

# Director's Handbook



## Community of Christ

**Canada East Mission**

**Revised November, 2012**

**Revised by:**

**The Camping Commission**

**Tim Stanlick, Pat Pallister, Phil Bolger, Rod McLean, Brian Jackson, Troy Roach**

# Community of Christ



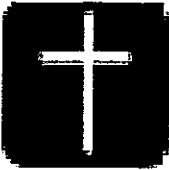
# Table of Contents

	Section	Page No.:
<b>Camp Administration</b> .....	1	1
Expectations of Staff Members.....		3
General Staff Responsibilities.....		4
Camp Reunion or Retreat Director.....		4
Business Manager/Registrar.....		5
Cooks.....		5
Camp Medical Staff.....		5
Camp Counsellors.....		5
Assistant Camp Counsellors, Counsellors (CIT) & Leaders in Training (LIT)...		6
Pastoral Team.....		6
Waterfront (Lifeguards).....		6
Job Description for a Reunion Director.....		7
Training (Youth Workers).....		11
Camper/Staff Ratios.....		12
What To Do With a) Extra Camp Photos, b) Camper Forms, c) leftover medications...		13
Resources for Youth Camps.....		14-17
<b>Risk Management (World Church Contacts)</b> .....	2	1
Guidelines for Higher-Risk Activities.....		2
Activities Approved With Qualified Supervision.....		2
Activities Requiring Professional Outside Sourcing.....		3
Activities NOT Permitted.....		4
<b>Camper Care</b> .....	3	1
Nursing Requirements.....		1
Lifeguard Requirement.....		1
Head Lice Treatment – Policy & Procedures.....		2
Reducing The Risk Requirements – Child Abuse.....		3
Reporting Abuse – How & When.....		7
<b>Budget Preparation &amp; Reporting</b> .....	4	1
Important Dates – Budget.....		2
Budget Sample Form.....		3
Budget Form.....		4
Expense Reimbursement Form.....		5
Donation Tracking Form.....		6
Lifeguard Tracking Form.....		7
Cook Stipend Tracking Form.....		8
<b>Food Requirements</b> .....	5	1
Preparation.....		1
Definitions.....		2
Storage & Cooking Temperature Requirements.....		2
Sanitation.....		3
Transportation.....		4
Garbage & Pest Control.....		4
Safe Food Handling Tips.....		5

## Table of Contents Cont'd

	Section	Page No.:
Recreational Camps Regulation # 568 (Health Protection & Promotion Act).....	6	1
Clauses 1-7.....		1
Clauses 8-11.....		2
Clauses 12-18.....		3
Clauses 19-20.....		4
Clauses 21-25.....		5
Clauses 26-32.....		6
Clauses 33-35.....		7
Clauses 36-37.....		8
<b>Aquatics Programming Booklet.....</b>	<b>7</b>	<b>1</b>
Lifeguards.....		2
Water Safety.....		3
Necessary Equipment.....		7
Ziontario Campground – Rules for the Waterfront.....		8
McGowan's Lake Campground – Rules for the Waterfront.....		9
Erie Beach Campground – Rules for the Waterfront.....		10
Noronto (Monetville) Campground – Rules for the Waterfront.....		11
Emergency Plan – At each waterfront, all Campgrounds.....		12
McGowan's Lake Campground – Lifeguard Position.....		13
Erie Beach Campground – Lifeguard Position.....		14
Noronto (Monetville) Campground – Lifeguard Position.....		15
Emergency Preparedness.....	8	
Non-Emergency Contacts.....		1
Appendix – Additional Forms & License.....	9	
Community of Christ – General Consent and Release Form.....		1
Waiver of Liability, Release, Assumption of Risk & Indemnity Agreement.....		2
Budget Form.....		3
Christian Copyright Licensing.....		4
VHS/DVD Site License.....		5
Skills & Leadership 2012 Info.....		6
Mission Initiatives & Camping.....		7
Emergency Preparedness Plans @ the Camping Facility.....		8

# Community of Christ



**Invite People to Christ**



**Abolish Poverty, End Suffering**



**Pursue Peace on Earth**



**Develop Disciples to Serve**



**Experience Congregations in Mission**

**We will be using the Mission Initiatives as a foundation of programming while developing our Camps & Reunions for 2012.**


**....Christ's Mission...Our Mission....**




# Camp Administration

## Planning the Effective Camp<sup>1</sup>

Quality leadership and administration are critical for the success of camping and all outdoor ministries. The information on the following pages is just the beginning. We recommend *team leadership* that allows a broad base for creative ideas and past camping experience, decision-making, involvement in camp leadership, and administration.

- 
1. **Determine and know your purpose:** The objectives of the event should be written down and shared with the entire staff. Filter all planned activities and events through the purpose and ask the question: "How does this help further the purpose of the camp/reunion/retreat?"
  2. **Promote your event:** In today's multimedia world, it takes several attempts at communicating to get the message through to those who need to hear it. Convey the purpose of the event clearly. Include important dates and fees, a list of program activities, and a schedule. Encourage participants to invite their friends. Include financial incentives for bringing friends if possible.
  3. **Recruit and train camp staff:** Staff should be recruited early and included in the planning meetings as soon as possible. Orientation, training, and motivation should be part of the preparation. Job descriptions should be provided for each staff member, both volunteer and paid positions. Be up front with staff about expectations and commitment. Quality camps/reunions/retreats take good planning and community building which is accomplished through pre-camp meetings and training sessions. Of critical importance is to check that all staff members are *Registered Youth Workers* through the "Protecting Our Children" program. Training events include: the annual Skills and Leadership Training event each Spring; the annual Director's retreat each Fall; as well as other training events sponsored by the Ontario Camping Association.
  4. **Plan an exciting program:** Camp for children and youth, as well as for adults at reunions, actually begins before they arrive. Use excitement and adventure as part of your pre-camp promotion and during pre-registration events. At camp, each part of the program should reflect the overall goals and purpose. Guest ministers, speakers, musicians, and others should be given a copy of the camp's purpose and objectives, with information about the current event (camp size, theme, age group, other) before their participation.
  5. **Select the location:** In most cases, the location will be at a church-owned facility. When selecting a location, keep in mind the needs of the campers first: safety, spiritual formation, and physical activity. Visit the site before selecting it, or at least before camp to understand the layout, to visualize where activities can be held, and to note any hazardous areas. Review rental agreements or contracts at staff meetings and orientations. Food is a very important part of the experience, be sure to discuss it with staff provided by the campgrounds or by your staff, considering what facilities are available for preparation of meals. If possible, have your entire staff visit the facility prior to the event. This allows for everyone to understand the grounds and will help when it's time to settle in.



---

<sup>1</sup> Adapted from *Camp Helps*, produced by *Community of Christ*, 2002. Revised 2007.

6. **Set the price:** Registration fees should provide enough revenue to cover the expenses of the event plus a contingency fund. Be prepared to offer honorariums or cover travel expenses for guest ministry, speakers, or artists. Review policies or contracts that include amounts, travel expenses, and accommodations for their family or associates. Be sure to think through a cancellation policy. Have a plan in the event it is necessary to cancel camp, and include this in publicity and registration information. Rather than reducing fees, you may choose to offset costs through camper-ships. Many congregations now consider camping as a part of their ministry and include all or part of each camper's fees in their budget. Consult with appropriate jurisdictional financial officers regarding all camp fees and budgets.
7. **Evaluation and follow-up:** Create an evaluation form to capture feedback from participants and staff. To help with subsequent events, prepare a written report including these evaluations, staff and participant lists, and budget information about the camp. A copy of all of this information should be kept on file at the Canada East Mission office.

Camping, reunions, and retreats represent a great opportunity for children, youth and adults to develop a deeper spiritual understanding. Encourage participants to connect with their local congregations and share their stories about camp during a worship service.

## Expectations for Staff Members<sup>2</sup>

1. The entire range of camping activities, i.e. youth camps, reunions, family camps, youth retreats, canoe camps, etc. are part of the World Church camping ministries. As such World Church provides:
  - a. Integrated thematic resources for all age groups for camps and reunions
  - b. A set of minimum standards for camp staff competency
  - c. A framework for staff registration and protection of our youth
  - d. Comprehensive insurance coverage, and
  - e. Risk management guidelines to jurisdictions that wish to sponsor camps, reunions and/or retreats.
2. The primary goal for camps, reunions and retreats is to provide opportunities for participants to have a personal and collective experience with the Divine in an environment that is safe and secure.
3. These events depend upon the willingness of volunteers to give of their time and energy.
  - a. This service however is not automatic but is based on an individual's qualifications as well as their desire.
  - b. All staff, whether volunteer or full-time, are expected to:
    - i. Hold the camper's welfare paramount and be willing to work with the other staff to achieve this end.
    - ii. Register as a Registered Youth Worker prior to the event at which they serve.
    - iii. Avail themselves of annual training opportunities provided by Canada East Mission (CEM), and/or by other organizations within the field of camping and youth ministries, such as the Ontario Camping Association, or Youth Specialties. Each year the CEM sponsors the:
      1. Skills and Leadership Training event in the Spring
      2. Director's retreat in the Fall
    - iv. Integrate new skills and resources with thematic resources developed by World Church.
    - v. Participate with other staff in the development of an effective ministry team.
4. An ad hoc camping/reunion/retreat committee meets periodically to discuss issues pertinent to this type of ministry. All persons interested in outdoor ministries are invited to attend and participate in these meetings. Dates and times are announced in advance.

---

<sup>2</sup> These *Expectations for Staff Members* were developed out of the discussions of the ad hoc camping committee in conjunction with input from the Canada East Mission staff. Updated and revised October 23, 2007 by Ken Barrows.



## General Staff Responsibilities<sup>3</sup>

### Camp, Reunion or Retreat Director

The Revised Regulations of Ontario (R.R.O.) stipulate “Every operator shall ensure that the campers in each camp are under the continuous supervision of an adult who has experience in administration and leadership in a recreational camp. (R.R.O. 1990, Reg. 568, s. 6.)

The Ontario Camping Association (OCA) recommends that directors have at least 8-10 years experience beyond that of general staff. In addition to that, OCA recommends that they have between 4-5 years of senior supervisory level experience within the camp setting. (‘Residential Guidelines-Leadership,’ *Ontario Camping Association: Guidelines for Accreditation*. Ontario Camping Association, April 2006. pp. 28-29)

The Alberta Camping Association (ACA) stipulates that directors of residential camps be at least 24 years of age with several years of supervisory experience plus a minimum of 3 years “of appropriate experience in the field of directing a camp’s administrative and management program. (*ACA Camping Standards*, Alberta Camping Association, pp. 19)

The *Community of Christ* stipulates that a Registered Youth Worker must be at least 21 years of age.

Based on the above parameters an event director should be at least 24 years of age with 4-5 years of supervisory level experience within the camp setting.

The director should:

- possess emotional and spiritual maturity.
- be a living example of his or her faith,
- be a skilled leader and have a positive influence on both camp staff and campers.
- demonstrate the ability to promote and plan for ongoing staff training
- be sensitive and committed toward the physical, social, psychological, emotional, and spiritual needs of the campers
- be organized, enthusiastic, personable, and knowledgeable about camp policies and must be willing to support them
- be aware of the mission and purpose of *Community of Christ* as it is lived out within the congregation and across the world and be able to bridge from that into the camp experience
- be a Registered Youth Worker

---

<sup>3</sup> Adapted from *Camp Helps* produced by *Community of Christ* 2002. Revised October 23, 2007 by Ken Barrows

## **Business Manager/ Registrar**

The business manager is responsible for the keeping of accurate financial records, paying bills, purchasing, and receiving funds. The business manager should work closely and under the direction of the camp director. The business manager works with the director to prepare a camp budget prior to the event. Afterwards, they are responsible to see that the financial records are completed and submitted to the Canada East Mission office in conjunction with the parameters on page 13, "Information Flow between Directors and Mission Office". Please refer to the "Budget Preparation & Reporting" section.

## **Cooks**

Camp cooks should have knowledge of quality and quantity cooking. They should balance being sensitive to the eating habits of young people with proper nutrition. They should work under the direction of the camp director.

## **Camp Medical Staff**

Camps must be staffed with proper medical personnel. Under current *Community of Christ* standards the order of preference for medical staff would be: **medical doctor** (responsible to supply their own insurance), **nurse practitioner, registered nurse (RN), licensed practical nurse (LPN), paramedic, emergency medical technician (EMT) or Ontario licensed First Aide Responder** (a person who is a holder of a **Canadian Red Cross Society's Standard First Aid Certificate** or a **St. John's Ambulance Association's Standard First Aid Certificate**). Medical staff should provide assistance during camper check in and pre-screen applications for health related information that would impact camp management. In addition they assist the director in developing an emergency response plan should the nature of the incident exceed the capability of the medical staff on site. In other words, locate the nearest medical facility and establish with them what emergency response procedures need to be.

## **Counselling Staff comprised of Camp Counsellors and Assistant Camp Counsellors**

### **Camp Counsellors:**

Camp Counsellors are adults who are assigned throughout the length of a camping period to live with a group of campers, and supervise their daily program activities. They must be 21 years of age and a Registered Youth worker. Their responsibilities include:

- the creation of a positive cabin community
- monitoring attendance
- physical health including eating and drinking habits, and spiritual development
- leading campers in cabin activities that might include scripture study, devotions, and KP or cleaning duties.

## **Assistant Camp Counsellors and/or Counsellors-in-Training (CIT) or Leaders-in-Training (LIT)**

Assistant Camp Counsellors must

- be a minimum of fifteen (15) years old.
- must be a minimum of two (2) years older than the campers they supervise
- be under the direct supervision of a camp counsellor, especially during overnight or on trips or outings, and
- be registered as a Registered Youth Worker with *Community of Christ*.

In the situation where a person 15 to 20 years old is working in camp roles other than Cabin Counselling then the 2-year age gap does not apply. They must however be under the direct supervision of the camp director or camp counsellor and be registered as a Registered Youth Worker. All Assistant Camp Counsellors should be engaged in a training program either at camp or prior to camp each season they serve on staff.

## **Pastoral Team**

The pastoral team should serve as the spiritual leaders and offer pastoral care to campers and staff. They need to be willing organize and conduct worship and religious educational activities consistent with the vision of the church and in harmony with the objectives of the camp. They should be highly visible at all camp activities and are responsible to the camp director. They must be Registered Youth Workers.

## **Waterfront (Lifeguards)**

Swimming pool and natural waterway activities, even at public facilities, must be under the supervision of properly trained and certified water safety personnel.

- The Waterfront Director must be at least 18 years old and hold a current certificate
- Waterfront supervisors must be at least 16 years of age and hold a current certificate
- The number of waterfront supervisors is as follows:
  - 1-25 campers in the water: 2 supervisors are required by law
  - 26-100 campers in the water: 3 supervisors are required by law

## Sample Job Description for a Reunion Director<sup>4</sup>

### Position Summary

Reunion provides a spiritual experience by building a Christ-centered community of all ages of members and friends within *Community of Christ*. The reunion director creates a program which provides campers with opportunity to explore their faith through worship, educational classes, discussions, everyday community living, fun activities, etc. Director of family camp oversees and coordinates all the planning for the one-week event. This person does not do all of the tasks him/herself, but must be sure that each segment is achieved successfully in line with the overall objective. The Director must ensure a safe environment and program for all.

### Responsibilities

He/she must identify, explore, and create opportunities for *Community of Christ* and friends to come together for a **positive spiritual experience through the creation of a close bond of community** among the participants while living together for an extended period of time, sharing physical resources, living space, meals, personnel, time, etc. The experience of community teaches campers Christ-like qualities which can be incorporated in their daily life such as unselfish loving, honest sharing, practical serving, sacrificial giving, sympathetic comforting, etc. The program must provide participants with circumstances to renew, sustain, or challenge their faith through worship, community experience, educational opportunities, fun, recreation, fellowship, etc. At times differences arise at camp. Therefore, skills in dealing with conflict resolution are an asset.

The director **sets the vision, focus, and orientation** of the camp by identifying, exploring, and creating opportunities for the faith community to come together for a positive spiritual experience. Objectives of the camp must be written down and communicated in advance of camp with campers and the entire staff including guest ministers, speakers, musicians, cooks, and others. The important communication assists staff and participants to choose a camp where their gifts, talents, and needs are aligned with the goals of the camp and helps to create a successful experience for all involved. All planned activities and events are filtered through the objectives and answer the question, "How does this help further the purpose of the camp?" The director is encouraged to link resources and themes from headquarters to the objectives of his/her reunion or may choose other themes and resources as appropriate for the focus of the camp.

S/he **facilitates the project planning** while envisioning ways and means to meet the objectives. This includes staffing, scheduling, resourcing, budget planning, health and safety issues, legal issues, etc. Using key staff members to assist with the planning and implementation of the program is crucial considering the scope of the project. The director requires good leadership including decision making abilities, creating a team of staff members, delegating, administration, advance planning, communication, flexibility, goal

---

<sup>4</sup> Revised October 26, 2007 by Ken Barrows

setting, etc. The director must know the needs of the clientele. Appropriate time lines must be set. Tasks are delegated with job descriptions. The director sets a budget in conjunction with the planning team and in particular, with the business manager. A communication strategy must be established for advanced advertising and to facilitate needs during the camp. As manager of the event, he/she should not have responsibilities over and above managing the event. The director is fully present in order to be aware of unfolding needs and flexible to respond appropriately within the vision and objectives set. Adequate staffing is vital for the success of camp especially concerning such issues as food handling, children's activities, or swimming. The entire program or parts of the program may be cancelled if not satisfactorily supervised or staffed.

As administrator of the camp, the director is **accountable to the government of Ontario, the campground board, Canada East Mission staff, and to *Community of Christ* headquarters.** The director must acknowledge receipt and understanding of all policies and procedures (including "Recreational Camps Regulation #568 of the Revised Regulations of Ontario, 1990") and make known their willingness to comply. All policies and procedures set by Ontario government, the campground board, Canada East Mission, or World Church must be adhered to and communicated to staff and participants as appropriate. Legal consequences may be the result of any negligence. This includes the need to ensure proper licenses for copyrighted material used at camp such as music or films.

**Evaluation** of the experience is important to ensure appropriate lessons are learned for building excellent future family camp opportunities. The director captures relevant data about what works and why; or what doesn't work and why. S/he searches out honest feedback from staff and participants.

The director is **expected to attend two training events each year**—the Directors' Retreat and Skills and Leadership Training Event. They are also expected to make training an important expectation for their staff. Training events provide opportunities for all staff to become aware of policies, procedures, resources, etc. as well as provide a greater pool of resources and creative ideas that are useful for the planning of camp by networking with other camp staff.

## Duties

The director is responsible for administering the following duties as appropriate for the family camp:

- Create vision and mission of the reunion
- Coordinate the schedule of events
- Contact guest minister(s) to clarify role, responsibilities, special needs, travel arrangements, expenses, accommodations, etc.
- Form balanced budget, set registration fees adequate to provide enough revenue to cover all expenses and include a contingency fund
  - Prepare preliminary budget
  - Submit financial reports and receipts to the CEM office by mid-September
- Create or clarify job descriptions
- Order adult class text from Herald House
- Establish emergency procedures for various situations. Coordinate details with camp nurse and/or waterfront director.
- Communicate necessary information in advance for registration purposes
- Request all staff to attend The Skills and Leadership Training Event in the Spring.
- Recruit the following staff as required (adults working with children must be a Registered Children's/Youth Worker; there must be a minimum of 2 adults with each group of children, both of whom must be a Registered Youth Worker and oversee all aspects of the program:
  - Christian Education Director
  - Adult class(es) facilitator(s)
  - Older Youth/Young Adult class facilitator
  - Sr. High class instructors
  - Jr. High Class instructors
  - Junior Class instructors
  - Early Junior Class instructors
  - Primary Class instructors
  - Kindergarten Class instructors
  - Nursery Class caregivers
  - Snack coordinator
  - Prayer service Coordinator
  - Evangelist Ministry Coordinator
  - Campfire coordinator
  - Youth Ministry Coordinator
  - Worship Service Coordinator
  - Morning Devotions Coordinator
  - Administrations to the sick Coordinator
  - Music Coordinator
  - Children's Choir Leader
  - Camp Nurse/Doctor

- Hostess/Host Coordinator
- Head Deacon Coordinator
- Sound System Coordinator
- Washrooms Upkeep Coordinator
- Sanitation Engineer Coordinator
- Afternoon Recreation Coordinator
- Activities/Recreation for children during evening worship service
- Cook
- K.P Coordinator
- Assign hosts for Guest Minister(s) for meals not served in dining hall
- Business director
- Registrar
- Canteen Director
- Herald House Director
- Waterfront Director
- Assistant Waterfront Director
- Communications Director




## TRAINING

Training for youth workers is also critical important. Congregations that find it difficult to offer training should involve their children and youth workers in mid-level judicatory training events. It is strongly recommended that youth workers also attend training through local or state social service agencies. Training assistance is available through the Forefront Ministries office at world headquarters, 1-800-825-2806, ext. 1355. or by contacting the CEM office, 1-888-411-7537 ext 21.

## PROTECTION BARRIERS

Protection barriers are a key element in the church's ministry to safeguard children and youth. The barriers that will be most helpful in reducing the risk of abuse include:

- 
- **Two-Deep Leadership**—Two registered youth workers are required on all trips and outings (overnight). The two-deep leadership concept should be applied in all children's and youth programs. Co-ed groups and activities must have co-ed leadership. No one adult should be alone with one young person behind closed doors.
  - **Visible One-on-One Contact**—All contact should be in view of other adults and young people.
  - **Respect of Privacy**—Youth workers need to respect the privacy of young people in shared housing accommodations, such as camps. They should protect their own privacy, as well (separate areas or times for changing clothes, bathing/showering).
  - **Appropriate Dress**—Proper clothing for activities is required. Dress codes should take into consideration the Christ-centered nature of ministry. This applies to adults, children, and youth.
  - **Constructive Discipline**—Discipline should be constructive and reflect Christian values. Corporal punishment is never permitted.
  - **Appropriate Physical Contact**—Physical contact between a young person and an adult is an area where great wisdom must be exercised at all times. Physical contact should always be for the benefit of the young person: to give affirmation, to provide comfort when hurting, express joy in greeting, or to offer protection.

**Youth Worker Assistants**—Young adults, ages 15 to 20, must be registered, given training, and must be under the direct supervision of a registered youth worker.



## Camper/Staff Ratios

Ratios of campers per numbers of Counsellors and Assistant Counsellors for Camp:

<b>For Recreational Camps</b>		
# of Counsellors	# of Campers	Age of Campers
2	12	6 yrs or less
2	16	10 yrs or less
2	16	14 yrs or less
2	20	18 yrs or less
<b>For Trip Camps</b>		
2 (minimum)	6	14 yrs or less
2 (minimum)	8	15 to 17 years old
2 (minimum)	10	18 yrs or older

(Adapted from the standards of the Alberta Camping Association, 1999. Revised October 26, 2012 by Tim Stanlick)

## Staff Orientation

- ✓ Invite a parents' group to share their expectations with camp staff.
- ✓ Have a veteran camper discuss what they want in a good counsellor.
- ✓ Ask local law enforcement and/or emergency medical personnel to address the staff regarding emergency procedures.
- ✓ Take the staff on a walking tour of the camp to consider safe and hazardous areas.
- ✓ Conduct a CPR training course, first-aid course, or other related skills.
- ✓ Stage a mock emergency WITH STAFF ONLY helping them to understand everything it takes to handle the situation.
- ✓ Put staff into activity groups to simulate the camp experience for campers prior to the beginning of camp.
- ✓ Have each staff member write down one rainy-day activity and compile a list to share with everyone.
- ✓ Use hands-on, activity-based learning experiences to train staff to model the type of experiences best suited for teaching at camp.
- ✓ Review appropriate child safety guidelines; conduct a youth worker registration training if necessary.

(Adapted from *Camp Helps*, produced by the *Community of Christ* 2002)

## What to Do With?

- **Extra Camp Photos**

- Give them away or send them to campers and staff after the event
- send them to the *Herald*, Forefront Ministries office, or the Canada East Mission office. Be sure to include a caption and photo permission slips for each person appearing in photos.

- **Forms Collected During Camp**

Forward forms like health and accident reports, camper registration and health forms, and permission forms to the Canada East Mission office where the records can be kept safe and confidential. The address is: 390 Speedvale Avenue East, Guelph, Ontario N1E 1N5.

- **Leftover Medications**

Return prescription medications to their owners. Otherwise, outdated and unused medications should be taken to a pharmacy for disposal. Non-prescription medications may be given to another camp director or nurse for use at a future event.

## Information Flow between Directors and Mission Office

(Dated: Nov. 3, 2011)

For legal reasons, for compliance with privacy laws, and for efficient planning the following information needs to be sent to the CEM office:

**Before camp (i.e. retreat, reunion or camp):**

1. Staff lists for verification of Youth Worker Registration (All staff must be Registered Youth Workers. Failure to insure that this is the case could result in liability to both the Director and the church.)
2. Budgets for verification of solvency and for advancing funds to cooks, etc.

**After the camp (i.e. retreat, reunion or camp):**

1. Camper and Staff registration forms
2. Camper and staff address lists
3. Prompt payment of invoices
4. Final Financial Report within 30 days of camp or for McGowans Lake & Erie Beach, by Oct 5<sup>th</sup> for CEM Conference.
4. Surplus funds
5. Incident reports, immediately.

# Resources for Youth Camps

There are few experiences in life which can capture the imagination and provide impact of youth camps. Since 1928, youth camps in Community of Christ have been an important part of disciple formation—providing spiritual experiences in community. At camp, generations of disciples have learned and continue to learn

how to live out the mission of **Jesus Christ**.



The newest camp helps are the Disciple Formation series. This series parallels the online [Disciple Formation Guide](#) ) and begins with "Shalom: God's Vision for Creation." "**Sharing the Peace**" has been added in 2012. Each of the camp helps in this series focuses on one of the major

content areas from *Sharing in Community of Christ* and works with the essential question for children or youth. Check the Disciple Formation Guide for additional ways of expanding these camp helps.

Besides the current camp helps, a collection of camps helps are provided. We are indebted to the many writers and editors in children and youth ministry who have made this possible.

[Mike Hoffman](#)

Youth Disciple Formation Ministries

[mhoffman@CofChrist.org](mailto:mhoffman@CofChrist.org) President of Youth Ministries

## Disciple Development Descriptions

### Young Children

*Ages 3–5*

Young children rapidly develop physically and cognitively. They relate to clear concepts and understand life from symbols, story, and experience. They enjoy routine and ritual. Young children are curious about others and progress from solitary (parallel) play to associative (interactive) play with others. For these young children, fantasy and make-believe are as real and powerful to them as reality. Loving, trustworthy attachments to primary caregivers shape the child's ability to make healthy attachments to others throughout life. Children aged 3–5 are in the experiencing stage of faith development. Faith is experienced by action, not words and is based on powerful stories and concrete images.



## Children

### *Ages 6–8*

Children aged 6–8 are motivated by working busily and by developing a sense of initiative, rather than performing through guilt or a sense of inferiority. They learn to read, write, and do basic math, they understand concretely but are captivated by fantasy, magic, and heroes. They strongly want to learn and belong and so enjoy clubs and group events. Children at this age are still in the experiencing stage of faith development: they understand right and wrong, and choose behavior that pleases significant adults. For them, faith must be experienced by action, not by words.

### *Ages 9–11*

Children aged 9–11 can think more abstractly and can compare, analyze, and classify information. They have a strong sense of fairness, seek



clarification of rules and boundaries, and wish to be more like peers. At this age they assume responsibility for friends, pets, the Earth, and form strong attachments to significant adults and friends. In the joining/belonging stage of faith, their faith is based on the models of significant adults and they store up impressions of God before fully understanding the meaning of words used for God. Children aged 9–11 desire to be included and learn the rituals and patterns of **worship**.

### *Multiage Children*

Grouping children from ages 6–11 has strong indicators for success. All can read, write, and compute and they love to join clubs and groups. Younger children look to older children as models, and want to be engaged with them in challenging activities. Older children like to share their skills and confidence with younger children. All understand faith through action and experience, and deeply want to learn the rituals and patterns of church life and worship.

## Youth

### *Ages 12–14*

Youth in early adolescence have a third person perspective on life, so they begin to debate accepted rules and facts. Physically and cognitively they are changing as much as young children do. They bounce from one extreme to another in their viewpoints and passions. They like to explore their gifts and talents and try out new experiences. Peer acceptance is a stronger influence than family and they discover their identity through reactions of peers and significant adults. While still in the joining/belonging stage of faith development, they now affiliate more with peers than with adults, so their connections with a group of the same age is strong and influential.



### *Ages 15–18*



Youth in later adolescence believe in compassion and inclusion, but may give in to be part of a group. They form values and beliefs by testing ideas and debating with others. They want their faith values to be relevant to their lives. At this age

they form close, sometimes lifetime friendships. Youth aged 15–18 are in the searching stage of faith development, looking for new ways to express their faith and worship, are globally-oriented, and challenge the church with new insights.



### **Adults**

Young Adults are transitioning from the searching to the owning stage of faith development, looking for a faith which is relevant to their lives. As they form families, interest in faith communities may increase.

Adults of all ages begin to accept the beliefs most relevant to them. They choose what knowledge and information is trustworthy and useful, and they will teach themselves valued content. Adults seek universal ethical principles (higher principles than law). They want meaningful involvement in social, religious communities. The owning faith stage is flexible and open. Their personal relationship with God is based on freedom rather than authority. They seek to share their experiences with those in earlier stages, and they bring a sense of meaning and continuity to religious life.

### All Ages Together (Intergenerational)



Disciples greatly expand their discipleship in a multi-generational setting. Many congregations plan monthly intergenerational learning experiences, based on celebrations of the lectionary/Christian year, a mission focus (including youth mission trips), justice issues and events, studying the life of Christ, baptismal preparation, disciple practices, sacraments, Disciples Generous Response, or many others.

Because their learning takes place in the context of community, they can effectively grow in relationship with others and integrate their gifts into their faith community. All ages can inspire, energize, and teach each other in ways that develop their discipleship and create a vibrant, nurturing community.

*\*Compiled from developmental theories of Jean Piaget (cognitive), Lawrence Kohlberg (moral), Erik Erikson (psycho-social), and John Westerhoff III (faith).*

(Adapted from World Church . revised November 1, 2012 by Tim Stanlick)

## Risk Management

The Risk Management Service Support Team is charged with applying the Community of Christ Risk Management Program and with making and carrying out decisions that will minimize the adverse effects of accidental losses on the Community of Christ and our affiliates. The team is responsible for identifying and evaluating the ways in which the church is potentially affected by risk, and for devising and implementing techniques to better protect the church. These responsibilities include our insurance program as well as other methods to avoid or transfer risk.

The links to the left will guide you to information concerning our program and to instructions and forms you will need when you are planning an activity or project or reporting a claim. When you contact us, please use the following information to contact the person that can best assist you.

### Risk Management Service Support Team Responsibilities

<u>Rick Boyd</u>	ext. 3057	<u>Risk Manager</u>
<u>Katie Clark</u>	ext. 1492	Policy management, liability and auto, worker's comp, health and accident claims
<u>Sandra Atkins</u>	ext. 1456	<u>Property records</u> and valuation issues, collections, website
<u>Christopher Shaw</u>	ext. 1493	Property, loss control

**Office Hours:** Monday through Friday 8:00 a.m. to 5:00 p.m. CST

**During regular office hours please call:** 816-833-1000      816-833-1000      ext 1456 or 1-800-825-2806      1-800-825-2806      , ext. 1456

**Emergency/After office hours please call:** 816/853-0012      816/853-0012

**Fax:** 1-816-521-3035

**E-mail:** [risk@CofChrist.org](mailto:risk@CofChrist.org)

*updated 10-4-12*

## Guidelines for Higher-Risk Activities

### United States and Canada

Guidelines are presented here for church-sponsored activities that are deemed higher-risk. The expectation is that leadership will assume the needed responsibility to understand and implement these guidelines with wisdom and effectiveness. It is important that youth have fun if it is provided in the context of care and safety.

*Lifeguard Requirements are needed anytime water-related activities are provided.*

These guidelines are divided into four sections:

- Activities that are **Approved with Qualified Supervision**
- Activities to be **Contracted with Professional Companies**
- Activities **Being Taught**
- Activities **NOT Sponsored**

If the guidelines in the Activities to Be Contracted with Professional Companies and Activities Being Taught sections are not followed and an accident occurs, the sponsoring jurisdiction will be responsible for the first **\$10,000** of any loss paid, or defense and claims handling expenses paid.

If a jurisdiction, camp, or congregation sponsors an activity listed in the Activities Not Sponsored section and an accident occurs, the sponsoring jurisdiction, camp, or congregation will be responsible for the first **\$50,000** of any loss paid, or defense and claims handling expense paid.

Please contact Risk Management Services at 1-800-825-2806, if you are planning on sponsoring any of these activities. The activities listed and discussed are not meant to be all-inclusive and these lists may be updated at any time, so please contact us if you have any questions or comments.

*Updated: 09/20/2011*

(Source: <http://www.cofchrist.org/risk/highrisk.asp?pr=yes>)

### Activities Approved with Qualified Supervision

These activities are to be supervised by responsible, focused adults who can care for the youth. Attempts should be made to anticipate negative behavior and try to prevent its occurrence.

- Canoeing
- Low Rope Course
- Rowing
- Slip and Slides
- Unenclosed Inflatable Obstacle Courses
- Water Trampolines

*Updated: 09/20/2011*



## Activities to be Contracted with Professional Companies

Required **Release & Waiver of Liability** document for Higher-Risk Activities

To engage in the following activities, you must contract with a professional company that will provide a certificate of insurance evidencing general liability insurance covering their operations. Their limits of liability coverage shall be at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Their insurance coverage will name the COMMUNITY OF CHRIST as an Additional Insured. (Sample)

If you choose not to follow the guidelines and an accident occurs, the sponsoring jurisdiction will be responsible for the first \$10,000 of any loss paid, or defense and claims handling expenses paid.

- Carnival Rides
- Dunk Tanks
- Fireworks
- Gyroscopes
- Horseback Riding/Pony Rides/Petting Zoo
- Judo/Karate/Martial Arts
- Kayaking
- Moon Walk
- Paint Ball Games
- Rock Climbing
- Scuba Diving
- White Water Rafting

*Updated: 09/20/2011*

(Source: <http://www.cofchrist.org/risk/highrisk.asp?pr=yes>)

## Activities Being Taught

Required **Release & Waiver of Liability** document for Higher-Risk Activities

When teaching or giving classes in the following higher-risk activities, the class must be supervised by someone holding a current instructor rating from a nationally recognized certifying body or documented experience indicating specific knowledge and skill in teaching the activity. Where it is difficult to supervise each participant, such as snow skiing, the participants must have participated in a training course prior to full participation.

If you choose not to follow the guidelines and an accident occurs, the sponsoring jurisdiction will be responsible for the first \$10,000 of any loss paid, or defense and claims handling expenses paid.

- Archery
- Cave Exploring
- Cross Country Cycling (must wear helmet)
- Rappelling
- Sailing

- Snorkeling
- Snow Skiing/Snowboarding
- Water Skiing/Tubing
- Windsurfing

Updated: 09/20/2011

## **Activities NOT Permitted**

**The following higher-risk activities are NOT permitted on church property and are NOT to be sponsored at any location by church jurisdictions.**

- ATV (four wheelers), Motorcycling
- Bungee Jumping
- Fencing
- Firearms Usage or Classes
- Hang Gliding
- Hot Air Ballooning
- Jet Skiing
- Jumping/Diving from Rocks/Cliffs (Rocks are defined as large stones in excess of 6 feet in height from the ground or water. Cliffs are defined as a high steep face of rock or soil in excess of 6 feet height from the ground or water.)
- Nighttime Lake Swimming, boating, or any water activity
- Nighttime Pool Swimming (without pool lights)
- Pool Diving
- Skate Boarding/Skate Board Ramps
- Skydiving
- Small Plane Riding
- Snow Mobiling
- Trampolines
- Ultra-Light Flying

Updated: 11/03/2012



## Nursing Requirements

All camps and reunions, excluding retreats, must have at least one of the following on duty at all times, in order of preference:

1. Licensed Medical Doctor (who are willing to provide their own insurance)
2. Nurse Practitioner
3. Registered Nurse (RN)
4. Licensed Practical Nurse (LPN), with first aid training.
5. Paramedic
6. Emergency Medical Technician (EMT)
7. Licensed First Aide Responders (St. John's Ambulance First Aide course or equivalent)

ALL LICENSES MUST BE CURRENT.

Please note that many states require that medical personnel be licensed in their state to practice medicine at campgrounds located in their state.

Every effort must be made to utilize properly licensed medical personnel.

*Updated: 09/20/2011*

(Source: <http://www.cofchrist.org/risk/highrisk.asp?pr=yes>)




## Lifeguard Requirements

All water-related activities must be guarded by enough certified lifeguards to ensure safety. There should be NO "unguarded areas" during water activities. A staff member who serves as lifeguard must be certified through one of the following:

1. American Red Cross Lifeguard Training or Advanced Lifesaving
2. YMCA Lifeguard
3. Lifeguard BSA
4. The National Lifeguard Service's registered lifeguard certificate (Canada)
5. The Royal Life Saving Society's Canada Bronze Medallion and aquatic instructor's certificate
6. Water Safety Instruction (WSI) certification
7. Equivalent Certification

A current certification must be verified at the event with a copy of the certification document.

**NOTE 1:** Lifeguards must be registered youth workers over age 21. A 15 to 20 year old may be a lifeguard only if they are a "Registered Youth Worker Assistant" (special registered youth worker designation for 15–20 year olds).



**NOTE 2:** Personal flotation devices (PFD) must be worn at all times while participating in rowing, boating and canoeing activities. In addition, PFDs must be worn by all participants while in any boat less than 26 feet in length. All PFDs should be U.S. Coast Guard or Canadian Coast Guard approved proper size, type, and fit for each user. These must be Type I, II, or III PFDs designed to support the weight of each user.

We will follow all water safety laws or regulations as legislated by local, state, provincial, or federal governments with reference given to Health protection and Promotion Act, R.R.O.1990, Regulation #568, Recreational Camps section 33.

Refer to Aquatic and Recreational Camps Regulation sections of this handbook for more information.

*Updated: 11/03/2011*

## **Policy and Procedures for Head Lice Treatment in the Camp Setting**

If head lice are found during screening of the participant, the following procedures are recommended:

- Immediately remove the camper from the camp setting by sending the camper home. Bedding should be washed if provided by the camp.
- Treatment should occur immediately at the camper's home, and the camper should remain out of the camp setting for at least 24 hours after treatment.
- Before re-admittance to the camp, camper must be nit free.
- To assure effectiveness of treatment, previously treated campers should be checked daily for any evidence of new infestations for 10 days after treatment.

Camps will need to comply with local health department regulations concerning head lice. Please note that local regulations may supersede camp policies. For complete diagnosis procedures and treatment option, contact your local health department.

### Camping Guidelines

*Updated: 09/20/2011*

(Source: <http://www.cofchrist.org/risk/highrisk.asp?pr=yes>)



## Reducing the Risk of Child Abuse: *Protecting Our Children*

Before the camping season begins, camp directors should verify that all persons planning to serve at camp are registered youth workers with the World Church headquarters. This can be confirmed by phoning the Forefront Ministries office at 800/825-2806, extension 1364. This information is not considered confidential and may be shared with others in leading capacities.


For the purpose of this policy, child abuse is defined as “bringing harm to a young person that occurs immediately or through accumulated effects over a period of time.” There are four basic categories of abuse:

- **NEGLECT** occurs when harm is caused by withholding life’s necessities. The ability to provide the necessities, but failing to do so, is the factor separating neglect from the effects of poverty.
- **EMOTIONAL ABUSE** occurs when young people are consistently told they are of no worth and never will be. Name-calling and threatening harm are forms of emotional abuse.
- **PHYSICAL ABUSE** is bodily injury of a person.
- **SEXUAL ABUSE** is any sexual activity between a young person and an adult, or between young people when there is an unequal distribution of power. This includes exposing a young person to sexual activity or pornography without their direct participation.



**The church has established a six- point strategy to reduce the risk of abuse.**

The following principles form the foundation for the church’s policy for reducing the risk of abuse toward children and youth:

- **Education**—to educate young people, parents, youth workers, ministers, employees, volunteers, jurisdictional officers, members, and friends about the risks of child abuse.
  - **Selection**—to use an established procedure (Protecting Our Children) in the selection of youth workers and ministers that will minimize the risk that those people will abuse children and youth.
  - **Training**—to provide training for youth workers that will sensitize them to the issues of abuse: preventing, detecting, responding, and reporting.
  - **Protection Barriers**—to establish and follow available procedures that will reduce the risk of child abuse.
  - **Prompt and Full Reporting**—to encourage children and youth to report improper behaviour directed toward them; to cooperate with local, state, and federal authorities and church officers when reporting child abuse detected while the child is under the supervision of a Community of Christ youth worker.
  - **Swift Action**—to respond quickly to allegations of child abuse: to treat all allegations as serious; to remove alleged offenders from contact with children and youth; and to report the situation to proper authorities.
- 

**The policy for all programs of ministry with children and youth in the Community of Christ is as follows:**

- **Only registered youth workers will be used in the church's children and youth programs and ministries.**
- **Registered youth worker assistants, persons 15-20 years of age, will only be used under the supervision of a registered youth worker.**

### **Strategies for Implementation**

The church will take a pro-active stance toward reducing child abuse through implementation of the previously described principles in the following ways:

### **EDUCATION**

A component of mid-level judicatory training should consist of information and programs to assist congregations and other ministries in reducing the risk, responding to, and the reporting of child abuse. Educational programs on child abuse are generally available from local social service agencies.

It is important to heighten awareness in congregations and individuals about the problems of child abuse and to register individuals for children and youth ministry. Additional resources are available from Forefront Ministries at the Community of Christ world headquarters, Independence, Missouri.

### **SELECTION**

The selection of adults to share in ministries with young people is critically important. The church is morally and legally duty-bound to have all potential children and youth workers go through an application and screening procedure before they begin sharing ministry. This includes those who become employed by the denomination and those who serve as volunteers.

An effective selection process includes these steps: (1) written application by the prospective youth worker, (2) checking references, (3) a personal interview with the prospective youth worker and a decision by the interviewer regarding the applicant's suitability for ministry, (4) a review of the application and support documents by the mid-level judicatory officer employed by the denomination and a decision by the officer regarding the applicant's suitability for ministry, (5) a review by the program administrator (Forefront Ministries). This can be followed by additional steps necessary to clarify information on the application.

The guidelines contained in this section and the forms for the screening of youth workers are to be used at all jurisdictional levels.

## PROMPT AND FULL REPORTING

Young people should be encouraged to report any improper behaviour. Adults in the church are encouraged to teach children and youth in the church's ministries and programs the following:

- Young people need to *recognize* situations that place them at risk of abuse, how abusers operate, and that anyone can be an abuser.
- Young people need to know that if they *resist*, most abusers will leave them alone.
- Young people must be encouraged to *report* any attempted or actual abuse to their youth leader or pastor. They should be given the assurance that when they report attempted or actual molestations, they are helping protect themselves and other young people from
- further abuse. They should also be reassured they will not be blamed for what may have occurred.

Specific resistance methods are emphasized in the Child's Bill of Rights. This document, adopted by the General Assembly of the United Nations in 1989, outlines that when young people are confronted with a situation that they think is dangerous, they have the right to:

- Trust their own instincts or feelings
- Expect privacy
- Withhold information that could place them in danger
- Refuse gifts
- Say no to unwanted touching or affection
- Say no to inappropriate demands and requests from adults
- Be rude or unhelpful if the situation warrants
- Run, scream, make a scene
- Physically fight off unwanted advances
- Ask for help

## SWIFT ACTION

Swift action in dealing with suspected abuse is essential. Every administrative officer should be aware of the church policy on ministerial sexual misconduct contained in the current Church Administrator's Handbook.

Youth workers who suspect abuse, or who receive abuse reports, are required to inform their administrative supervisor (pastor, camp director, judicatory president/administrator) immediately.

Know and abide by the requirements for your area. All states of the United States and all provinces and territories of Canada have laws requiring the reporting of suspected cases of child abuse.

For those individuals who receive a report of abuse, the responsibility for reporting that information is two-fold:


- the incident must be reported to local and/or state/provincial authorities as specified by law; and,
- the incident must be reported to the church administrator (pastor, mid-level judicatory president' administrator).

Administrative supervisors of church programs and ministries are required to remove anyone suspected of abuse from any contact with young people. This person will not be eligible to participate in any program or ministry with children or youth present until completely exonerated of the accusations.

(Adapted from *Protecting Our Children: Children and Youth Worker Screening Selection and Registration*, Forefront Ministries Office, *Community of Christ*. 2003.



## How & When to Report Abuse or Neglect



If you have concerns about a child, please call your local CAS **immediately**. All CASs have emergency service 24 hours a day, so you can call anytime.


Ontario's *Child and Family Services Act* (CFSA) provides for a broad range of services for families and children, including children who are or may be victims of child abuse or neglect.

The paramount purpose of the Act is to promote the best interests, protection and well being of children.

The Act recognizes that each of us has a responsibility for the welfare of children. It states clearly that members of the public, including professionals who work with children, have an obligation to report promptly to a children's aid society if they suspect that a child is or may be in need of protection.

The Act defines the term "child in need of protection" and sets out what must be reported to a children's aid society. This definition (CFSA s.72(1)) is set out in detail on the following pages. It includes physical, sexual and emotional abuse, neglect and risk of harm.

This brochure summarizes reporting responsibilities under Ontario's *Child and Family Services Act*. It is not meant to give specific legal advice. If you have questions about a given situation, you should consult a lawyer or the children's aid society.




### **Responsibility to report a child in need of protection CFSA s.72(1)**

If a person has reasonable grounds to suspect that a child is or may be in need of protection, the person must promptly report the suspicion and the information upon which it is based to a children's aid society.

The situations that must be reported are listed in detail below:

#### **Child and Family Services Act CFSA s.72 (1)**

Despite the provisions of any other Act, if a person, including a person who performs professional or official duties with respect to children, has reasonable grounds to suspect one of the following, the person shall forthwith report the suspicion and the information on which it is based to a society:

- 1) The child has suffered physical harm, inflicted by the person having charge of the child or caused by or resulting from that person's,
    - a) failure to adequately care for, provide for, supervise or protect the child, or
    - b) pattern of neglect in caring for, providing for, supervising or protecting the child.
  - 2) There is a risk that the child is likely to suffer physical harm inflicted by the person having charge of the child or caused by or resulting from that person's,
    - a) failure to adequately care for, provide for, supervise or protect the child, or
    - b) pattern of neglect in caring for, providing for, supervising or protecting the child.
- 

- 3) The child has been sexually molested or sexually exploited, by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual molestation or sexual exploitation and fails to protect the child.
- 4) There is a risk that the child is likely to be sexually molested or sexually exploited as described in paragraph 3.
- 5) The child requires medical treatment to cure, prevent or alleviate physical harm or suffering and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, the treatment.
- 6) The child has suffered emotional harm, demonstrated by serious,
  - a) anxiety,
  - b) depression,
  - c) withdrawal,
  - d) self-destructive or aggressive behaviour, or
  - e) delayed development,
  - f) and there are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.
- 7) The child has suffered emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, services or treatment to remedy or alleviate the harm.
- 8) There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 resulting from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.
- 9) There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 and that the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, services or treatment to prevent the harm.
- 10) The child suffers from a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the condition.
- 11) The child has been abandoned, the child's parent has died or is unavailable to exercise his or her custodial rights over the child and has not made adequate provision for the child's care and custody, or the child is in a residential placement and the parent refuses or is unable or unwilling to resume the child's care and custody.
- 12) The child is less than 12 years old and has killed or seriously injured another person or caused serious damage to another person's property, services or treatment are necessary to prevent a recurrence and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, those services or treatment.
- 13) The child is less than 12 years old and has on more than one occasion injured another person or caused loss or damage to another person's property, with the encouragement of the person having charge of the child or because of that person's failure or inability to supervise the child adequately.

### **Ongoing duty to report CFSA s.72(2)**

The duty to report is an ongoing obligation. If a person has made a previous report about a child, and has additional reasonable grounds to suspect that a child is or may be in need of protection, that person must make a further report to a children's aid society.

### **Persons must report directly CFSA s.72(3)**

The person who has the reasonable grounds to suspect that a child is or may be in need of protection must make the report directly to a children's aid society. The person must not rely on anyone else to report on his or her behalf.

### **What are "reasonable grounds to suspect?"**

You do not need to be sure that a child is or may be in need of protection to make a report to a children's aid society. "Reasonable grounds" are what an average person, given his or her training, background and experience, exercising normal and honest judgment, would suspect.

### **Special responsibilities of professionals and officials, and penalty for failure to report CFSA s.72(4), (6.2)**

Professional persons and officials have the same duty as any member of the public to report a suspicion that a child is in need of protection. The Act recognizes, however, that persons working closely with children have a special awareness of the signs of child abuse and neglect, and a particular responsibility to report their suspicions, and so makes it an offence to fail to report.

Any professional or official who fails to report a suspicion that a child is or may be in need of protection, where the information on which that suspicion is based was obtained in the course of his or her professional or official duties, is liable on conviction to a fine of up to \$1,000.

### **Professionals affected CFSA s.72(5)**

Persons who perform professional or official duties with respect to children include the following:

- health care professionals, including physicians, nurses, dentists, pharmacists and psychologists;
- teachers, and school principals;
- social workers and family counsellors;
- priests, rabbis and other members of the clergy;
- operators or employees of day nurseries;
- youth and recreation workers (not volunteers);
- peace officers and coroners;
- solicitors;
- service providers and employees of service providers; and
- any other person who performs professional or official duties with respect to a child.

This list sets out examples only. If your work involves children but is not listed above, you may still be considered to be a professional for purposes of the duty to report. If you are not sure whether you may be considered to be a professional for purposes of the duty to report, you should contact your local children's aid society, professional association or regulatory body.

### **Professional confidentiality CFSA s.72(7),(8)**

The professional's duty to report overrides the provisions of any other provincial statute, specifically, those provisions that would otherwise prohibit disclosure by the professional or official.

That is, the professional must report that a child is or may be in need of protection even when the information is supposed to be confidential or privileged. (The only exception for "privileged" information is in the relationship between a solicitor and a client.)

### **Protection from liability CFSA s. 72(7)**

If a civil action is brought against a person who made a report, that person will be protected unless he or she acted maliciously or without reasonable grounds for his or her suspicion.

### **What will the children's aid society do?**

Children's aid society workers have the responsibility and the authority to investigate allegations and to provide services to protect children.

A children's aid society worker may, as part of the investigation and plan to protect the child, involve the police and other community agencies.

### **How to contact a children's aid society**

Check the telephone directory for the office closest to you. In some communities, the children's aid society is known as "family and children's services." The emergency pages in most Ontario telephone directories have the number to call to report to a children's aid society.

All the children's aid societies/family and children's services have emergency service 24 hours a day, so that you can call anytime.

# Community of Christ

## INCIDENT / UNUSUAL OCCURRENCE REPORT FORM

Date of Incident / Unusual Occurrence:	Time:
Place of Incident / Unusual Occurrence:	Contact Name:
Address:	City:
Location:	Phone Number:
Reported By:	Phone Number:
Reported To:	Phone Number:

***MUST BE REPORTED TO CEM STAFF AS SOON AS POSSIBLE***

State the facts of <i>Who, What, Where, When, Why, and How</i> the incident / unusual occurrence happened?

Witness(es)	
Name:	Name:
Phone:	Phone:
Comments:	Comments:

# Community of Christ

## Canada East Mission 2012 Business Manager Responsibilities for Camps, Retreats and Reunions Revised November 2011

### Applicability

#### **Erie Beach & McGowan's Lake**

For camps, retreats, and reunions held at Erie Beach and McGowan's Lake Campgrounds, a financial report to the CEM office showing revenues & expenses, as well as attendance for each event is required no later than October 5<sup>th</sup> for inclusion in the CEM Mission Conference Booklet. The detailed procedures listed below do not otherwise apply to these campgrounds.

#### **Ziontario & Noronto**

All of the detailed items listed below apply to camps held at Ziontario and Noronto Campgrounds since CEM is responsible for the program elements of camps, retreats and reunions held at these locations

### Budget and Advance Funds

By February 1st, a budget will be prepared by the Business Manager in consultation with the Director that reflects reasonable estimated income and expenses. The financial statement of the camp or reunion for the prior year will provide assistance in the preparation of the budget, including the number of attendees budgeted. No advance funds will be provided to cooks or for campground or programming items without an approved budget. An approved budget is required even if no advance funds are requested from CEM.

This proposed budget is then submitted to the CEM Financial Officer for approval by February 1st. A conference telephone call will be arranged involving the Business Manager, the Director, and the CEM Financial Officer. After budget agreement on the teleconference call, an email indicating that the budget has been approved will be sent to the Director and Business Manager of each camp, retreat or reunion as soon as possible by the CEM Financial Officer. **No publicity** for any camp, retreat, or reunion in any written form may be released or posted on any websites until this entire process has been completed.

Any advance funds required in accordance with the approved budget, including food advances, will need to be requested in writing via e-mail or by submitting receipts (if already paid) to the Canada East Office to the attention of the CEM Financial Officer and the Accounting Assistant. All advances to be repaid must be reported to CEM as the first step in finalizing your reports.

# Community of Christ

## Receipt of Revenue

Business Managers need to record and track all registration fees and bus fees plus applicable HST. For youth camps it is recommended that you note the parents name with the campers name if registration cheques are from a sponsoring individual, company, or other organization if the last names aren't the same.

Business managers need to track all donations from individuals, congregations and companies. See **Donation Tracking Form** in package. Full name and address must accompany these donations so that the CEM office can issue charitable tax receipts. Tax receipts are issued in January/February of the next year.

Community of Christ expense cheques CAN NOT be endorsed and signed back as a donation. A separate cheque (or cash) will have to be given for the donation amount.

## Payment of Expenses and Completion of Required Forms

For reimbursing expenses a cash register receipt is required (not credit card or debit card acknowledgement slip). Each person needing expenses to be reimbursed needs to fill out an **Expense Reimbursement Form** and attach the receipts to the completed form. This will assist in receipts not getting lost, show proof of reimbursement and be easier for tracking expenses and HST paid.

Also included in your package are a **Lifeguard Tracking Form** and a **Cook Honorarium Tracking Form**. These are required so we can issue the necessary T4A forms for income tax purposes. You must ensure these are included with your final submission to the CEM office so we can accurately determine the T4A statements that we must send out to those eligible early in the following year.

Please also include in your final reporting to CEM a copy of the Zionsboro or Noronto Campground Rental Payment Form showing the number of people attending the event.

Business Managers need to finish all camp financial requirements and complete the **Camp Financial Report** and the accompanying forms and documents within 30 days of the camp closing.

## Timely Completion

Send in all cheques payable to **Community of Christ** or cash to the CEM Office before or immediately after the camp or reunion. For all bills unpaid at the end of your camp/reunion, please prepare an Expense Reimbursement Form with receipts attached and mail to CEM with an attached note advising that this amount is still unpaid.

# Community of Christ

Follow up on outstanding fees and donations and ensure that they are accounted for. Provide a list of any outstanding bills that need to be paid by the CEM office – facility rental, programming costs, etc.

All registration and health forms are to be sent to the CEM office.

All camp financial paperwork and related forms are to be completed and submitted to the CEM office within 30 days of camp closing. After 30 days if not received, you will receive a follow-up email from the CEM Accounting Assistant and Tim Stanlick of the Camping Commission. After 45 days if not received, you will receive a follow-up email from the CEM Financial Officer. After 60 days if not received, the camp or reunion Director will receive a phone call from the CEM Financial Officer. After 75 days if not received, the Director will receive a phone call from the CEM Mission President.

It is very important that we receive all of our reports on a timely basis so we can keep up with the work volumes on a timely basis and that problems can still be addressed while they are relatively fresh on the minds of those involved and for proper inclusion in the Camps, Reunions and Retreats Report in the CEM Conference Booklet.

## **HST – CRA Requirements**

We need to charge HST on all CEM sponsored camps and reunions. This includes all camps and reunions held at the Zionsville and Noronto campgrounds. The Erie Beach and McGowan's Lake Campgrounds are currently exempt under the HST laws and regulations.

HST of 13% is added to the regular camp fee for youth camps and to all components of the various fees charged at reunions. We need to disclose on all publications that we are charging HST and the amount. In the example of \$100 Registration Fee, \$13 HST, Total \$113, each of the three items needs to be separately disclosed.

HST needs to be kept separate from the programming and registration fees received. The amount of HST received is not available for the camp, retreat or reunion to spend. At the end of the camp or reunion once all expenses are paid all required financial paperwork is submitted to the CEM office. CEM will make the required HST submission to the Canada Revenue Agency.

## **Electronic Forms**

The Accounting Assistant will send a complete package of forms electronically to all camp, retreat and reunion Business Managers and Directors as part of the preparation for discussion amongst Business Managers, Directors, and the CEM Financial Officer.

Melissa Ashwell/Mike Hewitt



SAMPLE PAGE							
Community of Christ				Community of Christ			
Youth Camp, Reunion & Retreat 2012 Budget				Youth Camp, Reunion & Reunion 2012 Financial Statement			
Camp Name				Camp Name			
Location				Location			
Dates				Dates			
Income:				Income:			
Early Reg. Fees		37 @ \$195.00	\$7,215.00	Early Reg. Fees		41 @ \$195.00	\$7,995.00
Late Reg. Fees		10 @ \$245.00	\$2,450.00	Late Reg. Fees		8 @ \$245.00	\$1,960.00
HST received @ 13%			\$1,256.45	Discounted			
CEM Advance funds			\$3,000.00	HST received @ 13%			\$1,294.15
Donation			\$400.00	CEM Advance funds			\$3,000.00
Total Income			\$14,321.45	Donation			\$400.00
Total Income				Total Income			\$14,649.15
Expenses:				Expenses:			
Ziontario Fees		47 kids + 27 staff	\$3,600.00	Ziontario Fees		49 kids + 27 staff	\$3,732.00
Food			\$2,500.00	Food			\$2,361.63
Cooks Fee to CEM			\$800.00	Cooks Fee to CEM			\$800.00
Dorm Decorations			\$200.00	Dorm Decorations			\$240.33
Christian Ed			\$50.00	Christian Ed			\$46.96
Crafts			\$650.00	Crafts			\$641.57
Log			\$200.00	Log			\$198.60
Music			\$85.00	Music			\$91.29
Recreation			\$100.00	Recreation			\$126.00
Evening Activities			\$90.00	Evening Activities			\$93.23
Treats/Prizes			\$125.00	Treats/Prizes			\$126.66
Banquet			\$100.00	Banquet			\$118.83
Office Supplies & Photocopying			\$500.00	Office Supplies & Photocopying			\$544.84
Guest Visitor(s)			\$400.00	Guest Visitor(s)			\$400.00
Theme Materials			\$400.00	Theme Materials			\$414.33
Cleaning Supplies			\$40.00	Cleaning Supplies			\$39.49
HST payable @ 13% to CEM			\$1,256.45	HST payable @ 13%			\$1,294.15
CEM advance funds returned to CEM			\$3,000.00	CEM advance funds returned to CEM			\$3,000.00
Total Expenses			\$14,096.45	Total Expenses			\$14,269.91
Kids Camp 2012 Surplus/ Deficit			\$225.00	Kids Camp 2012 Surplus/ Deficit			\$379.24

SAMPLE FORM		Community of Christ	
Youth Camp, Reunion & Retreat Budget Year 2 _____		Youth Camp, Reunion & Reunion Financial Statement	
Camp Name _____	Camp Name _____	Location _____	Location _____
Location _____	Location _____	Dates _____	Dates _____
Dates _____	Dates _____	Dates _____	Dates _____
<b>Income:</b> Early Reg. Fees _____ Late Reg. Fees _____ HST received @ 13% _____ CEM Advance funds _____ Donation _____ <b>Total Income</b> \$0.00		<b>Income:</b> Early Reg. Fees _____ Late Reg. Fees _____ Discounted _____ HST received @ 13% _____ CEM Advance funds _____ Donation _____ <b>Total Income</b> \$0.00	
<b>Expenses:</b> Zontario Fees _____ Food _____ Cooks Fee to CEM _____ Dorm Decorations _____ Christian Ed _____ Crafts _____ Log _____ Music _____ Recreation _____ Evening Activities _____ Treats/Prizes _____ Banquet _____ Office Supplies & Photocopying _____ Guest Visitor(s) _____ Theme Materials _____ Cleaning Supplies _____ HST payable @ 13% to CEM _____ CEM advance funds returned to CEM _____ <b>Total Expenses</b> \$0.00		<b>Expenses:</b> Zontario Fees _____ Food _____ Cooks Fee to CEM _____ Dorm Decorations _____ Christian Ed _____ Crafts _____ Log _____ Music _____ Recreation _____ Evening Activities _____ Treats/Prizes _____ Banquet _____ Office Supplies & Photocopying _____ Guest Visitor(s) _____ Theme Materials _____ Cleaning Supplies _____ HST payable @ 13% _____ CEM advance funds returned to CEM _____ <b>Total Expenses</b> \$0.00	
<b>Surplus/ Deficit</b> \$0.00		<b>Surplus/ Deficit</b> \$0.00	



Signature:		Cash	Cheque #
Date:			

# Community of Christ

## Canada East Mission Youth Camp and Retreat Donation Tracking form

Camp Name \_\_\_\_\_

Name		
Address		
City		
Province		Postal Code
Telephone		
Amount	Cash	Cheque

Name		
Address		
City		
Province		Postal Code
Telephone		
Amount	Cash	Cheque

Name		
Address		
City		
Province		Postal Code
Telephone		
Amount	Cash	Cheque

Name		
Address		
City		
Province		Postal Code
Telephone		
Amount	Cash	Cheque

Name		
Address		
City		
Province		Postal Code
Telephone		
Amount	Cash	Cheque

A Charitable Donation receipt will be issued from the CEM office and be mailed directly to the person who made the donation. Receipts will be mail out Febrary the following year.

All information on this form will be kept confidential.

# Community of Christ

Canada East Mission  
Youth Camp, Reunion & Retreat  
Lifeguard Tracking Form

**Camp Name** \_\_\_\_\_

Name	
Address	
City	
Province	
Postal Code	
SIN number	
telephone number	
Stipend amount	

Name	
Address	
City	
Province	
Postal Code	
SIN number	
telephone number	
stipend amount	

Name	
Address	
City	
Province	
Postal Code	
SIN number	
telephone	
stipend amount	

Name	
Address	
City	
Province	
Postal Code	
SIN number	
telephone number	
stipend amount	

A T4A will be issued in February of the following year for everyone receiving \$500.00 or more during the year.

Community of Christ Canada East Mission office will keep all information confidential in accordance to the Ontario Privacy Laws

# Community of Christ

Canada East Mission  
Youth Camp, Reunion & Retreat  
Cook Stipend Tracking Form

**Camp Name** \_\_\_\_\_

Name	
Address	
City	
Province	
Postal Code	
SIN number	
telephone number	
Stipend amount	

Name	
Address	
City	
Province	
Postal Code	
SIN number	
telephone number	
stipend amount	

Name	
Address	
City	
Province	
Postal Code	
SIN number	
telephone	
stipend amount	

Name	
Address	
City	
Province	
Postal Code	
SIN number	
telephone number	
stipend amount	

A T4A will be issued in February of the following year for everyone receiving \$500.00 or more during the year.

Community of Christ Canada East Mission office will keep all information confidential in accordance to the Ontario Privacy Laws

# Special Events Food Vendor Requirements<sup>1</sup>

The day of your **Special Event** is fast approaching and everything is coming together as you have carefully planned. The location of your Special Event may be a temporary set-up and your challenge is to store, transport, prepare and maintain food in a way that makes it safe to eat throughout the event.

The purpose of this pamphlet is to help you achieve and maintain the high level of food quality your customers expect, you will;

- gain a better understanding of how food poisonings occur
- learn safety measures you can use in your methods of preparation

## Food Preparation Location

Food for the public to eat must be prepared in a location which is routinely inspected by a Public Health Inspector.

- restaurant
- community/church hall

The Health Unit may request a list of the foods being served and the locations where it will be prepared.

## Food Booths

The food booth or any other structures used for the purpose of food preparation, display or storage must have:

1. Structure
  - a. three sides (walls) and ceilings
  - b. service window from dust, insects, etc.
2. Water
  - a. cold water, use a clean jug of water if tap water is not available
  - b. hot water, use an electric coffee urn if tap water is not available
  - c. catch buckets for the waste water

## Food Definitions

Hazardous foods are generally protein products which are capable of supporting pathogenic bacteria growth. This is the type of bacteria which can cause foodborne illness.

### Hazardous foods:

- all meat & poultry • eggs
- fish • shellfish
- milk & milk products • deli meats

<sup>1</sup> Reprint of an article published by Wellington, Dufferin, Guelph Health Unit, Public Health. Website: [www.wdghu.org](http://www.wdghu.org) Email: [info@wdghu.org](mailto:info@wdghu.org) Belwood Office Guelph Office Orangeville Office (519)843-2460 (519)821-2370 (519)941-0760 HPDFSB2-rev05/05 rh. November 2005.

### **Non-hazardous foods:**

- dry goods and cereals • fruits
- most baked goods • vegetables
- popcorn • nuts

Non-hazardous foods do not normally contain pathogenic bacteria. They do not need to be refrigerated.

### **Cross Contamination**

1 out of 5 cases of foodborne illness are due to cross-contamination. Cross-contamination is the transfer of harmful bacteria from one food or surface to another food or surface.

1. Separate raw foods from ready-to-eat foods during storage, preparation, transportation and display.
2. Foods in storage must be;
  - a. off the ground - use pallets or tables
  - b. in an area away from any chemical storage
3. Foods on display must be either;
  - a. pre-packaged
  - b. enclosed in cabinets
  - c. protected by an effective sneeze guard
4. Clean and sanitize all food contact surfaces after each use, e.g., cutting boards, meat slicers, knives and work tables.

### **Temperature Abuse Can Kill You**

3 out of 4 foodborne illness are caused by holding hazardous foods at temperatures between 4°C and 60°C (40°F and 140°F). Pathogenic bacteria can double their numbers every 20 minutes at room temperature. Refrigeration does not kill bacteria. Cooking foods reduces the amount of bacteria present.

### **Storage and Cooked Temperatures**

#### **Storage Temperatures:**

- Refrigeration 4°C (40°F) or colder
- Freezing -18°C (0°F) or colder
- Hot Holding 60°C (140°F) or hotter

#### **Cooked Temperatures:**

- Whole Poultry 82°C or 180°F
- Poultry (other than whole) 74°C or 165°F
- Pork 71°C or 160°F
- Ground Meats (not poultry) 71°C or 160°F
- Fish 70°C or 158°F
- Eggs 63°C or 145°F

**Reheating Temperature:** 74°C or 165°F

#### **Danger Zone: (4°C to 60°C)**

Rapid growth and activity of harmful bacteria result in spoilage, colour and nutritive loss, and food poisoning. Food left in this zone for more than two hours may make someone ill.

- a metal stem probe thermometer **MUST** be used to check temperatures
- an accurate thermometer **MUST** be provided in every temperature controlled unit (i.e. refrigerator).





## Sanitation

Sanitizing reduces and destroys disease causing bacteria. All multi-use articles used to prepare food must be washed and sanitized after each use. A two compartment sink is required to adequately wash and sanitize pots, containers or utensils used in food preparation.

### Washing and Sanitizing:

1. The first sink is used to wash the equipment with soap.
2. The second sink is used to sanitize the equipment.

### Methods of Sanitation:

1. chemicals (chlorine bleach) - add one teaspoon to one litre of water and immerse for 45 seconds. Strength of solution is to be 100 ppm. or
2. heat - use hot water 77°C (170°F) for 45 seconds The washing and sanitizing procedure also applies to all work surfaces. These surfaces must be cleaned and sanitized after each use.

### Steps for Sanitizing Work Surfaces:

1. put bleach solution of 100 ppm in a spray bottle
2. wash cutting board with soap and water
3. spray cutting board with bleach solution
4. let it sit for 2 minutes



### Wiping Cloths:

1. you must have an adequate supply
2. use for cleaning food contact surfaces only
3. kept clean and changed frequently
4. rinsed in a sanitizing solution between uses

## Handwashing


Proper handwashing is the most important way to stop the spread of disease. Handwashing facilities must be provided and equipped with soap and paper towels.

### Always wash your hands with soap and warm water:

1. before starting to work
2. before preparing food
3. after handling raw meats or poultry
4. after coughing, sneezing or blowing your nose
5. after using the washroom
6. after touching garbage or any soiled surfaces

## Personal Hygiene

### It is important to:

- 
1. always be clean yourself and wear clean clothes
  2. control your hair either by a hat or a hairnet
  3. do not smoke while working
  4. always wear clean, waterproof bandages and clean disposable gloves if you have any cuts or abrasions
  5. do not handle food if you are sick with vomiting, diarrhea, coughing or sneezing

## **Transportation**

Foods must be transported in a way that maintains food at a safe temperature and protects it from contamination. Cold foods must be transported and maintained at a temperature of 4°C (40°F) or less by:

- a mechanically refrigerated unit
- cooler packed with ice

Hot foods must be transported and maintained at a temperature of 60°C (140°F) or more by:

- insulated coolers and hot packs
- another approved method

## **Garbage and Pest Control**

- garbage pails with lids must be located away from door and window areas
- use a spray or other means which is food grade to control the bugs around the booth

## **Check List**

### **Did You Forget Anything?**

- ☐ Hot-running water
- ☐ Cold-running water
- ☐ Liquid soap in dispenser
- ☐ Paper towels
- ☐ Disinfectant (e.g. household bleach)
- ☐ 3 buckets
- ☐ Refrigerator
- ☐ Thermometer
- ☐ Barbecue cover
- ☐ Foods properly covered
- ☐ Garbage bins with lids
- ☐ Pest control - fly strips
- ☐ Food containers are off the ground

### **Hot Foods:**

- ☐ Steamer
- ☐ Propane stove
- ☐ Stove
- ☐ Chafing dishes

### **Cold Foods:**

- ☐ Refrigerator

### **Personal:**

- ☐ Hair tied back/hair covering
- ☐ Clean outer clothing

# Safe Food Handling Tips for Special Events<sup>2</sup>



## Wash Your Hands

- Provide a handwashing station at your booth. Thoroughly wash your hands with warm water and liquid soap and dry with a paper towel before beginning work and whenever they become contaminated.

## Provide Cold Running Water

- Use a camping jug with a spout if cold water from a tap is not available at your food preparation area.

## Provide Hot Running Water

- Use an electric coffee urn with a spout if hot water from a tap is not available at your food preparation area.

## Keep Cold Foods Cold

- Hazardous foods must be kept at 4°C (40°F) or colder. Store all perishable foods under refrigeration or in insulated coolers with ice or freezer packs on top of the food. Use a thermometer to check the temperature frequently.

## Keep Hot Foods Hot



- Hot foods must be kept at 60°C (140°F) or hotter. Preheat hot holding units before the hot food is placed into them. Use a probe thermometer to check the food temperature frequently.

## Transport Food Safely

- Transport food in insulated containers. Hot foods must be kept hot and cold foods must be kept cold. Food poisoning bacteria can multiply very quickly if food is at room temperature.

## Do Not Work if You are Sick

- Do not handle food if you are sick with vomiting or diarrhea or have a cold. If you have a cut, sore or rash on your hands cover with a bandage and wear disposable gloves.

## Minimize Food Handling With Hands

- Use utensils like tongs, spoons and scoops whenever possible.

## Wear Clean Clothing

- Wear clean clothing and aprons when handling food.



<sup>2</sup> Wellington, Dufferin, Guelph Health Unit, Public Health. An Accredited Organization ~ Bringing You Quality Public Health Services Since 1947. Belwood Guelph Orangeville, Tel: (519) 843-2460 Tel: (519) 821-2370 Tel: (519) 941-0760; Fax: (519) 843-2321 Fax: (519) 836-7215 Fax: (519) 941-1600; Toll Free 1-800-265-7293 Website: [www.wdghu.org](http://www.wdghu.org) Email: [info@wdghu.org](mailto:info@wdghu.org). HPD FS(FS)2-rev. 2/05 jb

**Confine Your Hair**

- Wear headgear such as a hat or hairnet that contains your hair when handling food.

**No Smoking**

- Do not smoke in food preparation areas. Wash your hands after smoking and before handling food.

**Clean and Sanitize All Work Areas**

- Wash, rinse and sanitize all utensils, cutting boards, and other items that contact food. Use one teaspoon of bleach in one litre of water.

**Keep All Food Off the Ground**

- Store all food items on tables or shelves at least 15cm (6 inches) off the ground.

**Eliminate Pests**

- Keep food covered to deter insects and rodents. Flies carry germs. Fly strips can be hung away from food. Do not use insect sprays as they can contaminate food.

**Provide Garbage Bins**

- Keep the food handling area clean at all times. Put garbage into covered bins to discourage pests.

**Cover All Foods**

- Keep all foods covered to prevent contamination from people, dust, dirt, insects and other foreign objects.

**Plan Ahead**

Have all equipment ready and running ahead of time. Pre-chill refrigerators and pre-heat hot holding units before food is placed in them. All food preparation must be done in an inspected

**Recreational Camps Regulation**  
(Regulation 568 of the Revised Regulations of Ontario, 1990, as amended May 1995)



OFFICE CONSOLIDATION

CODIFICATION ADMINISTRATIVE

**Recreational  
Camps  
Regulation**

**Règlement sur les  
camps de loisirs**

under the

pris en application de la

**Health Protection and  
Promotion Act**

**Loi sur la protection et la  
promotion de la santé**

Regulation 568 of the Revised Regulations of  
Ontario, 1990

Règlement 568 des Règlements refondus de  
l'Ontario de 1990

(as amended)

(tel qu'il est modifié)

May 1995

mai 1995

© Printed by the Queen's Printer for Ontario

© Imprimé par l'Imprimeur de la Reine pour l'Ontario



ISBN 0-7778-3037-X

## NOTICE

This office consolidation is prepared for purposes of convenience only. The authoritative text is set out in the official volumes.

## AVIS

La présente codification administrative ne vise qu'à faciliter la consultation. Le texte authentique se trouve dans les volumes officiels.

Copies of this and other Ontario Government publications are available from Publications Ontario at 880 Bay St., Toronto. Out-of-town customers may write to Publications Ontario, 50 Grosvenor St., Toronto M7A 1N8. Telephone (416) 326-5300 or toll-free in Ontario 1-800-668-9938. Fax (416) 326-5317. The hearing impaired may call: (416) 325-3408 or toll-free in Ontario 1-800-268-7095. MasterCard and Visa are accepted.

Z10553

On peut se procurer des exemplaires du présent document ainsi que d'autres publications du gouvernement de l'Ontario à Publications Ontario, 880, rue Bay, Toronto. Les personnes de l'extérieur peuvent écrire à Publications Ontario, 50, rue Grosvenor, Toronto (Ontario) M7A 1N8 (téléphone : (416) 326-5300 ou, en Ontario, 1-800-668-9938 sans frais d'interurbain). Télécopieur : (416) 326-5317. Les malentendants peuvent composer le (416) 325-3408 ou, sans frais en Ontario, le 1-800-268-7095. Les cartes de crédit MasterCard et Visa sont acceptées.

## Health Protection and Promotion Act

### R.R.O. 1990, REGULATION 568

#### RECREATIONAL CAMPS

Consolidation Period: From October 17, 1991 to the e-Laws currency date.

Last amendment: O.Reg. 603/91.

*This is the English version of a bilingual regulation.*

1. In this Regulation,

"class A camp" means a camp for recreational activities consisting of one or more tents, cabins, vehicles, buildings or other structures together with the land appertaining thereto, established or maintained as living quarters with or without charge for ten or more persons, for temporary occupancy of five or more days, but does not include a camp established by a person for his or her family and guests or to a camping establishment as defined in subsection 1 (1) of Regulation 1037 of the Revised Regulations of Ontario, 1990 made under the *Tourism Act*; ("camp de catégorie A")

"class B camp" means a camp for recreational activities consisting of tents erected on a site together with the land appertaining thereto where sleeping, eating, cooking or other activities take place in the tents or in the open and where the tents are established or maintained as living quarters with or without charge for ten or more persons, for temporary occupancy of five or more days; ("camp de catégorie B")

"day" means a continuous period of twenty-four hours; ("jour")

"hazardous food" means any food capable of supporting the growth of pathogenic organisms or the production of the toxins of such organisms; ("aliment susceptible de présenter un danger")

"operator" means every person who alone or by agents owns or operates a recreational camp; ("exploitant")

"single-service article" means any container or eating utensil that is to be used only once in the service or sale of food; ("article jetable")

"toilet" includes a privy; ("toilette")

"utensil" means any article or equipment used in the manufacture, processing, preparation, storage, handling, display or distribution of food, except a single-service article; ("ustensile")

"washbasin" includes a pail or similar portable container of sound construction. ("lavabo") R.R.O. 1990, Reg. 568, s. 1.

2. The following are classes of recreational camps:

1. Class A camps.

2. Class B camps. R.R.O. 1990, Reg. 568, s. 2.

#### NOTICE OF CAMP OPENING

3. (1) Every person who intends to operate a recreational camp for the first time shall give written notice of the person's intention to do so to the medical officer of health at least sixty days before the camp is to be opened. R.R.O. 1990, Reg. 568, s. 3 (1).

(2) Where an operator intends to open a recreational camp that has been closed for a period exceeding thirty days, the operator shall notify the medical officer of health of the proposed opening at least fourteen days prior to the reopening of the camp. R.R.O. 1990, Reg. 568, s. 3 (2).

#### CAMP LOCATION AND MAINTENANCE

4. Every operator shall ensure that each camp is so located and maintained as to be free from any condition that may endanger the health or safety of the campers or employees of the camp. R.R.O. 1990, Reg. 568, s. 4.

5. Every operator shall ensure that every person living in a camp or employed in a camp is free of any communicable disease or any infectious agent thereof. R.R.O. 1990, Reg. 568, s. 5.

#### CAMP STAFF

6. Every operator shall ensure that the campers in each camp are under the continuous supervision of an adult who has experience in administration and leadership in a recreational camp. R.R.O. 1990, Reg. 568, s. 6.

7. (1) Every operator shall ensure that one of the following persons are present in each camp:

1. A physician.
2. A registered nurse.
3. A person who is a holder of,
  - i. a Canadian Red Cross Society's Standard First Aid Certificate,
  - ii. a St. John Ambulance Association's Standard First Aid Certificate, or
  - iii. a certificate that the medical officer of health considers equivalent to a certificate referred to in subparagraph i or ii. R.R.O. 1990, Reg. 568, s. 7 (1).

(2) Where a physician is not in residence in a recreational camp, the operator shall ensure that the services of a physician can be obtained quickly in the case of a medical emergency. R.R.O. 1990, Reg. 568, s. 7 (2).

(3) Every operator shall ensure that no animal that is susceptible to rabies is brought into a camp unless the animal has been immunized against rabies at least thirty days and not more than fifteen months prior to the bringing of the animal into the camp. R.R.O. 1990, Reg. 568, s. 7 (3).

#### CAMP ACCOMMODATION

8. (1) Every operator of a class A camp shall ensure that in each class A camp the floor area in the sleeping quarters is at least 3.72 square metres per camper or where single, double or triple tier bunk units are used, 2.79 square metres per camper. R.R.O. 1990, Reg. 568, s. 8 (1).

(2) Every operator shall ensure that where a tent is used for accommodation in a camp the number of occupants in the tent shall not exceed the manufacturers' recommended limits. R.R.O. 1990, Reg. 568, s. 8 (2).

#### VENTILATION

9. (1) Every operator of a class A camp shall ensure that each sleeping area, dining room or any other building used by campers or employees in a class A camp is provided with,

- (a) natural ventilation adequate to ensure the elimination of all offensive odours; or
- (b) mechanical ventilation capable of providing at least one air change per hour. R.R.O. 1990, Reg. 568, s. 9 (1).

(2) Every operator of a class A camp shall ensure that at least ten air changes per hour is provided in the food preparation area of each class A camp. R.R.O. 1990, Reg. 568, s. 9 (2).

#### LIGHTING

10. Every operator of a class A camp shall ensure that each class A camp is provided with,

- (a) a minimum intensity of illumination of 100 lux in all hallways, corridors, stairways and sleeping areas;
- (b) a minimum intensity of illumination of 500 lux in the kitchen; and
- (c) a minimum intensity of illumination of 250 lux in all rooms other than those referred to in clauses (a) and (b). R.R.O. 1990, Reg. 568, s. 10.

#### FIRE PROTECTION

11. (1) Every operator of a class A camp shall ensure that each permanent building used for sleeping in each class A camp that has a floor area of at least 55.8 square metres and that has a sleeping room that has no exit to the outside is provided with smoke alarms. R.R.O. 1990, Reg. 568, s. 11 (1).

(2) Every operator of a class A camp shall ensure that each permanent building in a class A camp is equipped with a fire extinguisher in good working order. R.R.O. 1990, Reg. 568, s. 11 (2).

(3) Every operator shall ensure that there are written procedures that shall be used in the event of a fire in each camp and that all campers and employees of the camp are trained in the procedures. R.R.O. 1990, Reg. 568, s. 11 (3).

#### WATER SUPPLY

12. (1) Every operator shall ensure that the water supply of each camp is,

- (a) obtained from a source or sources approved by the medical officer of health;
- (b) sufficient to meet the requirements of the campers and employees of the camp; and
- (c) potable. R.R.O. 1990, Reg. 568, s. 12 (1).

(2) Where the medical officer of health is of the opinion that the water supply of a recreational camp requires treatment, he or she may require the operator to treat the water in order to render it safe and sanitary. R.R.O. 1990, Reg. 568, s. 12 (2).



(3) Where an operator is required by the medical officer of health to treat water in order to render it safe and sanitary, the operator shall so treat the water and shall ensure that a record of the kind and method of treatment of the water supply is kept on the premises of the recreational camp for one year from the making of the record. R.R.O. 1990, Reg. 568, s. 12 (3).

#### GENERAL

13. Every operator shall ensure that each tent and building in each camp is maintained in a sanitary condition at all times and that the grounds of the camp are free of litter and refuse. R.R.O. 1990, Reg. 568, s. 13.

#### SANITARY FACILITIES

14. (1) Every operator shall ensure that each camp is provided with sanitary facilities in accordance with this section and sections 15 and 16. R.R.O. 1990, Reg. 568, s. 14 (1).

(2) At least one separate sanitary facility for each sex shall be provided for the use of campers and staff in a recreational camp. R.R.O. 1990, Reg. 568, s. 14 (2).

(3) A minimum of one toilet shall be provided for every ten campers of each sex in a recreational camp. R.R.O. 1990, Reg. 568, s. 14 (3).

(4) One washbasin shall be provided for every five campers of each sex in a recreational camp. R.R.O. 1990, Reg. 568, s. 14 (4).

(5) Where water-flush toilets are provided in a recreational camp, urinals may be counted as toilets for male use but the number of urinals shall not exceed 50 per cent of the number of toilets. R.R.O. 1990, Reg. 568, s. 14 (5).

15. (1) Every sanitary facility in a recreational camp shall,

- (a) be equipped with windows and self-closing, tight-fitting doors;
- (b) have all doors and windows screened against insects, rodents and vermin;
- (c) be ventilated so as to eliminate offensive odours; and
- (d) be kept sanitary and in good repair at all times. R.R.O. 1990, Reg. 568, s. 15 (1).

(2) When a recreational camp is in operation, all toilet seats shall be thoroughly scrubbed daily with a sanitizing solution. R.R.O. 1990, Reg. 568, s. 15 (2).

16. Every sanitary facility in a recreational camp shall be equipped with,

- (a) a supply of toilet paper;
- (b) a cleanable receptacle of sound construction for used towels and other refuse;
- (c) a supply of soap or detergent in a dispenser;
- (d) a supply of clean single-service towels or a hot air dryer;
- (e) where there are water-flush toilets, a supply of hot and cold water or a supply of cold water that contains a disinfectant; and
- (f) where there are privies, commercially packaged single-use moist hand towelettes or a supply of cold water that contains a disinfectant. R.R.O. 1990, Reg. 568, s. 16.

#### LAUNDRY OPERATIONS

17. Every operator shall ensure that the laundry operations in each camp are not carried on in a river, lake, stream or brook adjacent to or within the camp. R.R.O. 1990, Reg. 568, s. 17.

#### FOOD PREPARATION AND STORAGE

18. (1) Every operator shall ensure that food in each camp is protected from contamination and adulteration and that foods not requiring refrigeration are kept in closed containers and stored in areas designated by the operator as areas for food storage only. R.R.O. 1990, Reg. 568, s. 18 (1).

(2) Every operator shall ensure that each camp is provided with refrigerated space adequate for the safe storage of perishable and hazardous food. R.R.O. 1990, Reg. 568, s. 18 (2).

(3) Every operator shall ensure that racks, shelves or pallets are provided for the storage of food in each camp and that no rack or shelf is placed less than fifteen centimetres above the floor. R.R.O. 1990, Reg. 568, s. 18 (3).

(4) Every operator shall ensure that the food in each camp is stored on the racks, shelves or pallets referred to in subsection (3). R.R.O. 1990, Reg. 568, s. 18 (4).

(5) Every operator shall ensure that in each camp hazardous food other than hermetically sealed food that has been subjected to a process sufficient to prevent the production of bacterial toxins or the survival of spore-forming pathogenic bacteria is stored, distributed, maintained, transported or displayed such that the internal temperature of the food is,

(a) 5° Celsius, or lower; or

(b) 60° Celsius, or higher,

except for such periods of time as may be necessary for the preparation, processing and manufacturing of the food. R.R.O. 1990, Reg. 568, s. 18 (5).

(6) Every operator shall ensure that in each camp frozen food is stored and maintained at a temperature of minus 18° Celsius or lower. R.R.O. 1990, Reg. 568, s. 18 (6).

(7) Every operator shall ensure that the food preparation and storage areas in each camp are so constructed, located and maintained as to provide protection against the entrance of insects, rodents, vermin, dust and fumes. R.R.O. 1990, Reg. 568, s. 18 (7).

(8) Every operator shall ensure that in each camp temperature controlled rooms and compartments used for the storage of hazardous food are provided with accurate indicating thermometers that can be easily read. R.R.O. 1990, Reg. 568, s. 18 (8).

19. (1) Every operator shall ensure that each person who handles or comes into contact with food or with any utensils used in the preparation, processing, service or storage of food in a camp,

(a) does not smoke while so engaged;

(b) is clean;

(c) wears headgear that confines the hair; and

(d) washes his or her hands before starting work and after every use of a toilet or urinal. R.R.O. 1990, Reg. 568, s. 19 (1).

(2) Every operator of a class A camp shall ensure that every person who handles or comes into contact with food or with any utensils used in the preparation, processing, service or storage of food in a class A camp,

(a) wears clean outer garments;

(b) is free from any infectious agent of a disease that may be spread through the medium of food; and

(c) submits to such medical examinations and tests as are required by the medical officer of health to confirm the absence of an infectious agent mentioned in clause (b). R.R.O. 1990, Reg. 568, s. 19 (2).

(3) Every operator of a class A camp shall ensure that no person who has a skin disease performs any work that brings him or her into contact with food in a class A camp, unless the person has obtained the approval of the medical officer of health in writing before handling food. R.R.O. 1990, Reg. 568, s. 19 (3).

(4) Every operator shall ensure that in each camp tongs, spoons and scoops of corrosion-resistant and non-toxic material are used wherever possible where food is being prepared or served to avoid direct hand contact with food. R.R.O. 1990, Reg. 568, s. 19 (4).

(5) Every operator shall ensure that in each camp a basin only for hand washing is located in each food preparation area together with supplies of hot and cold water, soap or detergent in a dispenser and,

(a) clean single-service towels;

(b) a hot air dryer; or

(c) a continuous roller towel in a mechanical device and a supply of paper towels. R.R.O. 1990, Reg. 568, s. 19 (5).

(6) Every operator shall ensure that each food preparation area in each camp is provided with a supply of hot and cold potable water. R.R.O. 1990, Reg. 568, s. 19 (6).

(7) Every operator shall ensure that cloths and towels used for washing, drying or polishing utensils or cleaning tables in each camp are,

(a) in good repair;

(b) clean; and

(c) used for no other purpose. R.R.O. 1990, Reg. 568, s. 19 (7).

(8) Every operator shall ensure that toxic and poisonous substances required for maintenance of sanitary conditions in each camp are,

(a) kept in a compartment separate from food so as to preclude contamination of any food, working surface or utensil;

(b) kept in a container that bears a label on which the contents of the container are clearly identified; and

(c) used only in such manner and under such conditions that the substances do not contaminate food or cause a health hazard. R.R.O. 1990, Reg. 568, s. 19 (8).

20. (1) Every operator shall ensure that each article or piece of equipment that is used for preparation, service display, storage or transportation of food in a camp is,

- (a) of sound and tight construction;
  - (b) kept in good repair; and
  - (c) of such form and material that it can be readily cleaned and sanitized. R.R.O. 1990, Reg. 568, s. 20 (1).
- (2) Every operator shall ensure that in each camp equipment and utensils with which food comes in direct contact are,
- (a) corrosion-resistant and non-toxic; and
  - (b) free from cracks, crevices and open seams. R.R.O. 1990, Reg. 568, s. 20 (2).
- (3) Despite subsection (2), cutting boards, blocks, tables, bowls, platters and churns of hardwood or other materials may be used in a camp where,
- (a) such equipment is maintained in a clean and sanitary condition; and
  - (b) the manner and conditions of their use are not a health hazard. R.R.O. 1990, Reg. 568, s. 20 (3).

#### CLEANING AND SANITIZING OF UTENSILS

21. Every operator shall ensure that utensils that are used in each camp are cleaned and sanitized in accordance with sections 23, 24, 25 and 26. R.R.O. 1990, Reg. 568, s. 21.

22. (1) Every operator shall ensure that equipment and facilities for the cleaning and sanitizing of utensils in each camp is used for no other purpose and consists of,

- (a) mechanical equipment; or
- (b) equipment for washing by hand consisting of,
  - (i) a three-compartment sink or three sinks, of corrosion-resistant material of sufficient size to ensure thorough cleaning and sanitizing of utensils, or
  - (ii) a two-compartment sink or two sinks, of corrosion-resistant material for the cleaning and sanitizing of utensils where washing and rinsing can be done effectively in the first sink and the second sink is used for sanitizing as described in subsection 25 (1), and
  - (iii) drainage racks of corrosion-resistant material. R.R.O. 1990, Reg. 568, s. 22 (1).

(2) Where the sinks referred to in subclause (1) (b) (i) or (ii) are not sufficient to effectively clean and sanitize the utensils, such additional sinks as will effectively clean and sanitize the utensils are required. R.R.O. 1990, Reg. 568, s. 22 (2).

(3) Subclause (1) (b) (ii) does not apply to the cleaning and sanitizing of multi-service articles or utensils that directly contact ready to eat foods. R.R.O. 1990, Reg. 568, s. 22 (3).

23. Utensils shall be,

- (a) scraped or rinsed;
- (b) cleaned;
- (c) rinsed; and
- (d) sanitized. R.R.O. 1990, Reg. 568, s. 23.

24. Where equipment for washing by hand is used in a recreational camp, utensils shall be,

- (a) cleaned in a sink in a detergent solution capable of removing soil;
- (b) rinsed in a second sink in clean water at a temperature not lower than 43° Celsius; and
- (c) sanitized in a third sink. R.R.O. 1990, Reg. 568, s. 24.

25. (1) Utensils shall be sanitized by,

- (a) immersion in clean water at a temperature of at least 77° Celsius or more, for at least forty-five seconds;
- (b) immersion in a clean chlorine solution of not less than 100 parts per million of available chlorine at a temperature not lower than 24° Celsius for at least forty-five seconds;
- (c) immersion in a clean quaternary ammonium compound solution of not less than 200 parts per million at a temperature not lower than 24° Celsius for at least forty-five seconds;
- (d) immersion in a clean solution containing not less than twenty-five parts per million of available iodine at a temperature not lower than 24° Celsius for at least forty-five seconds; or
- (e) immersion in any solution containing a sanitizing agent that is non-toxic and that provides a bactericidal result not less than the result provided by clause (a), (b) or (c) and for which a convenient test reagent is available. R.R.O. 1990, Reg. 568, s. 25 (1).

(2) A test reagent for determining the concentration of sanitizer and an accurate thermometer to determine the temperature of the sanitizing solution shall be readily available where the sanitizing takes place in a recreational camp. R.R.O. 1990, Reg. 568, s. 25 (2).

26. Despite sections 24 and 25, utensils, other than utensils that come into direct contact with a milk product or ready to eat food, may be cleaned and sanitized in one operation provided that,

- (a) the chemical product used is designed for that purpose;
- (b) the product container bears directions for use indicating optimum temperature and exposure times;
- (c) the product is used in accordance with the directions for use;
- (d) a test reagent is readily available on the premises to determine the concentration of the sanitizing agent; and
- (e) the utensils so treated are completely rinsed with clean water. R.R.O. 1990, Reg. 568, s. 26.

27. (1) Every operator shall ensure that mechanical equipment for the cleaning and sanitizing of utensils in each camp is,

- (a) so constructed, designed and maintained that,
  - (i) the wash water is sufficiently clean at all times to clean the dishes and is maintained at a temperature not lower than 60° Celsius or higher than 71° Celsius, and
  - (ii) the sanitizing rinse is,
    - (A) water that is maintained at a temperature not lower than 82° Celsius and is applied for a minimum of ten seconds in each sanitizing cycle, or
    - (B) a chemical solution described in clause 25 (1) (b), (c), (d) or (e); and

(b) provided with thermometers that show wash and rinse temperatures and that are so located as to be easily read. R.R.O. 1990, Reg. 568, s. 27 (1).

(2) An operator may use another machine or device other than the mechanical equipment referred to in subsection (1) where the machine or device will, in the opinion of the medical officer of health, effectively clean and sanitize the utensils and will result in a bacterial count on the utensils within the limits set out in section 29. R.R.O. 1990, Reg. 568, s. 27 (2).

28. Where food processing equipment in a recreational camp is cleaned and sanitized in-place without disassembling the equipment, the operator shall ensure that instructions respecting,

- (a) the chemicals used for cleaning and sanitizing;
- (b) the strength of the chemical solutions used;
- (c) the length of time the equipment was exposed to the chemicals; and
- (d) the procedures used for cleaning and sanitizing the equipment,

are posted in a place accessible to the person carrying out the cleaning and sanitizing. R.R.O. 1990, Reg. 568, s. 28.

29. Every operator shall ensure that in each camp the standard plate count from a multi-service article does not exceed 100 bacterial colonies after cleaning and sanitizing and prior to re-use when tested by an official method in accordance with the standard plate test, utilizing the swab technique. R.R.O. 1990, Reg. 568, s. 29.

30. Every operator shall ensure that in each camp utensils that have been cleaned and sanitized are transported and stored in such a manner as to prevent contamination. R.R.O. 1990, Reg. 568, s. 30.

31. Every operator shall ensure that in each camp, where a utensil is so large as to preclude washing and sanitizing by means of sinks or other machines, it is washed or scrubbed with a detergent solution, rinsed with clean water and,

- (a) sprayed or rinsed with hot water or steam in a manner that creates a temperature of not less than 82° Celsius on the treated surface; or
- (b) sprayed or rinsed with a chemical solution of a type described in subsection 25 (1) at double the strength that is set out in the product directions. R.R.O. 1990, Reg. 568, s. 31.

#### DISPOSAL OF REFUSE

32. Every operator shall ensure that garbage and refuse in each camp is,

- (a) deposited in leakproof durable containers equipped with tight-fitting or self-closing tops;
- (b) removed after each meal from any room in which food is prepared, served or stored; and
- (c) collected daily and stored in a sanitary manner until final disposal. R.R.O. 1990, Reg. 568, s. 32.

## WATER SAFETY

33. Where a recreational camp has a waterfront area that is used for aquatic activities the operator shall ensure that the waterfront area is operated in accordance with sections 34, 35 and 36. R.R.O. 1990, Reg. 568, s. 33.

34. (1) Every waterfront area in a recreational camp that is used for aquatic activities shall be under the supervision of a waterfront director who is at least eighteen years of age and who holds one of the following qualifications that has been obtained within two years of acting as a waterfront director:

1. The National Lifeguard Service's registered lifeguard certificate.
2. The Royal Life Saving Society's Canada Bronze Medallion and aquatic instructor's certificate.
3. Any of the following certificates together with two years aquatic supervision experience:
  - i. The Royal Life Saving Society's Canada Bronze Medallion or higher award,
  - ii. The Canadian Red Cross Society Water Safety Leader or Water Safety Instructor's certificate,
  - iii. The Young Men's Christian Association's Basic or Senior Lifesaving certificate, or
  - iv. A certificate that the medical officer of health considers to be equivalent to a certificate referred to in subparagraph ii or iii. R.R.O. 1990, Reg. 568, s. 34 (1).

(2) The waterfront director shall ensure that, where the waterfront area in a recreational camp is in use, supervision is provided in accordance with the following Table:

TABLE

Number of Supervisors	Number of Campers in the water
2	1 to 25
3	26 to 100
For each additional twenty-five campers in the water or less where there are more than 100 campers, provide one additional supervisor.	

R.R.O. 1990, Reg. 568, s. 34 (2).

(3) Despite the supervision required under subsection (2), the waterfront director shall ensure that, where non-swimmers, mentally or physically handicapped persons or campers under five years of age are using the waterfront area in the camp, additional supervision is provided that, in the opinion of the waterfront director, is adequate having regard to the type and number of children using the waterfront area. R.R.O. 1990, Reg. 568, s. 34 (3).

(4) Every supervisor in a recreational camp shall be at least sixteen years of age and hold the Royal Life Saving Society's Bronze Medallion or qualifications that, in the opinion of the medical officer of health, are equivalent to the Bronze Medallion. R.R.O. 1990, Reg. 568, s. 34 (4).

35. Every waterfront director of a recreational camp shall ensure that the following equipment is easily accessible at the waterfront area of the camp in case of an emergency:

1. One or more buoyant rescue aids attached to a shoulder loop with a six millimetre line at least 1.60 metres in length.
2. One or more reaching poles of three metres or greater in length.
3. One or more buoyant throwing aids attached to a six millimetre line at least eight metres in length.
4. A spine board.
5. A paddleboard or boat, when any part of the swimming area is more than fifty metres from the shore.
6. First aid supplies in sufficient quantities to meet the needs of the campers that shall include,
  - i. scissors,
  - ii. triangular bandages,
  - iii. water resistant, sterile bandages,
  - iv. sterile gauze pads (fifty millimetres by fifty millimetres and 100 millimetres by 100 millimetres),
  - v. rolls and gauze conform bandages,
  - vi. waterproof adhesive tape,
  - vii. blankets and pillows,
  - viii. safety pins,
  - ix. tweezers,

- x. ice packs,
- xi. antiseptic solution,
- xii. incident report forms. R.R.O. 1990, Reg. 568, s. 35.

36. The waterfront director of a recreational camp shall ensure that there are written instructions for emergency and operational procedures that shall be used in the event of an accident or emergency in the waterfront area and that all supervisors are trained in the procedures. R.R.O. 1990, Reg. 568, s. 36.

37. A reference in this Regulation to the medical officer of health means the medical officer of health of the board of health in the health unit in which the recreational camp referred to is situate. R.R.O. 1990, Reg. 568, s. 37.

Français

[Back to top](#)

# **Aquatics Programming Booklet**

## **Contents**

- **Lifeguard Program Vision and Mission Statements**
- **Water Safety Instructional Program**
- **Equipment**
- **Rules for the Waterfront**
- **Waterfront Maps**
- **Emergency Plan**

### **Lifeguard Program Overview**

The Community of Christ Canada East Mission Centre directs the Lifeguard Program. The Community of Christ requires that all camps meet the Safety Regulations Act of the Ontario Government. Providing lifeguards through this program to camps and reunions ensures these regulations are implemented and followed. It is the Mission policy that all water related activities are supervised by the appointed lifeguards and that during camps or reunions children, youth or adults are not to participate in any unsupervised water related activities on site or off site.

### **Lifeguard Program Vision**

The Community of Christ Lifeguard Program has been established to provide safe aquatic experiences for all person's swimming during a reunion and/or camp setting. Trained and certified lifeguards at the Community of Christ campgrounds will direct all regular waterfront and swimming pool activities. Lifeguards are contracted to provide their qualified services using risk reduction procedures and practices in regular water related activities and they will be trained to administer first aid responses in emergencies. Lifeguards are not to be used for any water non-swimming or high risk activities not approved by CEM staff.

### **Lifeguard Program Mission**

The lifeguards, as a program asset provided by the Mission, when not on duty, will be available to support the camp directors in a variety of roles within the camp or reunion program.

The lifeguard program will provide positive supervised placements for young adults certified as NLS or Bronze Cross lifeguards within a summer paid employment position or within the context of community service hours.

The lifeguard program will provide each lifeguard with funds for training, mentoring supports to provide immediate advice in challenging situations and a life enrichment ministry opportunity.



# Water Safety Instructional Program

## WATER SAFETY

**S – SIGNS**

**A – ATTENTIVENESS**

**F – FEAR**

**E – EXCHANGE**

**T – THINK**

**Y – YOU**

**Signs** – look for signs in you and others to suggest they or you need help

**Attentiveness** – be attentive to the people around you, the Lifeguard and the environment. This will help you prevent bad things from happening.

**Fear** – use your fear to tell you when something is not right and take the extra precautions to ensure that everything is safe.

**Exchange** – exchange your knowledge with other people to allow them to also swim safely.

**Think** – think before you act in all situations, not just in the water.

**You** – remember YOU control your own safety.

**Important Rules to Explain to Kids Camp/Jr. High Campers**

This is a step-by-step program from which the Lifeguard team will teach safety skills for campers. Lifeguard teams will use all or part of this instructional program at the beginning of each camp to ensure campers are aware of the reasons why swim time safety depends upon the rules each swimmer follows.

## **1. Acceptable versus Unacceptable Water Play**

### **Instruction**

Never push anyone under water or hold him/her under the water.

Why?

Wrestling: What could go wrong with it?

How and when to know when to stop?

When playing always listen: to your friends, when they say stop, you must stop  
to the Lifeguard  
to your parents

Before jumping off a rock or raft, you must check to see if there is someone in the water below?

Why?

Stay clear from swimming under the water raft or hiding in rocks.

Why?

When is it OK to dive? How should you dive?

- only in deep water and after someone has done an in-water surface dive to check that no rocks are just below the surface of the water.
- shallow water dives only in a lake environment.

### **Story**

In a theme park, like Canada's Wonderland, only in the U.S. there was a drowning. This drowning was not discovered for 14 hours. The body was found on the bottom of the pool in the corner, right against the wall. The 256 lifeguards that were at this park, all failed to look below their feet. Had they taken the time to glance directly below their feet, the person would have been seen and maybe their life been saved. This story can be an example not only to lifeguards but also to all swimmers. It is very important when swimming to never overlook any situation or injury.

### **Game**

Let them play Marco Polo in the water, and remind them to play safely abiding by the rules learned.

## **2. Emergency Situations**

### **Instruction**

If whistle blows what do you do?

If someone gets hurt, whom do you tell, and what do you do?

What are different ways a person can get hurt?

- hitting their head
- cutting a body part
- cutting their head
- bruising themselves
- choking on water
- not paying attention to what their body is telling them, thus for instance ignoring a cramp or muscle pain.

What does drowning mean?

How can it happen?

- play fighting
- swimming when tired
- dry drowning
- hitting your head and becoming unconscious
- diving in shallow water
- wearing clothes
- helping a non swimmer
- swimming in foreign water.

### **Story**

A little girl was playing with her cousins. They were playing tag in the water. Her brother was it and he crept up behind her and pushed her under the water to let her know that she was caught. She swallowed water and struggled under the water for a few seconds before he let her go. She was choking on the water that she had inhaled. Her parents were right there and they helped her out of the water. She settled down and seemed to be fine. However, a few hours later while she was watching TV, she drowned on the water that was still sitting in her lungs. This is called a dry drowning.

### **Game**

Emergency Game – All the kids go in the water. You give different health conditions to some and others are told they are Junior Lifeguards, the rest are swimmers. It is up to the Junior Lifeguards to find the injured swimmers and act accordingly.

### **3. Health Risks of Swimming**

#### **Instruction**

Explaining and understanding the symptoms of familiar health conditions that can easily affect a person swimming.

The purpose to this lesson is to teach each swimmer how to recognize their own symptoms before they become life threatening.

Health conditions being discussed:

- hypothermia
- heat stroke
- heat exhaustion
- dehydration
- sun stroke
- allergic reactions
- health conditions (asthma

#### **Game**

Emergency Game – Same as above but have them use their new knowledge of the symptoms of the above health conditions.

## Necessary Equipment

The following is a list of equipment essential to the prevention of aquatic accidents and to the safety of all swimmers:

- spinal board
- flutter board
- Rescue tube (one per lifeguard) \*
- reaching stick
- BVM (Bag Valve Mask) or Filter sheets \*
- Whistle \*
- Guard pack \*
- Rescue throw line (one per team)\*
- cell phone – arranged as soon as the head lifeguard arrives
- emergency vehicle – designated to emergency situations that may occur at swim time only
- First Aid Kit \*
  - Seal Easy Mask
  - Bandages
  - Peroxide
  - Tensor bandages
  - Scissors
  - Safety pins
  - Gloves
  - Salt
  - Gauze
  - Iodine
  - Vitamin E
  - Needles
  - Blanket
  - Cold/hot compresses
  - First Aid tape
  - Antibacterial soap and brush
  - Knife in a safety pouch
  - poison kit
  - rubbing alcohol
  - Waterproof flashlight

**Important** - The equipment that is marked with an \* is supplied by the head lifeguard. All other equipment must be supplied by the campgrounds.

## **Rules for the Waterfront**

It is important that the lifeguard be made aware of any allergies, illnesses, or special needs of any of the swimmers.

### **Ziontario Campgrounds**

#### **Pool**

- No diving at any point around the pool
- Parents must accompany all swimmers
- No floatation devices other than water wings are allowed
- No shoulder wars
- No wrestling
- No running around deck pool
- Lifeguard must be alerted to weak or non-swimmers before they are allowed to swim.
- Lifeguard has the ability and authority to remove any person from the swimming area if they are endangering themselves or swimmers around them.
- No sitting or lying on the wall separating the pool from the swamp.
- When whistle is blown, you must stop and immediately look at the lifeguard.
- Children, who are young and thus unable to swim, must have a parent with them in the water.
- No jumping or running jumps into the pool from the side (water levels are too low)
- If swimmers find they are becoming tired, exit the water immediately
- Two additional adults must be present at swim time to assist the lifeguard if needed.
- Swimmers must be warned about the sudden drop off that occurs just past the buoy line.
- Swimmers must be warned about the cement in shallow area, as small cuts can occur on feet and hands if not careful. (water shoes are advised)

## **Rules for the Waterfront**

It is important that the lifeguard be made aware of any allergies, illnesses, or special needs of any of the swimmers.

### **McGowan's Lake Campgrounds**

#### **Pond**

- No diving off raft
- No swimming under raft
- No sitting under raft
- No jumping off swamp side of raft
- No jumping on raft
- No trying to sink the raft
- No wrestling in water
- No shoulder wars
- No swimming outside of swimming area into swamp area
- No fishing or frog hunting without a parent
- When whistle is blown, you must stop and look at the lifeguard
- Parents must accompany their children
- Children who are young and thus unable to swim must have parents with them in the water
- No floatation devices allowed other than water wings or lifejackets
- The lifeguard must be alerted to weak or non-swimmers before they enter the water
- An additional adult must be present at swim time to assist the lifeguard team if needed
- Lifeguard team has the ability and authority to remove any person from the swimming area if they are endangering themselves or swimmers around them.

## **Rules for the Waterfront**

It is important that the lifeguard be made aware of any allergies, illnesses, or special needs of any of the swimmers.

### **Erie Beach Campgrounds**

#### **Lakefront**

- No wrestling in water
- No shoulder wars
- No swimming outside the buoy lines
- No running down rocks into the water (if applicable depending on water levels)
- No fishing or frog hunting without a parent
- When whistle is blown, you must stop and look at the lifeguard
- Parents must accompany their children
- Children who are young and thus unable to swim must have parents with them in the water
- No floatation devices allowed other than water wings and lifejackets
- The lifeguard must be alerted to weak or non-swimmers before they enter the water
- One additional adult must be present at swim time to assist the lifeguard if needed
- Lifeguard has the ability and authority to remove any person from the swimming area if they are endangering themselves or swimmers around them
- If a swimmer finds they are becoming tired, exit the water immediately
- Lifeguard has the authority to decide whether the water condition is safe for swimming. This will be decided each day.
- Swimmers must be aware of the under-toe possibilities of Lake Erie.



# Rules for the Waterfront

It is important that the lifeguard be made aware of any allergies, illnesses, or special needs of any of the swimmers.

## Monetville Campgrounds

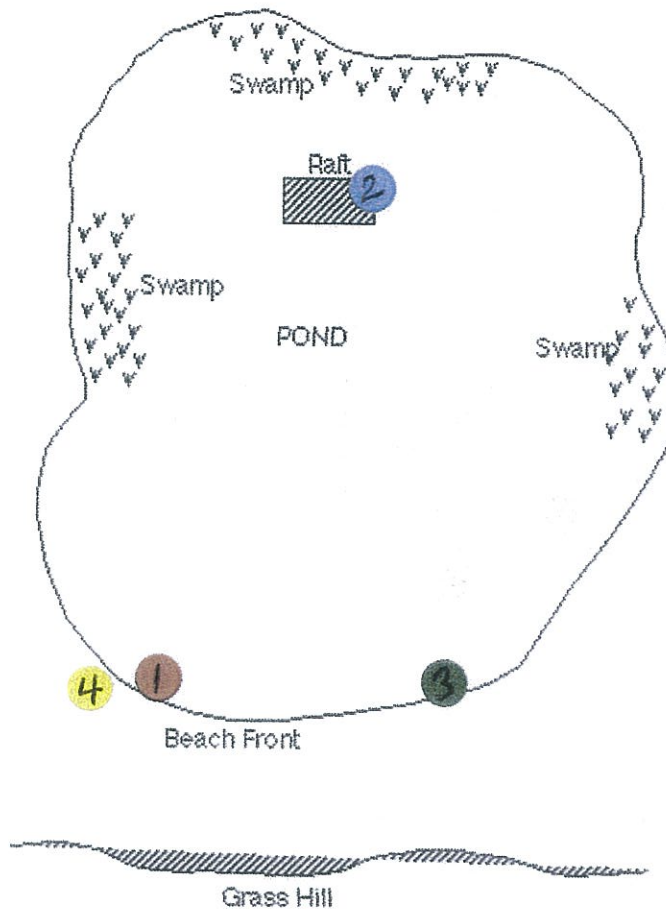
### Lakefront

- No diving off raft
- No swimming under raft
- No sitting under raft
- No jumping off lake side of raft
- No jumping on raft
- No wrestling in water
- No shoulder wars
- No swimming outside of buoy lines
- No fishing or frog hunting without a parent
- When whistle is blown, you must stop and look at the lifeguard
- Parents must accompany their children
- Children who are young and thus unable to swim must have parents with them in the water
- No floatation devices allowed other than water wings or lifejackets
- The lifeguard must be alerted to weak or non-swimmers before they enter the water
- One additional adult must be present at swim time to assist the lifeguard team if needed
- Lifeguard has the ability and authority to remove any person from the swimming area if they are endangering themselves or swimmers around them
- No running on grey docks/wood dock

### Channel

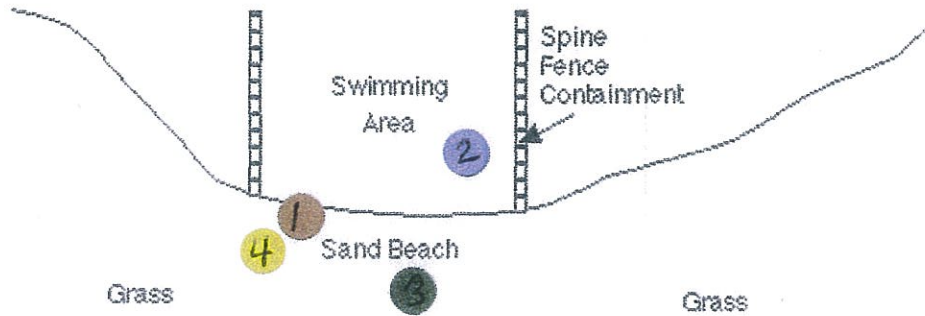
- The dock must be tied to the shore
- All entry into the water must follow this process
  - Climb down rocks onto dock into water
- Always look before you jump
- Diving is only permitted if the Lifeguard team has performed a depth check after the dock is in place and secured.
- All swimmers must be able to tread water/swim confidently in deep water
- No swimming under raft
- No jumping on raft
- No swimming across the channel
- When whistle is blown, you must stop and look at the lifeguard
- All swimmers must be attentive to their tiredness when in the water and exit the water immediately when feeling tired.
- No running from rocks onto raft into water
- Swimming permitted around raft and in front of raft
- All exiting of water must be performed using the ladder on the raft.

# McGowan's Lake Campgrounds



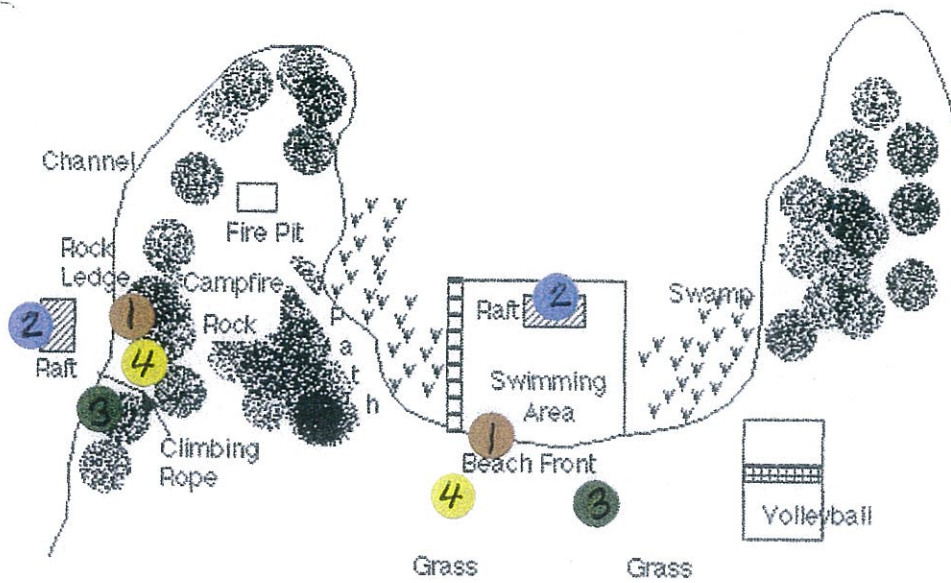
- 1 First Lifeguard Position
- 2 Second Lifeguard Position
- 3 Third Lifeguard Position
- 4 First Aid kit + Equipment (Spinal board)

LAKE ERIE



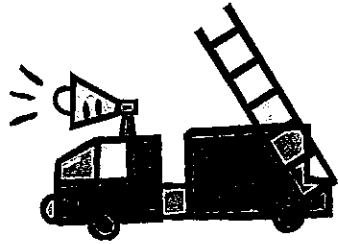
- 1 First Lifeguard Position
- 2 Second Lifeguard Position
- 3 Third Lifeguard Position
- 4 First Aid kit + Equipment (Spinal board)

# Monetville Campgrounds



- 1 First Lifeguard Position
- 2 Second Lifeguard Position
- 3 Third Lifeguard Position
- 4 First Aid kit + Equipment. (spinal board)

Keep Me Safe !



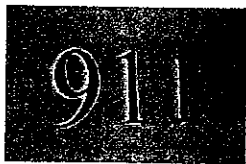
## *Emergency Preparedness – Am I Ready !*



Where are our resources ?



Can help find us ?



Who do we call ? Can we rely on our cell phone ?

**Directors:** Contact your Campground Board or facility management and ask for their current “Emergency Preparedness Handbook”. If no handbook is available, you must develop a plan of preparedness and provide training for your camp staff prior to the event. Provide constructive criticism and solutions following your camping activity in support of the next and future users.

## NON-EMERGENCY CONTACT NUMBERS

If this is an emergency situation, dial 9-1-1- immediately

FIRE DEPARTMENTS	
Name	Phone Number

PUBLIC HEALTH	
Name	Phone Number
Telehealth Ontario	1-866-797-0000 1-866-797-0007 TTY
Ontario Poison Centre	1-800-268-9017

COMMUNITY RESOURCES	
Name	Phone Number
Canadian Mental Health Association Crisis Line	1-888-893-8333
Kids Help Phone	1-800-668-6868



(705) 719-9007

info@emergencymgt.com

## NON-EMERGENCY CONTACT NUMBERS CONTINUED

If this is an emergency situation, dial 9-1-1- immediately

POLICE SERVICES	
Name	Phone Number
Ontario Provincial Police (24 hour toll-free, non-emergency phone number)	1-888-310-1122
Crime Stoppers	1-800-222-Tips (8477)

HOSPITALS	
Name	Phone Number



(705) 719-9007

info@emergencymgt.com

# Community of Christ

## General Consent and Release Form

In consideration of \_\_\_\_\_'s (*name of participant*) participation in an activity sponsored by the Community of Christ, I do for myself and for and on behalf of my child-participant hereby release, forever discharge, and agree to hold harmless the Community of Christ and its directors, agents, employees, assigns, and any subordinate units from any and all liability, claims or demands for personal injury, sickness, or death, as well as property damage and expenses, of any nature whatsoever due to ordinary negligence that may be incurred by the undersigned and the child-participant that occur while said child is participating in above listed activities, including transportation to and from such activity. I have listed below any activity that my child cannot participate in.

Further, authorization and permission is hereby given to said organization to furnish any necessary transportation, food, and lodging for this participant.

The undersigned further agrees to hold harmless and indemnify Community of Christ, its directors, employees, and agents, assigns, and subordinate units for any liability sustained by said organizations as the result of the negligent, willful or intentional acts of said participant, including expenses incurred attendant thereto.

If the participant has not attained the age of 18 years\*, I am a parent or legal guardian of this participant, and thereby grant my permission for him/her to participate fully in said event unless specific activities have been listed below. I also give my permission to take said participant to a doctor or hospital and hereby authorize medical treatment, including but not limited to emergency surgery or medical treatment, and assume the responsibility of all medical bills, if any. I also agree that if my child has an illness on the day of departure, which could be harmful to him/her, or to others he/she will not be allowed to enter the bus.

Further, I hereby give consent to and authorize the taking of photographs or videotape in which my child may appear, and their use in all media, including the world wide web, hereby waiving all right of privacy in and to any said pictures or tapes.

Here is the list the activities my child cannot participate in:

---

---

---

### *Authorization Signature*

I have read and agree to all statements in the liability release. I consent to have my child participate in the above listed activity/event.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Parent/Guardian's Signature if under 18 years of age\**

\_\_\_\_\_  
*Date*

[\* 19 years in Alabama, Alaska, Nebraska & Wyoming; 21 years in Pennsylvania, Puerto Rico and Mississippi]



## WAIVER OF LIABILITY, RELEASE, ASSUMPTION OF RISK & INDEMNITY AGREEMENT

**NOTE:** This form should be included in the advance packet prior to registration. The completed form must be on file at camp and only those persons with a completed form shall be permitted to participate.

**FOR AND IN CONSIDERATION OF THE UNDERSIGNED'S PARTICIPATION IN HIGH RISK ACTIVITIES,  
INCLUDING BUT NOT LIMITED TO:**

- \_\_\_\_\_
- \_\_\_\_\_

**SPONSORED BY THE COMMUNITY OF CHRIST, INCLUDING TRANSPORTATION TO AND FROM SUCH ACTIVITY, PARTICIPANT'S PARENT(S) OR LEGAL GUARDIAN(S) WAIVE, RELEASE AND RELINQUISH ANY AND ALL CLAIMS FOR LIABILITY AND CAUSE(S) OF ACTION AGAINST COMMUNITY OF CHRIST, INCLUDING PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH OCCURRING TO PARTICIPANT, ARISING OUT OF PARTICIPATION, AND/OR ACTIVITIES INCIDENTAL THERETO, INCLUDING ORDINARY NEGLIGENCE, WHENEVER OR HOWEVER THEY OCCUR AND FOR SUCH PERIOD SAID ACTIVITIES MAY CONTINUE, AND BY THIS AGREEMENT ANY SUCH CLAIMS, RIGHTS, AND CAUSES OF ACTION THAT PARTICIPANT (AND PARTICIPANT'S PARENT(S) OR LEGAL GUARDIAN(S), IF APPLICABLE) MAY HAVE ARE HEREBY WAIVED, RELEASED AND RELINQUISHED, AND PARTICIPANT (AND PARENT(S)/GUARDIAN(S), IF APPLICABLE) DOES(DO) SO ON BEHALF OF MY/OUR AND PARTICIPANT'S HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS.**

Participant and participant's parent(s)/guardian(s) if participant is under 18 years of age, acknowledges, understands and assumes all risks arising out of the above referenced activity and related activities, and understands that participation in the activity involves risks and dangers, including but not limited to transportation to and from said activities, and drowning, bodily injury, closed head injury, concussion, partial or total disability, paralysis and death to participant's person and damages which may arise therefrom, and that I/we acknowledge said risks. These risks and dangers may be caused by the negligence of the participant or the negligence of others, including the Releasees. I/We further acknowledge that there may be risks and dangers not known to us or not reasonably foreseeable at this time. Participant (and participant's parent(s)/guardian(s), if applicable) acknowledge, understand and agree that all of the risks and dangers described throughout this agreement, including those caused by the negligence of participant and/or others, are included within the waiver, release and relinquishment described in this release.

It is the purpose of this release to exempt, waive and relieve Releasees from liability for personal injury, property damage, and wrongful death, including if caused by negligence, including the negligence, if any, of Releasees. "Releasees" include the Community of Christ, and its officers, directors, agents, affiliates and employees.

Participant (and participant's parent(s)/guardian(s), if applicable) agree if any claim for participant's personal injury or wrongful death is commenced against Releasees, he/she shall defend, indemnify and save harmless Releasees from any and all claims or causes of action by whomever or wherever made or presented for participant's personal injuries, property damage or wrongful death.

**PARTICIPANT (AND PARTICIPANT'S PARENT(S)/GUARDIAN(S), IF APPLICABLE) ACKNOWLEDGE THEY HAVE BEEN PROVIDED AND HAVE READ THE ABOVE PARAGRAPHS AND HAVE NOT RELIED UPON ANY REPRESENTATIONS OF RELEASEES, THAT THEY ARE FULLY ADVISED OF THE POTENTIAL DANGERS OF THE ACTIVITIES DESCRIBED HEREINABOVE, AND UNDERSTAND THESE WAIVERS AND RELEASES ARE NECESSARY TO ALLOW THE EXISTENCE OF THE VOLUNTEER ACTIVITIES.**

**Participant**

**Parent or Guardian if under 18 years old\***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Age

**[\* 19 years in Alabama, Alaska, Nebraska & Wyoming; 21 years in Pennsylvania, Puerto Rico and Mississippi]**

## Christian Copyright Licensing, International. (CCLI) for Canada East Mission

CCLI License Number: **1547669**

Valid to: **September 30 2014**

**License Holders are responsible for including a copyright notice on all songs reproduced under the Church Copyright Licence. The notice should include License number, song title, writer credit(s) and copyright information as follows:**

**“Hallelujah,” Words and music by John Doe. ©2000 Good Music Co. CCLI License # 1547669**

Not all music will be covered under this licensing agreement. Please check with CCLI before reproducing lyrics or tunes: 800-234-2446 or at [www.ccli.com](http://www.ccli.com)

For material not covered by this CCLI license permission will have to be sought directly with the artist or the company that produced the music. If you have questions phone Cheryl Campbell at 888-411-7537, ext 21, or the worship office at World Church headquarters at 800-825-2806, ext. 1426.

Please send in your copy report following your activity to the Canada East Mission Office either by mail, fax or e-mail to [cheryl@communityofchrist.ca](mailto:cheryl@communityofchrist.ca)

---

### **Copy Report for Canada East Mission Camps, Reunions, and Retreats only:**

<b>Event</b>	<b>Location</b>	<b>Date</b>	<b>Song Title</b>	<b>Copyright Information</b>	<b># Copies</b>

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return this form by fax at 519-822-1236, or by mail to: Canada East Mission, *Community of Christ*, 390 Speedvale Avenue East, Guelph, Ontario N1E 1N5 (Date: November, 2008)

## VHS/DVD Site License for the Community of Christ

VHS/DVD License Number: **130194**

**Valid from:** **Sept 1, 2013 to Aug 31, 2014**

Major Studios Exclusively Represented by Audio Cine Films Inc. in Canada\*

- Alliance Atlantis
- Artisan Entertainment
- Big Idea Productions
- Christal Films
- Dimension Films
- Equinoxe Films
- Film Tonic
- Fine Line Features
- Focus Features
- Sony Pictures/MGM Studios
- Miramax Films
- Mongrel Media
- MTV Movies
- New Line Cinema/Production
- \* Nickelodeon Movies
- Odeon Films
- \* Orion Pictures
- Pixar Animated Studios
- \* Paramount Pictures
- Paramount Classics
- Polygram Entertainment
- Remstar International (Prima Films)
- Republic Pictures
- Samuel Goldwyn
- Seville Pictures
- Spelling Films
- Sony Pictures Classics
- The Weinstein Company
- TVA International
- Sony Pictures/United Artists
- Universal Studios MCA
- USA Films
- Walt Disney Picture
- Warner (Turner/MGM Titles)

\*If the producer is not on this list then the video/DVD is not covered by this license agreement.

### Performance Report for Congregations, Camps, Reunions, and Retreats

Event	Location	Date	Title	Attendance #'s

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return this form by fax at 519-822-1236, or by mail to: Canadian Headquarters, *Community of Christ*, 390 Speedvale Avenue East, Guelph, Ontario N1E 1N5 (Date: November, 2009)

# Community of Christ

## Children and Youth Worker Confidential Application

*This application is to be completed by all people wishing to serve in any position with the Community of Christ that involves direct contact with children or youth. The intent of this application is to help the church provide a safe and secure environment for young people who participate in ministry and to assist applicants and church leaders in identifying and utilizing gifts and skills of the applicant.*

Date of Application: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Full Name (Last, First, Middle, Maiden/Former): \_\_\_\_\_

Present Address: \_\_\_\_\_

City, State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Home Telephone (Include Area Code): \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation? ☐ Yes ☐ No

If yes, please indicate the date and nature of the offense. \_\_\_\_\_

Are you currently under investigation, or have you ever been recorded by the Department of Social Services (or any equivalent department/agency) for child abuse and/or neglect or any criminal activity involving a minor?

☐ Yes ☐ No

If yes, please indicate the date and nature of the record. \_\_\_\_\_

*I understand that the church will contact the appropriate agencies if I have answered "yes" to either of the two previous questions, and I give my permission for them to do so.*

Name of congregation/church where you regularly attend: \_\_\_\_\_

Is this a Community of Christ congregation? ☐ Yes ☐ No

Current Pastor: \_\_\_\_\_

Pastor's Phone: \_\_\_\_\_

Pastor's E-mail: \_\_\_\_\_

List the name, city, and state/province of other congregations you have attended regularly during the past five years. \_\_\_\_\_

List previous experience working with young people.

\_\_\_\_\_  
\_\_\_\_\_

List any gifts, training, education, or other factors that have prepared you for children and youth ministry.

\_\_\_\_\_  
\_\_\_\_\_

## Personal References

*No relatives*

### Reference #1

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Reference #2

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Reference #3

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

## Applicant's Statement

I authorize any references or organizations listed in this application to give you any information they may have regarding my character and fitness for children and youth work. I release all such references from liability for any damage that may result from furnishing such evaluations to you, and I waive any right to inspect references provided on my behalf.

Should my application be accepted, I agree to be bound by the rules and regulations and policies of the Community of Christ, and to act in accordance with those, in the performance of my services on behalf of the church.

I hereby attest and certify that I have never been convicted of nor pled guilty to: child abuse, endangering children, gross sexual imposition, sexual imposition, voyeurism, public indecency, any offense of violence, or any existing or former offense of any municipal corporation, any state, United States, or any other nation that is substantially equivalent to any of the above offenses. *(If you have been convicted of or pled guilty to any of the above offenses and wish to explain the circumstances thereof, please do so on a separate sheet.)* I further certify that I have never been discharged from employment or a volunteer position because of any activity covered by the foregoing.

I hereby authorize any present or former employer, person, firm, corporation, physician, or government agency to answer any and all questions and to release or provide any information within their knowledge or records, and I agree to hold any and all of them harmless and free of any liability for releasing any truthful information that is within their knowledge and records. I further authorize the Community of Christ to conduct a check of my police criminal records and agree that I will fully cooperate in providing all information and signing all documents necessary to conduct such a check.

I hereby attest and certify that the above information provided by me is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may disqualify my application or result in my immediate dismissal if I am already serving in a children- and youth-related position.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature\* \_\_\_\_\_ Date: \_\_\_\_\_

\*If applicant is under 21 years of age

***Please submit this form to your Community of Christ pastor, camp director,  
or other appropriate jurisdictional officer for processing.***

# Community of Christ

## Record of Contact With Children and Youth Workers Applicant's References Confidential Information

\_\_\_\_\_  
Applicant's Name

### First Reference

Person contacted: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_ Length of time applicant known: \_\_\_\_\_

Method of contact: ☐ Telephone ☐ Letter ☐ Other \_\_\_\_\_

Name of person making contact: \_\_\_\_\_

Reference's comments about applicant were ☐ favorable ☐ guarded ☐ unfavorable

Summary of reference's comments: \_\_\_\_\_

### Second Reference

Person contacted: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_ Length of time applicant known: \_\_\_\_\_

Method of contact: ☐ Telephone ☐ Letter ☐ Other \_\_\_\_\_

Name of person making contact: \_\_\_\_\_

Reference's comments about applicant were ☐ favorable ☐ guarded ☐ unfavorable

Summary of reference's comments: \_\_\_\_\_

### Third Reference

Person contacted: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_ Length of time applicant known: \_\_\_\_\_

Method of contact: ☐ Telephone ☐ Letter ☐ Other \_\_\_\_\_

Name of person making contact: \_\_\_\_\_

Reference's comments about applicant were ☐ favorable ☐ guarded ☐ unfavorable

Summary of reference's comments: \_\_\_\_\_

Signature of person filing this report \_\_\_\_\_ Date: \_\_\_\_\_

Print name \_\_\_\_\_ Title: \_\_\_\_\_

last updated: 03/09/07

# Community of Christ

## Statement of Personal Interviewer *Confidential Information*

All children and youth worker applicants must be interviewed by the appropriate church officer, or the person designated to do so by that officer. Before the interview, the interviewer needs to review the Application and the applicant's Record of Contact. The following questions are examples of questions that should be included in the interview.

- What do you feel are your strong points as a children and youth worker?
- What do you feel are your weak points?
- What experience have you had working with young people?
- Summarize your experience with the church.
- How do you feel about receiving training that will help you become a more effective worker?
- Why do you want to be a children and youth worker?
- Describe your involvement in church children or youth programs as you were growing up.
- As you were growing up, did you face any problems that you feel may impact your ministry?
- How do you and your family feel about giving the necessary time to children or youth work?
- How do you feel about being a role model for young people?

I have interviewed \_\_\_\_\_ and reviewed the references.  
*Applicant's Name*

☐ **I recommend.** To the best of my knowledge I find the applicant to be of good character and to possess the qualities needed to serve as a children and youth worker in the Community of Christ.

☐ **I cannot recommend** this individual as a children and youth worker in the Community of Christ.

Comments: \_\_\_\_\_

Interviewer's signature \_\_\_\_\_ Date: \_\_\_\_\_

Print interviewer's name \_\_\_\_\_ Title: \_\_\_\_\_

# Community of Christ

## Statement of Church Officer Confidential Information

I have reviewed the Application, Record of Contact, and Statement of Personal Interviewer for

\_\_\_\_\_  
*Applicant's Name*

☐ **I recommend.** To the best of my knowledge I find the applicant to be of good character and to possess the qualities needed to serve as a children and youth worker in the Community of Christ.

☐ **I cannot recommend** this individual as a children and youth worker in the Community of Christ.

\_\_\_\_\_  
*Signature of Church Officer*

Date: \_\_\_\_\_

\_\_\_\_\_  
*Print Name*

Phone Number: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address of Church Officer: \_\_\_\_\_

City/State or Province/Zip or Postal Code: \_\_\_\_\_

Nation: \_\_\_\_\_

Approved by Mission Center President or Mission Center Financial Officer  
(signature required, even if it is the same person as above)

\_\_\_\_\_  
*Signature*

Date: \_\_\_\_\_

Mission Center: \_\_\_\_\_