

Rock Solid Staff Manual

Camp Regulations:

- Staff Members are expected to attend all meetings and take part in all organized activities.
- Staff Members are asked to NOT bring personal stereos, iPod/CD Players, personal DVD players & Game Boys, secular music/videos etc...
- No tobacco, alcohol, drugs, or other unbecoming behavior will be allowed.
- Staff Members are expected to serve as role models for those around them and are required to understand the legal, moral and spiritual responsibilities of caring for minors.
- Staff Members are expected to dress in a manner that is honoring to God and respectful to others (no offensive t-shirt labels, no underwear showing, etc). Staff will be expected to dress up for chapel times and come with a reverent attitude.
- Staff should become familiar with the Student Handbook for further camp regulations.

Staff Responsibilities:

- Supervise and ensure safety of campers
- Prepare and lead devotionals
- Lead daily activities (work projects, sports, games, worship, skills, etc.)
- Mentorship time (one on one with campers)
- Take assigned time off per day (an assigned time for leaders to have a quiet time with God and rest)
- Camp free time is intentional relationship building time with campers not staff free time.
- Keep personal belongings and personal space clean

Camp Policies:

Emergency situations – In case of fire, tornado, storm, or other emergency situation: Any time the bell is rung, everyone meets at the dining hall, in case of the dining hall is on fire, meet at the beginning of the driveway. At that point the directors will decide if the campers and staff should evacuate to Millar College of the Bible.

Abuse Policies – We will follow the procedures set out in the **Provincial Child Abuse Protocol 2006**

Policies on a camper leaving camp -

- 1) Chooses to leave early - we will do all we can to keep them on-site with us. Counselors, under the leadership of the directors will do all they can do to keep them on site. Transportation away from camp will be primarily the parents' or guardians' responsibility and they will make arrangements with us for the best transportation if they can't be picked up by them directly. This will never be an immediate process but will take at least 24 hours to arrange. Belongings will be held until arrangements are made and agreed upon. Wallets and id will be kept by staff.
- 2) Camper runs away - look in the immediate vicinity -search, inform the police, inform neighbors at a practical time, inform parents.
- 3) Under certain circumstances, campers may be asked to leave and/or police may be asked to be involved for the situations of illegal activity, severe violence, abuse issues, or if the well-being or safety of others is being threatened by the camper when deemed necessary by the directors.

Discipline Policies - Disciplinary infractions will be dealt with on a case by case situation by the D-Board, which will be made up of the directors. Immediate consequences will still be enforced and expected.

Education Policies – Student will be expected to complete their last month of school at Rock Solid Refuge. Teachers and tutors will be on site to assist campers with their school work.

Out Trip Policies – We will follow the procedures set out in the Sask. Camping Association policies. Documentation for first aid information is filled out before every trip. Binder with a checklist will be kept in the van.

Expectation of Days Off:

Staff members are expected to take their scheduled days off and are encouraged to leave the camp facility. If a staff member chooses to stay onsite they should have alone time away from campers and other staff, and should only participate in some of the daily camp activities if they so choose.

Additional Information:

If you have any questions please contact us at info@rocksolidrefuge.com or check out our website at www.rocksolidrefuge.com