

# Rockhaven Camp Easy Does It Rules 2006

Geneva Lake, Ontario

The following information has been compiled for your safety and enjoyment.

## **OBJECTIVE:**

Camp is a place to relax, and have the opportunity to develop your personal program of recovery. Camp is a place to enjoy physical activities in an outdoor environment.

Historically, the clients at camp have helped in the maintenance of the grounds and buildings ensuring that the camp is here for you. To continue in this spirit, maintenance and gardening times have been scheduled.

Part of any recovery is balancing a healthy lifestyle, encompassing the spiritual, mental and physical growth of the individual. Through your participation you can guarantee the camp is here for future men in recovery.

- Breakfast is served between  
7:00am to 8:00am Monday to Friday  
8:00am to 9:00am Saturday to Sunday
- Lunch is served between 12:00pm to 1:00pm Monday to Sunday
- Supper is served between 5:00pm to 6:00pm Monday to Sunday
- Residents are required to be out of bed and have their living areas cleaned and beds made by 8:00am on weekdays and 9:00am on weekends. Please, if you are not doing anything at this time, pitch in and help
- Rockhaven and the M.N.R have a good relationship - let's keep it this way. While fishing, exercise conservation by practicing "catch-and-release", limiting your catch and above all, protect the fish habitat. **No fishing permit means NO FISHING!**
- Two AA meetings are held here at the camp on Wednesday and Sunday between 8:00pm and 9:00pm. Both meetings are open to clients-only. This is your meeting, so make sure the "OPEN AIR GROUP" is ready to go for 8pm. Coffee and tea, reading of the steps and traditions assigned.
- No trespassing on other Geneva Lake properties unless invited by the owner and staff approved.
- No returning to the city unless authorized by volunteer and/or staff.
- Short walks are okay, but any long hikes must be on the buddy system for safety sake. Anything beyond the wooden bridge is considered "a long walk" (Cartier is approximately a three hour walk round trip).
- Conduct yourselves as responsible citizens; this is your camp while you are here.
- Please inform volunteer and/or staff of your plans; i.e., walks, hikes etc.
- A washing machine is here for your use. Please make sure you have a full load and not just, for example, a pair of jeans. Once a week the camp laundry is done- please give priority to this task.
- Please keep showers to a responsible length and as needed. Don't shower several times a day unless you are dirty. Please try to conserve energy.
- Shut down heaters and lights in both camps when not required. Conserve energy- high hydro bills mean camp shut down. Think of the Resident coming to Rockhaven after you.
- Coffee is to be on for breakfast, group and evenings, and the AA meetings on Wednesday and Sunday.
- No smoking indoors. If you want to smoke please go outside and be mindful of your how you dispose of your butts.
- Please respect the furniture. Keep your feet on the floor and no lying around.
- No sleeping during the day unless approved by staff.

- Eat at meal times. Snacks are okay at night but remember to wash any dishes you use right away and clean up after yourself.
- Fishing bait is your responsibility to purchase or dig up, not that of Rockhaven.
- The only area that is off limits is the bedroom off the office in the sleep camp.
- The first aid kit is in the porch of the main camp; please notify Staff of any injury right away.
- The **fireplace outside the main camp is off limits** at this time until deemed safe by camp committee.
- There are no visitors permitted unless approved by the Director or designate ahead of time, and scheduled with the volunteer and/or staff member at camp.

### **LIFE SKILLS:**

Sports, walks, talks, fishing, gardening, communication, repairs and maintenance, etc.

### **AA MEETINGS:**

OPEN AIR GROUP. Two meetings per week, Wednesday and Sunday at 8:00pm (meetings run up to one hour). Open to clients only.

### **GROUPS:**

Four groups per week, one hour per day.

### **TELEPHONE:**

Will be locked in secure area and used for emergencies or scheduled calls that have been prearranged with Counsellors. A log book of calls must be maintained. No incoming phone calls permitted. Any calls of urgent nature must be directed through Rockhaven for appropriate action.

### **FOOD:**

According to menu sent by cook. Rotate food in freezer when it arrives. Use what you have on hand before using new things. Plan ahead for items to be defrosted.

### **GARDEN:**

Water in the early morning (not in the hot sun) and weed when necessary.

### **MAINTENANCE:**

Cutting lawns, repairing camp equipment, small repairs on buildings, cutting and clearing trails, painting, fencing, wood cutting etc.

### **FISHING:**

With volunteer/staff informed, 2-3 hours maximum. Two or more in boat, life preservers for each person (all other safety equipment onboard) whistle, bailer, flashlight, paddles, anchor, floating throw rope. Need to have license or fishing not permitted.

### **TELEVISION/WALKMANS/MP3 PLAYERS:**

Not permitted unless scheduled during "Free Time/Movie Night" on Saturday and/or Sunday only.

### **PLEASE**

Keep washrooms and bed area clean and tidy. Work together to cut wood. Clean bush area of garbage and dispose of at Cartier land fill site with volunteer/staff present.

# **CHORES**

To be assigned on a weekly basis.

## **HANDYMAN:**

Maintain outer buildings, keep tools in order, keep machinery lubed and ready to use.

Dispose garbage; separate burnable from recyclables.

Thoroughly spray garden with water in the early morning. (not required when raining). Use small spade and weed garden as required (every other day).

## **COOK:**

Prepare all meals on a weekly basis as per menu.

Rotate food in freezer when it arrives.

Assist with weekly inventory list for cook.

## **COOK'S HELPER:**

Helps cook with food preparation for all meals (carry out all duties assigned by cook).

Clean dishes, pots and pans.

Take out compost and garbage.

## **FLOORS:**

Sweep main camp, morning and after supper.

Wash floor in main camp with small amount of Javex in water.

Sweep floor in sleep camp and office in the morning, dry mop if necessary.

Vacuum rug in sleeping area weekly or as needed.

## **LAUNDRY/BATHROOMS:**

Wash all bed linen once per week (Wednesday 9:00am).

Wash all dish towels, towels, and bath mats in a separate load from linen please.

Clean bathrooms in sleep camp and main camp.

## **KITCHEN RULES:**

- ALWAYS **WASH HANDS** THOROUGHLY BEFORE HANDLING FOOD
- CLEAN FRIDGE ONCE A WEEK AND ROTATE FOOD IN FREEZER WHEN IT ARRIVES
- ALWAYS FOLLOW WHAT IS ON THE MENU
- KEEP CUPBOARDS CLEAN AND IN ORDER
- CLEAN SHELVES IN FRONT PORCH ONCE A WEEK
- SAVE ALL EMPTY CONTAINERS AND RETURN TO ROCKHAVEN
- THERE ARE NO SPECIAL MEALS BEING MADE. MAKE WHAT IS ON THE MENU AS THIS IS WHAT YOU WERE SENT.
- KEEP WORK AREA CLEAN AT ALL TIMES
- ANY MEAT THAWING IS TO BE PUT IN THE FRIDGE ON A PLATE OR PAN- NOT LEFT ON THE COUNTER

# **SAFETY RULES**

## **BOATING:**

### **Buddy system at all times.**

Gas is your own responsibility so use prudently.

Have life jackets in the boat, as well all other items as listed in the Ministry guidelines (listed in MNR pamphlet) for boating safety. These are: whistle, bailer, flashlight, paddles, anchor, floating throw rope, and of course life jackets for each person in that boat.

BEWARE and watch for obstacles and rocks in the channel. No hot-rodding.

When using boat please arrange time, duration and general destination with volunteer/staff so that we know where you are and can arrange boat use for everyone.

Damaged props mean no boat, unless you want to row! Please inform volunteer/staff of any damage! Put anchor in the plastic container in the front of the boat.

## **CHAINSAWS:**

ONLY to be used by volunteer/staff. NO EXCEPTIONS!

## **ROTOTILLER:**

Only to be used with Volunteer/Staff authorization

Keep hands away from moving parts.

Safety goggles or glasses and gloves must be worn- flying rocks are a distinct possibility.

There is a right way and a wrong way to use a tiller. Volunteer/Staff will show you the proper way. **Closed toe footwear required.**

## **LAWNMOWER:**

Only to be used with Volunteer/Staff authorization.

Keep hands free of all moving parts!

NEVER fuel while it is running!

Check oil every time you re-fuel.

**DO NOT OVERFILL MOWER AS THIS WILL RESULT IN BLOWN SEAL!!**

Manual mowers may be available. **Closed toe footwear required.**

## **CLIENT COMPLAINTS/CONFLICTS:**

Volunteers will be expected to resolve ongoing conflicts that are related to the Camp program. This may include, but is not limited to client-client or client-volunteer conflicts. Volunteers should encourage clients to resolve issues tactfully amongst themselves. However, in the event that some issues cannot be resolved swiftly, volunteers are asked to contact staff for feedback or support on any conflict resolution. We stress a team approach. (Staff will reinforce the authority of the volunteers). Volunteers are required and expected to phone staff to inform them of any suspected criminal activities. **(SEE Client Complaint Process, Camp 2006)**

I, \_\_\_\_\_, have read and understand the above Camp rules.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director/Designate Signature

\_\_\_\_\_  
Date