



Scouts Canada – Greater Victoria Area Website: www.victoria.cascadia.scouts.ca
 505 Marigold Rd. Victoria, BC, V8Z 4R5 – 727-3329, Fax: 727-2922

Small Group Camp Registration Form

Group Name: _____
 Contact Leader: _____
 Phone: _____ Email: _____
 Registration Date _____

Event: _____
 Fee: _____ Registration Deadline: _____
 Event Contact: _____
 Phone: _____ Email: _____

Name	Phone No.	Male ✓	Female ✓	Youth ✓	Adult ✓	List food allergies, Dietary concerns Please bring the forms with you to the event
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

***Scouts Canada Physical Fitness form must be on hand at each event for all Youth and Adults attending.**

Payment will NOT be accepted at events. Please send cheques to Scout House - Victoria (address above) indicating clearly what the payments is for and who it is from.


****PLEASE – observe registration deadline as indicated in Area Calendar**

Total Participants x \$26	One Total for M&F, Leaders and Youth		
Ttl. Tenting Participants x \$23			
Total Payable			


Receipt Issued: #

This form must be completed in full. If mailing, include payment; if faxing or emailing, send payment with copy of form to Scout House - Victoria. Please make all cheques payable to Scouts Canada -Camp Barnard.

Two options for **Beaver Scouts**

Option 1: No program provided	Option 2: Some program provided
<ul style="list-style-type: none"> You can work any program you want around the scheduled meals. Space/facilities at camp should be booked in advance to avoid conflict/disappointment. 	<p><u>Saturday</u> 10:00am Gathering activity Cabin setup and free time till lunch 12:00pm Lunch 1:00pm Hike 3:00pm Snack 3:15pm Program 4:45pm Free time till dinner 5:30pm Dinner 6:30pm Prep for Campfire 7:15pm Program 8:15pm Mug-Up 8:30pm Campfire 9:30pm Prep for bed 10:00pm Lights out</p> <p><u>Sunday</u> 8:00am Breakfast 9:00am Scouts Own 9:15am Free time and packing up 11:00am Departure</p>

Two options for **Cub Scouts**

Option 1: No program provided	Option 2: Some program provided
<ul style="list-style-type: none"> You can work any program you want around the scheduled meals. Space/facilities at camp should be booked in advance to avoid conflict/disappointment. 	<p><u>Saturday</u> 10:00am Gathering activity Cabin setup and free time till lunch 12:00pm Lunch 1:00pm Archery Group 1 1:00pm Alternate Activity Group 2 Free time 3:00pm Snack 3:15pm Archery Group 2 3:15pm Alternate Activity Group 1 4:45pm Free time till dinner 5:30pm Dinner 6:30pm Prep for Campfire 7:15pm Craft or free time 8:15pm Mug-Up 8:30pm Campfire 9:30pm Prep for bed 10:00pm Lights out</p> <p><u>Sunday</u> 8:00am Breakfast 9:00am Scouts Own 9:15am Free time and packing up 11:00am Closing</p>

Camp Robin Hood

Beaver and Cub Forest Adventures

REGISTRATION



Event Registration Form

- Please complete and submit the Camp Robin Hood Registration form.
- Remit cheque for the full registration amount payable to Scouts Canada Camp Barnard, mailed or dropped off to Scout House 505 Marigold Road, Victoria, BC, V8Z 4R5, by registration deadline of November 12.
- Registration is a first come first serve basis. Registrations will not be taken at camp.

Option Information

Please complete and submit the following information with your registration form:

Group Name:	
Section:	
Contact Leader:	
Email:	
Phone:	

	Option 1	Option 2
 Beaver Scouts	<input type="checkbox"/> No program provided – You work your program around meal times. Facilities and equipment should be booked with registration.	<input type="checkbox"/> Some program provided. Group Leaders responsible for free time.
 Cub Scouts	<input type="checkbox"/> No program provided – You work your program around meal times. Facilities and equipment should be booked with registration.	<input type="checkbox"/> Some program provided. Group Leaders responsible for free time

Camp Robin Hood

Beaver and Cub Forest Adventures

CAMP RULES

Before Arrival at Camp Barnard:

Leaders making up ratio must be registered and in good standing. Non-Scout members (not part of ratio) must complete and sign Hold Harmless form as required by BP&P. Current Physical Fitness Forms/Information must be available at Camp and dietary/allergy information provided in advance for meal planning, for everyone attending.

Alcohol and Drugs:

There shall be no alcohol, illegal drugs or substances.

Animals:

No pets allowed, only certified therapy and assistance animals are welcomed.

Fire Safety:

Camp lanterns, stoves, and heaters are NOT allowed in any cabin or tent. Fires are only permitted in designated fire-pits with sufficient water buckets in close proximity. Fire restrictions may be enforced by the Camp Ranger.

Parking:

Parking is **only allowed in the designated parking lot**. Temporary parking (maximum 15 minutes) is allowed on the main road beyond the parking lot for drop-off or pick-up only. Trailers and other recreational vehicles are limited to the main parking lot and the open area at the beginning of the Mt. Bluff Trail.

General:

Health and Safety

- Group Leaders are responsible for the health, safety, and conduct of their Group, including visitors.
- Groups are required to provide their own First Aider and First Aid supplies.

Clean Up Responsibilities

- Please operate by Leave No Trace principles. Leave things as you found them or in BETTER shape.
- All leaders / adults are expected to help keep Camp Barnard clean during and at the end of camp, including washrooms, kitchens, sleeping cabins and the grounds. Camp Chiefs will assign clean-up duties within their sub-camp. Small cleanups done regularly during camp will ease the final cleanup. Please do your share.
- All items brought to camp must be removed
- The Responsible person must ensure that all members of their group are off the premises before they leave Camp.

Code of Conduct:

- Please leave games, toys, and electronics at home.
- Every camper is required to bring one teddy bear or equivalent. Someone please remind Baloo that he is only allowed ONE teddy bear, he always tries to sneak extra stuffies.
- Do not bring candy or food (allergies, critters).
- No money or any other items that are “irreplaceable” should be brought to camp.
- No fighting or swearing. Be respectful and mindful of the feelings, safety, and property of fellow Campers. Keep hands to self. Remember your Beaver/Cub/Scout Law.
- The only time a camper will throw an object is as part of a supervised camp activity.
- Only “Fire Tenders” can poke at the fire. All Leaders are designated “Fire Tenders”. Keep as safe distance back from the fire. No running within the Camp Fire Circle.
- Youth must follow the ‘Buddy Rule’ at all times. Know where/who your buddy is at all times. Leaders will do regular head counts.
- Youth may only enter their own cabin/tents – other cabins/tents are out of bounds.
- All medications must be turned over to the adult in charge of group.
- Behaviour in washrooms must be respectable at all times.
- Cubs who have their ‘Knife Card’ and have parents and Leaders permission may carry a pocket knife. Locking blade no longer than 4”. Knives may only be used during approved “Knife Time”. Those breaking “Knife Rules” will have their knife taken and returned to their parent with an explanation of the behaviour. No second chances with knife safety. Knives **may not** be shared.

General Knife Safety rules

- The knife is an important survival tool and it must be treated with respect in that it should be kept sharp, clean and in good working order
 - A knife should never be left unattended
 - A knife should only be used for outdoor skills use or whittling activities.
 - It should never be thrown
 - It should never be used in a threatening manner such as pointing or waving it at another person
 - Knives are not to be used inside a tent/cabin
 - A knife should be closed when not in use
 - Sit down to use a knife, at least an arms length from the person next to you
 - Always cut away from yourself
 - Close the knife before you standup or when passing the knife to someone else.
 - Do not run or play games with a knife
- Be critter aware, both large and small. Lions and ticks and bears, oh my!
 - Be respectful of the environment.
 - Youth and leaders will carry out all Duty Roster tasks as assigned.
 - No please, not thank you, no food!
 - Inform Camp Chief or Camp Ranger of any incident or emergency.

Please distribute to all leaders and adults attending camp and review with the youth **PRIOR** to arrival at camp.

Camp Robin Hood

Beaver and Cub Forest Adventures

KIT LIST

Before Arrival at Camp Barnard:

Beavers should be aware of what is in their camp kit. Cubs should pack their own kit.

Remember layers are good, add or remove layers as needed. Jeans and cotton are not good at camp as they get wet and stay wet and provide no insulating value.

Outside clothes appropriate for the weather (we will be going for hikes and spending most of our time outside).

- Warm waterproof outerwear layers (jacket and pants, can be separate rain gear with warm under layer)
- Hat and gloves (it gets cold at night – during campfire)
- A smile and Scouting spirit
- At least 2 changes of clothes
 - Fleece/Sweaters
 - T-Shirts
 - Pants (jeans/cotton are **not great** in the outdoors)
 - Underwear
 - Extra socks (wool or microfiber)
- Sleepwear (toque and socks if there are cold sleepers)
- Spare shoes/hiking/rubber boots (in case of inclement weather)
- Toothbrush, toothpaste, floss, all in a small container
- Brush or comb
- Facecloth and small towel
- Sleeping Bag (check the temperature rating should be rated to at least 0° C), extra blanket
- Pillow
- Sleeping pad, foam, thinsulate, or similar (no blow up air mattresses – poor insulators)
- Campfire Blanket (or any warm blanket, wool or fire retardant is recommended)
- Bed buddy/stuffy
- Dishes and utensils, non-breakable (mug, plate, bowl, knife, fork, spoon) all in a bag for hanging up (mesh is best for drip drying). These items should all be marked with a permanent marker, in a pinch adhesive (medical) tape will generally last the weekend.
- Bag for dirty/wet clothes
- Flashlight with new or spare batteries
- “Sit-upon” (a few sheets of newspaper in a garbage bag folded to about 30 x 30 cm – duct or masking taped together – or a piece of an old blue foamy sleeping pad) – this is to give a dry, insulated place to sit on hikes, at campfire etc.
- Medication: Any Medication and instructions should be given to the Leader in charge of First Aid for the camp. All medications must be in the original container – clearly stating name of child and dosage required.
- Make sure child’s name appears on everything!!!!

Daypack containing the following:

- Water bottle
- Rain wear!!!!
- Survival kit (if you have one)
- 1st aid kit (if you have one)



Scouts Canada, Greater Victoria Area

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Victoria, BC V8Z 4R5
www.victoriascouts.ca



EMERGENCY PLAN Camp Robin Hood Camp Barnard, Sooke BC – November 26-27, 2016

1. The Scouters in Charge of this training/event are **Kathy Gauthier**, Course/Event Chief and **Kay Smith**, Course/Event Administrator.
2. All activities that have been planned have been examined for risk in accordance with Scouts Canada's "Bylaw, Policies, and Procedures" dated April 2005 (also known in this document as BP&P), Sections 7000, 10000, and 13000. There are no activities planned which are at an unreasonable risk for the candidates during this event.
3. The ratio of adults to youth for the training, as stated in BP&P section 10001.1, does not apply as this is an adult training course, with only youth attending as Scouters in Training (16 years).
4. All rules for this camp shall be announced prior to arrival at camp. In addition, Scouts Canada, Cascadia Council, the Greater Victoria Area, and the Event Organizers are **not** responsible for any damage or loss of personal property.
5. The following areas are available for use during the training event; **Kaa and Sona, Keego Kitchen, Archery Range, various trails, playing field**. Candidates/Participants of this course/event will be discouraged from entering/using areas of the Camp not booked by the Course/Event, other than during a Trainer/Scouter lead orientation.
6. This course/event does not require the completion of the "Camping and Outdoor Activity Application" (From BP&P Section 20000) as an adult training/area event. For youth events each Group is responsible for completing their "Camping and Outdoor Activity Application". The Physical Activity Form and Non Member Physical Activity Forms have been collected and are on file. In addition, any persons who are not members of Scouts Canada are to have filled out an Individual Hold Harmless Form.
7. Sooke, British Columbia is a 911 community and as such emergency services can be contacted by dialling "911". Non emergency numbers for the following in Sooke are as follows: (If **any** of these numbers are used the Area Commissioner **shall** be informed as soon as possible. An incident report {Found in Section 20000 of BP&P} **shall** also be filled out.) The street address of Camp Barnard is 3202 Youngs Lake Road in Sooke.

- Sooke RCMP 250-642-5241
- Otter Point Fire Department 250-642-6211
- BC Ambulance Service 250-727-2400
- BC Poison Control Center 1-800-567-8911
- Scouter in Charge 250.250.818.4356
 - Kathy Gauthier

8. For minor injuries the nearest medical clinic to Camp Barnard is located in Sooke at #1300-6660 Sooke Road.

The hours are:

- Mon-Fri 5 pm – 7:30 pm
- Saturday 9 am – 12:30 pm
- Sunday 10 am – 12:30 pm

Alternatively the Colwood Medical Clinic #102-1910 Sooke Rd:

- Mon – Thurs 9 am – 8:30 pm
- Fri – Sun 9 am – 6:30 pm

The nearest 24-hour Emergency Ward is located at Victoria General Hospital (1 Hospital Way, View Royal) 250-727-4212

9. The camp First Aider is **Each group attending is responsible for their own first aid**. For Adult Training Course, each individual adult will be responsible for their own medications as needed. For youth events the leaders are to ensure the youth are taking their medications according to the instructions. The designated first aiders are **not authorized** to prescribe any medications but can assist in giving medications.
10. For Adult Events there will be a full first aid kit available in Mor kitchen, Totem and McPherson Lodges. Additionally the designated first aider in each Section should carry personal first aid kits as well as emergency supplies as appropriate for all activities away from their training spaces. For Area Youth Events each group attending is responsible for providing their own First Aid Kit.
11. Emergency communications will be through a cell phone located with the Scouter in Charge **Kathy Gauthier 250.250.818.4356 or Penny Hill 250.704.0309** or through the Camp Ranger at 642-5924 or cell 415-1619).
12. In case of an evacuation from the training/events areas, the gathering place will be in the field outside the Ranger's Office in the parking lot. In case of a full evacuation of Camp Barnard, the gathering place will be at The Evergreen Centre, Sooke Road in Sooke unless otherwise designated. A head count and vehicle check will be undertaken by the Course/Event Chief or Administrator as the Camp is evacuated. Names and licence plates will be recorded upon departure. Once everyone is accounted for at the gather destination adult candidates and trainers may leave and youth candidates will need to wait for parent/guardian pick up. For youth events all leaders will be in attendance until all youth have been picked up. **Evacuation will only take place if it is safe to do so.**
13. All accidents and incidents **shall** be reported as stated in BP&P Section 13011. Also, the Course/Event Chief, Course/Event Administrator, and the Area Commissioner/ Group Commissioner or designate shall be informed at the earliest opportunity. A copy of the Emergency Plan, Candidate/Participant and Trainer/Scouter list complete with Emergency Contact Information and all Section/Event Schedules and ramble/hiking destinations shall be left with, Camp Ranger and Area Commissioner/Group Commissioner or designate.
14. Copies of the Section/Event Schedules, ramble/hiking destinations and Emergency/Action plan shall be left with the Camp Ranger, Area Commissioner/Group Commissioner or designate, Course/Event Chief, Course/Event Administrator, Course Section Heads and Head Cook.
15. An Action Plan, appended to the end of this Emergency Plan, will detail the actions of the training/event team after foreseeable incidents such as an injured person, lost candidate or staff member, and fire. Any other actions shall be decided by the Course/Event Chief and Administrator and appropriate action shall be taken with the aid of trainers/scouters as necessary. Also, a copy of the Emergency Plan and Action Plan shall be made available to candidates or trainers/group scouters by request and a copy will be available at the kitchen during the event.
16. Candidate/Participants and Staff sleeping locations will be clearly labelled and listed to assist in locating persons during the night. Tents will be tagged with candidate/participant names. List of sleeping locations should be appended to the Emergency Plan.
17. Candidates/participants are asked prior to their arrival at camp and again at camp to let the Training/Event team know if they are leaving the Camp for any reason.



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ACTION PLAN Camp Robin Hood Camp Barnard, Sooke BC – November 26 - 27, 2016

This action plan states the actions that should be carried out in case of the following emergency situations. Any emergency not listed below should be discussed with Course/Event Chief, Administrator and Section Heads/Group Scouters, a plan developed and appropriate actions taken. If any of these actions are carried out, the Course/Event Chief, Course/Event Administrator, and the Area Commissioner or designate/Group Commissioner or designate shall be informed at the earliest opportunity.

Minor Injuries

Each candidate/group will be encouraged to use their own first aid supplies for minor injuries within their own level of first aid training and not requiring additional first aid or medical attention.

Seriously Injured Person

The designated first aider shall take control of the situation until additional medical personnel arrive. This person will:

- Assess the nature of the accident and the extent of the injury or injuries.
- Have someone inform the Course/Event Leader and Administrator, the Area Commissioner/Group Commissioner, Camp Ranger, and the candidate/participant emergency contact as soon as possible.
- Direct other Trainers/Candidates/Scouters to call for appropriate assistance and to manage the crowd.
- Treat and/or oversee treatment of the casualty or casualties. This is to be continued until medical personnel arrive
- Document and report the incident
- Evaluate the accident for future consideration

Fire

If the fire is small and can be readily extinguished, extinguish the fire. The Course/Event Chief/Administrator and Camp Ranger need to be informed immediately. If the fire cannot be readily extinguished, then the following steps must be taken:

- Raise the Alarm "Fire, Fire, Fire" and pull any local alarms.
- Ensure the area is evacuated in a timely fashion
- The Course Section Head/Group Scouter or their designate shall ensure all staff and candidates/participants are accounted for and report same to the Course/Event Chief/Administrator.
- Ensure that everyone is located at the safe gathering place designated in the Emergency Plan
- Dispatch a leader to call for appropriate assistance.
- Ensure that the Course/Event Chief/Administrator and Area Commissioner/Group Commissioner or designate are informed immediately.
- Document and report the incident

Lost Youth or Adult

The adult in charge of the activity shall control this situation. With the assistance of the other Trainers/Scouters and Candidates/Participants, this person will:

- ❑ Ask the Candidates/Participants if they know the location of the missing person (could the missing person have gone home... not dead gone home, but back to their house). Phone Home prior to calling RCMP.
- ❑ Immediately co-ordinate and conduct a local area search for the person, ensuring all of the other candidates/participants and trainers/scouters are safe in a secure area. If safety permits the trainers and those candidates familiar with the camp can assist the local area search.
- ❑ If after five (5) minutes in the case of youth or twenty (20) minutes in the case for adult the person is not found, the Administrator is to be dispatched immediately so the appropriate authorities can be contacted, the Camp Ranger, and the RCMP.
- ❑ Ensure that the Area Commissioner and Group Commissioner or designate and the emergency contact of the missing person are contacted immediately.
- ❑ Ensure all remaining candidates/participants and trainers/scouters are kept safe.
- ❑ Document and report the incident.

Earthquake

British Columbia is in a prime earthquake zone. As such, the following should be carried out in the event of an earthquake:

- ❑ Stay Calm and find a safe place.
- ❑ Once the shaking has stopped, move to the safe area as designated in the Emergency Plan.
- ❑ The Administrator shall ensure all Trainers/Scouters and Candidates/Participants are accounted for and inform same to the Course/Event Chief, who will be the emergency co-ordinator.
- ❑ The Course/Event Chief and Administrator are to assess damage and make area is safe and secure and set up an emergency command centre.
- ❑ The first aiders are to evaluate and deal with any casualties.
- ❑ The Administrator is to assist in the direction of activities and reassure candidates in conjunction with any trainers not assigned to other tasks.
- ❑ The Course/Event Chief will document and report the incident.
- ❑ If possible, contact families and ensure them that the candidates and trainers are safe.

Power Outage

- ❑ Contact the Camp Ranger to find out the cause of outage
- ❑ Cordin off areas around downed power lines
- ❑ Inform candidates and trainers that water restrictions are in place as follows:
 - Cooks have priority
 - Everyone to fill water bottles immediately
 - Lid Pot Pot dishwashing system is in affect
 - Flushing of toilets are to be kept to an absolute minimum (leave no trace potting principals are in affect)
 - Course Chief and Administrator will determine if the course needs to be relocated.

Propane Gas Leak

- ❑ Get out of Totem, McPherson, Keego, Mor
- ❑ Do not smoke, light matches, operate electrical switches, cell phones or any other sources of ignition
- ❑ Turn off the gas at the source
- ❑ Contact Camp Ranger immediately

Animals

- ❑ Inform the Camp Ranger
- ❑ Please don't feed the animals
- ❑ Phone RCMP to get a Conservation Officer