,
we live in God's world.

The opening words from the United Church's New Creed remind us that God is present in the world and in our lives; God's activity and loving hand is made known to us through the beauty of creation and through the people around us. Church camping ministry is a unique way in which our church can share and celebrate God's presence in the world.

...to live with respect in Creation...

At camp, people of various ages and stages gather to share in Christian community. They eat together, cook and clean together, work and learn together, disagree and laugh together. They swim in lakes and seas, gather around fires, walk in woods, and gaze at stars. In the faces of those around them, in the stillness of quiet moments alone, and in the struggles and joys of community, people meet God.

...to love and serve others...

United Church camping is a ministry that touches the lives of thousands of children, teens, young adults, adults, and seniors every year. It is a ministry the church celebrates and supports. If camp is to be a place of ministry and meeting God, campers, volunteers, staff, and camp boards must feel nurtured, valued, and safe.

...to seek justice and resist evil...

The church is obligated to ensure that camp facilities meet reasonable and recognized safety standards, and that the staff is trained and able to care for campers responsibly and lovingly.

...to proclaim Jesus, crucified and risen,
our judge and our hope.

The church is committed to offering quality Christian education programs, consistent with United Church culture and tradition. Camps provide an environment of safety, love, respect, and community, where Christ's loving presence can be celebrated and shared.

How to Use This Manual

There are two groups of camping standards: mandatory (indicated by **extra bold type**) and desirable. To achieve accreditation, a camp must score 100 percent on mandatory standards and 80 percent or better on desirable standards. In each topic area, statements on the standards of care United Church camps must maintain are followed by the specific items the accreditor looks for to meet each standard. The emphasis is on demonstrating that the policy is in place and lived out in the activities of the camp. Online resources are available to help camps prepare for the site visits and meet their annual reporting requirements: see www.united-church.ca/local/duty/standards.

Many of the standards indicate compliance with local, provincial, or federal legislation or licensing bodies related to programming areas. It is important for camp boards and directors to have a clear understanding of the requirements of these areas and ensure that their camp is in compliance. Such knowledge and attention to adherence is essential for the camp to operate responsibly with the best interests of the campers, staff, and church at heart.

Camps have been and continue to be a pivotal point of faith exploration and formation. To that end, it is imperative that the Christian education/faith formation programs support this vital part of the ministry. To assist camps in developing these programs in all aspects of camping, Faith Formation Guidelines are being developed in conjunction with the National Camping Task Group and the youth and young adult leadership group. These guidelines are intended to assist camp boards and staff in developing their Christian education/faith formation programs and will be used by the accreditors to help determine compliance with the Theological Values and Standards. Once finalized, the Faith Formation Guidelines will be available on the United Church website.

The aim of this manual is to provide an aid to continuing the rich traditions of safe, fulfilling, loving camping experiences that have been such a vital part of the ministry of The United Church of Canada throughout its history.

Note: At time of publication, *The Manual, 2010*, was in effect. Please refer to the most current edition of *The Manual* as you use these standards.

Standards

A. Mission Statement

A carefully crafted mission statement reflects the overall goals and direction of a camp. Reviewed regularly, a mission statement can provide a framework for decision-making and for evaluating the camp. It contributes to a sense of unity of purpose for the board, committees, and camp staff.

1. The United Church camp has a mission statement available in written form for staff, volunteers, potential campers, and their families.

The camp has a mission statement.

Yes No

2. The mission statement is reviewed, at minimum, every three years and revised as necessary to reflect the organization's vision statement.

The mission statement is reviewed, at minimum, every three years (documentation in board minutes).

Yes No

Date last reviewed/updated: _____ (mm/yy)

3. The mission statement reflects the faith foundation of the United Church camp.

The mission statement reflects the faith foundation of the camp.

Yes No

4. The camp brochure states the camp's objectives and mission statement.

The camp brochure states the camp's objectives and mission statement.

Yes No

B. Theological Values and Programming

Camping ministry has existed in The United Church of Canada since the church was established. Each camp has a unique history and culture, representing many different aspects of faith expression in our church. This rich heritage is to be celebrated. It is also important to the integrity of the church as a national body that each camp respect the rich diversity of faith experiences expressed by United Church members.

1. The camp offers a Christian education/faith formation program that reflects the theology, culture, and traditions of the United Church. (Please refer to the Faith Formation Guidelines for assistance.)

The camp includes a Christian education/faith formation program.

Yes No

2. Camp programs foster an experience of Christian community while recognizing and respecting the diversity of spiritual and faith experience among campers and camp staff.

Briefly outline the Christian education/faith formation program(s), including any curriculum resources used:

3. Camp staff and campers are encouraged to feel free and safe to share their experiences of the sacred in United Church camps.

There are open opportunities for campers to talk about their beliefs and experiences.

Yes No

4. Camp staff at United Church camps have knowledge of and appreciation for United Church theology, culture, and traditions.

Camp staff receives orientation/training in United Church theology, culture, and traditions.

Yes No

C. Accountability

All organizations using the name of The United Church of Canada must be accountable to a court of the church. Receiving support from the wider church community is one reason for maintaining this link. Clear accountability and reporting expectations also ensure systemic support and monitoring of camps within the courts of the church. It is preferred that an organization be incorporated according to the laws of the province or territory in which the organization is located.

1. Incorporation

1.1 United Church camps that *are separately incorporated* must meet the requirements set out in *The Manual* as well as the requirements for non-profit corporations within the province or territory in which they are located.

1.2 United Church camps that *are not incorporated* and are under the umbrella of The United Church of Canada must have a responsible board or council (herein referred to as the “governing body”) approved by the court of the church to which the camp is accountable. While ultimate accountability rests with the governing body (i.e., board or council and, in some cases, presbytery or Conference), some duties of accountability may be delegated to appropriate committees.

Please describe the organizational structure and governing process in place.

1.3 **United Church camps must adhere to all accountability expectations listed in *The Manual*.**

The camp is in compliance with the requirements set out in *The Manual*, especially with regard to providing an annual report, financial statements, a board of directors list, and evidence of insurance to the supervising court.

Yes No

2. Governing Body Responsibility

2.1 The governing body or designate establishes and monitors the annual budget of the camp.

The governing body sets and monitors an annual budget.

Yes No

2.2 The governing body and its camp director maintain current knowledge of all program, health, and safety standards, including those set by provincial and local health and safety regulatory bodies and the provincial camping association, as they pertain to the running of both the camp’s physical plant and the camp’s program.

In addition, the governing body ensures that all standards pertaining to camp staffing, programming, health, and safety are monitored and met through

- a full-time volunteer or salaried seasonal director(s), or**
- a specified board member who oversees the director, or**
- a specified board committee that oversees the director(s) where different directors are used on a weekly basis**

The governing body and camp director are aware of current legislation and changes at the municipal, provincial, and federal level for program, health, and safety standards.

Yes No

Explain the process through which this is achieved:

Monitoring is done by:

director **board member** **board committee**

2.3 The governing body reviews annually for adequacy, and improves if required, the camp’s insurance coverage.

Insurance coverage last reviewed:

_____ (mm/yy)

- 2.4 The governing body ensures a board member is available to the camp director for consultation throughout the camping season. This person is consulted on issues of camp staff policy or dismissal, or in cases of emergency procedures requiring board action.

A process is in place to ensure the director has access to the governing body in the event of an emergency or other issue.

Yes No

Please describe the process: _____

3. Annual Reports

3.1 In accordance with *The Manual*, each camp submits an annual report to its supervising court and to the Conference Camp Committee or equivalent (where one exists), and provides a copy to the Duty of Care staff person in the General Council Office. This report includes

- **the list of directors, including contact information for the chair and secretary, at minimum**
- **an audited or independently reviewed financial statement**
- **an insurance statement, indicating amounts for fire, comprehensive liability, and any other amounts and details requested by the Conference Camp Committee**
- **statistics recorded in the standardized reporting format (see Appendix A)**

The following annual reporting requirements have been received by General Council Office:

- annual report Yes No
- list of directors Yes No
- financial statements Yes No
- insurance statement for current season Yes No
- camp stats Yes No

D. Recordkeeping

The creation and retention of written records is an important part of any organization. How information is collected, shared, stored, and disposed of is vitally important. Camps need to be aware of legal requirements for record retention as well as the historical significance of records.

1. Privacy

1.1 The United Church camp has a privacy policy that complies with provincial or federal (PIPEDA) legislation.

The camp has a privacy policy.

Yes No

1.2 The camp has an identified Privacy Officer.

The camp has a Privacy Officer, whose position title is:

Yes No

1.3 The camp has a process in place to address complaints regarding the use of information.

A process is in place to address complaints.

Yes No

1.4 The camp has a process in place to get written permission for the use of photos/videos taken during the camping season.

A process is in place to get permission to use photos/videos.

Yes No

Describe: _____

2. Camper/Staff Information and Files

2.1 The camp collects and keeps in an appropriate on-site location the following information for each camper:

- name
- age
- address
- home phone number

- **contact information for parents/guardians**
- **alternative emergency contact number**
- **signed parent/guardian consent for off-site activities (where these are identified as part of the camp program)**
- **signed parent/guardian consent for use of photographs/videos**

Off-season, these records are kept in a secure location, either at the camp location when the camp is a year-round facility or at any off-site location as designated by the camp board from time to time.

Camper records are complete (as identified) and kept on-site during the camp season in a secure location.

Yes No

Off-season, records are stored in a secure location.

Yes No

2.2 Personnel files are kept secure and confidential. It is the responsibility of the camp board or its designate to ensure these files are maintained in a secure, confidential manner.

Personnel files are maintained in a secure location.

Yes No

3. Record Retention

3.1 All records (camper, personnel, incident reports of any accidents or injuries that require medical treatment or emergency first-aid treatment, and safety audits) are kept for a minimum of seven years. Camp boards should consult with their lawyers on the specific length of time to keep records.

Records are maintained for a minimum of seven years.

Yes No

Records are stored: _____ (where)

3.2 The camp keeps all insurance policies, including expired policies and records of insurance coverage, in perpetuity. It is the responsibility of the insured to provide evidence of insurance coverage.

Insurance policies are kept in perpetuity.

Yes No

Reports are stored: _____ (where)

3.3 The camp maintains in perpetuity records of its annual reports, including financial records, for archival purposes.

Annual reports and financial records are kept in perpetuity.

Yes No

Reports are stored: _____ (where)

E. Provincial Camping Association Membership

In each province where they exist, provincial camping associations set standards for health, safety, and program expectations for camps in their jurisdiction. Following the standards of the relevant provincial bodies is expected of accredited member camps, thus ensuring a consistent calibre of safety among members. United Church camps are to maintain the standards for health, safety, and programming relevant to the provincial camping association in their region.

1. Every United Church camp is accredited, or diligently working toward accreditation, by its provincial camping association, subject to exemption request.

The camp is accredited or working toward accreditation by the provincial camping association.

Yes No N/A

Date of last provincial accreditation visit:

_____ (mm/yy)

2. Where, for ethical or significant practical reasons (e.g., where there is no provincial camping association), a camp is not a member of a provincial camping association, the camp has requested exemption, in writing, from its supervising court. The camp board ensures the camp maintains program, health, and safety standards that match the accreditation standards of the relevant camping association in its region.

The camp has requested and received exemption from the supervising court.

Yes No N/A

F. Camp Staffing Standards

Note: Unless otherwise indicated, camp staffing standards apply to camp staff/volunteers and not to occasional resource people.

It is important that camps have clearly stated expectations for their paid staff and volunteers. Job clarity provides guidance for workers to meet a high standard of performance and provides a measure for performance appraisal during evaluation. It is also essential that camps follow fair and equitable employment practices consistent with current labour laws in their respective jurisdictions. The following standards will help to provide a foundation for good employee and volunteer relations at camps.

1. Screening Standards

1.1 All camp staff positions are assessed for the degree of risk the position poses to vulnerable people. A written job description includes the camp board's risk assessment of the position and the recommended level of screening. The degree of risk must also be assessed when involving an occasional resource person in camp life.

All job descriptions include the risk assessment and recommended level of screening.

Yes No

1.2 All positions, camp staff, or resources, where the risk assessment deems it necessary, undergo a police records check (PRC).

A police records check has been received from all individuals as required by the position held.

Yes No

1.3 The camp maintains a personnel file for each camp staff person containing confirmation of police records checks, where applicable, notes of interviews with references and/or reference letters, and copies of performance evaluations.

The personnel file confirms that screening components have been completed.

Yes No

2. Recruitment Procedures

2.1 The camp has a leadership recruitment program that recruits from and provides training to former campers, active church youth, and qualified adults.

The camp has a recruitment program.

Yes No

3. Hiring Policies

All standards in this section refer to both paid camp staff and volunteer camp staff. They do not apply to occasional resource people who may volunteer at or be employed by the camp from time to time.

3.1 Each camp staff position has a formal written job description that is referred to in hiring, supervising, and evaluating all camp staff.

Each position has a written job description.

Yes No

3.2 A written job description includes

- responsibilities
- type of accountability

The job description includes the following components:

- responsibilities
- accountability

Yes No

Yes No

3.3 For all camp staff positions, the camp receives written applications and/or résumés that include the names of at least two references. Completed applications for all camp staff are kept in their personnel file.

All positions require a written application and/or résumé and two references.

Yes No

3.4 The hiring process for all camp staff positions (paid and volunteer) includes an interview. The interview may cover such things as work history, education, leisure activities, awareness of the United Church, and relevant skills and training.

The hiring process includes an interview.

Yes No

3.5 References are checked before any position is offered to an applicant.

Evidence exists that references have been checked.

Yes No

- 3.6 The camp uses a written contract with each camp staff person receiving a salary. The employee retains a copy of the contract, and one copy is kept in the employee's personnel file.

Salaried employees receive a written contract.

Yes No N/A

3.7 All hiring procedures comply with the relevant human rights code of the jurisdiction in which the camp is situated.

Hiring procedures comply with the human rights code for the jurisdiction.

Yes No

4. Camp Director

4.1 The camp director is an adult person as defined by the legislation of the jurisdiction in which the camp is situated, with appropriate knowledge and experience in leadership and administration. Refer to provincial camping association standards for standards specific to your province.

The camp director is an adult person as defined by local legislation, with knowledge and experience.

Yes No

- 4.2 The camp director has authority over and is responsible for all matters relating to the operation of the camp and camping programs while he/she is acting as director, and is accountable to the governing body.

The camp director is accountable to the governing body.

Yes No

- 4.3 In the event that the camp director is absent from the camp, whether on camp business or off-duty, a specific person is designated "acting director," with all the attendant responsibilities and authority. This person is an adult person as defined by the legislation of the jurisdiction in which the camp is situated, with appropriate site knowledge and skills to act in the capacity of camp director.

A person is identified as "acting director" in the absence of the director. This person/position is (name or title):

Yes No

5. Camp Staff Responsibilities and Qualifications

5.1 Camp counsellors are a minimum of 16 years of age and have appropriate relevant leadership training and experience.

Camp counsellors meet the minimum age requirement.

Yes No

5.2 Camp counsellors-in-training (CITs) are a minimum of 14 years of age and are paired with a counsellor of at least 16 years of age. CITs are not left solely responsible for campers.

Counsellors-in-training (CITs) meet the minimum age requirement.

Yes No

5.3 The status of a CIT is clearly defined as either camper or staff member, and this status is communicated to all camp participants.

The status of the CIT is clearly defined and communicated.

Yes No

5.4 The camp maintains the following minimum counsellor-to-camper ratios:

- **one counsellor to eight campers when campers are eight years of age and older**
- **one counsellor to seven campers when campers are seven years of age or younger**

Check with your provincial camping association and local disability organizations for recommended ratios when working with challenged populations.

Counsellor-to-camper ratios are met.

Yes No

6. Sexual Harassment and Child Abuse Policies

6.1 All United Church camp governing bodies adopt and circulate The United Church of Canada policy dealing with sexual harassment or misconduct and child abuse.

The camp has adopted and implemented the policy on sexual harassment/misconduct and child abuse.

Yes No

6.2 During pre-camp training, all camp staff are trained in the camp's policies relating to

- **sexual harassment, sexual misconduct, and child abuse**
- **"Sexual Conduct in the Camp Workplace"**
- **implications of conduct that violates these policies**

Staff receive training on the camp policy related to

- sexual harassment, sexual misconduct, and child abuse Yes No
- "Sexual Conduct in the Camp Workplace" Yes No
- implications of conduct that violates these policies Yes No

6.3 All camp staff are trained to understand the provincial legislation regarding mandatory reporting of suspected child abuse. Camp policy enforces compliance with provincial legislation.

Staff receive training regarding provincial legislation related to reporting suspected child abuse and compliance with same.

Yes No

7. Dealing with Camper Misconduct

7.1 The camp has written policies to guide camp staff in the appropriate treatment of camper misconduct.

Policies are in place to guide camp staff in addressing camper misconduct.

Yes No

7.2 The camp has written policies on camper discipline. Corporal punishment as a discipline style is not acceptable and is considered grounds for immediate dismissal of a camp staff person or volunteer.

A policy is in place regarding camper discipline.

Yes No

7.3 Policies include the reasons why a child would be sent home and the correct procedures for contacting parents/guardians when this action is necessary.

A policy is in place regarding handling of camper misconduct.

Yes No

The policy identifies reasons why a child would be sent home.

Yes No

Standards

Procedures are in place for contacting parent/guardian.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.4 If a camper is to be sent home, the camper is not to be released to any person other than a parent or guardian unless the parent or guardian grants permission for the camper to be released to another person. The camper is released only to that person specifically named.	
A policy is in place regarding the release of a camper to any person other than the parent/ guardian.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Behaviour Standards for Camp Staff	
8.1 The camp has a written policy stating expected behavioural standards for camp staff.	
A policy is in place regarding expected behavioural standards for staff.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.2 The use of alcohol, illegal drugs, or prescription drugs not prescribed by their physician by camp staff or occasional resource people on camp property or while supervising campers off property is prohibited.	
A policy is in place regarding the use of alcohol and drugs.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.3 The camp has a written policy on “Sexual Conduct in the Camp Workplace” outlining acceptable boundaries of behaviour in relation to such things as intimate friendships and displays of affection among camp staff members.	
A policy is in place regarding sexual conduct in the workplace.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.4 Grounds for immediate dismissal are stated in the camp staff manual, along with the procedures for dealing with complaints of camp staff misconduct.	
A policy is in place identifying grounds for dismissal.	<input type="checkbox"/> Yes <input type="checkbox"/> No
A procedure is in place for dealing with complaints of staff misconduct.	<input type="checkbox"/> Yes <input type="checkbox"/> No

9. Camp Staff Discipline Policies

- 9.1 The leadership training event includes an open discussion of how discipline issues for camp staff will be handled at camp and by whom.

A process is in place to address issues regarding staff discipline and is covered in training.

Yes No

- 9.2 The camp staff manual contains written guidelines for dealing with camp staff or volunteer misconduct and dismissal.

Guidelines are in place for addressing staff misconduct and dismissal.

Yes No

10. Employment/Volunteer Standards

- 10.1 Camp staff are entitled to a daily period of free time, free of camper and program responsibility, with the exception of emergency response duties.

A process is in place to ensure staff receive a period of free time daily.

Yes No

- 10.2 The camp director and board ensure that all camp staff are treated equally and fairly in accordance with provincial human rights legislation.

A policy is in place to ensure fair and equitable treatment of staff.

Yes No

- 10.3 All camp staff are provided with evaluation feedback during the camping season. Camp staff receive an end-of-season evaluation in written form. Camp staff for programs of less than two weeks' duration receive ongoing verbal feedback from a supervisor (usually the camp director, but it may be another person designated by the camp board).

A process exists for evaluating staff.

Yes No

Format is written verbal

10.4 All camp staff receive written copies of or have easy access to the following information:

- **camp personnel policy**
- **waterfront safety policy**
- **work schedules**

- **safety procedures**
- **emergency procedures**
- **sexual conduct in the camp workplace policy**
- **sexual harassment and child abuse policies**
- **discipline and grievance policy**
- **procedures for camp staff dismissal**

Camp staff have received or have access to

- camp personnel policy Yes No
- waterfront safety policy Yes No
- work schedules Yes No
- safety procedures Yes No
- emergency procedures Yes No
- sexual conduct in the camp workplace policy Yes No
- sexual harassment and child abuse policies Yes No
- discipline and grievance policy Yes No
- procedures for camp staff dismissal Yes No

10.5 Camp staff are required to sign an acknowledgement of having received and read the information noted above. One copy of this document is kept in the staff member's personnel file.

A signed acknowledgement of receiving and reading the information is kept in the staff member's personnel file. Yes No

11. Camp Staff Manual

11.1 The camp has a camp staff manual that outlines

- staff policies
- job descriptions for all positions
- staff behaviour expectations
- grounds for dismissal
- appeal procedures

This manual is accessible to any camp staff person.

The camp has a staff manual. Yes No

11.2 The camp staff manual includes the process for contacting members of the governing body and the Conference Camp Committee, if needed.

The staff manual has a process and/or phone numbers for contacting members of the governing body and the Conference Camp Committee.

Yes No

11.3 The camp staff manual includes copies of the camp's emergency procedures, with descriptions of each person's responsibilities in the emergency response protocol.

The staff manual includes emergency procedures.

Yes No

G. Leadership Training

Training of camp directors, camp staff, and volunteers is essential to creating a cohesive, mutually supportive team. The training period builds community, while ensuring that important safety and program information is shared in an efficient and consistent manner with all who have leadership responsibility at camp. The Conference may assist in these logistics.

1. The camp holds pre-camp training sessions for camp staff. The length of pre-camp training sessions totals at least 12 hours.

Staff training sessions were held as evidenced by an agenda and sign-in sheet for attendance.

Yes No

2. Camp directors participate in camp staff training.

The director participates in staff training.

Yes No

3. Training for camp staff includes

- camp mission statement
- camp Christian education curriculum
- camp staffing standards
- introduction to age-appropriate activities for campers
- sexual harassment and child abuse policies
- behavioural expectations
- camp health policies
- emergency procedures (e.g., for fire, waterfront, evacuation, land searches, severe weather)
- program delivery standards

Standards

- adventure camping skills and standards
- training for specific populations encountered at camp (e.g., seniors, people living with disabilities, families)

Staff training includes the following, as confirmed by a training outline or manual that is used during the training sessions:

- responsibilities Yes No
- camp Christian education curriculum Yes No
- camp staffing standards Yes No
- introduction to age-appropriate camper activities Yes No
- sexual harassment and child abuse policies Yes No
- behavioural expectations Yes No
- camp health policies Yes No
- emergency procedures (e.g., for fire, waterfront, evacuation, land searches, severe weather) Yes No
- program delivery standards Yes No
- adventure camping skills and standards Yes No N/A
- training for specific populations encountered at camp (e.g., seniors, people living with disabilities, families) Yes No N/A

4. Camp training includes discussion of the way incidents of camp staff misconduct will be handled.

Training includes a discussion of the handling of camp staff misconduct.

Yes No N/A

5. **All camp staff, with the exception of camp health personnel, receive a minimum of two hours of 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, St. John Ambulance Canada, or the Lifesaving Society. In lieu of training at camp, staff may provide evidence of current first-aid qualifications. Camp health personnel carry specific qualifications as identified by their licensing/regulatory body.**

All staff have basic first-aid instruction.

Yes No

Instruction is provided by

- camp
- outside agency
- proof of other training (certificate of recognized program)

H. Program Standards

All United Church camps are to adhere to the program standards of the provincial camping association and regulatory bodies in their region. Programs are run by appropriately qualified instructors following adequate safety guidelines. It is expected that faith formation will be an integral part of all programs at United Church camps.

1. Instructors' Qualifications

1.1 All instructors are trained according to provincial standards and the standards set by the provincial camping association for the activity they are instructing.

Instructors provide proof of qualifications before starting employment.

Yes No

Briefly identify the programs requiring specific qualifications and the level of qualification held by staff:

2. Waterfront and Pool Activities

For the purposes of this document, “waterfront” refers to either a natural waterfront (e.g., a lake, river, or pond) or a constructed pool.

2.1 The camp follows its provincial standards for safe supervision of waterfront activities.

Supervision meets provincial standards for the specific waterfront activity.

Yes No

Waterfront supervision includes

2.2 The camp has a procedure for handling waterfront emergencies and searches; this procedure is reviewed and updated annually.

A procedure for waterfront emergencies and searches is in place.

Yes No

Last reviewed and updated: _____ (mm/yy)

2.3 All staff are trained in their roles for waterfront emergency procedures, with additional focus on the roles of waterfront staff. Procedures are practised before the start of camp. Camps that run more than two weeks schedule regular drills every two weeks while camp is in session.

Evidence exists that staff have received training and procedures are practised throughout the camp season.

Yes No

3. Program Safety Monitoring

3.1 If a camp offers recreational activities that carry a risk of injury (e.g., canoeing, kayaking, swimming, sailing, climbing), an assessment of a camper’s 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. A system is implemented to identify the skill level of participants.

A process is in place to (1) determine the skill level of participants, (2) determine their level of participation, and (3) easily identify their skill level.

Yes No

3.2 All recreational equipment meets provincial safety standards and national safety standards where applicable.

Recreational equipment meets required safety standards.

Yes No

3.3 All recreational equipment is kept in good repair.

Recreational equipment is in good repair.

Yes No

3.4 At least once per camping session, a safety audit is conducted by the camp director (or designate) to ensure program safety standards are being maintained.

Safety audits are conducted.

Yes No

I. Off-Site Activities and Adventure Camping

If your camp does not offer off-site or adventure camping activities, skip to section J, Health and Safety. Off-site activities include any that involve leaving the camp property.

1. Insurance for Off-Site Activities

1.1 The camp's insurance policy is written to cover activities that occur off-site and are part of the planned camp activities. Off-site means any activity that takes place off the property owned/leased/rented by the camp board, and includes activities that may take place within a provincial park but outside the boundaries of the property designated as the camp's grounds.

The camp carries insurance for all off-site activities.

Yes No

2. Transportation Policies

2.1 All camp vehicles are supplied with first-aid kits. These are replenished after each use.

Camp vehicles are supplied with first-aid kits.

Yes No N/A

2.2 Individuals whose job description includes the use of camp vehicles are adult persons as defined by the legislation of the jurisdiction in which the camp is situated who hold a valid driving permit of the appropriate class for vehicles and number of passengers expected to be transported by those individuals.

Evidence exists of required staff holding a valid driving permit.

Yes No N/A

3. Leadership Standards for Off-Site Activities

3.1 Groups are under the supervision of at least two leaders, one of whom is an adult person as defined by the legislation of the jurisdiction in which the camp is situated.

Groups are supervised by two leaders, one of whom is an adult.

Yes No

3.2 The leaders for routine off-site activities adhere to predetermined routes. For all other outings, a planned route and planned return time are submitted. The plan is submitted to the camp director or designate and is readily available in the event of an emergency.

Predetermined routes are used.

Yes No

Where an alternate route is used, a plan is submitted to the director.

Yes No N/A

3.3 Leaders ensure that all camp participants understand and follow a buddy system.

Campers adhere to the buddy system.

Yes No

3.4 Where off-site activities involve any waterfront or swimming activity, at least one leader is a qualified lifeguard as defined by relevant provincial legislation. This leader does not participate in swimming while supervising the safety of the activity.

A qualified lifeguard is included in off-site activities that include waterfront/swimming activity.

Yes No N/A

3.5 A first-aid kit is in the possession of one of the leaders who has a recognized first-aid certificate at all times, 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 leader has a stocked first-aid kit at all times.

Yes No

3.6 The leaders keep a written record of

- **dispensing of all medications as per camp policy**
- **any health irregularities**
- **any injuries that occur during the off-site activity**

A written record of irregularities and injuries is maintained.

Yes No

4. Leadership Standards for Adventure Activities

If your camp offers adventure activities, all standards identified for off-site activities are also to be met.

If your camp does not offer adventure activities, skip to section J, Health and Safety.

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

Groups are supervised by two leaders, one of whom is an adult.

Yes No

4.2 Both a male leader and a female leader accompany and supervise any coed adventure camp or overnight off-site activity.

Coed groups have a male leader and a female leader.

Yes No N/A

4.3 The leaders of any adventure camp or overnight off-site activity 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.

A written itinerary is submitted to the camp director or designate.

Yes No

4.4 Leaders of adventure camps have travelled the route(s) before the trip and in the current camping season to check for hazards.

Leaders have travelled the route(s) and are familiar with it/them.

Yes No

4.5 The local fire hazard warnings are checked before departure, and fire safety practices are strictly observed by the group.

Local fire hazard warnings are checked before departure.

Yes No

4.6 Before departing for an adventure camp, a two-day weather forecast is obtained and logged with the camp director or designate. Precautions are taken to address unexpected inclement weather conditions.

A two-day weather forecast is obtained and logged with the camp director/designate.

Yes No

5. Adventure Camping Standards

5.1 Adventure camping activities are carried out following the principles of “minimal impact” camping.

Minimal impact camping is practised.

Yes No

5.2 Overnight camping sites are examined and cleared of obvious hazards.

Sites are examined for hazards.

Yes No

5.3 Overnight camping sites are chosen from existing sites before establishing any new sites.

Existing sites are used wherever possible.

Yes No

- 5.4 Careful latrine practices are used, including burying human waste and establishing latrine sites away from any water source.

Appropriate latrine practices are used.

Yes No

- 5.5 Any equipment used for adventure camping is checked for completeness and soundness before departure.

Equipment is checked before departure.

Yes No

- 5.6 Trip leaders carry proper repair kits for any equipment used on adventure camps.

Repair kits are carried by trip leaders.

Yes No

- 5.7 Adventure camp leaders ensure strict adherence to relevant municipal and provincial laws.

Municipal and provincial laws are adhered to.

Yes No

J. Health and Safety

It is essential that camps take every care to maintain high standards for health and safety. Camps must comply with all provincial and local health statutes and regulations. In addition, there will be specific health and safety issues to which each camp must attend.

1. Basic Health Standards

1.1 The camp adheres to the health and safety procedures required by the municipal and provincial statutes and regulations for the jurisdiction in which the camp is situated.

Evidence exists that municipal and provincial regulations for health and safety are followed (e.g., health inspections, water tests).

Yes No

Explain briefly: _____

1.2 The camp conducts regular safety audits and keeps appropriate documentation of same.

Safety audits are completed and documented.

Yes No

1.3 Food preparation and storage procedures meet provincial and local health regulations.

Raw meat is handled separately from cooked products, fruits, and vegetables.

Yes No

Cutting boards are sanitized between uses; separate cutting boards are used for raw meats.

Yes No

Food is stored off the floor and under proper temperature conditions.

Yes No

1.4 Kitchen cleanliness standards meet provincial and local health regulations.

Dishes are sanitized using either mechanical or manual (three-sink) means.

Yes No

1.5 Sanitation facilities, including outhouses, meet provincial and local health regulations and are cleaned daily.

Sanitation facilities are in working order and are cleaned daily.

Yes No

1.6 There are handwashing facilities near all toilets.

Handwashing facilities are located near all toilets.

Yes No

1.7 All cabins and staff quarters are equipped with smoke detectors. The operation of smoke detectors is checked at the beginning of each new camp season.

Cabins and staff quarters are equipped with smoke detectors.

Yes No

1.8 Smoke detectors are installed in buildings where combustibles are stored or where there is an open flame.

Buildings in which there are combustibles or open flames are equipped with smoke detectors.

Yes No

1.9 The camp has a process for testing smoke detectors at the beginning of the camp season and, at minimum, each month while camp is in session. Where accessibility to smoke detectors is such that batteries could be removed, testing is conducted at the end of each session.

Evidence exists that smoke detectors are tested.

Yes No

1.10 The camp water supply is tested and approved by the relevant government body or an approved laboratory using approved testing procedures before camp opening and regularly throughout the camping season. Water testing complies with the municipal and provincial regulations where such exist.

The most recent water test results have been provided.

Yes No N/A

2. Camp Health Policies

The camp health policy manual 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 policies 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.

2.1 The camp health policies are collected in a central area of the camp policies manual or in a separate manual. A copy of all health policies is readily accessible by the camp health personnel in the first-aid/health area. All other camp staff are aware of policies and have access to the written policy manual. The camp health manual is updated annually by the camp health personnel (i.e., camp nurse or other designated person). The health plan is developed and implemented by the camp health personnel.

The camp has an identified camp health manual.

Yes No

2.2 The camp health policies are reviewed annually and updated as required by the camp health personnel (i.e., camp nurse, first-aider, or board designate). The health policies are implemented by the camp health personnel.

Camp health policies are reviewed annually.

Yes No

Last reviewed and updated: _____ (mm/yy)

2.3 The camp health policies integrate the provincial and local health regulations with the specific concerns of the camp setting.

Local health regulations specific to camping are integrated in the health policies.

Yes No

2.4 The health policies include

- job descriptions for the camp health care staff
- procedures related to meals and rest
- procedures for the camp clinic
- general first-aid procedures
- kitchen sanitation procedures
- process for health and sanitation inspection/evaluation of camp facilities

The health policies manual includes the following:

- job descriptions for the camp health care staff
- procedures related to meals and rest
- procedures for the camp clinic
- general first-aid procedures
- kitchen sanitation procedures
- process for inspection/evaluation of camp facilities

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

2.5 The camp health policies manual includes direction for the practice of universal precautions to prevent transmission of diseases.

Guidelines for practising universal precautions are in place.

Yes No

2.6 The camp has a documented policy regarding notification of parents/guardians should a camper need urgent medical attention or experience serious illness or injury.

A policy is in place to notify parents/guardians when a camper needs urgent medical attention or experiences serious illness or injury.

Yes No

2.7 Counsellors and other staff encourage campers to maintain high standards of personal hygiene.

Campers are encouraged to practise good personal hygiene.

Yes No

3. Camper Health Records

3.1 Campers provide camp health personnel with their most recent medical history before attending camp. Where more than one person is used as health personnel during the camping season, the camp director or board designates a person to be responsible for ensuring medical forms are received from all potential campers in accordance with these standards.

Each camper provides a recent medical history.

Yes No

3.2 Campers' medical records are stored in a secure place and accessible only to appropriate designated staff.

Campers' medical records are stored securely, with accessibility limited to appropriate designated staff.

Yes No

3.3 The camp develops its own protocol for dealing with serious allergies, including allergies to peanuts and peanut oil derivatives. These protocols are made available in print for concerned parents and campers.

The camp has a written protocol for dealing with serious allergies.

Yes No

3.4 If any camper has a serious medical condition or life-threatening allergy, an individual health plan is created for that camper by the camp health personnel. The plan is discussed with the camper's parents, the camp director, and all camp staff before the camper attends camp.

An individual health plan is prepared for any camper with a serious medical condition or life-threatening allergy.

Yes No

3.5 Each camp has written procedures for campers who need to carry EpiPens and/or inhalers.

Written procedures are in place regarding EpiPens and inhalers.

Yes No

3.6 The camp has a policy to address the handling of prescription medications that includes their storage and distribution. It is recommended that all medications be stored and distributed only by authorized camp health personnel. The policy needs to address those situations, such as those outlined in 3.4 and 3.5, where the medication may need to be at hand at all times.

A policy is in place to address the handling of all prescription medications brought to camp.

Yes No

3.7 The camp has a policy to address the handling of non-prescription oral medication brought to camp. The policy indicates who will determine whether the medication must be stored in the health office or be retained by the camper. Discretion may be exercised by the health staff on the storage of other non-prescription medications.

A policy is in place to address the handling of all non-prescription medications brought to camp.

Yes No

3.8 Medications taken on adventure camps are dispensed by the adult leader of the adventure camp, who records the action. The camp health personnel include written instructions for dispensing specific medication to a camper and review them with the adult leader before departure.

A policy is in place for handling and dispensing medications taken on adventure camps.

Yes No

4. Health Personnel Qualifications

4.1 Camp health personnel possess the qualifications of one of the following:

- a licensed medical physician
- a registered nurse or licensed practical nurse in good professional standing with the provincial licensing body
- an emergency medical technician
- a standard first-aid certificate with CPR

Camp health personnel hold a recognized qualification.

Yes No

Please indicate what qualifications are held:

4.2 Camp health personnel practise only to the limits of their expertise and make arrangements for necessary referrals for further treatment of injured or ill people in their care.

A process is in place to address medical needs beyond the qualifications of the camp health personnel.

Yes No

4.3 Parents of campers are informed of the qualifications of the camp health personnel employed or volunteering at the camp.

Parents are aware of the camp health personnel's qualifications.

Yes No

4.4 In the event that the camp uses a number of different individuals as health personnel during the camping season, the camp director or board designates a person to be responsible for ensuring medical forms are received from all potential campers in accordance with these standards.

A process is in place to ensure medical forms are received from all campers.

Yes No

Name of position or person responsible:

5. First-Aid Kits

5.1 The camp maintains adequately supplied first-aid kits that are accessible to camp staff at all times.

First-aid kits are accessible at all times.

Yes No

5.2 First-aid kits are checked before the start of camp season and again after each camp session. Supplies are replenished as required and always after any use.

A process is in place to check and replenish first-aid kits prior to and throughout the camp season.

Yes No

K. Emergency Response Standards

Emergency preparedness is an essential part of planning for camp safety. Camp boards need to put adequate forethought into how they will address any emergencies that may arise on their site. The following list contains the expectations. Camps may need to have additional emergency plans particular to their situation.

1. The camp has written plans for emergency situations, including

- **fire**
- **waterfront emergencies**
- **searches for missing persons**
- **evacuation**
- **intruders on the camp grounds**
- **extreme and/or contagious illness**

The camp has written plans for the following emergency situations:

- fire
- waterfront emergencies
- searches for missing persons
- evacuation
- intruders on the camp grounds
- extreme and/or contagious illness

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

2. Full versions of the camp emergency response plans are included in the camp manual and camp staff manual, are reviewed annually, and are amended if necessary.

The camp manual and camp staff manual have full versions of the emergency response plans.

Yes No

- 3. Local emergency contact numbers for the fire department, medical assistance, and police department are posted near every telephone and two-way radio on the camp site and are available for off-site phone access.**

Local emergency contact numbers are posted by every telephone and two-way radio and are available for off-site phone access.

Yes No

4. The camp has written policies outlining the procedures for dealing with the serious injury or death of a camper or staff person.

A policy is in place for dealing with the serious injury or death of a camper or staff person.

Yes No

5. The policy includes protocols for
- informing authorities and the next of kin
 - informing the Conference at the earliest opportunity
 - informing campers and/or the parents of campers/staff

The policy includes

- **informing authorities and the next of kin**
- **informing the Conference at the earliest opportunity**
- **informing campers and/or the parents of campers/staff**

Yes No

Yes No

Yes No

L. Insurance

- 1. The camp forwards certificate(s) of insurance to the General Council Office by May 31 of each year identifying the types and levels of insurance.**

The current year's insurance statement has been received by the General Council Office.

Yes No

2. The camp is adequately protected by comprehensive general liability insurance of not less than \$2,000,000, arranged through a licensed insurance broker, plus any other insurance coverage the broker and the camp director consider to be necessary. Every effort should be made to obtain coverage up to \$5,000,000.

The camp carries comprehensive general liability insurance.

Yes No

3. The camp carries medical malpractice insurance relevant to the qualifications of its health personnel. If the camp is using a first-aider, an emergency medical technician, or a first responder, the camp makes every effort to determine whether, in fact, malpractice insurance applies to this named professional.

The camp carries the necessary medical malpractice insurance.

Yes No N/A

4. The camp maintains directors' and officers' liability insurance to protect its board of directors from personal indemnity.

The camp carries directors' and officers' insurance.

Yes No

5. All vehicles owned by the camp are insured. Public liability insurance for vehicles is held at no less than \$1,000,000. The camp carries non-owner vehicle insurance to cover any situation where camp business is conducted or people are transported in vehicles not owned by the camp.

All camp vehicles carry insurance, including public liability and non-owner coverage.

Yes No N/A

6. If camp facilities are being rented to third parties, a clear written agreement, signed by both parties, specifies what coverage is provided by the camp and what coverage must be provided by the renter. The camp obtains a certificate of insurance from a third-party renter indicating the renter has obtained adequate tenant's legal liability and comprehensive general liability coverage and showing the camp as an Additional Named Insured to the tenant's policy.

OR

The camp carries the necessary level of insurance to address third-party rentals, and the rental agreement includes a signed waiver.

The camp has a written rental agreement that includes receipt of a certificate of insurance from the third-party renter OR carries the necessary level of insurance.

 Yes No

- 7. The United Church of Canada is an Additional Named Insured to any camp insurance policy, with the provision that the camp's insurance is primary to any United Church insurance policy.**

The United Church of Canada is an Additional Named Insured on the camp's insurance policy.

 Yes No

M. Property Management Standards

- 1. All hazardous products and machines used in maintenance are kept in locked storage and used only by authorized personnel.**

All hazardous products and machines are kept in locked storage except when in use.

 Yes No

- 2. The use of any hazardous, toxic, or poisonous material is conducted in a safe manner, allowing no unsupervised access by campers, and in accordance with provincial guidelines.**

All hazardous, toxic, or poisonous material is handled in a safe manner.

 Yes No

3. Camp maintenance staff ensure the camp site and physical plant are kept clean and in good repair.

The camp and buildings are clean and in good repair.

 Yes No

Please identify any areas requiring attention:

N. Promotion of Camps

1. The camp brochure is accurate and states clearly the activities available to campers.

The camp brochure accurately reflects the activities of the camp.

Yes No

Best Practices

Environmental Standards

In keeping with the call of the United Church's New Creed that we "live with respect in Creation," United Church camps should carefully consider all the ways camp life and maintenance practices affect the natural world. Camps should adopt low-impact strategies wherever possible and should educate campers and staff on care of the environment. Camps must follow the specific guidelines for environmental care set by their provincial camping associations.

1. Recycling Policy

1.1 Whenever possible, materials are purchased with a view to environmental concerns.

1.2 Where possible, waste materials are sorted and recycled or reused.

The camp is able to participate in a recycling program.

Yes No

2. Waste Disposal

2.1 Garbage is disposed of properly, in accordance with local and provincial regulations and in such a way as to minimize the risk of attracting animals.

Garbage is disposed of according to local regulations.

Yes No

3. Use of Disposable Items

3.1 In the interests of preserving the environment and minimizing impact on landfill sites, camps limit the use of disposable items in food preparation, serving, and cookouts.

The use of disposable items is kept to a minimum.

Yes No

Appendix A: Camping Standards—Annual Submission

As part of the accreditation process (section C, standard 3.1, page 13, of *Camping Standards Manual: Revised Edition 2010*), each camp is required to submit the following information annually to the General Council Office of The United Church of Canada in addition to its supervising court (presbytery/Conference):

- A. current annual report
- B. current board member list
- C. financial statement
- D. camp stats
- E. insurance statement for upcoming camping season indicating type and levels of coverage



Please direct all mailings to:

Duty of Care Staff
The United Church of Canada
3250 Bloor St. West, Suite 300
Toronto, ON M8X 2Y4

Explanations and Definitions

- All information refers to the summer season with regard to camp sessions, numbers, staff, etc.
- # of resource staff: refers to programming-type staff.
- # of support staff: refers to kitchen, maintenance, and office/administrative staff.
- # of camp sessions: refers to the number of camps offered (an easy way is to count the number of different sessions advertised in your brochure).
- Avg. camp length (in days): look at your camp sessions and calculate the average number of days. For example, if you have 3 sessions that run 3 days, 7 sessions that run 5 days, and 4 sessions that run 10 days, the average is 6 days.
- # of campers (season total): refers to the total number of campers who actually attended camp during the summer.
- Camp capacity (per season): refers to the number of campers the camp can accommodate at one time.

Thank you!

Camp Stats

Reporting Year: _____ Camp Stats Year: _____

Camp Name: _____

Mailing Address: _____

Current Board Chair: _____

Camp Staff	Under 18 yrs		Over 18 yrs	
	Volunteer	Paid	Volunteer	Paid
# of counsellors				
# of resource staff				
# of support staff				
	14 yrs	15 yrs	16 yrs	Over 16 yrs
# of CITs				

Camp Usage	
# of camp sessions	
Avg. camp length (in days)	
Fees (per day)	
# of campers (season total)	
Camp capacity (per season)	

Facility Use Summer Spring Fall Year-round

	# of rentals	# of rentals
Rental Types <input type="checkbox"/> Congregations _____	<input type="checkbox"/> Youth groups _____	
<input type="checkbox"/> Women's groups _____	<input type="checkbox"/> Men's groups _____	
<input type="checkbox"/> Presbytery _____	<input type="checkbox"/> Conference _____	
<input type="checkbox"/> Schools _____	<input type="checkbox"/> Other _____	

If "Other," please specify: _____

Appendix B: United Church of Canada Recommended Screening Procedures

The United Church of Canada has resources on screening procedures for use in camps. In the booklet *Faithful Footsteps* and the brochure “Trustworthy Care,” 10 steps of screening are outlined as follows.

Screening Steps

1. Define the nature of the position and write a job description.
2. Determine the nature of the risk.
 - participants
 - setting
 - activity
 - supervision
 - relationship
3. Recruit based on the job description and skills needed.
4. Use formal application forms to keep track of important information about the applicants.
5. Interview prospective candidates, preferably with more than one interviewer.
6. Check references given on the application form.
7. For highest-risk positions involving significant trust and vulnerable individuals, conduct a police records check (as determined by risk assessment).
8. Provide orientation and training for new workers and volunteers.
9. Provide supervision and feedback regularly and formally.
10. Conduct regular performance evaluations, including feedback from program participants.

Step 7, which involves police records checks (or criminal records checks), is an essential step where the risk assessment of the job description has deemed it necessary. Children and youth attending camps are highly vulnerable, and it is the camp’s responsibility to ensure due diligence is exercised in providing a safe environment for campers. This will necessarily include conducting thorough reference checks for all camp staff and criminal records checks for the adult members of the camp staff.

Each camp must ensure that it operates in compliance with United Church policy on screening and follows the recommended procedures for screening.

Appendix B: Recommended Screening Procedures

Screening resources are available through United Church Resource Distribution (1-800-288-7365 or 416-253-5456):

- *Faithful Footsteps: Screening Procedures for Positions of Trust and Authority in The United Church of Canada: A Handbook*. This can also be downloaded from www.united-church.ca/handbooks, or see the Duty of Care page.
- *Screening in Faith* (published by Volunteer Canada)
- "A Tender Trust: Helping Churches to Provide Safe Service"
- "Trustworthy Care: Helping Organizations Provide Safe Service"

Volunteer Canada also publishes *The Screening Handbook: Protecting Clients, Staff, and the Community* (1996). Contact Volunteer Canada for ordering information (1-800-670-0401 or 613-231-4371).

Appendix C: Camping Associations—Provincial and National

British Columbia Camping Association

c/o Sasamat Outdoor Centre
3302 Senkler Rd.
Belcarra, BC V3H 4S3
www.bccamping.org

Alberta Camping Association

11759 Groat Rd. NW
Edmonton, AB T5M 3K6
Phone: 780-427-6605
Fax: 780-427-6695
info@albertacamping.com
www.albertacamping.com

Saskatchewan Camping Association

3590 Castle Rd.
Regina, SK S4S 6A4
Phone: 306-586-4026
info@saskcamping.ca
www.saskcamping.ca

Manitoba Camping Association

302–960 Portage Ave.
Winnipeg, MB R3G 0R4
Phone: 204-784-1130
Fax: 204-784-4177
executivedirector@mbcamping.ca
www.mbcamping.ca

Ontario Camping Association

250 Merton St., Suite 403
Toronto, ON M4S 1B1
Phone: 416-485-0425
Fax: 416-485-0422
info@ontariocamps.ca
www.ontariocamps.ca

Association des camps du Québec

4545, avenue Pierre-De Coubertin
Case postale 1000, Succursale M
Montréal, QC H1V 3R2
Phone: 514-252-3113; 1-800-361-3586
Fax: 514-252-1650
info@camps.qc.ca
www.camps.qc.ca

New Brunswick Camping Directorate

Box 782
Moncton, NB E1C 8N6
Phone: 506-451-1623

Camping Association of Nova Scotia

P.O. Box 33039
Halifax, NS B3L 4T6
Phone: 902-425-5454, ext. 431
Fax: 902-876-1076
info@campingns.ca
www.campingns.ca

Newfoundland/Labrador Camping Association

PO Box 50846, SS#3
St. John's, NL A1B 4M2
Phone: 709-576-6198
Fax: 709-576-8146
malcolmturner@gmail.com

Canadian Camping Association

2494 Rte 125 Sud
St-Donat, QC J0T 2C0
Phone: 819-424-2662; 1-877-427-6958
Fax: 819-424-4145
info@ccamping.org
www.ccamping.org

Glossary

adventure camping

Activities in the countryside, forest, or mountains; on lakes, rivers, or the sea; in or through remote, isolated areas; and away from communities or established camps. Adventure camping may involve camping in tents, shelters, or in the open and travelling by foot, horseback, canoe, boat, skis, snowshoes, bicycles, and so on. Adventure camping may take place on or off camp property.

basic first aid

Treatment of minor injuries, such as scrapes, cuts, bruises. All camp staff, in addition to health personnel, need the skills to address these types of injuries. Staff are not intended to replace qualified health personnel at camp, and camps still need to have a person with the necessary qualifications as identified by provincial camping standards or provincial legislation.

camp/United Church camp

The corporate entity that is represented by the camp board and/or the management staff.

camp board

The body appointed by the Conference or presbytery to provide guidance, direction, and oversight of the total camp operation. This body works along with the various camp committees to ensure that all standards, policies, and regulations regarding camping (i.e., United Church policy, provincial legislation, and regulations and policies of provincial camping associations) are adhered to.

camp director

Adult on the camp site who has ultimate responsibility for summer camp programs and who is responsible to the board of directors.

camp staff

Paid or unpaid people in the service of the camp who have ongoing responsibility for one or more aspects of camp life. Camp staff are accountable to the camp board through a supervisor named by the camp board. Camp staff sign a contract detailing the terms of their service to the camp. Camp staff positions include, but are not limited to, positions such as camp director, assistant director, counsellors, camp health personnel, waterfront staff, and program staff.

extreme or contagious illness

Any unhealthy state that is transmitted through contact or exposure. Transmission may be relatively quick, as in food poisoning, or may have an incubation period, as with exposure to chicken pox and measles. It also includes community-wide health concerns, such as an epidemic or pandemic.

faith formation

A lifelong process of growing in faith and in relationship with God, self, one another, and creation. Faith formation can happen in many ways, including worship, prayer, community life, service, relationship, and study.

governing body

See *camp board*.

incident report

A report written out immediately following any accident involving injury or where serious violation of safety policy has occurred. Camps should have a standardized form for recording details of such incidents.

The Manual

Consists of the Basis of Union and the bylaws of The United Church of Canada. *The Manual* is updated every three years by the action of the General Council.

occasional resource person

A person with particular skills or knowledge needed by the camp on a short-term basis. Occasional resource people may do such things as help in the kitchen for a short amount of time, come in for a day to teach a particular craft or skill, or help with some maintenance work around the camp. Occasional resource people may be paid or unpaid.

off-site

Property not owned by the camp, such as Crown land, lakes or rivers, public roads, or private property.

pastoral oversight visit

Conducted by presbytery-appointed individuals, a visit that must take place once every three years, as mandated in *The Manual*, section 332(c).

screening

A 10-step process designed to help organizations create and maintain safe environments by identifying any positions that may create risk to vulnerable individuals and selecting individuals to fill those positions using criteria determined to reduce risks.

sexual abuse

Refers to demeaning or exploitative behaviour of a sexual nature ranging from jokes to unwanted touching to forced sexual activities. It may also include threats of such behaviour. Sexual harassment, sexual assault, and pastoral sexual misconduct are forms of sexual abuse.

sexual harassment

Any attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to reward compliance. Sexual harassment may involve a wide range of behaviours, from verbal innuendo to overt demands to inappropriate contact of a sexual nature. It includes actions that contribute to an environment that is “poisoned” by persistent comments about sex, gender, appearance, marital status, or sexual orientation, and/or by the presence of pornographic materials.

standard first-aid certificate

Completion of course as defined by the Canadian Red Cross or St. John Ambulance Canada. The minimum level of certification required is Standard First Aid and Basic Rescuer CPR.