

# 2022 CAMPING STANDARDS

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CAMP BOARD AND DIRECTORS

APRIL 2023

# HISTORY – HOW DID WE GET HERE?

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- 2004 – First accreditation visits completed – 78 camps
- 2002 – Introduction of Administrative Standards for Camps
- Revisions – 2007, 2010, 2014
- Virtual Visits – 2018, 2019
- COVID – No VISITS – 2020, 2021, 2022
- 2021 – Camping Standards Working Group established
- 2022 – Revised Standards approved by GCE
- 2023 – Transition Year – Self-evaluation by camps
- 2024 – On-site visits resume by Regional Council team

# CAMPING STANDARDS WORKING GROUP

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- Camp Representatives
  - Joe Richards (Pearce Williams Christian Centre),
  - Vicki Nelson (Lumsden Beach Camp);
  - Christie Chisholm (camp accreditor and former Camp Kidston staff/board member)
- Regional Council and General Council Staff
  - Jeffrey Dale – Shining Waters
  - Cheryl-Ann Stadelbauer-Sampa – Antler River Watershed, Western Ontario Waterways, Horseshoe Falls
  - Bev Oag – General Council Office

# WHY NOW?

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- Disconnect with wider United Church after restructuring
- Need a cost-effective program which meets needs of camps and the church
- Feeling of duplication between the provincial camping association programs and the United Church program

# OBJECTIVES

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- Insure original goals of the Program are met
- Identify key United Church components and mechanism to meet them
- Utilize provincial camping association accreditation as a benchmark to avoid duplication
- Ensuring connections are maintained and nurtured between camps and other levels of the church as well as internationally

# OUTCOMES

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- Standards have been abbreviated
- Focus on requirements specific to the United Church
- Utilization of provincial camping association accreditation award/standing
- Regional Council responsible for visits including completion of site visit tool
- General Council responsible for collecting required reporting

# BOARD RESPONSIBILITY

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- The Board is the body responsible for the operation of the camps
- To that end, it is the Board who is responsible to insure that the Provincial Camping Association standards and The United Church of Canada standards are met
- They may delegate the work required to meet the standards (and related legislation) to committees of the board or to staff
- They **CANNOT** delegate the responsibility

# ANNUAL REPORTING

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- Camp Stats
- Compliance form
- Insurance Statement including naming The United Church of Canada as additional insured – with regards to liability insurance
- Annual Report
- Financial Statements
- List of Board of Directors with contact information



# STANDARDS AND CRITERIA

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- A. Provincial Camping Association
- B. Mission Statement and Theological Values
- C. Governance and Accountability
- D. Recordkeeping/Record Retention
- E. Leadership Training and Staff Manual
- F. Health and Safety
- G. Leadership Standards for Off-Site Activities and Adventure Camping

# ELEMENTS OF STANDARDS

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- All standards are mandatory. The focus is on the elements that are unique to United Church requirements
- Three components may be used to evaluate if a standard has been met:
  - Physical documentation
  - Visitor observation (during site visit)
  - Discussion – during site visit or subsequent follow-up
- Standards Handbook
  - The actual standard
  - Statement/example of how the standard may be met

# PROVINCIAL CAMPING ASSOCIATION

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- Every camp will need to be an accredited member of their Provincial Camping Association
- Where a provincial camping association does not exist or the camp is not eligible for membership, additional standards will be used to evaluate programming and legislation pieces typically addressed by the provincial camping association accreditation
- Confirmation of most recent decision from the provincial camping association will need to be submitted

# MISSION STATEMENT AND THEOLOGICAL VALUES

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How do we demonstrate that we meet the standard:

- Copy of the mission statement, link on website
- Board minutes
- Agenda of training/orientation events
- Inviting visitation team to see the program being delivered; discussing how theological values are incorporated into other programs
- Is there an on-site presence – chaplain, Christian education program person

# GOVERNANCE AND ACCOUNTABILITY

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How do we demonstrate that we meet the standard:

- Organization structure chart – how does the board relate to staff – full-time; seasonal; how are decisions made
- Be able to show that annual reporting requirements have been submitted
- Have manuals/documentations available as related to: policies, inspection/test results, licences to operate, including special programs such as ropes courses; training certificates
- Have documents showing licences, training certificates, test results, inspection reports

# RECORDKEEPING / RECORD RETENTION

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How do we demonstrate that we meet the standard:

- Provide your record retention policy/schedule and be able to demonstrate how it is met
- If records are kept on site, show the location and means by which they are secured
- Be able to answer the questions:
  - Who has access;
  - What is the back-up process
  - What is the process when transitioning between board members

# LEADERSHIP TRAINING AND STAFF MANUAL

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How do we demonstrate that we meet the standard:

- Have sign-in sheets showing attendance for in-person events
- Have a mechanism that shows attendance if online training i.e. Zoom meeting, webinar, etc.
- Have copies of agendas, presentations, etc.
- Have a copy of the staff manual available either as hard copy or electronically

# HEALTH AND SAFETY

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How do we demonstrate that we meet the standard:

- Documentation in board or committee minutes that policies have been reviewed / revised
- Discussion of how medical needs of campers / staff are addressed



# LEADERSHIP STANDARDS - OFF-SITE ACTIVITIES / ADVENTURE CAMPING

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## Definition

- **adventure camping** - Activities in or through remote, isolated areas; and away from communities or established camps; may involve camping in tents, shelters, or in the open; may take place on or off camp property.
- **off-site** - property not owned by the camp

How do we demonstrate that we meet the standard:

- Review policy and/or program description

# ACCREDITATION PROCESS

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1. Regional Council will coordinate the scheduling of visits at a mutually agreed time while camp is in season
2. Visits are on a three-year schedule unless there is a need for a visit to occur before the three years elapse
3. Annual reporting status will be confirmed by the Duty of Care Program Coordinator. Reporting must be up-to-date to meet the standard.
4. Camps are encouraged to use the site visit tool as a self-evaluation prior to the visit

# SELF-ASSESSMENT TOOL

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<b>Camp Name:</b>			
<b>Completed by:</b>		<b>Date:</b>	

Answer each standard Yes or No. Use the space after each standard to identify the documentation and it's location which supports the standard. This is for the camp's benefit in preparing for the Site Visit. It is not necessary to submit this to either the Regional Council or the General Council offices.

<b>A. Provincial Camping Association</b>	<b>YES</b>	<b>NO</b>
1. The camp is an accredited member of the provincial camping association.		
2. Provincial accreditation: date and decision of last visit are recorded.		

# ACCREDITATION PROCESS

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- The Regional Council visiting team will arrive on site as scheduled to conduct the visit. Board and staff representatives with knowledge of the camp and the accreditation standard requirements will participate in the on-site visit.
- Post visit, regional council team prepares and submits summary report to the Regional Council and the General Council office.
- Based on summary report and received documentation, Duty of Care Program Coordinator will determine if all the requirements have been met and the status decision

# POST VISIT

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- Camps will receive a letter indicating the decision re: status.
- If a camp has not met all the requirements, they will be given the opportunity to address outstanding items, where identified, before the final decision is determined; there will be a deadline for submission
- The failure of a camp to meet all the standards will result in further action being required by the regional council in a progressive manner

# QUESTIONS

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