

Subcamps Operations Manual

For Subcamps Staff



CJ'07

XI CANADIAN JAMBOREE

TAMARACOUTA SCOUT RESERVE

MILLE ISLES, QUÉBEC

JULY 25-AUG 1, 2007



CJ'07 Subcamps Manual



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Welcome from Camp Chief

As your Camp Chief, I welcome you to CJ-2007. I hope that CJ'07 will be a memorable and exciting experience for all participants and I cannot overstate the importance of your role in making that wish come true!

The subcamp staff will play a key part in making sure that all of the more than 7,000 Scouts and Scouters coming together from home and abroad for the jamboree will really enjoy themselves. I see your job as doing all you can to help set the tone of our event and to firmly establish it as a once-in-a-lifetime adventure, something that will stay in the minds of all as an outstanding Scouting experience.

You will be among the first people that arrivals on the site will contact. Their reception and the assistance they receive will begin the evaluation of how they will remember CJ'07. By being positive, welcoming, cooperative and good-humoured, you will start to create the right atmosphere. By tackling the inevitable small problems promptly and on-the-spot, you will forestall most major difficulties and smooth the transition from home to camp.

You will have made some sacrifices to carry out this important jamboree role. Additionally, there will be times during the event when your patience will be tried, when the workload will be heavy and when the weather just won't cooperate. But there will be many more times when a smile will light up a face due to something you've done, when old and new friends bring joy to each other and when a sense of fun can be felt in a magical way at a great national get-together such as ours. You will know that you've had a real hand in making it all happen - and you should be proud of being part of the team!

I thank you for your Offer of Service, your participation as a member of a subcamp staff and I hope you will truly enjoy your time at CJ'07

Good Scouting,

Glenn Armstrong, Camp Chief



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Introduction

The purpose of this Subcamp Operations Manual is to provide basic information on the Jamboree for the Subcamp Operations Team, the Subcamp Chiefs, and the Subcamp Staff.

This manual cannot cover every detail. Certain factors may change between the time of writing and July 2007. Our objective is to give you a general idea of how this Jamboree is organized, the facilities available and the things that will take place. There is a section into which you can add those items specific to your subcamp.

The Subcamp Operations Team is available to provide a continuing two-way communications between subcamps and Jamboree management. Please raise your concerns with us and we will try to help wherever we can.

Scouting in Canada holds regular national camping events called Jamborees for up to 20,000 participants about every four years. Jamborees in the modern format have been held in various parts of Canada since 1977 and CJ'07 (i.e. Canadian Jamboree 2007) will be the eleventh national jamboree. CJ'07 will celebrate the 100th anniversary of the founding of the Scouting movement in 1907 at a small camp on Brownsea Island in England under the leadership of Sir Robert Baden Powell.

The Subcamp will ensure a positive living experience for all members of the Subcamp at the jamboree and encourage full participation in jamboree activities. If we use a typical town as a model, the Subcamp is the community where participants live. They travel out from the Subcamp each day to go to work (i.e. participate in jamboree activities) and return each evening. As the “town” the Subcamp must provide for the health, safety, security and well being of the participants and provide the services of a typical town including mail and newspaper delivery, zoning and planning, transportation, food delivery, water and sanitation (toilets and showers), administration, social and health services, recreation and entertainment, environmental protection and discipline.

CJ'07 will be held from Wednesday, July 25 to Thursday, August 2, 2007 at Camp Tamaracouta which is the oldest continuous operating Scout Camp in the world. This is the first time that a Canadian Jamboree will be held on property owned by Scouts Canada. CJ'07 will have about 8,000 participants from all parts of Canada and guests from other countries. More information about the Jamboree and the Camp can be retrieved from www.scouts.ca and click on the CJ'07 link.

Weather

Weather in July is very favourable to camping. The days are warm to hot while the evenings are cool (high 20's during the day and as low as 5 to 10C at night). A sweater could be needed in the evening. Short rain bursts often occur during this time of year.

We thank you for your involvement and wish you every success with the operation of your subcamp.

Bruce Wannamaker
Subcamps Manager



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DATES

The Jamboree will be held at Tamaracouta Scout Reserve from Wednesday July 25, 2007 to Wednesday August 1, 2007.

The Opening Ceremony is scheduled for the evening of Wednesday July 25, 2007 at 20:00.

Units will not be permitted on site prior to July 25 except where extraordinary circumstances have dictated such. For such cases, you must contact the Jamboree Office (613-224-5131 ext.258 or cj07@scouts.ca).

Wednesday, July 25

The day of arrival will be used to set up tents, dining tarps, kitchens, and cooking stoves and will give your Unit an opportunity to ready your site and learn the location of everything. A self directed tour of the Jamboree site by Units, shortly after arrival, will help everyone to locate all general site services.

The Opening Ceremony will be held at the Scout Popcorn Place at 20:00.

Thursday, July 26

This day will mark the beginning of 7 full days of program. Program periods will run from 9:00 to noon and 13:30 to 16:30 each day ending on Wednesday, August 1 at 12:00.

Sunday, July 29

The day will commence with various spiritual observances. An ecumenical Scouts Own will be held at 9:00am at Popcorn Place.

Regular programming will run for the afternoon period.

Wednesday, August 1 A very special day!!

Morning - This day will begin with a special "Sunrise Ceremony" celebrating Scouting's 100 years. (Scouts around the World will take part in this same ceremony). The camp as a whole will then follow the exact program that BP led at his camp on Brownsea Island, followed by an activity designed to mark this special day.

Afternoon – Prepare for departure.

The Closing Ceremony will take place at "Scout" Popcorn Place at 20:00.

Thursday, August 2

All Units will depart from the site.



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JAMBOREE ORGANIZATION

The planning for the 11th (100th Anniversary) Jamboree has been carried out by a planning committee under the chairmanship of Pierre Provencher, who is responsible to the Board of Governors of Scouts Canada for the operation of the jamboree. Ian Mitchell provides staff support to the chairman, and is the Jamboree Manager.

See Appendix A for the Team details.

SUBCAMP OPERATIONS TEAM

The group through which subcamps will work is a team of two. Bruce Wannamaker, Subcamps Manager, and Bryan Cowell, Subcamps Administrator. Terms of reference for subcamps manager (and others) is at Appendix B.

RESPONSIBILITIES

The Subcamp Operations Team has provided input during the jamboree planning process and will provide direction and support to all phases of the operations of the nine youth subcamps during the jamboree, as well as the staff subcamp.

The Subcamp Operations Team will work out of the Jamboree Operations Centre. (Cabin #3)

We wish to emphasize that the group will function as a team. Circumstances will require that members of the team cover for one another to a considerable extent. Subcamps that have issues or problems to present are urged to raise them with any member of the team who may be in a position to help at a given time. We look forward to working with you in this way.



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THE SUBCAMPS

The Subcamps are all identified by significant Scouting events or locations.

For the location of each subcamp see map at Appendix C

Subcamps are requested to consider ways in which their own "geographical flavour" can be incorporated into the life of the subcamp. A unique opportunity exists for each subcamp to portray its own character to the cross-section of Canadians who will be housed in the subcamp. Planning and presenting this unique character is the responsibility of the individual subcamps.

Appendix A lists the ten subcamps with the name of the Subcamp Chief for each.

SUBCAMP APPOINTMENTS

SUBCAMP CHIEFS

Subcamp chiefs have been appointed by the Subcamps Manager, on the recommendation of their respective Councils/Administrative Centres. They are responsible for the overall supervision and guidance in their subcamp. They are responsible to the subcamp manager. Terms of reference are to be found in Appendix C.

SUBCAMP STAFF

Each subcamp should have a team of 20 to 24 staff. In addition to the subcamp chief, it is suggested the following: a deputy, one for administration, one each for program and quartermaster, one chaplain, up to two youth members, ("YLT"), and, where possible, a member of Les Scouts. Some of these positions may have an assistant. It is recommended that there be at least twelve service Scouters. Specific organization and allocation of duties is left to the discretion of each subcamp chief. . Sample Position Descriptions can be found in appendix C.

SUBCAMP PROGRAM / ACTIVITIES

The jamboree, although having a pre-selected program, will still allow units free time in which to arrange to participate in exchanges, self-directed exploration of the site and subcamp program activities such as songs, skits, games and entertainment.

Subcamps are encouraged to develop activities which will enhance participation, encourage national exchange, develop new skills, provide opportunities for displays, games, and sports, or any other activities which will lend character and significance to the subcamp.



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HOST NIGHT

Each subcamp may chose to host an evening of fun for all participants who wish to attend. It may be held within the subcamp or at the central stage area. This area needs to be pre-booked through the (tbd).

FLAGS

Each subcamp will be provided with the Canadian and Jamboree flags. Each subcamp is to provide the provincial flag(s) for the provinces they represent. Flag-raising and lowering might provide an opportunity to involve various units. They may also be the time for a simple spiritual or meditational activity.

SCOUTERS TENT

Each subcamp will have a Scouters' Tent adjacent to the subcamp headquarters. These provide a wonderful opportunity to have an evening "drop-in coffee hour" at times the subcamp can set.

GATEWAYS

Each subcamp staff should check with Sites and Services before digging for gate-posts to avoid hitting any buried service lines.

SUBCAMP

Each subcamp has the responsibility of security within its own area. Particular care will need to be exercised, since some of the program is off-site and units may be away from their campsite for extended and even overnight periods. Care is also required during ceremonial occasions when most of the subcamp will be vacated.

Staff subcamp approaches to security include:

- subcamp headquarters 24 hours per day;
- encourage adjacent units to provide site security for units that are away.

QUIET HOUR

Quiet is expected on the jamboree site after 22:00 hours. This is defined as participants being in their own unit site, lights dimmed and respecting the rights of others to sleep by remaining quiet.

VISITORS

Visitors will be expected to go to the Information Centre to receive a map and other information they may need. They may visit the Town Centre and/or be visiting someone in a subcamp. Subcamps may be called to meet visitors and to escort them to the subcamp to visit a unit. Visitors are permitted on Sunday , July 29th 9:00am - 10:00 p.m.



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EQUIPMENT AND SUPPLIES

The list of core equipment that is supplied to each subcamp is shown in Appendix D. Availability of all equipment is being verified at time of writing.

Equipment and supplies will be prepared in subcamp lots and delivered to each subcamp at the time subcamp staff request. At the time of writing, the method of storage and delivery is being developed.

ORDERING ADDITIONAL SUPPLIES

Consumable items will be ordered directly by the subcamp quartermaster and delivered to the subcamp. Toilet paper will be provided by the toilet contractors who will deliver spare rolls of paper to the subcamps. Ordering of all items must be through the MR (Material Requisition) process as outlined in Appendix F.

COFFEE SUPPLIES

A supply of items for coffee/tea purposes will be delivered to subcamps.

Additional supplies will be provided as required by the subcamp team.

DISTRIBUTION OF MATERIALS

Subcamps will be asked to organize for and distribute the usual jamboree crests, neckerchiefs, etc. Some system of keeping track of who has received the materials will need to be developed at the subcamp level, by the Administrator.

INDABA

Originally defined as a gathering of native tribes in Africa, Baden-Powell used the term Indaba as a gathering or conference of Scout people. For the purpose of this jamboree, an Indaba is seen as a series of workshops and activities for adults attending CJ '07.

National jamborees provide a significant opportunity for new program ideas to be introduced, old program ideas to be reviewed and different ways of doing things to be explored. Jamborees bring together adults from all around the country providing a unique opportunity to learn from each other and to develop skills in planning, organizing and managing program events of all kinds. This Indaba will offer a series of workshops and activities in a practical, hands-on manner.

All Indaba participants will be expected to pre-register for programs and information will be posted to this effect at the Indaba headquarters.



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FACILITIES AVAILABLE AT EACH SUBCAMP

There will be available water supply, toilets, garbage disposal, waste water disposal, fire protection equipment, unit picnic tables, some dining shelter poles, Canadian and Jamboree flags and poles at each subcamp.

FACILITIES AVAILABLE AT THE X-CENTRE

A canteen, food concessions and the Trading Post.

A staff lounge marquee and a canteen will be located near the Staff Subcamp.

A charge-a-call telephone bank – but note - Participants cannot be directly accessed by telephone. Urgent messages will be relayed to the person concerned via the subcamp as quickly as possible. The person concerned will be required to call back.

ATM's

There will be three (3) ATM's. There will be no open banking branch on site. There are local branches of banks in St. Saviour, St. Jerome and Morin Heights.

POST OFFICE

Canada Post has agreed to manage and staff a fully operational Post Office for the jamboree.

JAMBOREE PROGRAMS

Participants will pre-register for all jamboree programs and will be handed a schedule either in advance of arrival or when they arrive on-site. There will be limited opportunities to change this program at X-Centre. The Subcamp Program staff will not be able to assist in making changes.

EMERGENCY PLANS

The Jamboree will have medical, emergency and fire safety personnel on site and will have a detailed plan to handle most emergencies. The Subcamp staff will be aware of these plans and will assist and facilitate their execution if required. Smaller emergencies may be handled within the Subcamp if possible. If a participant is evacuated from the Subcamp, the Subcamp staff will monitor their condition and whereabouts and liaise with the participant's leader (and back home family if required).

SMOKING, DRINKING AND DRUGS

No alcoholic beverages or recreational drugs may be consumed on Scouts Canada property. It is inappropriate to smoke within sight of youth members. Subcamps will designate a smoking area, and provide butt buckets.



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LOST AND FOUND

Participants are encouraged to label all personal effects with their name. Subcamp HQ should attempt to locate the owner of items found in the subcamp. If the owner cannot be located within twenty-four hours, then the item will be sent to the Central Lost and Found. Subcamps will be given a receipt for the item(s) and should retain a record of items turned in to Lost and Found. A list of valuable unclaimed items will be published in the CJ Daily Paper.



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STAFF ACCOMMODATION AND FEEDING

ACCOMMODATION

Subcamp staff are expected to reside in their subcamp. They are advised to arrange their own tentage. Service Scouters are advised to camp near the units for which they are responsible.

Subcamp staff will use toilet and shower facilities in the subcamp.

FEEDING

Role of the food services team is to ensure that all facets of the volunteer and participant feeding operate as agreed with the food service contractor, and as smoothly as possible. The food services contractor, Sodexo, are experienced in the preparation, delivery and portion allocation, all following health regulations and Canada's food guide.

Any problems encountered must be dealt with immediately in order that they do not become a source of irritation to anyone. Information and communication both before and during the Jamboree are a priority. Both the volunteer food services team and Sodexo personnel realize the importance of this facet. We look forward to working closely with you, and a complete list of who to contact for immediate assistance will be available to each sub camp, and we look forward to having a designated contact in each sub camp for food services.

**Units and volunteers will provide information on any allergies and/or dietary restrictions upon registration; so that the food supplied them will be adjusted accordingly. **

Menus are designed to accommodate vegetarian diets

VOLUNTEERS (OOS)

- **Volunteers** who purchase meal plan will be fed 3 meals a day starting with supper on the Monday, July 23rd, and ending with lunch on the Thursday August 2nd. These meals will be served in 2 dining tents located adjacent to the present kitchen/dining hall at Camp Tamaracouta, which is to be used as the assembly/serving area by the food service contractor Sodexo. NB: Volunteers may request a "box lunch" which will be delivered to their work site (consists of sandwich, beverage and dessert), but if they chose this option it will be for the whole period.
- **Dining hours:**
 - Breakfast 6:30 to 8:30
 - Lunch 11:30 to 1:30
 - Dinner 5:00 to 7:00
- The complete menu is available on the CJ 07 Website



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PARTICIPANTS

- **Participants** (that is scouts or venturers and their leaders) will be in groups no less than 5 and no more than 10 including 2 leaders, and will cook their own food according to a preset menu. Ingredients will be delivered twice daily pre-packed boxes to sub camps for pickup by the units. The 6:30 AM delivery will contain breakfast and lunch supplies, and the 4:30 PM delivery supper and snack supplies.
- The full menu is available on the CJ 07 website
- Units will receive a “camp cook book” with their registration package, which will explain procedures and allow them to practise the menus before attending. This book will also include instructions as to the “staple box” or box of dry supplies to be provided at the beginning for use throughout (i.e., coffee, sugar, salt, pepper, etc.) The camp cookbook will also be available on the CJ 07 Website.
- Boxes will be packed for the following quantities: 6 persons, 10 persons, and 2 persons. Therefore, a unit of 5 receives a 6 box
 - A unit of 6 receives a 6 box
 - A unit of 7 receives a 6 box and a 2 box
 - A unit of 8 receives a 6 box and a 2 box
 - A unit of 9 receives a 10 box
 - A unit of 10 receives a 10 box

This is so that the minimum number different boxes need to be packed and service all possible numbers while remaining cost effective.

Each subcamp is to designate one contact person for Food Services. The subcamp is responsible for the acceptance of the food boxes from Food Services, and dispersal to units. (Process TBD).



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General Housekeeping

FOOD STORAGE, RECYCLING AND GARBAGE

Camping on the jamboree site in its outdoor setting requires special precautions concerning storage of food and disposal of garbage. Wild animals are attracted by the smell of food. Do not, through carelessness, invite these animals to your unit campsite. Please observe the following precautions regarding:

Food storage – At the time of writing, the participant manual indicates that the subcamp will be designating a storage area for coolers. This is being followed up

RECYCLING

Recyclable items (cans, glass and plastic bottles and jars, boxes and paper and milk containers) are not to be thrown in the garbage. Rinse all cans, bottles and jars and rinse and flatten milk containers. Remove both caps and lids from all plastic items and rinse. Flatten cardboard boxes, tie newspapers and magazines.

Carry the recyclable items to the recycling depot and deposit them according to the appropriate container. (

GARBAGE

Unit garbage is to be placed in plastic garbage bags after each meal, and placed in appropriate containers located in each subcamp.

WASTE WATER DISPOSAL

Waste water from washing and cooking, etc. will be disposed of only in the designated disposal areas. Subcamp staff are to ensure that waste water is not deposited in the streams or lakes.

FIRE SAFETY

Fire extinguishers will be provided to each subcamp. Fire safety personnel will be wearing uniforms and will work in shifts on site. A brochure on fire safety will be prepared for participants. Fire safety personnel will meet with leaders in subcamps at the beginning of the jamboree.

FUEL SUPPLY & STORAGE

Propane (20 lb and 11lb) will be available to campers as well as naphtha. These can be purchased at the QM.



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SUBCAMP SHUTDOWN

It is the intent that the subcamp shutdown will be completed by 12:00 hours (noon), Thursday, August 2nd. Subject to the possible late departures of some participants and other possible unforeseen reasons for delay the subcamp chief or his deputy and at least one quartermaster from the staff are required to remain on the site until 12:00 hours August 3rd or until the subcamp shut down is complete and clearance has been received from site and services.

Complete subcamp shutdown is defined as follows:

- sites all cleaned, canvas all down except one marquee (weather permitting), all items cleaned and stored in or adjacent to marquee or returned to the jamboree quartermaster. Specific instructions follow:

Unit Sites: All unit sites to be inspected prior to unit departures and site departure authorization form be given to the unit Scouter. Sites to be totally cleaned of all evidence of camping; tables and poles to be returned to the designated area; all borrowed equipment returned; any excess non-perishable food, recyclable items and naphtha gas to be returned to the designated area.

Subcamp Site: All areas to be policed and all evidence of the jamboree removed - twine, paper, stakes, etc.

Canvas: Scouters' marquee and quartermaster tent to be struck, swept clean of debris and folded, with the canvas dry. All canvas to be tagged and marked as follows: (tags will be supplied).

"Complete - non damaged"

"Damaged - describe"

In the event that extended wet weather is experienced and canvas is wet at the time of shutdown, instructions on how to handle this situation will be issued by the Subcamps Manager. Poles to be tied in bundles. Pegs to be cleaned and bagged or boxed.

Shower: All supply valving to be shut off. Area to be thoroughly cleaned.

Picnic Tables: To be washed,

Poles: To be sorted according to length and stacked adjacent to path for pick-up. To be cleaned of twine, nails, etc. Main subcamp flag pole to be removed by Site and Services.

Lumber: To be sorted according to size and length and stacked adjacent to path for pick-up. To be cleaned of twine, nails, etc.



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Subcamp Equipment:

- Dispose of used perishables, e.g. plastic, burlap, by tying in bundles and stacking in garbage area.
- Drain gas into original gas container and thoroughly wash Coleman stoves. Similarly, drain and clean lanterns. Return in original boxes if possible. Tag and mark clearly any malfunction or damage.
- Clean shovels, racks, pick, etc.
- Mark all boxes listing contents in large letters.

Pick-Up Storage: The jamboree quartermaster will provide the following service to subcamps for the return of subcamp equipment/materials:

TDB - at the call of the subcamp will pick up as required

TBD - will schedule pick-ups at all subcamps in time for the articles to be sold at the equipment sale/auction; it is simply a matter for the Subcamp QM to let the Jamboree QM know what the subcamp requires by way of timing of pickup and the Jamboree QM will cooperate.

In the event that subcamp shutdown is delayed in part or wholly after August 2nd subcamps are to store all perishables and canvas in the subcamp headquarters marquee. All other items to be stacked in accord with the instructions above.



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Appendix A.

SUBCAMPS ORGANIZATION

Jamboree Planning Team

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SUBCAMP OPERATIONS ORGANIZATION

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Appendix B.

Terms of Reference (Position Descriptions)

Job Description for Subcamps Manager

RESPONSIBLE TO

Jamboree Chairman

OVERALL RESPONSIBILITY: The Subcamps Manager is accountable to the Jamboree Chairman for all personnel, procedures and activities contained in the Subcamps Department. These include the provincially staffed subcamps, adult staffed subcamp, the Care Corps, the subcamps office on site, the subcamp equipment, pre-jamboree and on-site liaison with other departments, and the department finances.

SCOPE OF THE RESPONSIBILITY

- 10 to 11 Subcamps on site
- Care Corps
- Adult Staffed Subcamp

MAJOR RESPONSIBILITIES

- Recruit an Assistant Manager ;
- develop and monitor a subcamps budget;
- solicit council commissioners to recommend subcamp chiefs and appoint same to that role;
- organize and chair planning meetings with the subcamp chiefs;
- appoint directors to liaison with other jamboree departments and support their efforts;
- supervise personnel and approve policies;
- Evaluate the subcamps department and make recommendations to the Jamboree Chairman.

PERFORMANCE CRITERIA The role of the Subcamps Manager is considered successful when:

- all subcamp staff, youth and adults, have had a safe, memorable and enjoyable jamboree experience by the time they depart;
- the Camp Chief receives timely information through regular reports at directors' meetings;
- a full team of managers is recruited three years prior to the jamboree;
- regular contact is maintained with the managers of the departments;
- A full report is filed with the Camp Chief and Jamboree Chairman on the results of subcamps operations by October 31 following the jamboree.



CJ'07 Subcamps Manual



Job Description for Subcamps Administration

RESPONSIBLE TO Subcamps Manager

OVERALL RESPONSIBILITY:

The assistant to the Subcamps Manager is accountable to the Subcamps Manager and the Jamboree Manager for assisting with all personnel, procedures, and activities contained in the Subcamps Department. These include the provincially staffed subcamps, the adult staffed subcamp, the Care Corps, the subcamps office on site, the subcamp equipment, pre-jamboree and on-site liaison with other departments and the department finances. The assistant is accountable to the Subcamps Manager for monitoring all procedures and policies followed by the subcamps or divisions under their supervision, and as set by the Jamboree and Subcamps Department prior to and during the jamboree.

SCOPE OF THE RESPONSIBILITY

- 10 to 11 subcamps on site
- Care Corps
- Adult Staffed Subcamp

MAJOR RESPONSIBILITIES

- Develop and monitor a subcamps budget;
- Assist in developing a planning strategy for the Subcamp Department in preparation for the jamboree;
- assist the Subcamps Manager in organizing and planning meetings with the other directors;
- encourage and support planning meetings between managers and subcamp chiefs;
- supervise personnel and approve policies;
- evaluate the Subcamps Department and make recommendations to the Jamboree Chairman, along with the Subcamps Manager;
- support the efforts of the subcamp chief(s) under their care and the staff prior to and during the jamboree in any way as needed;
- assist with the arrangement for up to two planning and information meetings with respective subcamp chiefs prior to the jamboree;
- report regularly to the Subcamps Manager on all meetings chaired and attended;
- attend the jamboree from opening to closing dates inclusive, and be prepared to be on site when the subcamp staff are arriving to set up their respective subcamps;
- assist the Subcamps Manager with other duties as assigned prior to and during the jamboree



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PERFORMANCE CRITERIA

- The role of the Subcamps Administration is considered successful when:
- all subcamp staff , youth and adults have had a safe, memorable and enjoyable jamboree experience by the time they depart;
- the Camp Chief receives timely information through regular reports at directors' meetings;
- a full team of directors is recruited three years prior to the jamboree;
- regular contact is maintained with the managers of the department.— a full report is filed with the Camp Chief and Jamboree Chairman on the results of subcamp operations by October 31 following the jamboree.



CJ'07 Subcamps Manual



Job Description for Subcamp Chief

RESPONSIBLE TO Subcamps Manager

OVERALL RESPONSIBILITY: The Subcamp Chief is accountable to the Subcamps Manager for all personnel, procedures and activities contained in their subcamp.

SCOPE OF RESPONSIBILITY 300 – 1000 Jamboree Participants

MAJOR RESPONSIBILITIES:

- Ensuring a positive living experience for all members of the subcamp at the jamboree and encouraging full participation in jamboree activities.
- Serves as the principal liaison between the subcamp and the Subcamp Operations Team. Provides overall supervision, guidance and encouragement to the subcamp and serves as the principal liaison between the subcamp and the camp chief.
- Works as a team with the deputy camp chief sharing responsibility for the day-to-day direction of the subcamp staff
- Encourages positive relationships in all areas of the subcamp and between the subcamp and other parts of the jamboree.
- Visits unit sites and informal program activities to meet Scouters and youth and to monitor the “climate” of the jamboree.
- Participates in ceremonial and informal program activities including spiritual observances and hosts special guests.
- Participation in informal Scouters’ gatherings at the Scouters’ marquee.
- Effects and/or carries out public relations activities as required.
- Attends meetings of the camp chief and Director, Subcamps.

PERFORMANCE CRITERIA

The role of the Subcamp Chief is considered successful when:

- all subcamp staff, youth and adults, have had a safe, memorable and enjoyable jamboree experience by the time they depart;

the Subcamps Manager and Administrator receive timely information through regular reports.



CJ'07 Subcamps Manual



RESPONSIBLE TO **Job Description for Deputy Subcamp Chief**
Subcamp Chief

OVERALL RESPONSIBILITY

To provide assistance to, and backup for, the Subcamp Chief

SCOPE OF THE RESPONSIBILITY

300 – 100 Jamboree Participants

MAJOR RESPONSIBILITIES:

In concert with the subcamp chief, planning, organizing, directing and controlling the day-to-day operation of the subcamp staff to effect a positive jamboree living experience for subcamp participants and their full participation in jamboree activities. Acts for and on behalf of the subcamp chief as required, and:

- Provides direction to the subcamp staff in planning and organizing subcamp operations, and supervises the staff to ensure:
 - most effective use of space in subcamp layout
 - a full range of informal and spontaneous program activities
 - an effective administration including required records, location of units in the subcamp, follow-up on medical cases
 - neat, clean and sanitary camping on the part of oil units and subcamp services
 - willing compliance with jamboree rules with respect to behaviour, including the 2300 hour quiet time
 - maintenance of all equipment and supplies in good condition and the keeping of an adequate inventory
 - an effective system of security and emergency preparedness and response for fire, disaster and wildlife
- Coordinates Food Distribution in Sub Camp
- Coordinates Recycling within Subcamp
- Accountable for the final pack-up/clean-up of the subcamp, which includes leaving the site in its natural state and return of all equipment and supplies.
- Attends meetings of the Subcamp Chief and/or appropriate director of subcamps as required.
- Sets schedules for staffing of Subcamp HQ 24 hours a day
- Maintains Subcamp HQ facilities

PERFORMANCE CRITERIA

The role of the Deputy Subcamp Chief is considered successful when:

- all subcamp staff, youth and adults, have had a safe, memorable and enjoyable jamboree experience by the time they depart;

Seamless transition of duties is completed in the event of the Subcamp Chief being unable to complete duties.



CJ'07 Subcamps Manual



Job Description for Service Scouter

RESPONSIBLE TO

Deputy Subcamp Chief

OVERALL RESPONSIBILITY: The general health, safety, welfare, comfort, and morale of the youth and adult participants in the subcamp,

SCOPE OF THE RESPONSIBILITY Service to assigned units

MAJOR RESPONSIBILITIES

- Serve as the most immediate liaison and support to assigned units.
- Camp in the general area of the assigned units.
- Assist units in the following: campsite utilization, cooking, clean up, lightweight camping gear, mail delivery/outgoing mail, delivery of camp newspaper, security, program information, medical needs, counseling, arrivals and departures.
- Assist in the development and construction of the subcamp and cluster gates.
- Assist in providing the Assistant Subcamp Chief - Sites & Services with volunteers to clean the toilets and general camp area, as well as flag raising and lowering.
- Be prepared to back up other subcamp staff.
- Monitor the health, safety, and welfare of assigned units and take appropriate corrective actions without undermining the unit Scouters primary authority and responsibility.
- Be prepared to serve a 24 hour shift at headquarters on security.
- Be prepared to act as quartermaster when called upon.
- Assist in surveying the camp layout and maintaining unit site numbers.
- Maintain a close working and supportive relationship with other service Scouters in a cluster arrangement.

PERFORMANCE CRITERIA

The role of the Service Scouter is considered successful when:

- Assigned units have had a safe, memorable and enjoyable jamboree experience by the time they depart;

All incidents in assigned units handled effectively and with care.



CJ'07 Subcamps Manual



Job Description for Subcamp QM

RESPONSIBLE TO: Subcamp Chief

OVERALL RESPONSIBILITY: The general responsibility for equipment issued to the subcamp. Issue of food to Units

SCOPE OF THE RESPONSIBILITY: Act as principle liaison with the Jamboree QM and Food Services

MAJOR RESPONSIBILITIES:

- Accept and disperse unit food supplies based on criteria as given by Food Services.
- Accept and disperse subcamp equipment
- Make sure equipment procurements have followed the material requisition process
- Prepare and monitor log sheets for equipment signed out to units or other subcamps
- Assist Jamboree QM to prepare lists for sell-off of items at end of jamboree.
- Assist with and arrange for procurement of items needed by the subcamp not covered by the general equipment list, such as gateways materials as required.
- Be part of rotation shift to man Subcamp HQ 24 hours.
- To act as in a Service Scouter role if required

PERFORMANCE CRITERIA:

- Smooth disbursement of food to units
- Minimal loss of equipment assigned to Subcamp Support to the Subcamp in getting materials and equipment needed to meet their needs



CJ'07 Subcamps Manual



Job Description for Subcamp Program Director

RESPONSIBLE TO: Subcamp Chief

OVERALL RESPONSIBILITY: To make sure the Subcamp activities meet the needs of the units

SCOPE OF THE RESPONSIBILITY:

- Work with the other subcamps in your grouping to provide an active program on the assigned 'HUB' night.
- Work with CJ Program to make sure the units have correct information around program locations, times and availability.
- Have knowledge of INDABA program and X_CENTRE programs
- Be prepared to have a 24 hour shift at Subcamp HQ
- Work with Specials Events around needs for Sunrise ceremonies in the Subcamp
- Be prepared to assist with arrivals and departures as required

MAJOR RESPONSIBILITIES: Have activities and equipment available to the units for 'spare time' within the subcamp

PERFORMANCE CRITERIA:

The role of the Program Director is considered successful when:

- All subcamp youth and adults have had the opportunity to participate in safe, enjoyable evening program activities.



CJ'07 Subcamps Manual

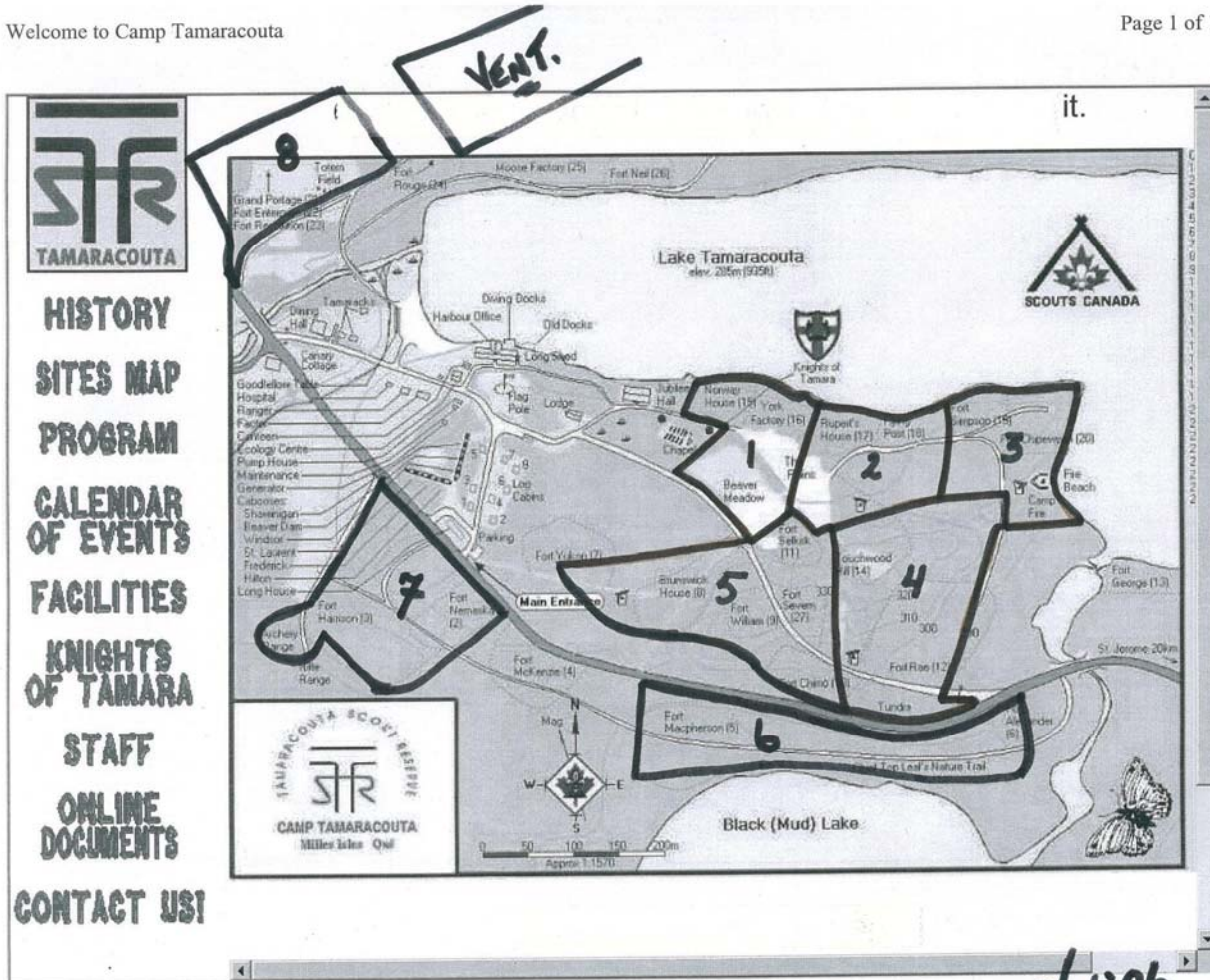


Appendix C.

Subcamp Locations (Maps)

Welcome to Camp Tamaracouta

Page 1 of 1



<http://www.tamaracouta.com/>



CJ'07 Subcamps Manual



Appendix D

Equipment Lists

CJ'07 Sub Camp Equip List

Revised February 7th

AREA	ITEM	UNIT
marquees -on Sites & Services list	As Supplied	
Tents -14'x16' (QM) on Sites & Services list	As Supplied	
Picnic tables/benches		3
pegs (long, steel)	As supplied with tents	
poles - 8'	For Flies where needed	100
Food Storage Racks		
Food Storage Pallets		
Secure Storage (Trailer etc)		
Hand Sanitizers	For Washrooms	
FIRE SAFETY		
		20
pails - galvanized/14 litres - sand		6
fire extinguishers ABC 10 lbs		2
sand - 3 cubic yards		2
brooms - corn		



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CJ'07 Sub Camp Equip List			
Revised February 7th			
SUBCAMP HQ.			
markers - black			4
tables - 8'	9	markers - red	4
chairs (Somers says PVC patio chairs)	20	hi-liters - yellow	3
		paper - bond white/letter	1
HQ/ADMIN			
		paper - flip chart	1
bulletin board - 4'x5'	1	Flip Chart Stand	1
bulletin board - 3'x4'	1	paper - scratch 5" x 8"	10
FRS and Batteries	10	folders-file/letter	1
bull horn/battery	1	paper clips - 1.25"	2
first aid kit - #1	1	bulldog clips	25
flagpole/pulleys (3) & yard arm	1	elastics - astt. sizes	1
flag - Canada 72"x36"	1	knife - exacto set of 2 and blades	1
flag - jamboree 72" x 36"	1	paper towels	6
2 Burner St - For Coffee etc	1	Large Flashlight with Batteries	1
2 Burner St - For emergency loaner	1	camp cot	2
propane cylinders - 16oz	12		
lanterns - propane	6	SITE LAYOUT/ MAINTENANCE	
mantles	12		
Pot Set	1	metal stakes - 6inch spikes	300
Coffee Percolator for Stove	1	binder twine - poly bailer twine	24
water carriers - 4 gal	2	surveyor tape - Assorted Colours	24
wash basins - 1.5' x 2.5'	3	pails - 4 litres	3
clipboards - legal size	25	mops - rag floor/pail	2
plastic page covers	25	disinfectant 1 gal. can	1
stapler - desk	1	rubberized gloves / pairs	4
staples	1	tape measure - 100'	1



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Scissors	1		
Ruler	1		
pencils-hb/eraser	3		
sharpener	1		

QM		nails - common 2"	1.5
		nails - common 3"	1.5
Empty tool box 22"x9.5"x11"	1	nails - common 4"	1
hammers - claw	2	crowbar 24 inch	1
hammer - 6lb sledge	2	plastic -4mil x 8' wide	1
sledge hammer handle	1	rope - manilla 3/8"	200
screwdriver - 7 in 1	1	rope - manilla - 1/4"	200
gloves - leather palm	3	brooms - whisk	4
pliers - linesman 8"	1	tape - electrical - 3/4"	1
vice grip - 7"x1.625" mouth	1	tape - masking -36mm	6
saw-crosscut 10 point	1	tape - scotch - 18mm	6
saw-swedish	1	tape - duct.	6
wrench - combination	3	glue - white	1
tape measure -8'	1	tent repair kit - nylon	6
staple gun - Arrow T50/9/16"	1	toilet paper	36
staples - 9'16"	1	garbage bags - 26" x 36"	25
shovels - "D"	6	garbage bags - 5 gal. "drum" size	25
pick axes	3	Hand Sanitizers	5
rakes - bow type garden	5	Some type of filing box	1
		Plastic Coffee Carafes	2
		zip ties - assorted minimum 8 inches	100



CJ'07 Subcamps Manual



Appendix E

Arrival, Check-in and Departure Procedures

At time of writing , the following is all that is available.

Action on Arrival

To get Units into their Subcamps as quickly as possible we will be doing most registration activities off the Jamboree site. Check-in points will be set up. Registration staff will confirm each Unit's details at these check-in points. To help move your Unit through the check-in points as quickly as possible, the Unit leader should have the following documents ready for presentation:

1. Completed Unit arrival form.
2. Three "Physical Fitness Certificates" for each member of the Unit.
3. A cheque payable to CJ'07 for any unpaid fees.

When your Unit arrives at one of the checkpoints, or the Jamboree, your Unit Scouter will receive an arrival card. Groups who have paid their Jamboree fees in full and who have no change in their Unit members will receive a green arrival card and may proceed directly to their Subcamp. A yellow arrival card will be given to Units who have paid their fees in full but who have substituted Unit members; these Units may set up in their Subcamp, but must then report to the Subcamp headquarters. Units who have added or subtracted members or who still owe Jamboree fees will receive a red arrival card and must report immediately to the Subcamp headquarters.

Subcamp Staff will escort Units to their Subcamp.



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Appendix F.

EXPENSE PROCEDURES

Expense Process

There are three sources of finances

- 1 Local Council Funds – Accounting to be kept and provided to Subcamp Operations Administrator.
- 2 Sponsorship – Accounting to be kept and provided to Subcamps Operations Administrator.
- 3 Sub Camp Budget

Planning Meetings

Cash for planning meetings, either ahead or afterwards, may be requested through the local administrative centre. However a copy of any request is to be sent to Subcamps Operations Administrator (Bryan Cowell). No amounts beyond the allocated amount will be reimbursed by the Jamboree Manager.

Equipment

ALL equipment required by the subcamp MUST be obtained from the Jamboree QM via the requisition process. Once consensus has been achieved from all subcamps, a “CORE” list of equipment will be priced and requisitioned by Assistant Subcamps Manager on behalf of the Subcamps. Any additional equipment required MUST be requisitioned from Jamboree QM using the MR (Material Requisition) process, quoting the price as obtained from a current Canadian Tire, Staples or RONA price lists. Where the Jamboree QM cannot supply the requested item, the requestor will be given a PO Number, and instructed to purchase locally.

The process used a spreadsheet provided electronically to each Subcamp QM

Program

Program equipment required MUST be requisitioned from Jamboree QM using the MR (Material Requisition) process, quoting the price as obtained from a current Canadian Tire, Staples or RONA price lists. Where the Jamboree QM cannot supply the requested item, the requestor will be given a PO Number, and instructed to purchase locally.



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Appendix G.

ADULT PARTICIPANT POLICIES

1. SHIRTS, JACKETS & DEPARTMENTAL “UNIFORMS”

There will not be a Jamboree “Staff Hat” for CJ'07. Staff will be identified by a distinctive neckerchief. Some staff at the Jamboree may be required to be clearly identified (e.g. Security) by a special shirt, vest or hat. Requests to charge shirts, vests etc. to the Jamboree to identify these staff are required to be sent to the Jamboree Manager for approval.

All other shirts, jackets, hats etc. must be provided on a “**user pay**” basis (each individual pays for their own).

2. TRAVEL, MEALS AND ACCOMMODATION

This policy covers the primary Jamboree period and the periods just prior to and immediately following the Jamboree.

Travel

Cost of return transportation to the Jamboree will be covered for Managers. All others will be expected to pay their own travel costs.

Travel to meetings on site just prior to the Jamboree, resulting in the trip to the Jamboree being paid for by the Jamboree is not acceptable. Exceptions can only be approved by the Jamboree Manager.

Meals

Cost of meals on site but outside of the primary Jamboree period, while working on Jamboree business, are considered a legitimate expense and should be included in each committee budget.

Once the Staff Feeding facility has been established all meals being charged back to the Jamboree must be acquired through Staff Feeding.

All Offers of Service, regardless of position, are required to cover the cost of their meals during the primary Jamboree period.

Accommodation

On-site accommodation, space for Offers of Service with their own tents, will be provided at no cost.

Cost for accommodation, when required by function, will be covered outside of the Primary Jamboree period and should be included in committee budgets.

During the primary Jamboree period all Offers of Service, regardless of position, are responsible for “upgraded” accommodation costs.

Cost of accommodation for Scouts Canada employees (based on available type) will be provided during the primary Jamboree period as well.



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3. OFFER OF SERVICE AND LEADER RECOGNITION

The Camp Chief will provide a “Thank You” pin to all adults (Offers of Service and Leaders) participating in the Jamboree. Cost to be included in the Camp Chief’s budget.

No other form of recognition for work on the jamboree shall be charged to any jamboree budget unless approved by the Jamboree Manager.

4. Use of Personal Equipment/Vehicles

While very much appreciated by the jamboree, “Personal Items” (tools, equipment, vehicles, etc.) brought to, and used for, CJ'07 are the sole responsibility of the owner in the event of loss or damage. These items should be documented as part of the Material Requisition process (MR) and marked as “Personal Equipment”.

NOTE: Scouts Canada does not maintain any Automobile insurance. Any incidents should therefore be covered by, and reported to, the vehicle owner’s insure

Appendix H. CJ'07 INCIDENT REPORT FORM - SCOUTS CANADA

Please PRINT

*This report must be completed immediately following all incidents involving bodily injury
Or property damage and delivered to the Jamboree Administration Office.*

INFORMATION ON INJURED PERSON OR OWNER OF DAMAGED PROPERTY		
Name:		
CJ'07 Unit No:	Birth Date:	Home Phone:
Home Address:		
Describe incident including nature of injury or property damage. If vehicle involved, include make, model, licence no:		
What action was taken following incident - i.e. first aid, ambulance or police called, etc?		

INFORMATION ON INCIDENT		
Activity:		Date & time:
Witness Name(s):	#1	#2
Witness Address:		
If Scouting Member, Provide Unit No, Home Group, Position, etc.		
If Reported to Police, Provide Details including Report No:		

Reported by: _____
Please sign and print name

How can we contact you? **During Jamboree:** _____
After Jamboree: _____
Provide Unit No., Scouting Group name, position, location and/or address and phone number.

Appendix I.

Quebec Provincial Child Abuse Regulations / Processes

TBD