

# Counsellor Handbook

Camp Teepee Pole

January 14, 2021



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[www.campteepeepole.org](http://www.campteepeepole.org)

# Welcome

Welcome to Camp Teepee Pole. If you are reading this you have probably already decided to be a counsellor at our camp. The purpose of this document is to provide you with some assistance in that task.

The first section of this document provides some general information about counselling. It is basically a shortened version of what we teach the CITs (Counsellor in Training) in their training sessions.

The next section contains a number of resources related to things you may have to deal with while at camp.

The final section includes portions of the camp policies that are particularly relevant to the counsellors, as well as some forms that you may find useful.

Good luck and I'll see you at camp.

Steve Klassen  
Staffing Coordinator  
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<sup>1</sup>[www.csbministries.org](http://www.csbministries.org)

<sup>2</sup>Taken from the *Leadership Trails* portion of the Christian Service Brigade achievement program.

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# Who Are We?

## What is Christian Service Brigade?

Christian Service Brigade (CSB) is an organization whose goal is “to win and train boys for Christ.” CSB provides weekly programs, partnered with the local church, that are designed to build up the Christian leaders of tomorrow.

This is achieved through the use of a program specifically designed with boys in mind. It is active, understanding that boys learn better by doing than by reading or talking. It has solid Bible based content, understanding that our Creator knows better than anyone how we need to be trained. Finally it is based on relationships. By emphasizing a high ratio of leaders to boys, the leaders are able to make relationships. They become more than teachers – they become friends.

For more information visit [www.csbministries.ca](http://www.csbministries.ca).

## What is Camp Teepee Pole?

Camp Teepee Pole (TPP) is a boys camp associated with CSB. We share the dual goals of not just making converts (to win boys for Christ) but of building up leaders (to train boys for Christ). In doing this we augment the weekly meetings of the CSB programs by providing extended camping experiences especially tuned for boys.

Our campers have a diverse number of activities that they can participate in, teaching them to properly care for the environment and to learn new skills and see and enjoy Gods creation that surrounds this area. The current topography and location of Camp Teepee Pole affords us the opportunity to let our campers participate in many activities. Outdoor education, archery, field sports, rock climbing and white water rafting are some examples.

For more information visit [www.campteepeepole.org](http://www.campteepeepole.org).

# What Camps do we Offer?

These are the camp events currently planned for 2021:<sup>3</sup>

- May 15 - Father/Son Team Day (for boys ages 5-18 with their dads)
- June 5 - Spring Work Day (for all who are willing to come and work)
- June 11-13 - Leader's Appreciation Weekend
- June 18-20 - Leader's Training Weekend
- June 25-27 - Tree Climber's Weekend (for boys ages 5-7 with their dads)
- July 4-10 - Leadership Trails (for boys ages 14-18)
- July 11-17 - Adventure Trails (for boys ages 12-14)
- July 18-24 - Stockade (for boys ages 8-11)
- September 18 - Fall Work Day (for all who are willing to come and work)

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<sup>3</sup>Subject to change depending on the COVID situation.



# Counselling...

## ...at a summer camp

### Why camp?

Summer camps have long been one of my own favourite ministries. Being outdoors provides a constant reminder of the greatness of God and of His creation. And spending a full week with a group of youth allows one to build relationships that you simply don't achieve in weekly church meetings.

### What is a camp counsellor?

A camp counsellor must be many things. He must be a teacher, a disciplinarian, a friend, a judge in disputes and much more. But perhaps more than anything else, he must be an example.

## ...in a Christian context

### A warning

Counselling is not for everyone. Consider the following:

*Not many of you should become teachers, my brothers, for you know that we who teach will be judged with greater strictness.*

— James 3:1

*It would be better for him if a millstone were hung around his neck and he were cast into the sea than that he should cause one of these little ones to sin.*

— Luke 17:1

The Scripture warns us that those who teach, especially those who teach children, will be judged more strictly than others. I don't write this to scare you away, but to have you examine yourself and your motives. Remember that the key reason for being a counsellor at Camp Teepee Pole is "to win and train boys's for Christ."

### Your walk with God

Perhaps the first thing that you should consider as a counsellor is your own personal relationship with God. Are there items standing between you and Him? Are there things not right in your life between you and others? You should deal with them and set things right before you come to camp. While it is common for the leaders to draw closer to God while at camp, remember that your first priority is to be helping the boys.

### Your attitude

Next consider your attitude. As counsellors we need to have a mindset similar to that of Christ's. Namely that we are here to serve not to be served.

### Christ is at the centre

Remember that Camp Teepee Pole isn't just an outdoor camp - it is also a Christian camp. This means that Christ is at the centre of the things that we do. You need to be prepared, not only to lead Bible Studies, but also to discuss spiritual things with your boys as the opportunities present themselves.

## Follow up

Once camp is over there are opportunities for you as a counsellor to follow up with your boys. While we do not give out your boy's addresses (part of our privacy policy), you can give them your address, invite them to your Facebook page, and so on. And the boys can give you their contact information if they so desire.

In addition you can contact all the boys in your cabin via me. That is, you can provide me with letters/postcards/etc. that you want sent to everyone in your cabin and I can send them.

## ...at an adventure camp

### Need for qualifications on activities

The types of activities that we do at Camp Teepee Pole require that we have qualified leaders. To that end, while you may be asked to assist with just about any activity, you won't be asked to lead ones that you are not qualified to lead.

Three activities in particular, our shooting events, our white water rafting, and our rock climbing, are only led by people that we as senior leaders have deemed to be qualified. If you wish to become qualified for these, let us know. The shooting and white water rafting have some specific requirements (becoming an Alberta Hunter Education Instructor, and passing Swift Water Rescue, respectively). And the rock climbing, while it doesn't have a specific course, also has some informal requirements that we ensure are met.

We will be having a leader's training weekend where some of these skills will be taught.

### The chance for boys to be boys

One of the things that sets Camp Teepee Pole apart from other camps is that we are a boys camp. This gives the boys a chance to forget about impressing girls for a week. This can also lead to a couple of other things.

First, our games can be somewhat rougher than in other camps. As a counsellor you need to be watching that things do not get too rough for the boys. This is especially true in the younger camps where it can be easy to forget the significant difference in size between a leader and a boy.

Second, our campfire times can lead to opportunities for the boys to open up far more than they would in front of women.

### The chance to experience nature

As an adventure camp we spend most of our time outdoors. This is a chance to experience nature in ways that city boys don't get to do very often. Being out in God's creation is a great way to discuss Him and what He has done.

# ...at Camp Teepee Pole

## Staffing structure

The key thing to remember is that the director is in charge of the camp. He may (and probably will) take suggestions from his staff but he is not answerable to the staff - he is answerable to the camp board, via a board representative who will be present at camp.

If you have a problem with your director you can discuss your concerns with him directly or with the camp board representative. But you should not do this in front of your campers or the more junior leaders. Don't make complaints either to your campers or in front of your campers. Complaints go up, not down. And remember that you must give the director your respect and obedience - even if you do not necessarily agree with him.

### 1. *Qualifications for Staff*

*All camp people are to be born again Christians with a growing relationship with the Lord Jesus Christ and active in their local church. They should know how to read and study God's Word and teach others to do the same. They need to know how to lead a person to Christ and have a love for boys. A desire to help the next generation and a vision of what God can do through them and others is a great asset.*

### 2. *Salary*

*All personnel who serve at camp are on a voluntary basis (including the camp director and camp pastor). No funds will be paid out to anyone serving at the camp. Our reward is not this side of life, but in serving the Lord who "gave His life" for us. Other benefits each person receives is: good food, excellent fellowship, great games, exciting activities, seeing boys come to the Lord and personal spiritual renewal.*

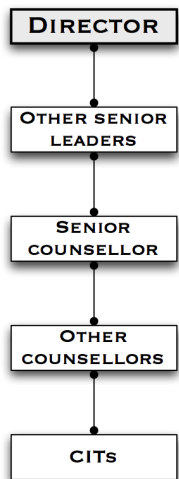
### 3. *Cost for Staff to come to camp*

*There is no cost for CITs, counsellors, camp directors, maintenance personnel, kitchen staff or health personnel.*

— Camp Teepee Pole Policy Manual

Note that while we do not pay our camp staff, we do reimburse for reasonable expenses. Near the end of this document you will find a form that you can tear out, fill in, and use to submit your expenses. Electronic versions of this are also available from the leaders' page of our web site. It is strongly recommended that you submit your expenses to one of the camp board members present during your week at camp. This will allow them to reimburse you immediately and will avoid having such things get forgotten.

## Role of counsellors



The primary role of the counsellor is to care for the boys assigned to his cabin. A secondary role is to mentor the junior counsellor and CIT (Counsellor In Training) under him, if he has been assigned one.

Counsellors are also needed to help with various activities, but they must always remember that their primary responsibility is the boys in their cabin. This implies that they may have to say “no” to helping with other activities if it would leave their boys on their own for a significant amount of time. We require two leaders per cabin so typically this should not be a problem.

In the following section from the policy manual there are a few items that you may have questions about. First of all the “bring a book of high interest” is more for the younger camps who tend to have some cabin time after lunch. However in general the counsellor should bring items that he can use to handle rainy days, or free time, or other times where he may

need to oversee his boys.

Second, with respect to leading an activity - these will be assigned to the counsellors by the director, typically during the initial planning meeting. It is not expected that the counsellors will come up with the activities, but it is expected that they will be helping to lead the activities.

*Counsellors are to treat their campers decently at all times with the overall understanding that they are there to lead boys to the Lord or help them deepen their relationship to the Lord. This means spending time with their boys doing things they enjoy during free time, talking and listening to each boy to get to know them personally, and guiding them spiritually.*

*Counsellors should not congregate together at the beginning or ending of camp, since it is important to welcome the boys and parents at the beginning, and to see that all belongings are gathered, and the cabins and grounds are cleaned at the end of camp.*

*Each counsellor is to bring a book of high interest with him to camp to read to his boys after lunch each day. As well, he is to be prepared to lead his cabin in devotions each day (usually through a Bible study booklet geared to the boys’ age level). Also, he is to have a short devotional planned for his cabin after the campfire. This may be a short Bible study, a rehashing of the days activities, or simply a prayer time together. His goal should be to get each involved in praying out loud by the end of the*

*week. He should be able to teach his boys how to pray.*

*Each counsellor is expected to lead an activity time during the day (i.e. riflery, archery, leather-craft, outdoor survival, etc.). This could be something related to his work, a hobby, or something completely new. The main thing is that there is some learning involved and that the activity is of high interest to the boys. The counsellor should always be alert to potential spiritual counselling situations during the event time. Many lessons from the Lord are parables based on common objects such as we do during events times.*

*Each counsellor should be prepared to lead at least one games session after supper during the week (wide game, soccer, etc.).*

*At campfire, the counsellor should sit among his cabin of boys and make sure his boys are present and orderly. His enthusiasm and participation will be reflected by his boys following his example. After campfire, the counsellor should usher boys quietly to their tents and be ready to counsel boys who stay behind, especially if the boy(s) are from his own cabin. If the counselling is for a specific area of need and the counsellor is not familiar with the area or has no training in it, do not flounder and hope to come up with something. Quickly find another counsellor who can deal effectively with the situation or area of need. All counsellors should be able to lead a boy to Christ, help with assurance or deal with rededication.*

*Counsellors are responsible for cabin clean out at end of camp and ensure all campers have collected their equipment (Clothes, boots etc.)*

— Camp Teepee Pole Policy Manual

## Cabins

By registration time the campers and leaders will be divided into cabins. In each cabin the senior counsellor is in charge and the junior counsellor is there to assist him. In some cases the two counsellors may not be considered “senior” and “junior” but rather “co-counsellors.” This will typically be the case if both would be qualified to be a senior counsellor. In these cases the two counsellors must be capable of working together suitably without requiring one to be “over” the other.

For the Stockade camps each cabin may also have a CIT. If present the CIT is intended to work with and learn from their more senior counsellors. Senior counsellors do need to be aware, however, that the CITs will also have their own tasks and training sessions with the CIT director. During those times they will not be available to assist with the cabin. The details of this will be worked

out between the camp director and the CIT director near the start of the camp.

*Insulated cabins with a stove will be first choice for campers. Stockade: Recommended 6 to eight campers per one counsellor and one CIT per cabin.*

— Camp Teepee Pole Policy Manual

## Use of facilities

Counsellors must always remember that they are there for the campers. This includes the use of the facilities and the supplies for the crafts and activities. In particular the counsellors must remember that the craft supplies are for the boys, not for their own special projects. This does not mean that the leaders cannot participate in the crafts, especially if they are making examples for the boys, but the craft leader must always ensure that the supplies do not run out.

Similarly if counsellors are using certain facilities during their own personal time (e.g. part of the dining hall, the campfire circle, etc.) they must always be aware that the needs of the boys must come first.

## Arrival at camp

The expected time for the leaders to arrive at camp will be specified by the camp director for each given week. Typically we would like leaders to arrive by noon on Sunday so that they have time to get settled and have initial meetings before the boys start arriving. (Boys are supposed to arrive between 2 and 4PM.)

Once the boys start arriving at least one leader from each cabin should be at or near the cabin in order to meet with the parents and welcome the boy(s). An alternative is for a leader to “hang around” the registration area which allows them to not only meet the parents but also to help them move into the cabin. Additionally the leaders must be careful that it is not just the junior leaders at the cabins. We have had occasion where parents would question the age of our leaders, not realizing that the leader they met was the junior and not the senior leader of the cabin.

The more junior leaders will typically be tasked with getting some sort of an outdoor game going in the cabin/flagpole area in order to ensure that the boys are not bored shortly after being dropped off. The details of just who will set this up will be determined with the camp director before the start of camp.



## At the end of the camp

If at all possible, the counsellors should not leave early on the Saturday after camp. The parents are supposed to pick up their boys between 10AM and noon Saturday and the counsellors should be there to meet with them. If a counsellor must leave before noon, they must first clear it with the camp director so that suitable arrangements may be made. This applies primarily to the senior counsellor in each cabin, but we encourage the junior counsellors and the CITs to also hang around and meet the parents.

If noon comes around and you still have boys left in your cabin, then you should feel free to leave - you have completed all you promised us - but you must first inform the camp director so that suitable arrangements can be made to oversee the boys until their ride comes. If you suspect that a parent may be late, the camp phone is available for the boys to call their parents and determine their expected arrival time.

Regardless of when the counsellor leaves, it is imperative that they ensure their cabin is clean and ready for the next camp before they leave.

**I emphasize, it is the responsibility of the counsellors to ensure that the cabin is clean.** Don't expect the director to do it all. (And there have been times when the director or other senior staff have had to stay late for hours cleaning cabins that were not left in an acceptable state.)

*Each Counsellor makes sure campers are packed up, all items are removed from cabins and cabin swept clean. Garbage is removed.*

— Camp Teepee Pole Policy Manual



# Resources

## Statement of Faith<sup>4</sup>

This statement of faith forms the foundation of the ministry done through CSB Ministries. All CSB staff and board members subscribe to it. As a CSB related ministry we require all Teepee Pole staff to also subscribe to it.

We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life.

We believe in one God, eternally existing in three Persons: Father, Son and Holy Spirit.

We believe that Jesus Christ was begotten of the Father, conceived by the Holy Spirit, born of the virgin Mary, and is true God and true man.

We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death, but also spiritual death which is separation from God; and that all human beings are born with a sinful nature and are sinners in thought, word and deed.

We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in him are justified on the ground of his shed blood.

We believe in the resurrection of the crucified body of our Lord, in his ascension into heaven, and in his present life there for us, as High Priest and Advocate.

We believe in the personal and imminent return of our Lord and Savior, Jesus Christ.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God.

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost.

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<sup>4</sup>[www.csbministries.org](http://www.csbministries.org)

# The Romans Road

So what do you do when one of your campers asks you how to become a Christian? (Yes, sometimes they do make it that easy.)

This is one of those things you need to be prepared for well ahead of time. Whether you think you do or not, you know the correct answers. If you didn't you wouldn't have become a Christian yourself! But sometimes the mind likes to “draw a blank.”

There are a lot of really good resources on this topic. You are encouraged to know one or two before you come to camp. The one presented here is a portion of what is called *The Romans Road* because all of its verses are found in Romans. This doesn't make it better than others, but it does make it easy to remember.

I must also emphasize that you need to keep yourself studying the Scriptures and in prayer. These three verses aren't any sort of “magic bullet”—but they are a good fallback when you seem to forget everything else.

*for all have sinned and fall short of the glory of God.*

— Romans 3:23

A good place to start is the fact of sin. You generally don't need to dwell on this too much—everyone pretty much knows their own faults.

*For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord.*

— Romans 6:23

This verse clearly states that there is a penalty for our sin, but also that there is hope.

*Because, if you confess with your mouth that Jesus is Lord and believe in your heart that God raised him from the dead, you will be saved.*

— Romans 10:9

And finally we have the statement of what must be done—how to obtain that hope.

# How to Complain

Want to complain about something? There are only two things you need to do.

First you need to check your own attitude. Do you wish to complain to make things better for the boys, or for yourself? Do you wish to complain because there is really a problem, or just because something is not being done the way you would like it done? Perhaps you don't need to complain, perhaps you need to learn to be content.

*Not that I am speaking of being in need, for I have learned in whatever situation I am to be content. I know how to be brought low, and I know how to abound. In any and every circumstance, I have learned the secret of facing plenty and hunger, abundance and need. I can do all things through him who strengthens me.*

— Philippians 4:11-13

Let's suppose you get past point one. That is, you really do believe there is an issue that needs to be raised. Then you need to understand the next point.

*Complaints go “up” not “down.”* You don't complain to the campers and you don't complain in front of the campers. You bring your complaint to someone above you. If you are a CIT or a Junior Counsellor you can raise the issue with your Senior Counsellor. If you are a Senior Counsellor you can raise the issue with your Director or another senior staff member (you will know who they are). If you are the Director you can raise the issue with the Board Representative that will be at camp with you. If you are the Board Representative, you bring the issue up with the rest of the Board.

Remember that complaints are contagious. A minor complaint in front of the campers becomes a major complaint by the campers. So for your week of camp you like the game that is being played—even if you don't, you like your other leaders—even if you don't, and you like porridge—even if you don't!

## How to Memorize Scripture

In our camps we often want the boys to memorize Scripture passages. When asked to do this, it can help a lot if they see their leaders memorizing those same passages—leading by example. Do you struggle to memorize? Here are some things that may help.

- Memorize the verses in the version that you normally study. The version we officially use at camp is the *New Living Translation*, but when it comes to memory work it is best to stick with the version you normally use. Also watch the boys. If you have one using the *King James Version* or something equally difficult, and if they are struggling to read/memorize, then you may want to suggest they try an easier version. The camp has copies of *New Living Translation* that you are free to give to any of your campers who need one.
- Concentrate on one verse at a time. When you have learned them all individually, place them together.
- Don't just read the verses, write them out. To begin with just copy the verses while looking at the original. After you have written them a few times, try writing them without looking at the original. This can be a lot of work, but it is especially helpful if you struggle to memorize.
- Practice saying them to your campers (and get your campers to practice saying them to you). Don't be embarrassed if you don't learn them as quickly as they do—a little humility is good in a leader.

# How to Lead a Bible Study

## Prepare your heart

*I can be singing for Jesus, tellin' people how it should be. But I can't bring them any farther, than I've let Him bring me.*

*You can hear of Scripture that convicts you, like the sharpest blade of a knife. But prayin' and repentin' means nothin' if it doesn't make a change in your life.*

— Servant - Rockin' Revival

Perhaps the single most important thing you can do in preparing a Bible study is to ensure that your own heart is in the right place. As the lyrics of the song quoted above state, we can't lead others properly if we are not allowing God to lead us. Jesus said something very similar to His disciples.

*Why do you see the speck that is in your brother's eye, but do not notice the log that is in your own eye? Or how can you say to your brother, "Let me take the speck out of your eye," when there is the log in your own eye? You hypocrite, first take the log out of your own eye, and then you will see clearly to take the speck out of your brother's eye.*

— Matthew 7:3-5

Jesus' statement also reminds us to guard our attitude. We must be careful that we do not become judgmental or take a "holier than thou" attitude when we teach.

## Learn the material

The next step is to ensure that you know the material you are going to teach. Often you will be given a Bible study so everything will be put together for you. If this is the case you still need to spend time on your own ensuring that you understand it. It is best (but not entirely necessary) if you can get to the point where you will be able to teach the study without having to look at your "teacher's copy."

If you have to provide your own material then I suggest that you base your study on something that you have recently examined in your own personal Bible study. Or if you are given a topic to follow, perform your own personal study on it first.

## Presenting the study<sup>5</sup>

If you have been given a pre-made study then it will probably include the necessary presentation instructions. If you are making your own, then the following is a useful pattern to follow (it's not the only pattern, just one that I've found easy to use and remember). Just remember four words: hook, book, look, and took.

**Hook** In the first section you want to get the boys' interest. You can do this using an object lesson, a short activity, or perhaps just by asking them to close their eyes and "imagine if ..." where you give them something related to what you will be talking about.

**Book** This is a Bible study, so it had better include a study of the Bible. It may be a passage that you want them to read, or perhaps a "sword drill" that covers a topic, or perhaps a paraphrase of a Bible story. But it should be clear to the boys that this is the Word of God and not something coming from yourself.

**Look** After the initial Bible reading (or story or drill, etc.) the next step is to take a closer look at the material. For teenagers this can be a fairly in-depth discussion delving into spiritual matters that you may not even yet be ready to answer. (And, by the way, there is nothing wrong with admitting that there are things you do not know so long as you promise you will try to find out.) For children it will need to be simpler. Often asking them to fill in words, or quizzing them on why someone did something is a good way to proceed.

**Took** Of course this "means nothin' if it doesn't make a change in your life." You want the lesson to "take." Ask the boys how they would apply this to their lives. Get them to give examples not just of how "people" would do something but more specifically what they can do. For example, in a lesson on love you may try to get them to suggest things they could do for their mom or their little sister, etc.

## Additional hints

Finally we will give you some more or less random hints that can help you when leading a Bible study.

**Eyes** You need to look the boys in the eye and get them looking back at you. This implies that you need to know your material as you can't look at them when you are reading from your papers. So get to the point where

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<sup>5</sup>Adapted from Creative Bible Teaching by Richards.



you can teach the study without having to continually read it. Often looking a boy in the eye is also a good way of getting him to stop fooling around and to pay attention.

**Voice** Don't talk with a monotone voice. Talk faster and louder when you are excited and calmer, lower, and slower when you want to build suspense. And the younger the boys, the more you will need to exaggerate the changes in your voice.

**Hands** Move them. Wave them. Make little shapes. Especially with younger boys, speaking with the hands can help keep their attention.

**Time** Young boys don't have a long attention span. So you need to keep things moving. With teenagers you can spend a significant time looking at something in detail, but with children you will need to move from topic to topic fairly quickly. It can help if you have a lot of little sub-topics to move between that you can bring together in the end.

**Amount** Especially with young boys, don't try to teach too much at once. It is better that they remember one thing than forget three things.

# How to Lead Games<sup>6</sup>



***FUN!*** Fun is not the only reason to play games. But it's a valid one. Games promote physical development. Games provide meaningful social interaction—particularly team games. Games can stimulate mental development through decision making. Games always have rules to follow and the need for self control promotes emotional stability.

Enthusiasm and excitement are often brought out during a good game. Games give opportunity to put into practice concepts that otherwise are only theory such as fairness, honesty, and self respect.

## Game planning

1. Know the group who will be participating—age level, group number, and skill level.
2. Know the facilities and resources available. Do you need certain equipment? Have it ready to use.
3. Know the rules. Anticipate questions for varying situations.
4. Use variety—avoid repeating the same games over too soon. Have active games first, then, some that are less active.
5. Consult game books but alter the rules to fit your situation.

## Game participation

1. Get the attention of the group so everyone knows you are in charge and have instructions. Tell rules clearly and concisely. Your enthusiasm will affect their attitude.
2. If teams are needed, divide equally and evenly. Not all games need teams. Try non competitive games where everyone wins.
3. Demonstrate how so they can visualize the game. Start the game as soon as enough have caught on.
4. Keep the group aware of the rules and be fair and consistent in all decisions. Some games need constant refereeing.
5. Play for a short while, then make any adjustments necessary to maximize the enjoyment and fairness.

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<sup>6</sup>Taken from the *Leadership Trails* portion of the Christian Service Brigade achievement program.

## Game priorities

1. Watch the clock. Don't allow a game to go too long. Stop when it's going well so they will want to come back for more.
2. As much as possible, make sure everyone has an equal chance to participate.
3. Stress the joy of participation, not the importance of winning.
4. Keep alert in providing proper safety for everyone involved.
5. Evaluate during and afterward to make sure the above purposes are achieved.

# How to Give Your Testimony

Giving your testimony is an important part of camp work and, for that matter, of the Christian life in general. You may be formally asked to give your testimony during a campfire, or you may decide to present it on your own, or you may find your boys asking you about your life. You need to be prepared to do this on a moment's notice.

*Now who is there to harm you if you are zealous for what is good? But even if you should suffer for righteousness' sake, you will be blessed. Have no fear of them, nor be troubled, but in your hearts honor Christ the Lord as holy, always being prepared to make a defense to anyone who asks you for a reason for the hope that is in you; yet do it with gentleness and respect, having a good conscience, so that, when you are slandered, those who revile your good behavior in Christ may be put to shame. For it is better to suffer for doing good, if that should be God's will, than for doing evil.*

— 1 Peter 3:13-17

Consider a few things from this passage when you think of your own personal testimony.

First look at the overall context of the passage. It isn't talking about standing by a campfire in front of a friendly audience. It is talking about giving responses to those who are "there to harm you." If you cannot even bear to give your testimony in front of campers and leaders, how are you going to respond in the face of real hostility?

Note the phrase "always being prepared." You need to think about this before you need it—you may not have any warning. From time to time you should think back in your life to the time that you turned to God.

But what is a testimony? What sorts of things should you say?

Part of it is telling your story. How did you become a Christian? What were the circumstances? Who were the key people involved?

But your testimony isn't just a sort of Christian resume—it is something more. Consider the phrase "for the hope that is in you." This is perhaps the key part of your testimony. What is the hope that Jesus' has given you?

And your testimony doesn't end when you become a Christian. What are you doing in your life to improve your relationship with God? How are you growing?

Finally, here are some hints that may help you. These are not rules that you must follow, but if you are struggling trying to figure out how to start, you may find these useful.

**Keep it short** We don't need your whole life's history. Start with the how, when, and why you became a Christian.

**Don't preach** You are giving your testimony, not a sermon.

**Don't drag out the details of your sins** It's fine to talk a little about your life before Christ, but your audience doesn't need the details. (There is a joke about a priest who on hearing a particularly detailed confession finally said "Son, you aren't confessing, you're bragging.")

**Include recent events** If there is something significant going on in your life, that is a part of your life story.

**Don't be afraid of emotions** Some people are more emotional than others. If you find the tears are coming, don't run away and sit down. Remember that you are surrounded by friends. Just take a deep breath, pause to collect your thoughts, and continue.

**Include a favourite verse** This is often a good way to finish. Keep this short too—don't read the whole of Psalm 119, just a verse or two that has really influenced you.

# How to Get Help

## Training sessions

From time to time Camp Teepee Pole, or various Christian Service Brigade units, will hold training sessions. For camp these may include first aid training, rafting and rappelling training, or general counsellor training. For CSB units these often consist of ALTs (Advanced Leadership Training). Camp leaders should keep their “ears open” regarding these events and should consider attending them if possible.

In addition your local church will likely have leadership training courses related to their church activities. These can often - especially if they are related to youth programs - also be useful in a camp setting.

We will be having two leader oriented weekends in June. One is the “appreciation” weekend which is a chance for you to quiet your life for a few days and reflect on the coming weeks. The other is specifically a training weekend where we will run certification courses. Details on exactly what training will be done will be placed on our web site.

## From other people

Don't be afraid to come to your director or to other senior leaders to get help. This is especially true if you are dealing with a situation you have never dealt with before. Don't assume that just because you are the counsellor you are expected to know everything.

## From outside resources

Your church, your small group studies, your Christian friends - they all want to see you succeed. Don't be afraid to ask them for help, particularly in areas where you know they are talented.

The internet is also a great source of ideas and information. Of course this would be applicable only for pre and post camp. The internet coverage at camp is sketchy and should not be relied upon. In addition you must always be careful of information found on the internet. Don't necessarily assume it is true.

# Policies and Forms

The following section includes portion of the Camp Teepee Pole policies that are especially relevant to counsellors. Directors and counsellors are expected to have a basic understanding of them.

Following the policies you will find some useful forms. This includes one that you should use if you have expenses you need to have reimbursed as well as some you may find useful for following up campers.

If you wish electronic versions of these documents, including Excel and Numbers versions of the worksheets, you can download them from the staff page of our web site <https://campteepeepole.org/stuff-for-staff/>.



# Camp Teepee Pole

## Policy on Abuse & Harassment

### What is Abuse?

**Sexual abuse** consists of sexual exploitation of children under the age of 18 by anyone at least 4 years of age older. Exploitation occurs even if the child consents or seems to consent. This includes not only touching in a sexual manner but also verbal or written obscene communication, peeping, and causing or allowing a child to witness adult sexual relations.

**Physical abuse** is physically contacting the child with the intent to do harm.

**Emotional abuse** includes belittling, blaming, accusing without cause and put downs.

### Avoiding Abuse & Harassment at Teepee Pole

Our first goal is of course to avoid any such abuse. To this end we have the following requirements.

#### Duties of Teepee Pole

1. All staff and volunteers will fill out our staff registration form each year.
2. All new staff and volunteers ages 18 or over must provide references and a police background check.
3. The director of each camp will ensure that an abuse training session will be held with all staff and volunteers at the start of each week of camp. This training is mandatory and a signature will be required by each staff member or volunteer as evidence that they have received the training.
4. The director of each camp will give instructions to the children at the camp explaining what is not acceptable behaviour.

#### Duties of the Staff and Volunteers

1. At no point should a staff member or volunteer be alone with a child. When one on one counseling is needed it must take place in a visible location.
2. Any affection shown to a child must take place in a public place in view of others. If a hug is appropriate, hug from the side.
3. Be cautious in your speech.
4. All staff and volunteers should be watching for abuse and signs of abuse.

### Steps to Take if Abuse is Witnessed or Suspected

So what do we do if abuse is witnessed at camp or suspected in the homes of a child? For the staff and volunteers at the camp the answer is simple - bring it to the attention of the director. Any communication with the press will be coordinated through the chairman of the camp board or such a person as he appoints.

The director will work in cooperation with the Christian Service Brigade staff representative in order to deal with the issue. This will include an initial investigation and interviews and a written record. If necessary they will contact Children's Services or the police.

Written records will be kept by the CSB staff representative of any investigation and actions taken regarding an incident or alleged incident of abuse.





# Camp Teepee Pole Fire Drill Procedures

## ***Instructions For The Director***

It is the job of the Director to ensure that the camp staff and campers are all aware of what they need to do in the case of a fire or other emergency. The details of the fire drill procedures are left to the discretion of the camp director, but they must consist of the following:

1. *A Recognizable Signal:* The camp board will provide a suitable device such as an air horn but the Director will be allowed to replace it so long as the replacement is sufficiently loud and can be distinguished from other signals used at camp. There should already be an air horn in the box by the muster point.
2. *A Meeting Place:* The meeting place is the area by the cars near the entrance. You will see it marked with a "Muster Point" sign. If you wish to change this locations for some reason (say, for example if your camp is not physically at the camp but is an extended out trip) you must ensure that the location is made clear to both the other leaders and to the boys.
3. *Accounting Of The Boys:* There must be a means of ensuring all the boys are present during an evacuation. Grouping them into cabin groups would be one way to accomplish this.
4. *Understanding Of Duties:* The camp staff must each be aware of their duties. The Director should make these clear during his staff meetings at the start of camp.
5. *Practice:* A Fire Drill should be performed near the start of camp - preferably on the evening that the boys arrive.

## ***Instructions For The Counsellors***

It is the job of the counsellors to ensure that all the boys in their care are accounted for. The details of this may change based on the procedures specified by the director, but they should include the following:

1. *Getting the boys to the meeting place:* This includes ensuring that the boys in their cabin recognize the assigned signal and respond appropriately.
2. *Accounting and reporting of the boys:* It is also the responsibility of the counsellor to ensure that all the boys in their cabin have made it to the meeting place and to make the appropriate report to the director.



# Camp Teepee Pole Rafting Procedures

1. *Trip Leader*: The person responsible for the trip as a whole. To become a *Trip Leader* a person must have been a *Raft Guide* for a number of years, must have a valid Swift Water Rescue certification and a valid standard first aid or better and must be approved as a *Trip Leader* by the appropriate Teepee Pole board representative.
2. *Raft Guide*: The person responsible for an individual raft. Each *Raft Guide* answers to the *Trip Leader*. To become a *Raft Guide* a person must have a valid Swift Water Rescue certification or equivalent and must be approved by the appropriate Teepee Pole board representative. In addition it is recommended that they have been a *Raft Guide Apprentice* for at least one year of camp.
3. *Raft Guide Apprentice*: Any person training to become a *Raft Guide*. A *Raft Guide Apprentice* answers to the *Raft Guide* of the raft they are assigned to and ultimately to the *Trip Leader*. To become a *Raft Guide Apprentice* a person must have a desire for rafting and have shown himself to be dependable and responsible. It is recommended that they have a valid Swift Water Rescue certification.
4. Every trip must have a *Trip Leader*.
5. Each raft must have a *Raft Guide* and may have a *Raft Guide Apprentice*. (The *Trip Leader* may also serve as a *Raft Guide* on one raft.)
6. All people on the raft must wear an appropriate PFD and helmet. If people bring their own PFD it must meet the approval of the *Trip Leader*. (Note that not all certified life jackets are suitable for white water rafting, and not all white water life jackets are certified. The *Trip Leader* will be able to tell if a given PFD is suitable.)
7. All people on the raft should wear an appropriate wetsuit. The wetsuit may be left out if the temperature is warm enough and if the *Trip Leader* deems there is no undue risk.
8. Appropriate first aid, raft repair, emergency and communication equipment must be taken on each trip. It is the responsibility of the *Trip Leader* to ensure these items are present and in good condition before the trip begins.
9. An appropriate safety talk will be given at the start of each trip. While this talk is the responsibility of the *Trip Leader* he may allow a *Raft Guide* or a *Raft Guide Apprentice* to give the talk so long as the *Trip Leader* ensures that nothing is missed.
10. No alcohol or drugs, other than prescribed for medical purposes, are permitted.



# Camp Teepee Pole Range Procedures

## Range Safety Rules

1. The muzzle must always be pointed in a safe direction.
2. The action of any firearm must be open at all times except when actually shooting.
3. Firearms may only be loaded and discharged at the firing line.
4. No firearm is loaded until the command to load is given by the range officer.
5. Fingers must be kept out of the trigger guard until the firearm is pointed down range.
6. Upon the command "cease fire" all firing stops at once. Shooter awaits further commands.
7. The ranger officer or instructors will inspect each firearm to ensure it is unloaded before allowing anyone to go forward of the firing line.
8. During a cease-fire no one will handle the firearms or ammunition.
9. Hearing and eye protection is required.
10. Minors and any person without a valid firearms license must be under direct supervision while shooting.
11. No horse play or careless handling of firearms is allowed at the range.
12. Avoid interrupting or distracting others when they are shooting.
13. No alcohol is permitted at the range and no one who is impaired due to drugs or alcohol is permitted at the range.

ACTS	PROVE
<b>Assume every firearms is loaded.</b> <b>Control the muzzle direction at all times.</b> <b>Trigger finger must be kept out of trigger guard.</b> <b>See that the firearms is unloaded - PROVE it is safe.</b>	<b>Point the firearm in the safest available direction.</b> <b>Remove all cartridges.</b> <b>Observe the chamber.</b> <b>Verify the feeding path.</b> <b>Examine the bore.</b>

# Expenses Submission Form

You may use this form to submit claims for getting camp related expenses claimed. Typically you should have your expenses pre-approved by either your camp director or a camp board member. You *must* include receipts with your expense claims.



In order to most quickly get your expenses reimbursed it is best if you submit them with this form to one of the camp board members present at your week of camp. They will typically be in the position to cut you a cheque immediately. You *may* also submit your expenses to your camp director, but he will not have cheque signing authority so it may take time for your expenses to be paid.

**Person claiming expenses:** \_\_\_\_\_

**Camp week(s):** \_\_\_\_\_

**Date of claim:** \_\_\_\_\_

Description	Amount
<b>Total claim:</b>	

**Approved by:** \_\_\_\_\_

*Remember to attach all receipts*

# Notes











