ONTARIO PIONEER CAMP
STAFF MANUAL

WELCOME TO SUMMER 2016
GOD IS GOING TO SHAPE YOU, AND MOLD YOU, AND USE YOU THIS SUMMER. WE CAN’T WAIT TO SEE HOW 😊

THIS MANUAL IS IMPORTANT!!

PLEASE READ IT CAREFULLY because it can mean the difference between a safe, enjoyable summer for campers and staff and one that is not.
It includes your job description, rules you need to know and many other important things!!!

In order to be more sustainable, you will not receive a copy of this when you arrive at camp. You will receive this electronically and there will be copies for you to refer to at camp in the following areas:
Office, directors office, program office, waterfront, section head cabins and staff lounge area
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WHO ARE WE?

OUR ORGANIZATIONAL IDENTITY

Ontario Pioneer Camp is actually one member of a larger family. Our parent organization is Inter-Varsity Christian Fellowship of Canada (www.ivcf.ca), and Pioneer is the camping ministry arm of the organization. Inter-Varsity actually got its start in the fall of 1928, when Dr. Howard Guinness came to Canada with a message from the students of the United Kingdom, that Canadian students should take the Gospel of Jesus Christ into every corner of Canada’s educational communities. The first work of Inter-Varsity began in 1929, when Howard Guinness and some friends ran a “Boys’ Camp” for about 35 boys—Pioneer was born. Through the years, Pioneer has grown and developed since its faith-filled beginnings, and today, there are Pioneer Camps in British Columbia, Alberta, and Manitoba. In 2011, Inter-Varsity acquired five Circle Square Ranch Camps from Crossroads Ministries. All the Pioneer Camps and Circle Square Ranches are committed to sharing the good news that Jesus Christ is both Saviour and Lord.

Today, Inter-Varsity’s other ministries include work with high school and university students, international students, graduate students and faculty, as well as vocational ministries and mission opportunities around the world.

IVCF calls students to a dynamic prayer life and diligent Bible study - both personally and with fellow believers. In this way Christian students grow in discipleship, begin to develop a Christian mind, and go on to serve and glorify God in everything. IVCF of Canada is a charter member of the International Fellowship of Evangelical Students (IFES) which began in 1946. IFES (www.ifesworld.org) has member movements in more than 140 countries and has its headquarters in Oxford, United Kingdom.

PURPOSE AND VALUES

As part of IVCF of Canada, Pioneer has the following purpose statement:

*Being shaped by God’s word and led by the Holy Spirit,*

*The purpose of Inter-Varsity Christian Fellowship of Canada is the transformation of youth, students and graduates into fully committed followers of Jesus Christ.*

Our **CORE VALUES** are the following:

*Through witnessing communities, we:*

*• Develop Faithful Witness: To witness to the Lord Jesus Christ as God incarnate and to seek to lead others to a personal faith in Him.*
• **Cultivate Spiritual Growth**: To deepen and strengthen the spiritual life and gifts of followers by the study of the Bible, fellowship, prayer, and worship.

• **Demonstrate Christian Love**: To encourage Christians empowered by the Holy Spirit to love our neighbours as ourselves.

• **Seek All Truth in Jesus Christ**: To assist Christians to explore and assert the relevance of the Christian faith to every aspect of private life and public concern.

• **Shape Servant Leaders**: To develop godly women and men to serve as leaders in God’s work in the world.

• **Grow a Missional Commitment**: To affirm God’s call that all Christians are called to serve Him through their lives and work and to participate in the global mission of the church by praying, giving, and serving.

**IVCF STATEMENT OF FAITH**

We believe in:

1. The only true God, the almighty Creator of all things, existing eternally in three persons – Father, Son, and Holy Spirit – full of love and glory.

2. The unique divine inspiration, entire trustworthiness and authority of the Bible.

3. The value and dignity of all people: created in God’s image to live in love and holiness, but alienated from God and each other because of our sin and guilt, and justly subject to God’s wrath.

4. Jesus Christ, fully human and fully divine, who lived as a perfect example, who assumed the judgment due sinners by dying in our place, and who was bodily raised from the dead and ascended as Saviour and Lord.

5. Justification by God’s grace to all who repent and put their faith in Jesus Christ alone for salvation.

6. The indwelling presence and transforming power of the Holy Spirit, who gives to all believers a new life and a new calling to obedient service.

7. The unity of all believers in Jesus Christ, manifest in worshiping and witnessing churches making disciples throughout the world.

8. The victorious reign and future personal return of Jesus Christ, who will judge all people with justice and mercy, giving over the unrepentant to eternal condemnation but receiving the redeemed into eternal life.

To God be glory forever.
A TIMELINE SKETCH OF OPC
♦ 1929 – Dr. Howard Guinness leads the first Boys’ Camp at Doe Lake in Algonquin Park.
♦ 1930 – Cliff Harston became Director at the new campsite on Doe Lake—Pioneer’s first permanent facility.
♦ 1932 – the first Girls’ Camp was started at Doe Lake.
♦ 1938 – Boys’ Camp moved to its present site on Lake Clearwater.
♦ 1939 – Girls’ Camp developed on its present Lake Clearwater location.
♦ 1951 – Junior Camp (Lodge site) began operating on Lake Clearwater as a result of generous gifts from two camp leaders and the Rotary Club of Hamilton, Ontario.
♦ 1976 – the Leaders In Training program began.
♦ 1979 – the Special Needs (now Inclusion Program) was started by Amy Dempsey
♦ 1979 – Women’s Programs were started by Amy Dempsey
♦ 1989 – Woodland Challenge was started by Ken Vissers.
♦ 1992 – Junior Camp becomes “Adventure Camp”.
♦ 2004 – 252 Crew begins, with the campers and staff living at the Clearwater site and serving around the lake.
♦ 2008 –Genesis program begins with campers staying completely off-site for a week at a base camp.
♦ 2011 – Inter-Varsity is gifted five Circle Square Ranch Camps from Crossroads ministries.

God has blessed and prospered the work of Pioneer Camp in Ontario and across Canada. In Ontario, as well as summer programs, OPC’s winterized facilities (Lodge, Clearwater & Cedarwood) operate from September to June as well and provide accommodation for school groups participating in the Outdoor Education program, various church groups, Pioneer Women’s Ministry, International Christmas, Snow Camp, and Leadership Training programs.

Pioneer Camp is affiliated with the following organizations, adheres to their standards and distributes appropriate awards to successful candidates: Lifesaving Society, Ontario Recreational Canoeing and Kayaking Association, Christian Camping International, Ontario Camping Association, & Christian Copyright Licensing Incorporation.
FOCUS AND COMMITMENTS
Ontario Pioneer Camp is part of Inter-Varsity Christian Fellowship of Canada. Thus, we hold tightly to the core purpose and values described above. At the same time, we focus specifically on providing Christian camping experiences for our guests.

At Ontario Pioneer Camp, we seek to utilize residential and wilderness experiences and emphasize character and leadership development through strong relationships to promote the Biblical transformation of the people within our reach—youth, students, and families.

In the context of OPC, and in light of our identity as described above, we hold the following KEY COMMITMENTS:

1. We are committed to authentic relationships as the foundation of an inclusive community.
2. We are committed to facilitating transforming encounters with Jesus.
3. We are committed to fun—for every camper and staff person, in all the good ways God intends.
4. We are committed to challenge and growth of the whole person—physically, intellectually, socially, and spiritually.
5. We are committed to showing the natural beauty of the created world.
6. We are committed to physical and emotional safety.
Preparing For Camp Ministry
There are a lot of things to learn about camp—the rules, policies and procedures and your job description, but it takes more than memorizing all the camp policies and procedures, and packing your favourite clothes, toothbrush and soap, to be prepared for the Summer Camp ministry. God has called you to work at camp this summer to fulfill a specific purpose. Your first purpose is to live for Jesus. You will also be an example to hundreds of Campers who are very much affected by your actions. Your influence is very important! You are role models.

Daily prayer and devotions are essential, so begin now to establish a daily routine of prayer and Bible reading. Read the Word of God daily and allow Him to begin change your life. In all aspects of your day at camp you are modelling Christ, both in the natural flow of the day and in structured ministry times.

Ministry During The Natural Flow of Camp Life:
- Talking about God in the ordinary routine of the day (a Christian world view) as you walk to activities, do crafts or sit in your cabin—bring God into the conversation.
- Activities can be a great time to make a connection to a spiritual lesson.
- Staff and volunteers model faith and represent Jesus in their relationships, campers are watching your reactions, your love, your joy, your forgiveness, your relationships.
- Unplanned circumstances allow for discussion and prayer.

“Preach the Gospel at all times and, if necessary, use words.” St. Francis of Assisi

Ministry During The Structure Times:
- Chapel/Campfire/Worship Services, gatherings where camp worships and learns together as part of a larger community.
- Structured prayer times such as before meals or before bed.
- Bible studies/devotions, structured small group gatherings where bible study, teaching, discussion and prayer takes place.

The Message of the Gospel
You always need to be looking for opportunities to share the gospel. Pray and ask God to God will bring the circumstances about and if you are looking for those opportunities you will see them. In order to share the gospel, you need to know it.

What Is It?
Before you can share the gospel, you must first have a clear understanding of its message. To tell someone: “Just accept Jesus into your heart…” is not the gospel. In order for the Campers to come to true salvation, they need to understand the following things:
PEOPLE ARE SEPERATED FROM GOD BY SIN. Each person is born separated from God because of Adam and Eve’s sin of disobedience. They chose to go their own way and sin entered their hearts. There is no hope for anyone to be saved from their sin by anything they do or by being a “good person”.

Ephesians 2:8,9 “For it is by grace you have been saved, through faith, and this is not from yourselves, it is the gift of God, not by works so that no one can boast.”
Romans 3:23 “All have sinned and fallen short of the glory of God.”

GOD’S LOVE FOR HUMANITY CAUSED HIM TO SACRIFICE HIS SON JESUS so we could have a relationship with the Father. God’s love is the motivation of his gift of salvation.

Romans 5:8 “But God demonstrates His own love for us in this: while we were still sinners, Christ died for us.”
1 John 1:7 “The blood of Jesus, God’s Son, purifies us from all sin.”

JESUS IS THE ONLY WAY TO GOD.

John 6:40 “For My Father’s will is that everyone who looks to the son and believes in Him, shall have eternal life.”
Romans 6:23 “For the wages of sin is death, but the gift of God is eternal life through Christ Jesus our Lord.”
John 14:6 “I am the way, and the truth and the life, no one comes to the Father except through me.”

EVERYONE MUST BE BORN AGAIN. Each person must make their own individual decision to have new life in Christ. This is a decision to follow Jesus.

John 3:3 “Jesus declared, I tell you the truth, unless a man is born again, he cannot see the kingdom of God.”

WE MUST ASK GOD TO FORGIVE OUR SINS. Repentance is the confession of having sinned. The debt of sin was paid for by the death of Jesus, and he offers forgiveness of all our sins, our responsibility is to confess our sins to Him.

1 John 1:9 “If we confess our sins, He is faithful and just and will forgive us our sins and purify us from all unrighteousness.”

WE MUST RECEIVE JESUS CHRIST AS OUR LORD. Salvation comes by faith, each person needs to make a personal decision to believe in Jesus and follow Him.

Romans 10: 9,10 “If you declare with your mouth, “Jesus is Lord”, and believe in your heart that God raised Him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved.”
Colossians 2:6 “Just as you received Christ Jesus as Lord, continue to live your lives in him”

The campers need to understand that God will never force Himself on them. He will continue to love each person, but cannot have a close relationship with them until they turn away from their sin and surrender their lives to Jesus Christ.

How to Share your Faith
The key to sharing the gospel effectively is listening to the quiet voice of the Holy Spirit and following His direction. There is not a certain formula that is guaranteed to work. Each camper is unique and only God knows what he/she needs to hear. You cannot force a camper to follow Christ, nor can you ignore that Jesus has commanded us to ““Go into all the world and preach the gospel to all creation” Mark 16:15. The Lord wants to use you to share the gospel with the campers He brings to camp.
**Relationships Matter.** Each child is important to God, we need to spend time getting to know them, listening and spend time just having fun with them. We want each child to understand what it means to be a follower of Jesus, but the opportunity to share our faith only comes when a genuine relationship and trust is developed. Consider the age of the camper, be careful to keep your message very simple when speaking to your children so that they can understand and do not treat the older campers like children.

**Language is Important:**
Before a Camper can respond to the gospel, he/she must be able to understand it. Common clichés you use around your Christian friends may sound like a strange language to some Campers. Here are some typical clichés that may cause confusion:

- Born again
- Sanctified
- “God told me”
- Saved by grace
- Fellowship
- Devotions
- Converted
- Redeemed
- Conviction
- Sinners
- Washed in the blood
- Justified
- Secular
- Repent
- Holy Spirit

**Sharing Your Faith**

One of the most rewarding experiences that you may have at camp is the privilege of leading one or more of your campers into a personal relationship with Jesus Christ. Nothing can really compare with the joy that this brings. Not only does this give you spiritual encouragement, but Scripture says:

*Luke 15:10* “There is joy in the presence of the angels over one sinner that repents.”

The most favourable soil for sowing the seed of the Word of God is the heart of a child. And you may have the privilege of sharing this message, BUT…we must all remember that is God, through the Holy Spirit deals with the individual's spiritual needs. We are only willing vessels, offering God our words, our time and our energy for Him to use.

1. **BE FRIENDLY.** Establish a trust and friendship with the Camper. Remember that God is not in a rush and you don’t need to be either. For some trust happens instantly, others it takes days, weeks or even years. Be interested in the camper as a person. Ask questions about their family, friends, interests, etc…

2. **LISTEN.** You need to listen carefully to what the Camper says and pay attention to what he/she doesn’t say. Make sure your agenda doesn’t determine the conversation. Listen to the needs, concerns, questions and details that the camper offers

   *James 1:19.* “My dear brothers, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry…”

3. **BRING GOD INTO THE CONVERSATION.** When the time is right, turn the conversation to spiritual matters. Find out who they think God is, what they’ve been taught, etc.). Ask questions, seek to raise curiosity and create a hunger. Don’t squash interest with an overload of content or too much of your own experience.
Don’t leap to resolve every question - raise a few! Pause frequently to find out the camper’s response.

a. If the camper does not want to talk about spiritual matters - that is fine, we are not pushing information that they are not ready and willing to hear. Pray that God’s work in their hearts and that they will respond when the time is right. Sometimes when campers are not interested in hearing about Jesus you can just use natural situations during the day to bring God into the conversation. For example, you could use an example of something that happened during that day to help them understand a little bit more about Jesus. If your team won at baseball, you could say, “You know, Jesus had a team. He sent them out one day to do all this crazy stuff—healing and preaching. They came back and told him all of the amazing things that they had been able to do with God’s help. It was kind of like our win today—a real success story.”

b. If they are interested allow them to ask questions. Pray that the Holy Spirit will lead you and give you the words to share

i. **SHARE THE GOSPEL MESSAGE.** Perhaps use your testimony to explain how you were separated from God by sin, but you asked God to forgive you and surrendered your life to Jesus Christ and made him your Lord.

ii. **GIVE AN INVITATION.** When the camper has a clear understanding of the gospel, invite them to receive Jesus Christ into their life. Some may be ready to respond, others you may be planting a seed of faith where the harvest will come later in life.

4. **PRAY.** Take time to pray for the camper if they are willing. Many campers (Christians and non-Christians) are willing to have someone pray with/for them. Invite them to take a turn praying if they are comfortable. The prayer could be a prayer of salvation, or other personal requests, or of thankfulness etc. When campers share difficult things with you from their lives, that is a perfect opportunity to ask them if you can pray for them, saying something like, “Let’s bring this to God who loves you and knows exactly what you need.”

5. **NEW CHRISTIANS:** When a camper makes a first-time decision to be a Christian spend some time discussing what that means, Remember the discipleship is a Journey. Remind him/her that this is a fact, not a feeling and that feelings will come and go. Encourage her to tell at least one other person. Talk to her about what happens next: encourage her to join a church or young people’s group, give some suggestions for reading, perhaps help in how she might explain to her family and friends. Encourage her to continue having a daily devotion time when she gets home. Make sure they have a Bible and spend some time explaining some things about it.

Finally, don’t forget to make note of significant decisions a camper makes, and if you are not the cabin leader, make sure to tell them so they can make note of the decision. Your
supervisor may provide a form, evaluation or other means of sharing the spiritual decisions that are made at camp. We need to ensure that we find a way for this camper to get connected to some sort of spiritual community when they return home.

Often part of sharing your faith is sharing your own personal testimony. There are two different types of testimony: a testimony of conversion and a testimony of transformation. Definitions of both are listed below.

**Testimony of Salvation:** How you came to know Jesus as your Savior and Lord—the circumstances surrounding that decision.

**Testimony of transformation:** How God is currently at work in your life, continuing to save you

**Discipleship**

Many campers that come to camp are already Christians. They also need teaching, prayer and encouragement for their faith, and to continue on their spiritual journey. Take time to pray with them, answer any questions about faith that they have and challenge them to increase in their faith. Camp is a great opportunity for them to learn more and share their faith with other campers. Include them in Bible reading, sharing their own testimony, worship and praying. Challenge them to read their Bible and ‘dig deeper’. Bible lessons, and teaching from scripture can be applied to people at different stages in their faith journey. Allow the Holy Spirit to interpret what is taught to the hearts of each individual. He knows what will draw people to him, and what is needed to deepen the faith of others. Listed below are some of the disciplines and ways that we can model Christian living for them while at camp.

**Prayer:** praying for campers, with campers, and in times of difficulty modelling that as your first plan of action.

**Worship:** Explanation of worship as a response to God—it could be prayer, art, singing, dance, writing or our actions.

**Outdoors: Experiences of Wonder & Awe:** Allowing the beauty of God’s creation around them to speak to them and using it to point out God’s characteristics.

**Loving God, Loving Others:** Camp is a place where children and youth can experience the love of God. We want God’s love to be real and tangible. Camp is a setting where staff are living a life of love in action.

**Working Together:** Unity is not something that will not just ‘happen’, it will take a conscious effort on everyone’s part. The camp ministry will only be effective and powerful when each one is determined to do their part in maintaining love and unity with each of the staff and volunteers.
**Servant Life:** Serving both our campers and other staff gives the example of how Jesus put others before himself even unto death on a cross.

**Scripture:** Daily devotions, and use of memorized scripture to help in certain situations are other example of modelling use of scripture beside bible study.
ORGANIZATIONAL STRUCTURE

This is the current leadership structure at Ontario Pioneer Camp. All of the roles are briefly described below.

DEPARTMENTS AT OPC

![Organizational Structure Diagram]

PEOPLE ON THE TEAM

1. **EXECUTIVE DIRECTOR**: The Executive Director has under his or her care and authority the oversight of all aspects of the operation of OPC. This person gives direction and guidance, to the General Director and spends a great amount of time on marketing and development.

2. **GENERAL DIRECTOR**: The General Director oversees the day to day running of all aspects of the camp and gives guidance and direction to the Director of Year Round Programs and The Director of Programs.
3. **DIRECTOR OF YEAR ROUND PROGRAMS**: The Director of Operations is part of the Management team led by the General Director. This person supervises a number of different areas of camp, including Food Service, Housekeeping, and all programs run during the rest of the year. As well, this individual is involved in the marketing and promotion of OPC’s programs.

4. **DIRECTOR OF PROGRAM**: The Director of Program is part of the Management team led by the General Director. This person directly supervises the Camp Directors and leads their team. This person is responsible for overseeing the program functions of the overall organization. As well, this individual is involved in the marketing and promotion of OPC’s programs.

5. **DIRECTOR OF MARKETING**: The Director of Marketing reports to the executive director and focuses on marketing for all of the summer programs and for Year Round Ministries.

6. **CAMP DIRECTOR**: There is a Director for each program (LIT, Boy's, Girls', Adventure, Woodland Challenge, Crew 252, Inclusion, Family Camp and Fuel). He/she has the ultimate responsibility of all the campers, staff and program. The Camp Director evaluates the needs of the staff and campers and gives guidance to staff in how best to fulfill those needs.

7. **ASSISTANT DIRECTOR**: This person is chief assistant to the Camp Director to help him/her in whatever way is needed to carry out responsibilities.

8. **PROGRAM DIRECTOR/COORDINATOR**: This person co-ordinates all aspects of the camper program. Other leaders should relate any ideas for or constructive feedback about programming to this person.

9. **WATERFRONT/ACTIVITY COORDINATOR**: This person is responsible for overseeing all that happens at the waterfront including co-ordination of activities, supervision of staff, pastoral care of waterfront activity heads, safety, coordinating Visitors’ Day and testing of campers and staff.

10. **DEPUTY/PROGRAM FACILITATORS**: Directly runs the program for their assigned age-specific village or section.

11. **ACTIVITY COORDINATORS**: Generally, each camp has staff members responsible for each of the different activity areas offered to campers (e.g. boating, swimming, crafts, sports, mountain biking, drama, and outdoor living). There may be some variation in the activities offered at the individual camps. These people organize all aspects of the activity. They give work assignments to the leaders. They are
responsible to train the leaders to work in their activity area. They are also responsible for the safety of the campers and the cleanliness of the area.

12. **SECTION HEADS/MAYORS**: In each camp the campers are divided into sections or villages according to age. The Section Head/Mayor is responsible for the Chalet Leaders, campers and the sectional program. They work with the Camp Director in carrying out discipline and administration. They co-operate with the Program Director/Deputy in planning the sectional program.

13. **INCLUSION COORDINATORS**: At each site there is a designated person/s whose job it is to help our campers with exceptionalities successfully be part of day to day programming. They oversee the staff who are working with these campers and also help the adults with exceptionalities to learn work skills. They ensure that the needs of people with disability are being met and that they have an advocate on site.

14. **CHALET LEADERS**: Leaders report to the Section Head. Their primary responsibility is the care of the campers in their chalet. As well, they teach in activity areas, lead small group devotions/Bible studies, and participate with their campers in all aspects of the camp program.

15. **LEADERS IN TRAINING (LITS)**: These are young people who are training to be leaders at camp. Part of their training involves having an internship experience in one of the camp programs.

16. **MAIN OFFICE STAFF**: People with many different roles in administration and accounting work year-round and through the summer in the main office, located at the Clearwater Site.

17. **FOOD SERVICE STAFF**: The people in our kitchens work hard to provide good food and keep staff and campers happy and well-fed. You can encourage them by expressing your appreciation to them verbally and by co-operating in every way to make their job easier.

18. **OPERATIONS STAFF**: The staff that keep everything functioning around camp. Chalet leaders and program staff should be alert to everything they can do to make the job of the operations team easier, i.e. not leaving toilets plugged, caring for chalets and other equipment.

19. **DINING ROOM HOST AND DISHWASHERS**: These dedicated people keep the food service running smoothly and ensure cleanliness.
20. **MEDICAL STAFF**: Doctors and nurses serve at camp to care for the health needs of campers and staff.

21. **DRIVERS**: These people work hard to keep camp running on time. They pick up mail, and drive staff into town on their days off. They take campers on various trips. They are usually running on a tight schedule and the best, courteous help that you can give is to be on time - and see that the campers are, too.

22. **SITE OFFICE STAFF**: Individuals who look after the business and administrative end of camp. Please respect the office area as a place of work/business and do not use it as a 'hang-out' area.

23. **TRIPPERS**: These individuals lead the campers and staff on out trips (canoeing, hiking & biking). Regarding trips they are responsible to: teach skills, lead trip orientations, pack, lead, clean up, debrief, and evaluate.

24. **SMALL GROUP LEADERS (at LIT)**: These people facilitate and give direction to groups of campers in our Leaders In Training program. Responsibilities include: connecting one-on-one with members of a small group, going on a four day canoe trip, participating and assisting in leading the program, and evaluating the LITs as they do their practical placements.

25. **TRIPPING DIRECTOR**: Manages the OPC tripping program which includes: supervising trippers, transportation, food, equipment, training, and evaluation.

26. **WATERFRONT DIRECTOR**: Manages the waterfront teams and oversees equipment distribution, repairs, skill training and risk management adherence.

27. **VIDEO COORDINATOR**: Provides leadership to the video team around the lake. Ensures that good videos are produced and that all equipment is in good shape and accounted for.

28. **HIGH ROPE COORDINATOR**: Ensures that staff are trained and that all procedures and rules are followed at the high ropes course.
"Listen to advice and accept instructions and in the end you will be wise." - Proverbs 19:20

Now that you know our history, that ministry is the primary focus of Ontario Pioneer Camp and how we are structured, let's talk about your specific role as a chalet leader.

Being a chalet leader is no easy job! Your role is to care for five campers in a unique way - giving both firm leadership and genuine friendship. You will also have responsibilities with larger groups, for example when teaching an activity class, and participating in sectional activities or all-camp events.

The physical, emotional, and spiritual demands on you will be great. You must come to camp rested and you will have to learn to pace yourself through the summer so that you will stay in constant, good, all-round health.

Chalet Leaders work with a Section Head/Mayor, and possibly an LIT. Your aim is to provide a memorable camping experience for the campers in your chalet. The Section Head is there for you - to train you in pre-camp, pastor and guide you throughout the summer, and help you with problems as they arise. Your Section Head/Mayor is also there to help you to grow this summer... in your own walk with the Lord Jesus, and in your leadership abilities.

**CHALET LEADER RESPONSIBILITIES**

1. All leaders are expected to attend pre-camp training (exceptions must be cleared through the director).
2. You are responsible to your Section Head/Mayor (your Activity Head for classes).
3. Know the camp policies and adhere to them.
4. Know the lines of care and responsibility at camp and work through the proper channels.
5. We want all our staff to have the opportunity for a daily quiet time. To make this possible and to help you maintain your energy level, we will attempt to give you an hour off every day.
6. Camp leaders should get to know their Section Head/Mayor, and communicate concerns, questions and encouraging news to him/her.
7. Know your Chalet Responsibilities and First Day Responsibilities
8. Make sure your chalets are clean and fully prepared for the arrival of the campers each session. You must maintain cleanliness throughout the session.
9. Know where your campers are at all times. Know what activities they take and what they'll be doing during their free time or other times when you are not with them.
10. Encourage campers to be on time for all camp activities - be the example!
11. You are responsible for the health and safety of your campers. All illnesses and accidents must be reported to the Health Centre and to the Section Head/Mayor. If a camper has seen the nurse, ensure that you know what the follow-up plan is for the camper.

12. Make sure campers are dressed appropriately for the weather conditions. In particular, younger children need guidance; be the example (e.g. wear a hat and sunscreen)!

13. Teach the campers the dining hall routines and see that they are properly carried out - insist on good manners and respect for property.

14. Check that the campers are eating properly - report anything unusual or suspicious to your Section Head/Mayor.

15. Supervise and help with daily chalet clean up, and clean the washroom as assigned.

16. Be prepared to sleep out with your chalet on an overnight or to go on a trip.

17. Be persistent in pursuing safety everywhere: Be conscious of everyone in every area. Be aware of any potential dangerous situations. If you are not sure about something, ASK.

18. Plan time off each week in conjunction with your Section Head. Neither the first and last days of each session, nor Sundays, are days off.

19. It is possible you may be asked to have a Leader In Training (LIT) assigned to your chalet group (or class). You will need to meet daily with this individual to encourage, coach, and pray with them. Frequent reports should go to the Section Head/Mayor.

20. It is important to make parental contacts on Opening, Closing and Visitors' Days. They are very interested in knowing the staff member who will be responsible for their child.

21. Visitors' Day is for the campers, not the staff - please be extra sensitive on these days to campers who don't have any visitors. Staff should not have visitors without prior permission from the Director.

22. You will be teaching activity classes. This will be established at pre-camp.

23. You are encouraged to offer an 'Choose your Own Adventure (CYOA)' or 'Today’s Special (at Adventure Camp)' when these are scheduled (e.g. cookie-making, fishing, art, guitar lessons, nature hike, etc.)

24. Plan one or two chalet times per session, in conjunction with your Section Head/Mayor.

25. Settle the campers at night by reading to them, having quiet, age-appropriate conversation, reflecting on the day together, praying together, etc. Appropriateness is essential! No ghost stories, no inappropriate jokes, etc.

26. Attend morning prayer meetings and the staff Bible study daily - these are not optional.
27. Evaluation of the camp program is encouraged and appreciated. Please give your criticisms, suggestions, etc. to the Camp Director, regarding any area of the camping experience.

28. You are encouraged to participate, as you are able, in the year-round events. Your involvement and help will be greatly appreciated by both the Camp Director and by your campers.

FIRST DAY RESPONSIBILITIES FOR CHALET LEADERS

1. Know thoroughly the schedule for the first day. (Details at pre-camp).
2. Collect your camper list from the Section Head/Mayor and learn your campers' names before they arrive.
3. Make sure that your chalet is clean and ready for the campers. A clothesline should be near the chalet, in a discreet place.
4. Make sure you know the camp names of all the other leaders in your section.
5. Pay close attention to all announcements, so you can answer your campers’ questions.
6. During registration, stick close to the registration area so you are available to greet your campers when they arrive. Your Section Head/Mayor will give you specific duties at this time.
7. Carry your camper’s luggage and walk with them through the registration stations. This is also a great opportunity to introduce yourself to their parents.
8. Introduce yourself to parents.
9. Help the campers unpack and settle into the chalet.
10. Make sure the campers know where the washrooms are located.
11. Ensure that the campers have submitted to the nurse all medical forms and/or medications.
12. Any valuables and cash should be deposited in the office.
13. No food is allowed to be kept in the chalet at any time.
14. Establish chalet rules with your campers to start the session off on the right foot.
15. Relax, be yourself, and enjoy the campers!

DAILY EXPECTATIONS OF CHALET LEADERS

1. **Waking Up**
   - Wake campers up according to program.
   - Check for signs of illness and refer to nurse if necessary.
   - Encourage younger campers especially to wash and dress appropriately for the weather. Campers must use sunscreen and wear a hat when outside.
• Be aware of body odour problems and be prepared to deal one-on-one with campers who need encouragement to good hygiene.
• Check the beds of younger campers or campers you know who have bedwetting problems on a regular basis in the morning in discreet manner.

2. **Meals**
• See that all campers, but particularly those in your chalet, are on time for the meal. Your Section Head/Mayor may want you either to help organize the campers outside the dining hall or to go inside to set the tables for the meal. Follow your Section Head’s/Mayor’s instructions with respect to this.
• During the meal, make sure that everyone eats and drinks adequately.
• You are responsible to ensure that:
  • shoes and shirts are worn.
  • there are no wet bathing suits worn in the dining hall.
  • the hopper is the only one up from the table.
  • dishes are well scraped.
  • good manners and positive attitudes are encouraged around the tables.
  • campers are served food first. Be sure everyone has had enough.
  • any campers’ claims of food allergies or special food needs are checked with the Section Head/Mayor.
  • any campers who need medication pick it up from the nurse.

1. **Chalet Clean-up**
• You are to model appropriate care for the physical space and to participate with campers in clean-up.
• It may be wise with younger campers to set up a rotation duty chart for the session (sweeping, garbage, clothesline, etc.) and rotate campers and leader(s) through it.
• Make sure campers hang up their wet clothes to dry.

2. **Rest Period/Ultra Quiet**
• Since the idea of this time is that campers and staff have the opportunity to rest or sleep on their bunks, the section/village needs to be relatively quiet.
• On occasion, a sleeping rest period will be called when needed. At these times, please ensure that your campers cooperate.

3. **Free Swim & Boats Out**
• Participate with your campers when possible. This is a good opportunity for them to enjoy activities with you.
• Cooperate during "buddy check" and encourage campers to do likewise.
• Ensure that equipment is treated with care and stored away properly when finished.
4. **Campfires/Evening Programs**
   - Account for your campers and sit with them when possible.
   - Help other leaders by encouraging campers around you to participate appropriately.
   - Go back to the chalet along with your campers afterwards.

5. **Chalet Times**
   - Plan your activity ahead of time. Consult with your Section Head/Mayor for advice. This is a very important relationship building time. Use it effectively!

6. **Lights Out**
   - Make sure your campers are warm enough at night. Blankets can be borrowed from the Health Centre.
   - Settle the campers with quiet activity. Read a story, pray, reflect on the day together, etc.
   - Ensure that any campers who need to take evening medication(s) have done so.
   - Be reasonable about getting campers to sleep as all the days at camp are busy and tiring.
   - Be sure that campers are sleeping before you as the leader fall asleep or leave the chalet for sanctioned and pre-planned staff events.

7. **Chalet Devotions & Quiet Time**
   - Be prepared to lead or facilitate this time using materials provided for you.

**INCLUSION AT PIONEER CAMP**

As based on the core commitments of Pioneer Camp, we are committed to people with exceptionalities. At Pioneer we run an inclusive program which means that people with challenges are integrated right into the program with everyone else and given support (1:1) in order to help them succeed. In our program we accept children with physical, behavioural and cognitive problems. It is very rare that we would turn someone away.

At each site at Pioneer there is an Inclusion Coordinator whose job it is to care for the campers with challenges and the 1:1 leaders that work with them. They are there to ensure that leaders are successfully including the campers with challenges and to help them to do that. They deal with behaviour problems and keep track of how the campers are doing. These Inclusion Coordinators are responsible both to the director on their site and to the director of Inclusion who oversees this part of our program at all of the sites.

If you are a leader in a chalet where a child with an exceptionality is placed, then you are that child’s leader. The 1:1 leader affiliated with that child is also their leader. In fact, they have two leaders. Likewise, the four other campers in that chalet have you as
their leader and the 1:1 leader assigned to the camper with an exceptionality is also responsible for them. You share the load of all which is what makes it a truly inclusive program.

We currently run our inclusion programs at Adventure Camp, Boys Camp, Girls Camp, Crew 252 and at Fuel.

**THE PIONEER CAMP CHALET CODE**

At camp we live in community and we want everyone to have a positive camping experience. Therefore, to do my part in making this happen, I agree to follow these guidelines:

1. I will attend all scheduled activities.
2. I will not use alcohol, any tobacco products or illegal drugs at camp.
3. Since music playing devices (radios, walkmans, or CD/MP3 players) can be antisocial, restrict hearing emergency signals, and be lost or stolen, I will not use one at camp.
   I am aware that the waterfront & docks are out of bounds at all times, except during supervised waterfront events.
4. Since the terrain around camp is so rough, I will wear my shoes or sandals at all times (except in the shower and at the beach).
3. I understand that the pay phone is only to be used with my Section Head’s/Mayor’s permission.
4. Since practical jokes and pranks often cause embarrassment or hurt feelings to another person, these are not appropriate camp activities.
5. I will not chew gum while here at camp.
6. I realize that I am responsible for any damage I may maliciously cause to this chalet, any other building, or any piece of equipment at camp in any way.
7. I want to encourage other people; therefore, I will not put down or criticize other campers or staff.
8. I will not touch anyone's personal possessions without their permission.
9. I agree to respect the authority of my chalet leader, and other camp staff.

**Attention Camper:** If you are concerned or upset about something such as someone’s attitude, vocabulary, or actions, please talk to your Chalet Leader or Section Head/Mayor about it. We want you to have the best week of your life.
Staff Who are New to Camp

Camp is a culture unto itself. We have our own language (acronyms for lots of things), a unique way of building community and our own rhythm. When you are new to camp it can be a bit of an adjustment. The following sections are for you. They are things that you should be aware of as you head into a summer of mission at camp.

Community:

1. Pre-camp is really important. Not only is it an orientation to how you will do your job but it is also a large chunk of time on site without campers. This enables the staff to get to know one another and bond as a team. It is so crucial that you come. People who have not come to pre-camp have arrived and feel like the staff are one very big cohesive team and that they must have been together for years. That is not actually so. A lot of the bonding that you observe happens during that week.

2. When you arrive at camp you will hear people calling each other by strange names. Everyone at camp receives a camp name. There might be 14 Sarah’s that come to camp and 10 Michael’s but no one will have your camp name. You will be unique. That is the way God views us. If you do not have a camp name, you will receive one during our precamp week or when you arrive at camp. Other staff will assist you in getting a name. Each site does it differently.

3. There will be many new things for you to learn but don’t worry, when you arrive you will be given a mentor—someone who has been to camp before and who can go to ask questions about anything you don’t understand. Never be afraid to ask for help or ask questions about things you don’t understand. That is what your mentor is for.

4. Serving is a hallmark of our community at camp. We all work together. We rake, clean washrooms, move benches and tables, sweep along with a multitude of other things. We serve together because it helps to build community and as we serve we are showing care for one another just as Jesus did. As we serve, we talk and get to know one another. Some of the best friends ever made at camp are made by washing dishes together and raking leaves. If you are feeling uncertain, just put your hand up and volunteer for a job with other people when your director asks you to. You will naturally meet people and get to know them. Serving also gives you an appreciation for other staff in the community who performs the functions that you are helping out with on a regular basis. It allows
you to appreciate and encourage them in their work as you have some empathy for how hard they work on a regular basis.

5. Each site has a caregiving program. It takes a slightly different format at each site but the purpose is the same. Each site wants to care for their people and we assign someone who is older and more experience to pray with you and encourage you. This is someone you can also approach if you are struggling, need prayer, need some encouragement or don’t understand something.

Logistics

1. In case you didn’t realize, you will be sleeping outside. The structure you sleep in (a chalet) has a shingled roof, raised platform off the ground and built in bunks but it does not have walls or electricity. The walls are vinyl and roll up in the daytime. This allows you to truly be part of nature which is really cool and an incredible opportunity for campers coming from the city who have not had an experience like this. What this means is that you will need a good flashlight or a battery operated lamp for your chalet. We do not allow candles or kerosene lanterns in the chalet. It also means that you may want a bug net because bugs make their way into the chalets. You may also want to bring a single bed sheet to put on the mattress so that when it is hot you do not need to be inside your sleeping bag.

2. You need to be aware that we have wildlife at camp. Raccoons, skunks, etc do not just live in the forest but can make their way into the heart of camp as well—especially if they smell food. Therefore, we don’t allow food in the chalets.

3. When it rains at camp everything gets damp—I mean everything.

4. At camp we have lots of acronyms as mentioned above. Below are most of the ones that you will need to know:
   - AC (Adventure Camp)
   - BC (Boys Camp)
   - GC (Girls Camp)
   - 2-5-2 (Crew 252): A teen program that runs at the Clearwater site and washes dishes and cleans washrooms on all of the sites.
   - CYOA (Choose Your Own Adventure): This is a time on the Boys and Girls Camp sites where campers are presented with a variety of options of how to spend their time in the afternoon and they can choose one. At Adventure Camp, this time is referred to as Today’s Special
- **FSBO (Free Swim/Boats Out):** A time in the schedule when campers can go down to the waterfront and swim and take boats out in a non-instructional manner.
- **Devos (Devotions):** This is a time set aside each day for campers and staff to spend time with God personally.
- **Sections/Villages:** At Boys and Girls Camp all the campers are divided into four sections (by age). Each section has chalet leaders who are lead by a section head. At Adventure Camp the sections are called Villages and the leader of the section is called a mayor.
- **Section Time:** Times in the program schedule when the section you are part of participates in planned programming together without the rest of camp.
- **Chalet time or Chalet afternoon:** Usually at the beginning of a session there is a designated time for a chalet leader to spend just with their campers so that they can get to know them. You can think ahead about creative things you could do in that time.
- **ICM (Inter-Camp Mail):** Because our camp is really big with 4 different sites, there is a mail system (paper mail) that we have devised for people to stay in touch with each other. If you met someone from another site at pre-camp that you wanted to send a note to, you could write the note, address it with their name, and site, put your name and site in the top lefthand corner and write “ICM” in the top right hand corner and put it in the ICM box in the office on your site. It will cost you nothing. There is also a crazy paper fold that people use to fold up their letters without envelopes. As someone to show you.
- **Siesta/Ultra Quiet:** This is a rest time for campers and staff. When you are given an opportunity to take a nap—ALWAYS TAKE A NAP!!

**Personal Time:**

1. Camp has a jam packed schedule. We do this on purpose. Campers pay to come to camp. They pay to come and have a good experience. We don’t want them to miss out on anything. For campers who are homesick, keeping them busy is a good way to curb their homesickness. For campers who are prone to making trouble, keeping them busy means they have fewer opportunities to get into trouble. When you see free time on the schedule it does not mean free time for you. It means free time for the campers. This is a time for you to hang out with them and do the things they want to do. You will be given an hour off each day. An hour off is not very much. It is suggested that you spend time with God,
rest or have a shower or communicate with friends in the outside world. You cannot fit all of these things into one hour so you need to prioritize what you need the most on any given day.

Camp is a mission field. Time is of the essence. Our time with the campers is so important. As the summer goes on (if you are working with us for a long period of time), you may need to ask your supervisor for a little bit of extra time to rest. Do not be afraid to do this. It is important. Your supervisor cannot read your mind. They can only see your actions. Sometimes they can see that you need a break and will suggest it but some people are martyrs—they don’t show how much they are struggling. Please tell your section head when you need extra time. They will be happy to give it to you. They may not be able to give it to you the moment that you ask for it. They will need time to find someone to cover your responsibilities but they will do it.

2. Camp is filled with different kinds of people (loud, quiet, introverts, extroverts, creative, analytical, etc.) If you are an introvert you need to be wise. Camp is filled with community 24/7. Realize that you need to invest in relationships with your campers and with your supervisor and that beyond that you need to be wise. It is easy to become quickly drained.

3. You will be given a day off each week that starts at lunch time and goes until 9am the next morning. There are vans that you can sign up for that will take you into town (Huntsville) and will pick you back up. You sign up for these in the office on your site. You can also sign up for a bag lunch if you choose. Once again, this is time for you to refuel. Sometimes it is better to stay on site, take a nap, have a nice long shower, call your mom and go for a long run. Sometimes however, you need people to hang out and be away from site and have a change of scene. As you prepare for days off ask yourself what you really need to be healthy at that point. Don’t just go somewhere for your day off because other people are, be you—do what you need in order to keep the mission on track.

**Spiritual Growth**

1. Many new leaders have suggested that you keep a journal. When they looked back at their journal they discovered just how much God had stretched them and grown them through their time at camp.

2. One new leader from last summer said this:

   “I've been a Christian my entire life. Growing up at church and in a Christian home I was blessed to know Jesus my whole life. But when I came to camp, I learnt so much about God’s love, and his constant presence in my life. This is one of the goals-- to show
campers God’s redeeming love and constant presence. Camp is a little slice of heaven that I wish everyone could experience. But here's the catch...you get as much out of camp as you put into it. So.. If you hide your phone in our pillow case so you can text your friends all the time and get the latest gossip, you are missing the community. Be present. Let God show up to you in crazy ways this summer--because He will.”

I think the key word in this is you get as much out of camp as you put into it. Be prepared to be grown in amazing ways. Be prepared to be present.

While being a chalet leader at camp is an amazing experience, it can be challenging. The following four sections state our policies on: disciplining campers; reporting abuse, bullying and the use of social media.

**DISCIPLINING CAMPERS**

"He who heeds discipline shows the way to life, but whoever ignores correction leads others astray." Prov. 10:17.

Having a disciplined camp starts with staff modeling disciplined lives. We can’t expect the campers to be disciplined if we are not disciplined ourselves. This is important because the eyes of the campers are always on us. Part of our task is to prevent problems by managing our camper groups well from the start. It is important to direct campers’ energy down positive roads.

A. Communicate the boundaries/rules to campers. Make sure they know and understand your expectations and those of the camp. Regularly remind campers of rules and boundaries.
B. Build a community within your chalet. Remember to reinforce positive behaviours.
C. Be assertive right from the start. Don't try to be their best friend right away.
D. When we discipline, we must always demonstrate love and respect toward the camper.
E. No one may use physical punishment to discipline campers at any time.

**REPORTING CHILD ABUSE**

According to the Child and Family Services Act of Ontario (CFSA) -1984, subsection 68(2), it is the duty of the general public to report to the Children's Aid Society a belief "on reasonable grounds that a child is or may be in need of protection.” A professional,
which includes camp leaders (volunteer or paid), is mandated to report any suspected child abuse, according to the subsection 68(3). It is the direct responsibility of the individual who first suspects abuse to make the report or ensure that a report has been made.

We ask that the following protocol be followed at Pioneer in reporting suspected child abuse.

1. Anyone who suspects child abuse should go directly to the Camp Director to discuss the matter.

2. It is the responsibility of the Camp Director to ascertain whether or not there is sufficient concern to call the CAS. The Camp Director will usually talk with the camper in the process but there may be occasions when it is inappropriate.

3. Before calling the CAS, the Director should inform the General Director that a call is being placed. The name of the child does not need to be revealed to the General Director unless the abuse has taken place at camp, in which case the Police and the parents will need to be informed. (The Director should ask the Police to allow the camp to make the first parental contact regarding the incident).

4. The Camp Director must inform the staff member who first suspected abuse of what action has been taken.

5. The Camp Director should keep personal records of all reports to the CAS - note time, date, what was said etc.

6. It is expected that strict confidentiality be maintained, in the interest of protecting the child. That means that people be informed on a strict need-to-know basis; e.g., if a chalet leader suspects abuse and takes that directly to the Director who then calls the CAS, only those three people will be aware of what has happened. If the Executive Director is informed, he or she should not disclose that information to others without good reason.

7. Decisions about informing parents of the report should be made only in consultation with the CAS, in the interests of protecting the child.

According to the CFSA, the individual who reports suspected abuse is protected by law from legal action, as long as the report was based upon reasonable suspicion and not done maliciously.

**BULLYING**

Inter-Varsity Christian Fellowship, Pioneer Camps and Circle Square Ranches have a zero-tolerance policy with regard to any bullying behavior exhibited at camp. At all of our camps and ranches, we seek to develop the whole person. In order for a camper/rancher to develop socially, mentally, physically and spiritually, they must feel safe and secure in our midst. They must know that they are cared for and have a relationship of trust with their leaders. Unless campers/ranchers know that bullying
behaviors of any kind will not be tolerated, and that we will address this type of behavior, campers/ranchers may not feel safe to develop a relationship of trust that will enable them to develop and mature. A zero-tolerance policy does not necessarily mean we will send a bully home. It does mean that we will address the behavior and ensure that it stops. This may mean that a camper/rancher will experience consequences at camp or it may result in them being sent home depending on the severity of the situation and how it unfolds.

**Bullying defined:**
Bullying is a conscious, wilful, deliberate and hostile behaviour by one or more people (camper to camper or rancher to rancher), which is intended to harm others and involves an imbalance of power or strength. Often, it is repeated over time. Bullying isn't the same as one-time bad behaviour, such as name-calling, harassment, a fight or insults.
Bullying usually involves the bully, the victim and the bystander(s). Bullying takes many forms, and can include many different behaviours, such as:

- physical violence and attacks
- verbal taunts, name-calling and put-downs
- threats and intimidation
- extortion or stealing of money and possessions
- exclusion from the peer group
- gossip
- hazing or initiations

**Strategies for prevention and response:**

1. **Staff Training:** Staff will be trained on what bullying is, what our policy and response to bullying is, how to identify the victim, the bully and the child at-risk, and an awareness of times of the day where it may be more prone to happening.

2. **Rules and Consequences:** Rules, including a zero-tolerance of bullying, will be clearly stated to campers/ranchers upon arrival and will be followed through by staff members.

3. **Communication:** We will clearly communicate our policy to staff and campers/ranchers; staff will report any concerning behaviour that might be bullying and a victim’s responses to bullying to their supervisor so that the leadership are apprised; any bullying behaviour will be reported to one’s supervisor immediately and will be thoroughly documented; and the victim, bully and bystander(s) will be communicated with clearly.

4. **Relationships:** Staff will be positive role models for campers/ranchers of what it means to have a positive relationship and will continue to work with both a victim and a bully to support them, correct them, or do whatever else is needed to help
them develop physically, socially, emotionally and spiritually.

**Reporting:**

All incidents of bullying will be documented using an incident report. Parents will be informed of any bullying incident, during camp, even if the decision is made that the “bully” will stay at camp with consequences given, so that we reinforce to parents and campers/ranchers, that bullying is not tolerated. Informing parents is not to be left until closing day under any circumstances.

**SOCIAL MEDIA POLICY**

Inter-Varsity Christian Fellowship recognizes the increasingly significant role of social media sites, including Facebook, in today’s society, especially among youth. However, these sites are increasingly public and may also attract those who seek to do harm. It is our policy that staff may NOT post photos of campers on their Facebook account or any other social media site under any circumstances. Campers may only become your friends on Facebook with their parent’s permission. This policy will be communicated to all of our staff during summer staff training, repeated through the summer, and reinforced throughout the year.

This policy is consistent with **IVCF Standards of Conduct Policy** (in section 3.2.2), which states:

**Email to youth:** All email to youth (minors) must be copied to a staff’s supervisor and reviewed by them. An electronic copy should be maintained on file for seven years in case it needs to be examined in the future.

**Internet contact:** Minors contacted over the internet must not be met in person except at a ministry site where programming is in action, in the presence of another adult, and only with the approval of the supervisor.

It is a best practice that any student or graduate not know to staff, who makes contact with an IV staff over the internet and wants to be met in person, be first invited to a ministry site where programming is in action or to a public meeting place.

As part of this Social Media Policy, we will highlight and reinforce the above section of the **Standards of Conduct Policy**.
POLICIES AND PROCEDURES—GENERAL

Now that you have a basic idea of what your job is, we need to go through what your conduct should look like. As already stated earlier, the ministry of Ontario Pioneer Camp is the primary focus. However, your ability to follow rules and conduct yourself appropriately, will affect the ministry.

CONDUCT

While in the employment of Ontario Pioneer Camp, both on-site and away from camp, it is expected that staff will, in their personal habits and actions, comply with the policies and procedures of the camp. Failure to comply may result in disciplinary action or dismissal.

The Inter-Varsity Code of Conduct applies to all staff and volunteers.

All staff and volunteers of Inter-Varsity Christian Fellowship testify to a personal faith in, and allegiance to, Jesus Christ. They are committed to personal, moral and spiritual development as followers of Jesus Christ. As representatives of Christ, all Inter-Varsity staff and volunteers demonstrate Christian commitment and a lifestyle which models and reflects the life of Christ. The Christian Scriptures are the supreme authority and guide for the Christian believer's conduct and doctrine, hence the specific standards of ethical practice and conduct articulated in the policy are guided by our understanding of Scripture, our commitment to its authority and affirmation of our Doctrinal Convictions. Scripture teaches that believers are not to be conformed to the view and lifestyle of the world. Therefore, Inter-Varsity staff and volunteers are to avoid all practices and conduct which are morally wrong, both in private and public spheres. Based on Scripture and our evangelical beliefs, Inter-Varsity Christian Fellowship values lifestyle conduct that reflects the following attributes, as seen in the representative Scriptures:

- Practice of spiritual disciplines of the Christian faith (Acts 6:4; Matthew 9:15)
- Commitment to wholeness of the individual
  - Physical health (I Corinthians 6:19)
  - Mental health (Romans 12:2)
  - Emotional well-being (Galatians 5:22, 23)
  - Spiritual health (Luke 9:23, 24)
- Sexual purity (Ephesians 5:3)
- Commitment to truthfulness (Ephesians 4:15)
- Integrity (Ephesians 5:8-10) and justice-keeping (Micah 6:8)
- Excellence (II Timothy 2 & 3)
- Good stewardship of resources (Genesis 1:28; Exodus 20; Philippians 4:8; Ephesians 4:25-5:5)
  - Human
Behavioural Expectations
Consistent with our Doctrinal Convictions, Core Purpose and Core Values, and having lives shaped by Scripture, we commit to the following behaviours:

**Attitude:** Each staff and volunteer's personal disposition and attitude are to be characterized by godliness and the fruit of the Spirit which is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Attitudes of greed, jealousy, envy, lust, bitterness, unrestrained anger and unwillingness to forgive are condemned in Scripture and are to be avoided.

**Respect:** Inter-Varsity staff and volunteers are to show respect and love to all with whom they deal, treating others with courtesy, fairness, consideration and servanthood.

**Language:** Inter-Varsity staff and volunteers are to have language that is neither profane nor vulgar.

**Harassment:** Inter-Varsity staff and volunteers must not harass or cause harassment of or to any other person. Sexual harassment is defined as any unwelcome sexual conduct, advance, request, gesture, speech or innuendo. Other harassment may be based on such traits as ethnicity, ability or appearance. Harassment results in the unreasonable interference with an individual’s performance or creating an intimidating, hostile or offensive environment. If a staff member or volunteer feels he or she has witnessed harassment, to self or another, by another staff or volunteer, he or she is to report it to his or her supervisor and Human Resources immediately.

**Lawful:** Inter-Varsity staff and volunteers are not to engage in illegal activity and are to uphold biblical principles of relationship in business, community or other associations.

**Discretion:** Staff and volunteers are expected to practice discretion in the following: use of tobacco; alcohol; gambling; media and entertainment consumption; printed matter; and, the choice of organizations with whom they associate. We are accountable to a supporting public who may hold different views on Christian behaviour. A guiding principle is to avoid situations that may have a negative spiritual impact on self, others and Inter-Varsity Christian Fellowship.

Camp staff and volunteers will refrain from smoking, consuming alcoholic beverages and the use of illicit drugs (including during time off) while serving at Camp.

**Abstinence:** Staff and volunteers are to abstain from pornography, occultism and all practices contrary to a Christian world view.
Appearance: Staff and volunteers should dress appropriately for the occasion, activities and environment in which they will be involved.

Sexual Expression: Inter-Varsity staff and volunteers are to follow biblical standards of sexual expression. For those married, sexual faithfulness is the standard; for the unmarried, chastity. Premarital, extramarital, homosexual and lesbian sexual conducts are not to be practiced. Sexual activity is not to occur outside of a male/female marriage. Teaching and communicating beliefs that are contrary to these stated practices is not tolerated.

Self-Abuse: Staff and volunteers are to refrain from substance abuse and any other practice which debilitates the body.

Separation and Divorce: Staff and volunteers are to follow biblical standards of family life. God intends marriage to be a permanent relationship marked by love, faithfulness and permanence. We believe that Scripture teaches that marriage is sacred, and is between a man and a woman, and intended until death. We will respect marriage and work to nurture marriages of staff within our community. In some cases, severe difficulties in marriage will lead to separation or divorce. We will work with individuals in these circumstances in order to continue to pursue a godly response in the midst of their situation. Where a staff applicant has been divorced, Inter-Varsity will determine if he or she has conducted himself or herself in accordance with Scripture. Since separation and divorce require ongoing support and discretionary judgment, it is necessary for the Inter-Varsity staff member and volunteer to be under the guidance and authority of his or her church leadership in making decisions of separation or divorce.

Endorsements: Inter-Varsity staff and volunteers should not in any way espouse, endorse or imply acceptance of any practice, conduct or attitude which this policy implies or states should be avoided.

Violation and Disciplinary Action: Violation of any of these standards of practice and conduct may result in discipline. Generally, we will seek recovery and restoration. Most violations will warrant forbearance and patience. Nevertheless, some violations of the Behavioral Expectations could be considered serious and result in counseling or discipline as appropriate. Situations involving a serious breach of behaviour including, but not limited to, violence, harassment or illegal activity, will result in discipline up to and including termination of employment for cause.
The following rules are specific to Ontario Pioneer Camp.

**ONTARIO PIONEER CAMP SPECIFIC CONDUCT**

1. Any damage of camp equipment or property, caused by negligence or maliciousness, will be paid for by the offender.
2. Pranks are not permitted due to the destruction of property and the embarrassment caused to other people.
3. No gum chewing is allowed on camp property.

**DRESS CODE**

1. Staff are expected to dress modestly. We do not wish our outward appearance to cause unnecessary offence or distraction.
2. Offensive and/or questionable logos on clothing are not permitted.
3. *Loose armhole tanks require another full length tank underneath.* Tank tops must have two straps. Straps must be at least “two fingers” wide and cover undergarments.
4. Shirts must be long enough to cover the midriff and worn at all times except at the waterfront.
5. Swim suits: Men must wear trunks, not racing suits. Women’s suits must cover the midriff. We do not permit male or female bathing suits that are see-through or overly revealing.
6. Underwear is so called for a reason, and is to be worn under other clothing; it should not be generally visible. Low-rider pants are not only unsuitable for the active nature of camp, but should not be worn low to expose men’s or women’s underwear.
7. *Shorts of all types are to be mid-thigh in length or longer.*

**Leggings/Jeggings require a long top or dress that covers the bottom.**

**HOUSING**

1. Staff are expected to take good care of their cabin or chalet and the surrounding ground area. It must be clean and tidy at all times.
2. Staff may not remove any furnishings from any building without permission from the Camp Director.
3. There must be no graffiti on buildings or chalets. Please do not put nails into walls or chalet posts.
4. No open flame is permitted in chalets or cabins—this includes candles. Fuel-operated lanterns are also prohibited.

PERSONAL POSSESSIONS

1. Valuables: Because of the openness of the camp setting, staff are advised not to bring unnecessary valuables. Passports, wallets etc., can be put in safe storage in the camp office.
2. No medication is to be kept in chalets. All medications are to be secured by the medical staff.
3. Pets are not allowed at camp except with prior permission from the Camp Director.
4. Televisions, radios, portable stereos, and two-way radios are not permitted at camp. Exceptions for program use must be cleared through the camp director. Personal stereos and cellular telephones are for private use during days-off and must not be used on site. They must be stored in a designated area.
5. Staff are encouraged to label all personal belongings. No one, except the owner, may take anything out of lost and found.
6. OPC strongly discourages loaning of any personal property (clothing, CD’s, bicycles, etc.).
7. All personal property is used at your own risk. Camp is not responsible for replacing or repairing personal property that is damaged while at camp.

VEHICLES

1. Vehicles are not to be borrowed or loaned. This is an important safety and liability issue.
2. Camp vehicles are only to be operated by authorized personnel.
3. Campers may NOT be transported in private vehicles unless medically necessary and under the direction of the camp director.

DAYS OFF & FREE TIME

1. Staff are to remember that while they are away from camp, they are representatives first of Jesus Christ and secondly of Pioneer Camps.
2. Staff have one day off each week. A standard day off is from 1:00 PM to 9:00 AM the next morning.
3. Staff must sign in and out of camp at the office. We must know where all people are in case of emergency. This includes when leaving your site for a run or errand.
4. Staff wishing a packed lunch on their day off, must sign up for it by supper time the night before. Staff who desire to take the camp van into Huntsville must sign up for it by supper time the night before. The van leaves camp prior to lunch and then brings
people back to camp in the evening. Please be on time both going and returning. Those who miss the van are responsible for getting back to camp on their own.

5. Staff are expected to treat day-off facilities with proper care. Please leave them clean and tidy for the next people. By 11:00 p.m., lights are to be out and it must be quiet.

6. Please arrange to visit with friends and family on your day off. Visitors’ Sunday is not a day off. Staff duties and responsibilities for the campers are of chief importance and staff are not to be distracted by their own visitors on this day.

7. Staff will get free time each day. It will vary as to the length and time of day. Use time off wisely. If you do not take it, it will hinder you physically and spiritually.

8. Staff may make use of the facilities in their free time only when it does not interfere with the program. Equipment cannot be borrowed for personal use outside of camp property.

ENTERING AND LEAVING CAMP

1. Everyone must sign out at the camp office when they leave the campsite, both during camp and at the end of a session.

2. Camp staff may not take campers off the camp property. Exceptions are made by the camp director for out-trips, day trips, jogging, and mountain biking.

3. All visitors must sign in at the camp office at the respective sites and receive their visitor’s pass. If you see visitors without a visitor’s pass it is your responsibility to direct them to the office and notify your supervisor. If someone is on site that you know does not belong there, then walk up to them and ask if you can help them. Go out of your way to direct them to the appropriate person.

4. Visitors wishing to see campers other than on Visitors’ Day must first consult with the Camp Director.

5. Staff may visit other campsites only with the permission of both Camp Directors.

SUPPLIES AND EQUIPMENT

8. Purchasing: No one has the authority to make purchases for Pioneer Camp unless requested to do so by the Camp Director. Unauthorized purchases will not be reimbursed.

9. Only Camp Directors or their designates are permitted to remove items from the warehouse.

10. Staff may not take equipment from anywhere in camp without first asking permission of the supervisor of that area.

OFFICE

1. Office: The administrative office area is out of bounds to everyone except authorized personnel. Staff can not help themselves to the mail boxes or photocopying.
MAINTENANCE
1. Maintenance requests must be made through proper channels. Maintenance request forms are available in each office. Completed forms must be signed by the Camp Director. The maintenance area is out of bounds without permission from a member of the maintenance team.

SERVICES
1. Laundry: OPC provides a laundry service once a week (the cost depends on the weight of the load). If you prefer, you may do your own laundry on your day off.

2. Telephones: Pay phones are provided at each site for the convenience of staff. They are for use only during time off. The office phones are for business use only. Please do not advise family and friends to use the toll-free number as it is for camper recruitment purposes and costs are incurred by OPC. Cell phones are not to be used on site.

3. Mail: Both out-going mail and inter-camp mail are collected and delivered each weekday from the individual camp office. Mail will be distributed to staff and campers by their section head or supervisor.

4. Faxes: Staff can send a fax by leaving it with one of the office staff. A fee will be deducted from your account for this service. There is no charge to staff to receive faxes.

5. Tuck: Purchases can be made through a personal account in the tuck shop. Staff may not spend or withdraw more than their earned honorarium and/or deposit.

6. Health: All staff must submit a completed health form. If you are in excellent health we do not require a doctor's signature on the medical form.

7. Hospitalization/Medical care: Each Canadian staff member should be covered by their respective provincial medical insurance. All international staff must have their own out-of-country medical insurance. The camp has medical staff and facilities available for minor sickness and injuries. Staff are responsible to cover the cost of any prescribed medication required while at camp.

8. Internet: OPC has high-speed internet service. This service primarily supports OPC's business functions. Secondarily, computers will be available at each site for staff to use during time off only. Please follow the guidelines posted at each staff workstation and keep online time to a minimum. Internet access is provided for staff for critical communications, post-secondary course registrations, etc. Bandwidth is limited; please refrain from web-surfing, major downloads, P2P file-sharing, etc.
POLICIES AND PROCEDURES—FOOD SERVICE

The Food Service Department plays a vital role in the ministry of Ontario Pioneer Camp. Campers and staff who are satisfied with the quality of food and service are more likely to enjoy their involvement in the overall camp program.

The Food Service Department desires that all staff enjoy eating at camp. If you have problems with the food, please direct your comments to the Director of your camp. If you have any special dietary needs, please talk to the Head Cook and he/she will try to accommodate you.

The Food Service area in each camp is made up of the kitchen, dining hall and dishwashing unit. It is under the direction of the Head Cook who reports to the Food Service Manager.

To help the kitchen, dining hall and dishwashing unit run smoothly, the following procedures are to be followed:

1. **Food**: Food for program purposes must be obtained by the Program Director from the Head Cook. Food is never to be wasted. Requests need to be made a few days ahead to allow time for ordering.

2. Any changes to the menu or to meal times because of program must be coordinated between the Program Director and Head Cook as far in advance as possible.

**KITCHEN**

The kitchen is a busy place so, for safety and sanitary reasons, the kitchen (includes storeroom, walk-in units, freezers) is OUT OF BOUNDS TO ALL STAFF AT ALL TIMES except with the permission of the Head Cook. This pertains to off-duty kitchen staff as well. If permission is given for a staff member to be in the kitchen, all sanitary standards must be adhered to.

**DINING HALL**

1. At Pioneer the food is served family-style. This means that after grace is said, one person from each table takes a tray and goes to the kitchen to pick up the food.

2. Leaders and staff have the overall responsibility for maintaining order and good eating habits.

3. Expect the same sort of behaviour from your campers that you would at home. Make sure you and the campers say “please” and “thank you.” No reaching or grabbing, no shouting, no food fights, no dump & run, no running. Good manners
are expected. Ensure that food makes it around the table the first time and that everyone gets a first helping.

4. Only one person should be up from the table at one time (usually the hopper).

5. Unused food should be cleared from the table and returned to the kitchen as soon as you are finished. It should also be removed before the dirty dishes.

6. The leader is responsible for making sure the dishes are scraped thoroughly. This helps the dishwashers with their job.

7. At the end of the meal all dishes are to be removed from the table and returned to the dishwashing unit. The table is to be wiped thoroughly with a wet cloth. Upon leaving the dining hall please ensure that your benches are up so that the dining hall can be swept and mopped if necessary.

No Food or Dishes may be removed from the dining hall or kitchen. If you need dishes or food you must obtain permission from the Head Cook.

POLICIES AND PROCEDURES—PROGRAMMING

1. Equipment: Use of the following equipment and facilities is to be arranged by the Program Coordinator from each site by contacting the appropriate person.
   
   Pontoon Boat – OPC Waterfront Coordinator
   Voyageur Canoes – OPC Waterfront Coordinator
   Campsite Bay – OPC Waterfront Coordinator
   Divine Lake Campsite – OPC Waterfront Coordinator
   Chapel Point – OPC Waterfront Coordinator
   Girls’ Camp Slide or Water trampoline - GC Waterfront Activities Coordinator
   Girls’ Camp Playing Field – GC Land Activities Coordinator
   Boys’ Camp Mud Pit - BC Program Director
   Boys’ Camp Slide or Blob - BC Waterfront Director
   High Ropes Course – OPC High Ropes Director
   Adventure Camp Low Ropes Course - AC Program Coordinator
   Adventure Camp Kiln - AC Craft Coordinator
   Transportation Requests – Transportation Coordinator
   Climbing Wall – Crew 252 Program Director + Ropes director
3. **Skill Training:** Pioneer is committed to training staff. By pre-approval of the Camp Director, staff taking skills courses may be reimbursed a portion of the fees upon completion of the course. Staff will receive training during Pre-Camp to enable them to teach beginner levels in activity areas.

4. **Risk Management:** Pioneer has established risk management policies for all activity areas and pieces of program equipment. Any staff member leading an activity or in charge of an activity area or piece of equipment is responsible to give leadership in accordance with the standards laid out in Pioneer’s Risk Management Manual. Staff members should not participate in an activity or use a piece of equipment if they or the staff member giving leadership are not familiar with the relevant risk management procedures.

5. **Evaluation:** All programs at Pioneer Camp are systematically evaluated on a regular basis. Input is encouraged from all staff. As a staff you will be assessed periodically throughout the summer and will receive a final evaluation at the end of your time of service at camp.

6. **Camper Records:** Camper information is private, and we commit to protect the confidence that is given to us when campers share their personal stories with us. In the interest of our ministry’s long-term ability to care for campers, chalet leaders will complete camper record forms at the end of each session. These forms will record information that will enable program staff in ensuing years to, in appropriate ways, build on the personal and relational development that campers have achieved in previous experiences at camp. Camper records will be placed in appropriate places where they are not accessible to others. They will not be taken to chalets or other places around camp.

**FOLLOW-UP EXPECTATIONS**

In keeping with OPC's commitments to building authentic and lasting relationships, chalet leaders are encouraged to keep in touch with campers throughout the year. Christmas cards, letters, email, periodic phone calls, and invitations to camp-run follow-up events are all ways in which the staff-camper relationships formed at camp can be maintained.

1. Any Pioneer Camp events off camp property must be approved by the Camp Director.

2. All off-site programming is done under the supervision of a leader appointed by Pioneer Camp. It is expected that off-site programming will adhere to the principles, policies and guidelines of programming at Pioneer Camp.

3. When connecting with campers it is imperative that you first receive permission from the campers parents to call, write, email or facebook the camper. Keep your director informed of campers that you are following up with.
TRIPPING
The Tripping Director arranges all trips. For information on current tripping policies and procedures, consult the OPC Tripping Manual or contact the Tripping Director

POLICIES AND PROCEDURES—WATERFRONT

OPC has a waterfront safety code which applies to all campers, staff and visitors. Everyone is expected to abide by these regulations. A motor boat is operative at each of the camp sites and may only be driven by licensed individuals designated for the purpose by the Camp Director.

SAFETY SCREENING
All campers and staff must be screened on the first day of camp. There are four colours of lanyard which may be worn on the wrist. These must be worn at all times. See charts on next page for details.

NOTE: The colors are not in any way indicative of a swimmer's proficiency in Red Cross or Lifesaving Society swimming levels. The lanyards serve only as a general indication of a camper's ability to swim from the point of view of safety and endurance, not style.

LANYARD REQUIREMENTS (EXCEPT AC CAMPERS)

<table>
<thead>
<tr>
<th>All staff and campers (with the exception of AC campers) must demonstrate:</th>
<th>Blue</th>
<th>Brown</th>
<th>Green</th>
<th>Red</th>
</tr>
</thead>
<tbody>
<tr>
<td>-jump or dive into deep water</td>
<td>-jump or dive into deep water</td>
<td>-jump or dive into deep water</td>
<td>Anything less than GREEN</td>
<td></td>
</tr>
<tr>
<td>-swim 200m continuously (100m face-in)</td>
<td>-swim 150m continuously</td>
<td>-swim 75m continuously</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-tread water 5 min</td>
<td>-surface support 4 min</td>
<td>-surface support 3 min</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-jump into deep water with PFD on and stay afloat</td>
<td></td>
</tr>
</tbody>
</table>
# PERMITTED ACTIVITIES (BY LANYARD)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Blue</th>
<th>Brown</th>
<th>Green</th>
<th>Red</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Free Swim</strong></td>
<td>- shallow or deep end</td>
<td>- shallow or deep end</td>
<td>- shallow or deep end</td>
<td>- shallow end</td>
</tr>
<tr>
<td></td>
<td>- must remain with buddy</td>
<td>- must remain with buddy</td>
<td>- must remain with buddy</td>
<td>- may practice in deep end with an instructor</td>
</tr>
<tr>
<td></td>
<td>- may attempt Lake Swim when it is offered (except AC)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Slide</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Canoes</strong></td>
<td>- must wear PFD</td>
<td>- must wear PFD</td>
<td>- must wear PFD</td>
<td>- must wear PFD</td>
</tr>
<tr>
<td></td>
<td>- may solo (except AC)</td>
<td>- may solo (except AC)</td>
<td>- must be with a buddy</td>
<td>- must be with a leader</td>
</tr>
<tr>
<td><strong>Kayaks</strong></td>
<td>- must wear PFD</td>
<td>- must wear PFD</td>
<td>- must wear PFD</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- only under an instructor's supervision</td>
<td></td>
</tr>
<tr>
<td><strong>Sailboats</strong></td>
<td>- must wear PFD</td>
<td>- must wear PFD</td>
<td>- must wear PFD</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>- may solo</td>
<td></td>
<td>- must sail with buddy with Blue lanyard and OPC Level 1 sailing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- NO SAILING FOR AC CAMPERS WITH BROWN</td>
<td></td>
</tr>
<tr>
<td><strong>Windsurfers</strong></td>
<td>- must wear PFD</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Beater Boards</strong></td>
<td>- must wear PFD</td>
<td>- must wear PFD</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>GC Sculls</strong></td>
<td>- must wear PFD</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Canoe Trips</strong></td>
<td>- must wear PFD</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>- must take canoeing if not yet at ORCA Basic B level</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## AC CAMPER LANYARD REQUIREMENTS

<table>
<thead>
<tr>
<th></th>
<th>Blue</th>
<th>Brown</th>
<th>Green</th>
<th>Red</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adventure Camp</td>
<td>-jump or dive into deep water</td>
<td>-jump or dive into deep water</td>
<td>-jump or dive into deep water</td>
<td>Anything less than GREEN</td>
</tr>
<tr>
<td>campers must</td>
<td>-swim 120m continuously (60m face-in)</td>
<td>-swim 90m continuously</td>
<td>-swim 15m continuously</td>
<td></td>
</tr>
<tr>
<td>demonstrate:</td>
<td>-tread water 5 min</td>
<td>-surface support 3 min</td>
<td>-surface support 1 min</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## AC CAMPER PERMITTED ACTIVITIES (BY LANYARD)

<table>
<thead>
<tr>
<th></th>
<th>Blue</th>
<th>Brown</th>
<th>Green</th>
<th>Red</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Swim</td>
<td>-shallow or deep end</td>
<td>-shallow or deep end</td>
<td>-shallow end or middle lanes</td>
<td>-shallow end</td>
</tr>
<tr>
<td></td>
<td>-must remain with buddy</td>
<td>-must remain with buddy</td>
<td>-not permitted in deep end</td>
<td>-must remain with buddy</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-must remain with buddy</td>
<td></td>
</tr>
<tr>
<td>Slide</td>
<td></td>
<td>Yes</td>
<td>-must be with leader</td>
<td>-must be with leader</td>
</tr>
<tr>
<td>Canoes</td>
<td></td>
<td>-must wear PFD</td>
<td>-must wear PFD</td>
<td>-must wear PFD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-must be with a leader</td>
<td>-must be with a leader</td>
</tr>
<tr>
<td>Kayaks</td>
<td></td>
<td>-must wear PFD</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sailboats</td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paddle Boats</td>
<td></td>
<td>-must wear PFD</td>
<td>-must wear PFD</td>
<td>-must wear PFD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-must be with a leader</td>
<td>-must be with a leader</td>
<td>-must be with a leader</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rowboats</td>
<td></td>
<td>-must wear PFD</td>
<td>-must wear PFD</td>
<td>-must wear PFD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-must be with a leader</td>
<td>-must be with a leader</td>
<td>-must be with a leader</td>
</tr>
</tbody>
</table>
WATERFRONT RULES
1. No one goes swimming or boating without the permission of the Waterfront Director and proper supervision.
2. During camp there are four occasions when campers and staff may go swimming:
   A. Dips - supervised by 2 lifeguards at the appointed dip area(s). Staff must closely monitor campers participating in morning dip and be attentive to ensure that all swimmers return to their chalets/rooms.
   B. Instructional Classes - supervised by swimming instructors who must keep attendance and know how many campers they have at all times. If a camper does not show up for class, let the Waterfront Director know right away.
   C. Free Swim - (recreational swim in a designated swimming area) - supervised by the lifeguards (procedure for free swim follows.).
   D. On overnights, out-trips, etc. - supervised by the leader in charge of the trip if she/he is qualified to lifeguard - there must be at least 1 qualified staff on the trip (otherwise no swimming).
3. There is no swimming under the docks, in the boating area or after dark.
4. Evening dips must be in a floodlit area and supervised by the Waterfront Director or appointee.
5. Fishing is not permitted in marked swimming areas.
6. No one goes boating after dark except with permission of Waterfront Supervisor and with proper navigational lights (e.g. for antiphonal sings, special program, searches).

PROCEDURE FOR FREE SWIM
1. Find a friend (buddy) who is willing to swim in the same area as you.
2. Sign in together at the entry point to the swimming area with the buddy checker who will give you a number. Remember it! At Adventure camp the number will be written on the camper’s hand.
3. To leave the swimming area (even for a short time) both buddies must sign out with the buddy checker. Failure to do this could result in an emergency search being called.
4. One long whistle will be sounded for buddy check. All swimmers must immediately be quiet, and remain where they are (treading water, etc.) above the surface of the water throughout the entire buddy check. When the head guard calls out your number, you and your buddy reply one after the other (decide ahead of time which order) with your number. One long whistle followed by "ALL OUT" means all buddies must immediately leave the water and head towards the buddy checker, signing out together.
   NOTE: If swimmers are not quiet they will be reminded once. If they disrupt the buddy check a second time both buddies must sign out for the duration of that free swim.
5. Two sharp blasts on the whistle signal some type of waterfront emergency. Everyone must immediately leave the water and sit quietly on the dock awaiting further instructions.

PROCEDURE FOR BOATS OUT
1. In "Boats Out" (free boating period) everyone must sign in with the person in charge of each type of boat, giving the number or description of the craft they wish to use. Informal instruction must be provided for novices.
2. All rowboats, canoes, kayaks, sailboats and windsurfers must have a PFD for each person on board and be equipped with all appropriate safety equipment. **PFD’s must be worn by everyone at all times when using all waterfront equipment.**
3. There is no excuse for boats swamping. Horseplay will result in restriction or loss of boating privileges.
4. All boaters must stay out of the swimming area and away from the slide. Boaters must also stay within specified boating areas and remain in their boats.
5. All boaters must immediately return the boats when signalled to do so by the boats in bell, sign out of boating with the boat checker, and neatly return all equipment to its proper location. Failure to sign out or return equipment may result in restriction or loss of boating privileges.

WATER TOYS

The slides at each camp, as well as the water trampoline and the Blob, are available to all programs at certain times. Staff can arrange for their use through the program coordinator of the site at which the toy is located. The OPC Risk Management Manual contains comprehensive information about each toy—location, care, safety, emergency procedures, etc. Be sure to obey the lifeguards on duty when using any of these toys, and consult the Risk Management Manual for detailed directions.
POLICIES AND PROCEDURES—EMERGENCY SEARCH

Water

If a person is discovered missing during a time when they are swimming at the waterfront, one long whistle blast will be sounded to signal everyone out of the water and to sit quietly waiting for further instructions. The guard will give directions for the siren (located at the waterfront building) to be sounded. This will be the signal for everyone to come immediately to the appointed meeting area, and have attendance taken in sections. The Adventure Camp location is on the lower playing field area, the Boys’ Camp meeting area is on the beach volleyball court, and Girls’ Camp meeting area is the dining hall.

All swimmers in the swimming area will sign out in the regular way with the buddy checker, or in class with their instructor (done immediately) and proceed to the designated area.

All staff will have been previously assigned certain duties and will be working in teams with buddies. This includes the kitchen staff, except for the Head Cook who remains in the kitchen, and office staff, except an office staff member who will be by the phone.

A staff person will be appointed the responsibility for bringing the office sign-out sheet as well as the mountain biking sheet down to the emergency gathering area.

Teams:
1. Nurses report to waterfront to provide emergency assistance where required.
2. Wading teams (slide, boating area, section, and waterfront).
3. Underwater search teams.
4. Dock teams to provide a land buddy for underwater searchers.
5. Running teams (land search) started by Camp Director on consultation with person in charge on the dock.

While the search procedure continues, campers may be moved from the emergency meeting area and brought to an appropriate location where program can resume. In case of a fire, other members of the senior staff may sound the siren. All staff and campers may be moved on to the docks or into the boats or into the water with life jackets on.

Please be sure that the person we are looking for is NOT you! Make sure that you and anyone you are with sign in and out, even on days off or free time. The horn will sound only in case of real emergency (except for one drill at the beginning of each session), so please respond immediately and appropriately. Always check with your campers to ensure that they have signed out when returning from water activities.
The following policies relate to the safety of you and campers and you need to know these things as well. Please read carefully. You will be tested on them.

**OCCUPATIONAL HEALTH AND SAFETY**

The health and safety of all staff and volunteers at Ontario Pioneer Camp is of paramount importance to the leadership of the organization. A safe, healthy, well-trained and equipped staff team is essential to our ability to develop strong relationships and promote the Biblical transformation of campers. As such, we have put in place structures and processes to promote organizational health and safety and to comply with the Occupational Health and Safety Act of Ontario.

The overarching principle of the health and safety system at OPC is that of internal responsibility. This means that the workplace parties (workers and management) together are in the best position to identify health and safety problems and to develop solutions. Rather than a system based on supervision, inspection, and intervention from outside the organization, staff at OPC will work together to identify potential hazards and prevent incidents before they occur.

**RIGHTS OF WORKERS**

As such, OPC recognizes four rights of all workers:

1. the right to participate in the process of identifying and resolving workplace health and safety concerns.
2. the right to know about any potential hazards to which they may be exposed.
3. the right to refuse work that they believe is dangerous to either their own health and safety or that of another worker.
4. the right to stop work. Certified members of a joint health and safety committee have right to stop work that is dangerous to any worker.

**JOINT HEALTH AND SAFETY COMMITTEE**

OPC has a joint health and safety committee which exists to promote health and safety within the workplace and deal with health and safety concerns that cannot be addressed by the worker and supervisor. The joint health and safety committee is NOT the first place to address health and safety concerns, however. When a staff member identifies a concern, that staff member should take it directly to their supervisor or to the person responsible for that area or department. Hopefully, the concern can be addressed there, and need never go to the joint health and safety committee for investigation and action.

The joint health and safety committee is composed of at least four members. Committee members can be either worker representatives or management representatives, and at least half of the members must represent the workers. The members of the committee represent as many different parts of the organization as
possible. This committee meets regularly to discuss health and safety concerns and to review OPC’s progress in terms of health and safety. The committee also conducts regular inspections of the workplace. Based on these inspections, recommendations are made to OPC’s management team about actions to be taken to improve the health and safety of OPC employees.

WORK REFUSAL
In the case in which a worker refuses to work because he/she feels that a machine, tool, piece of equipment, or the physical condition of the workplace itself, is likely to endanger the himself/herself or another worker, one of the members of the joint health and safety committee should immediately investigate the situation along with the worker and supervisor. If the situation can be resolved immediately, the worker will return to work. If, however, the situation cannot be resolved immediately, then a government inspector from the Ministry of Labour will need to be called in to conduct a formal investigation.

DUTIES OF EMPLOYERS AND WORKERS
As outlined in the Occupational Health and Safety Act of Ontario, the duties of employers are as follows:

- take all reasonable precautions to protect the health and safety of workers
- instruct, inform, and supervise workers to protect their health and safety
- prepare a written health and safety policy, review it at least once a year, and set up a program to implement it.
- post copy of written health and safety policy in workplace
- provide and maintain in good condition equipment, materials, and protective devices

Similarly, the duties of workers are as follows:

- must take responsibility for personal health and safety insofar as he or she is able
- work in compliance with Act
- use or wear any equipment, protective devices, or clothing required by the employer
- report to employer or supervisor any known missing or defective equipment or protective device that may be dangerous
- report any known workplace hazard to the employer or supervisor
- report any known contravention of the Act or regulations to the employer or supervisor
- not remove or make ineffective any protective device required by the employer or by the regulations
- no use or operate any equipment or work in a way that may endanger any worker
- not engage in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct
HEALTH AND SAFETY AT OPC
At Ontario Pioneer Camp, bulletin boards will be maintained throughout the summer at each site in an area which is easily accessible to all staff. These boards will contain at least the following information:

- a copy of the Occupation Health and Safety Act
- the minutes of the most recent joint health and safety committee meeting
- the names and contact information for all the joint health and safety committee members
- forms by which employees can bring health and safety concerns to the attention of the joint health and safety committee

These bulletin boards will be located:
- at Adventure Camp in the staff dining room
- at Boys’ Camp in the public staff room in the former health centre
- at Girls’ Camp in the staff computer room
- at Clearwater in the brown cabin on the hill

All staff will receive training in the use of any chemical which they may be required to use for work at OPC. Generally, products which are hazardous in any way are marked with one or more of the following symbols:

- Class A – Compressed Gas
- Class B – Flammable and Combustible Material
- Class C – Oxidizing Material
- Class D – Poisonous and Infectious Material
  - Division 1 Materials Causing Immediate and Serious Toxic Effects
  - Division 2 Materials Causing Other Toxic Effects
  - Division 3 Biohazardous Infectious Material
- Class E – Corrosive Material
- Class F – Dangerously Reactive Material

It is critical to the health and safety of all employees at OPC that staff receive proper training for any and all workplace activities and equipment. DO NOT attempt to perform activities or use equipment for which you have not been properly trained.

With proper health and safety procedures, injuries and accidents should be minimized, if not eliminated. In the event that an accident does occur and/or a worker is injured, please notify the appropriate supervisor immediately and seek medical attention if necessary. Do your best to ensure that action is taken to prevent the incident from occurring again in the future.
Health and Safety Policy
Inter-Varsity Christian Fellowship of Canada
July 2014

Inter-Varsity Christian Fellowship of Canada (IVCF) is committed to the promotion of the health, safety and well-being of all who participate in its programs, the provision of safe and healthy work, campus group, and camping environments, and the prevention of occupational injuries and illnesses.

The Board of Directors, the President and all levels of management will work in consultation and cooperation with Inter-Varsity employees, volunteers, joint health and safety committees (if applicable), campus participants, campers, contractors and visitors to ensure that the requirements of the Occupational Health and Safety Act and its regulations, other applicable legislation and Inter-Varsity’s policies and procedures are fully implemented and integrated into all Inter-Varsity activities.

Where reasonable, Inter-Varsity will strive to exceed the legislated requirements by adopting the best practices available to protect the Inter-Varsity community and promote a positive health and safety culture. This could include federal and provincial regulations and provincial camping standards. Inter-Varsity is committed to continuous improvement in its health and safety program.

Managers and supervisors, whether employees or volunteers, will take the responsibility and accountability for the health and safety of those individuals under their direction and those workplaces under their charge. They will advise their employees and volunteers of the existence of potential or actual workplace hazards and will ensure that they work safely and in accordance with the Occupational Health and Safety Act and its regulations for their province, and all applicable policies and procedures of Inter-Varsity. They will ensure that each employee or volunteer has received the proper safety training for their job or task.

All employees and volunteers have some responsibility for ensuring health and safety in the workplace. Employees and volunteers will work safely and in compliance with the Occupational Health and Safety Act and its regulations for their province, and all applicable policies and procedures of Inter-Varsity. Employees and volunteers will report all unsafe and unhealthy conditions and practices in the workplace to their immediate supervisors.

Contractors, tenants and visitors at Inter-Varsity work places and facilities will comply with all relevant legislation and Inter-Varsity Canada policies and procedures.

While campus participants and campers are not covered by provincial Occupational Health and Safety Acts, Inter-Varsity is committed to ensuring their health and safety. Campus participants and campers are responsible for conducting themselves in a safe manner.

Individuals who fail to meet their obligations concerning health and safety will face appropriate disciplinary action.

All members of the Inter-Varsity community are expected to demonstrate their commitment to a safe and healthy work environment by acting in compliance with this policy.
Appendix A: **Nut Allergy Protocol**

While we are unable to provide an entirely nut free environment, we endeavour to reduce the risk to campers and staff at OPC. Nuts and nut butters/oils will not be used in any food preparation nor will they be served from the kitchen. The tuck shop will not sell products that contain nuts.

We will encourage all staff and campers to refrain from consuming items containing nuts on camp property.

**NB.** Certain products may contain traces of nuts and therefore those with life-threatening nut allergies are advised to consult with the kitchen staff regarding foods served at each meal and to check labels on tuck shop items.

All staff will be informed of the signs and symptoms of an anaphylactic reaction and will be oriented to the use of an Epi-pen. The nursing coordinator will train staff in the procedure to follow in the event of a severe allergic reaction.

**Appendix B: West Nile Virus Policy**

Some mosquitoes can carry the West Nile virus and bites may lead to West Nile virus infection and, in turn, mild or serious illness. Infection may result in no symptoms, in mild illness such as West Nile fever, or in serious neurological illness such as encephalitis (inflammation of the brain).

OPC will follow all steps recommended by the appropriate medical authorities over the course of the summer and in addition, we will:

- Review our evening programs to reduce unnecessary risks of mosquito bites, while keeping camp fun.
- Have staff regularly remind campers (and help when necessary) to apply insect repellent, but not exceeding three times per day.
- Have insect repellent always available in the tuck shop for those who forgot or ran out.
- Develop creative ways of explaining and promoting behaviour that will minimize mosquito bites without creating fear among the campers.

Finally, OPC recommends that:

- Campers bring, and use under staff supervision, insect repellent of not more than 10% DEET. (DEET should not be used on children more than three times per day)
• Campers bring a bug hat and jacket, along with long pants, long-sleeved shirts and long socks for dusk and evening activities.
• Campers bring mosquito netting for their bunks. Staff will be available to help put the netting up.
• Campers avoid dark clothing.

Appendix C: Dangerous Animal Procedure

As Ontario Pioneer Camp is situated on 1200 acres of forest, there is potential for wildlife to end up in the areas of our property designated for camp program. Should this happen and you as a staff member see a potentially dangerous animal (i.e. a bear) the following procedure should be followed. Upon sighting a dangerous animal:

1. Notify your supervisor right away. The director will be notified and will call the Ministry of Natural Resources to make them aware of the sighting. (The Ministry of Natural Resources will not do anything about a dangerous animal unless there are multiple sightings, therefore, it is imperative that every sighting be reported to your supervisor). Ensure that campers are safe before reporting to your supervisor.
2. The director will communicate this to the staff so that they are aware to keep an eye out for dangerous animals.
3. Section Heads/Mayors and Chalet leaders will ensure that there is no food or any garbage in their section that would attract a dangerous animal.
4. Chalet leaders will not discuss the sighting(s) with campers so as not to cause any alarm on the part of the campers.

Sustainability at Ontario Pioneer Camp

Ontario Pioneer Camp has developed a sustainability policy. We believe that as God has given us responsibility for His created world that we must put systems in place to ensure that we our being leaders by example of protecting and maintaining that which God has given us.

Sustainability Vision:
We envision Pioneer Camp as a leader in sustainable camp programming. We understand our responsibility to a holistic form of creation care and look to address our impact in all areas of operation. Our community encourages one another to move
towards sustainability and pushes for all members to become acting participants in change. We envision the leadership of Pioneer camp being kingdom leaders not just in sharing the gospel but also in all areas of life including stewardship of the creation that God has entrusted to us and leading staff and campers to this by their example.

**Strategic Goals:**

1. Produce no waste
2. Use 100% renewable energy
3. Resource efficient transportation
4. All purchasing decisions make a positive sustainability impact
5. We encourage all members of our community to make simple changes and suggestions that help to make us more sustainable
## OPC Illness Prevention & Control

<table>
<thead>
<tr>
<th>STATUS</th>
<th>GREEN</th>
<th>YELLOW</th>
<th>ORANGE</th>
<th>RED</th>
<th>WORST CASE SCENARIO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition</strong></td>
<td>• This is our baseline</td>
<td>• One or two people have exhibited symptoms (nausea, vomiting, diarrhea, low grade fever)</td>
<td>• We are able to link the small number of staff/campers who are exhibiting symptoms</td>
<td>• A large number of staff/campers are unwell with similar symptoms</td>
<td>• There are so many people ill that camp can no longer run properly. Camp closes for at least 48 hours.</td>
</tr>
<tr>
<td><strong>Opening/ Closing Day</strong></td>
<td>• Opening day: Asking parents if camper has been unwell during the past two or three days. If so, the nurse will ask further questions.</td>
<td>• Opening day: Asking parents if camper has been unwell during the past two or three days. If so, the nurse will ask further questions.</td>
<td>• Opening day: Asking parents if camper has been unwell during the past two or three days. If so, the nurse will ask further questions.</td>
<td>• Visitors &amp; Parents are informed of the situation &amp; asked to take extra precautions when arriving &amp; leaving.</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Dining Hall/ Kitchen</strong></td>
<td>• Tables bleached before each meal</td>
<td>• Awareness is increased at those tables where people have been in close contact with the ill person.</td>
<td>• Chalet groups who have had an ill person eat at a separate table where the leaders are the only ones to touch the utensils &amp; food from these tables is thrown away at the end of the meal.</td>
<td>• Everything that could be touched is bleached before &amp; after every meal.</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Washrooms</strong></td>
<td>• cleaned daily</td>
<td>• Using bleach to clean with, rather than regular disinfectant.</td>
<td>• Bleached three times daily (light switches, door knobs, toilet handles, etc.)</td>
<td>• Bleached three times daily (light switches, door knobs, toilet handles, etc.)</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Chalets</strong></td>
<td>• Mattresses disinfected between sessions</td>
<td>• Kept tidy</td>
<td>• Any areas (mattresses, etc.) of people who are</td>
<td>• Any surrounding areas (mattresses, etc.) of</td>
<td>N/A</td>
</tr>
<tr>
<td>Hygiene</td>
<td>Ill are bleached</td>
<td>People who are ill are bleached</td>
<td></td>
<td></td>
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</tbody>
</table>
| • Emphasize hand washing to campers & staff  
  • Hand sanitizer/ hand washing on the way in to meals | • Hand sanitizer on the way out of the meal as well as on the way in.  
  • Proper hand washing emphasized. | • Hand sanitizer on the way out of the meal as well as on the way in.  
  • Proper hand washing emphasized. |

<table>
<thead>
<tr>
<th>Quarantine</th>
<th>N/A</th>
<th>N/A</th>
</tr>
</thead>
</table>
| • People in contact with others who are ill are watched more closely to immediately address new problems that may arise  
  • 48 hour quarantine from last symptom (diarrhea, vomiting)  
  • Keeping new people who are ill in a different room than those who are in recovery | • 48 hour quarantine from the last symptom  
  • Special programming for the campers in recovery is in place, possibly led by staff members who are also in recovery.  
  • Limited visitation between sites (site wide quarantine)  
  • Hand sanitizer is used when leaving site & when returning. | • Do not spend time with anyone who has contact with the elderly.  
  • Inform family of the situation & take precautions to keep family/friends healthy while staff & campers are at home |

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<tr>
<th>Days Off</th>
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<th>N/A</th>
</tr>
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</table>
| • Be responsible about getting sleep & proper hygiene.  
  • Do not share utensils/food  
  • Staff reminded to get rested in order to remain healthy | • It is imperative that staff do not stay up late on their days off.  
  • Days off will be separate from other sites around the lake. | • N/A |

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<tr>
<th>Communication Home</th>
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</table>
| • Parents are called & informed that their child was ill & their child’s current status | • Parents are informed that campers are being held in the infirmary & what the current activities are.  
  • Parents are informed of the alternate programming offered to their children in the quarantine. | • Staff & camper families are notified after the all clear is given. |

Note: at each heightened state, all of the previous states’ protocols are kept in place, while more stringent protocols are added.