

U-TURN RANCH STAFF HAND BOOK

We are so excited that you have or are looking at a staff position at U-Turn Ranch. We have created a staff hand book so that you are a bit more aware of our expectations and what camp will look like. We will go over this during staff training but should you have any questions ahead of time please reach out for clarification.

MISSION STATEMENT FOR UTURN RANCH

U-Turn Ranch is established as a place where individuals can experience a positive direction through farm, friends, faith and fun.

STATEMENT OF FAITH

U-Turn Ranch is a non-denominational Christian camp.

We believe in Jesus and that He is the Saviour of the world, through His life, death and rising from death.

We believe that we all do things (sin) that hurt others and damage our relationship with God.

We believe that through His defeat of death and sin, we can be saved, and return to a good and healthy relationship with God.

We attempt to follow Jesus' teachings and His greatest commandment – To love God, to love others, and to love ourselves.

COMMITMENT TO EXCELLENCE - EXPECTED STAFF BEHAVIORS

We expect that our staff will fulfill the following commitments, as we find it important that the conduct of each person involved at U-Turn Ranch represents the reputation and witness of the Ranch.

- Work in harmony with Directors and staff.
- Show Jesus in our actions. Eg/ Language, attitude, talk
- Not teach or speak against the doctrines as taught in U-Turn Ranch Statement of Faith.
- Be positive and uplifting to everyone around you.
- Except and include everyone
- Flee from drama in all situations
- If concerns arise between you and another staff member, attempt to deal with it between the two of you, if help is needed, please talk to directors.
- Should concerns with the camp arise, speak to leadership so that they may be appropriately dealt with.

TYPICAL DAILY SCHEDULE

Staff Devotions/Meeting – Monday at 7 AM, the rest of the week at 7:30 AM.

Day camp sign in/Overnight Breakfast

Activity 1 - Activities include a rotation of Barn, Games, Nets, Pool, Archery/sling shots, Fishing/frogging, Survivor and Lake/Canoeing.

Activity 2

Snack

Activity 3

Activity 4

Lunch

Under the Tree (day campers) or Devotions (overnight campers)

Activity 5

Activity 6

Pony Express - Mail gets delivered to campers each day

Tuck Time

Activity 7

Activity 8

Day Camp sign out/Overnight Wagon clean up

Supper

Evening Program

Snack

Campfire

Lights out

GENERAL POLICIES AND PROCEDURES

STAFF MORNING MEETING/DEVOTIONS

Each morning, we have a meeting and devotion. Devotions start at 7:30 (7:00 on Monday) except staff who are overseeing wagons. Please ask other staff members what was discussed so you are in the loop for the day if you are on wagon watch.

ARRIVAL AND DEPARTURE FOR STAFF

Majority of our staff are Overnight. You are only day camp if previously arranged.

Overnight Staff – Please arrive Sunday night for 9 PM meeting. Camp will be wrapped up by 6 PM Friday.

Day camp Staff – Please arrive Monday at 7 AM and the rest of the week at 7:30 AM. Day camp staff will be done by 5:30 each night except for Friday which could be till 6 PM.

UNDER THE TREE TIME/CAMPFIRE TIME/DEVOTION TIME

We ask that all staff are present at Under the Tree/Overnight Devos and Campfire.

There will be opportunity for you go get involved if you wish in Music, Drama, sharing your story or teaching.

ACTIVITIES/EVENING PROGRAM

This pertains to all activities which include evening programs. Your enthusiasm (or lack of) and excitement will affect the Rancher's attitudes toward activities and other areas of the Ranch program.

If kids are playing a game, you are playing a game. If they are wanting to sit and talk in the shade please join in conversation with them.

TIME OFF

Each overnight staff will be scheduled for an evening off throughout the week (usually Tuesday or Wednesday). This time begins when overnight camp comes in for supper and day camp sign out is complete (5:30p.m.). Staff are expected to be back by 8:00. If you choose to stay at the ranch, we ask that you find a quiet spot away from campers to chill out. If you decide to go out to get food or a drink (Tims for example) we ask that you don't allow it to be seen by campers. This tends to cause issues with campers.

Each staff will also be able to have a break after all your kids are settled in their wagons one evening a week. This is a good time to bond with the staff and get to know each other. Once your campers are settled and in bed with lights out, you can make your way to the dining hall. We ask that everyone is back in their wagons by 11.

TRANSPORTATION FOR CAMPER OR STAFF

U-Turn Ranch does not provide transportation for campers or staff to and from camp. All staff and campers are required to make their own arrangements. If there is an emergency, every attempt to reach parents/guardians to transport campers and staff will be done. If we are unable to reach a guardian, and 911 is not an appropriate call, Scott or Jodie along with another staff member will transport any camper or staff needed.

PRANKING AND PRACTICAL JOKES

We ask that there are no pranks or jokes played on other staff. The only exception to this is something that has been discussed with Scott or Jodie ahead of time. This often ends up going too far or hurting others.

STAFF FRIDGE

Overnight staff are welcome to keep food in the staff fridge in the program room. Please make sure that when food is eaten that campers do not see it as this will seem unfair to them. Please make sure that you only eat what you have brought. Please label your stuff and take out your food at the end of the week.

STAFF RELATIONSHIPS - Dating relationships

STAFF with STAFF – There is no greater place than camp to meet the person you will marry. However, we ask that the dating part of the relationship wait till after camp. Enjoy each other's company and if it's meant to be, they will still be there in the fall.

PREVIOUS RELATIONSHIPS BETWEEN STAFF– If you are in a dating relationship before coming to camp, we ask that there be no physical part of your relationship that happens at camp. This is a place where we want campers and staff to feel comfortable in all places,

DISCUSSING RELATIONSHIPS WITH CAMPERS – We ask that “relationship” conversations are not discussed with campers. We don't want you lying; however, you are able to steer the conversation in a different direction. This includes your own relationships and the relationships of others.

STAFF AND CAMPERS – This is not permitted in any situation. This includes flirting. The 6 inch rule applies with campers as well as staff. If a camper comes and gives you a hug, rather encourage a high five or fist pump. Please be very aware even in the pool, the 6 inch rule still applies.

GUY'S AND GIRL'S WAGONS

Wagons are to be treated with respect by all staff and campers. Never should there be guys in the girl's cabins and vice versa, for any reason! This includes staff quarters.

GUESTS

All guests should be cleared with Scott or Jodie prior to arrival. If you see someone you do not know, please approach them and ask them if you can help. Then assist them in finding Program Director or Day camp Coordinator. This includes all parents picking up their kids early.

DRESS AND PERSONAL HYGIENE

Shower regularly, use deodorant, and don't forget to brush your teeth!

All clothing and hairstyles should be kept neat and clean.

Bathing suits should only be worn during swimming activities.

We encourage sporty swimsuits for playing in the pool. Straps and strings can be easily grabbed when playing a game and we do not want anyone exposed. If you have a bathing suit that is not suitable, please wear a t-shirt over. One piece and tankinis are ideal.

We ask that all staff wear shirts and shoes when not in the pool area.

T-shirts, long tang tops and shorts are the perfect attire for camp. We want to make sure you can play games and move around without campers seeing any private areas.

No clothing with phrases that put others down, hate or discrimination or go against U-Turns beliefs.

WHAT TO BRING OR NOT BRING TO CAMP

- Sleeping bag and pillow - extra blanket as nights can get cold
- Toiletries, including toothbrush, toothpaste, and deodorant
- Swimming towel
- Shower Towel
- Sunscreen, bug spray, and hat
- Bible, notepad and pen (optional)
- Staff must have a refillable water bottle
- Long pants for riding
- Solid shoes or boots for the barn - Crocs and sandals will not be allowed in the barn area. Solid running shoes or rubber boots are ideal.
- Sandals or crocs that can get wet and great for hot weather
- Running shoes
- T-shirts
- Short
- Long sleeve shirt
- Sweatshirts
- Underwear
- Socks – bring lots
- Raincoat and rubber boots - our program continues in the event of light rain
- Pyjamas
- Swimsuit-one piece or tankinis are ideal as they play games in the pool
- Warm jacket or sweater for campfire
- Flashlight
- Nice outfit for Thursday night banquet meal

Please note that U-Turn Ranch is not responsible for lost or broken items while at camp.

LIGHTS OUT

Wagon Staff – we ask that you settle your wagon as soon as possible right after campfire. Please ensure that there is always one staff member in the wagon while campers are getting settled and alternate the times you

go to the bathroom before bed, unless the entire wagon goes together. Both staff should be in the wagon after campfire unless getting ready in the bathrooms.

Trailer Staff – We ask that staff are all settled in their sleeping areas by 10:30 except for hour of power evenings. Please be mindful of other staff that want to go to bed earlier. If hanging out we ask that you are under the overhang or in dining hall so campers are not kept awake. Be mindful that leadership are awake till you go to bed. Please be in your sleeping areas by the time requested. We hate pestering you.

Hour of Power - Tuesday and Wednesday night, ½ staff are able to hang out in the dining hall till 11. This starts for wagon staff once your campers are settled. Please ensure that one councilor is in the wagon at all times. AGAIN – we don't want to chase you to bed. Please make your way there before 11.

RAINY DAYS

We only adjust program if it is down pouring, lightning or thundering. If there is a little sprinkle program will continue. Please be prepared with a raincoat. Rain pants are a great idea as well.

MEALS

Please be on time

If theme meals – be an example and encourage ranchers. Don't force dressing up but strongly encourage.

At lunch, please sit with your travel group. Supper please sit with your wagon. Program staff please join a table that needs extra assistance. There will be a family table for families at camp – as this is the time they can connect with our kids.

Please keep negative comment about food to yourself - if you have a concern talk to the cook.

TUCK TIME

All staff are allowed a drink and snack at tuck. Tuck Time is an excellent opportunity for you to spend time with campers. Kick a ball or just sit and talk. Something as simple as tossing a Frisbee can make a real impact on a camper's life. We can't stress enough the importance of taking every advantage to spend time with the campers.

MEDICATION

All medication (including over the counter drugs) needs to be stored in the nurse's station for the safety of our campers. Should this be a concern please talk to us.

If possible, please take medications at mealtimes. Our nurse is always in the dining hall during these times.

ALCOHOL, SMOKING, VAPING AND DRUG POLICY

There is to be no alcohol, smoking, vaping or unprescribed drugs on the camp property at any time. If this is violated, it is grounds for dismissal.

PETS ON PROPERTY

We ask that no pets are brought onto the property. If someone is picking you up with a pet, please ensure they are aware that their pet needs to stay in the vehicle with the driver.

LAUNDRY POLICY

We ask that all staff take their laundry home on weekends to get done. If there is an emergency please speak to Jodie and we will figure something out. Laundry is available for staff living at the ranch full time for the summer.

CELL PHONES

Campers are asked to not bring their phones to camp. Should you find out a camper has one, please do not take it away, unless there is a safety issue. Please talk to Scott or Jodie about it and we will address it.

As staff, we understand that phones are a big part of life. Leadership staff and the Point of Contact for each group should always have a phone. Communication is easy this way! Other staff, we ask that phones are left in program room. Break times, hour of power and after campers are settled are great times to check your phones and respond to others if needed. We ask that you do not sit on your phone during program times. Campers notice this! A quick response takes a minute. Please do not be showing or googling things on your phone with campers. We never know what will show up and you are responsible for everything they see.

Overnight staff, we understand that you will want your phones as alarms, or to touch base with others in your world at night before bed. We ask that you get your campers settled first, and take some time for the campers before pulling that phone out. Once they are settled take a few minutes, but please remember to get your sleep. It is precious around camp.

We ask the headphones are not used during the day, but only on break times or after camper bedtimes.

PHOTOS

We ask that there are no pictures taken of campers. U-Turn Ranch gets permission from parents for our social media postings, but this doesn't include staff posting pictures. We have assigned a few key staff to take pictures for the camp. Unless you have been asked to take pictures, we ask that you don't take pictures of campers and only of staff if they have agreed.

SOCIAL MEDIA GUIDELINES

The following guidelines apply to any form of social media. Remember that you are representing yourself and the camp when you post on social media. We ask that you do not friend or follow or allow campers to follow you on social media. This includes campers in the Leadership Program. Campers can follow and friend the U-Turn sights if interested, but we ask that staff never connect with campers on social media,

When you post online you are being a billboard for Jesus, so think carefully about what you are doing before you post. You will be surprised who checks out your social media. Parents will check out your pages if they are not private so you are also representing U-Turn. At no time should you be posting negative feelings or feedback about personal camp stories or about U-Turn Ranch. We are not here to control or police what you post, rather we are encouraging you to reflect on your social media use and how it aligns with your faith and camp values. These guidelines should be followed all year round, but there may be consequences if they are not adhered to during camp time.

LANGUAGE AND PROFANITY

Swearing is never an exception. Even a word that some wouldn't think is an issue can be offensive to someone. We want to ensure that we are thinking before we speak. Kids are so impressionable and at camp especially you will always be watched. Words like "stupid" or "this sucks" can be negative. We want campers to have the most positive experience at U-Turn.

PROVIDING SAFE SPACES FOR CAMPERS AND STAFF

Staff at U-Turn Ranch must line up with the following Core Values

- Integrity – being honest and fair
- Respect – Recognizing and protecting the worth of every person, including themselves
- Responsibility – Being dependable and accountable for choices, actions and commitments
- Inclusiveness – Fostering a sense of belonging for all
- Caring – Building relationships and demonstrating concern for the needs of others
- Openness – Ability and willingness to embrace new and different ideas and to be open to change.

Different examples of how this can be played out.

- Showing each camper/staff member that they are important and valued for who they are.
- Everyone on U-turn property is treated with respect whether we believe the same or not.
- 6 inch rule – this allows everyone to have the space they need and not feel smothered.
- Being willing to listen and hear how others feel in different situations of life.

If any staff member or camper is feeling like these core values are not being practiced, please come and speak to Scott or Jodie, and we will do everything possible to allow everyone at U-Turn to be comfortable in their own skin.

SEXUAL ABUSE POLICY

U-Turn Ranch is committed to providing an abuse free environment. Complaints of sexual abuse shall be taken seriously and dealt with in a spirit of compassion and justice. Sexual abuse includes: sexual harassment, sexual misconduct, sexual assault, and child abuse. Sexual harassment has been defined as any attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual

attention, or to punish a refusal to comply. Harassment may involve a wide range of behaviors from verbal innuendo and subtle suggestions to overt demands and physical abuse.

If anything is suspected or seen in regards to sexual abuse this must be reported directly to the director. The director will discuss the situation with people involved and deem appropriate consequences.

Every year young person commit crimes of a sexual nature. Sometimes knowingly, but other times not. When this occurs, it will be reported to authorities. Canada's age of consent for sexual activity is 16, therefore no sexual relationships between campers and staff are prohibited. If this occurs, staff member will be removed without further notice.

DIVERSITY, EQUITY AND INCLUSION POLICY

All campers, staff or family members who wants to participate at U-Turn are welcome regardless of race or 2SLGBTQ+ status. Diversity and Equality are encouraged in all aspects of camp. Our goal is for every individual to feel they are welcome and in a safe space. If any camper or staff should bring up a concern regarding feeling unsafe, we will do our best to work with the individual to ensure their time at U-Turn can be a positive experience. We will not tolerate any hate or discrimination.

HARASSMENT AND WORKPLACE VIOLENCE

U-Turn Ranch is committed to providing a safe, harassment and violence free environment. Complaints of harassment or violence will be taken seriously and dealt with in a spirit of compassion and justice.

Violence is defined broadly as:

- The exercise of physical force by a person against a worker in a workplace that causes, or could cause, injury;
- An attempt to exercise physical force by a person against a worker in a workplace that could cause physical injury;
- A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury.

Harassment is defined as any unwanted physical, sexual, or verbal conduct that is known, or ought reasonably to be known, to be unwanted and is a form of discrimination. Harassment may involve a wide range of behaviors, from verbal innuendo and subtle suggestions to overt demands and physical abuse.

Sexual harassment is defined as any attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply.

It is the responsibility of all staff to raise concerns about harassment, violence, and discrimination. It is also the responsibility of all staff to respond to harassment, violence, and discrimination.

STAFF DISCIPLINE AND TERMINATION OF CONTRACT

U-Turn Ranch will adhere to the requirements of the Employment Standards Act of Ontario in dealing with discipline and termination issues involving staff. All staff will be treated fairly and equitably in regards to expectations and policies. All complaints of staff misconduct should be reported directly to the Camp Director. All complaints of staff misconduct are treated seriously and investigated vigorously.

All staff shall agree to adhere to the Staff Conduct Policies and Emergency Procedures of U-Turn Ranch. Violation of policies and procedures will result in disciplinary action up to, and including, termination of contract.

Disciplinary action includes:

1. Verbal Warning by the senior staff member they are working with regarding the undesired behavior.
2. Written Warning issued by the Camp Director.
3. The Director will make a final decision regarding disciplinary action up to and including termination of contract.

Actions resulting in immediate termination of contract include:

- Inappropriate behavior or discipline involving campers or other staff.
- Disrespect towards campers, parents, staff or leadership
- Sexual activity or inappropriate intimate physical contact on the camp property or at a camp sanctioned event.
- Possession and/or consumption of alcohol, illicit drugs, (including Cannabis), vaping or smoking on the camp property or at a camp sanctioned event.
- Being present when and where an alcohol, drug or tobacco violation is occurring or has occurred, and your tolerance for such violations as shown by not reporting them.