

LIFE CAMPS AUSTRALIA INCORPORATED

# What's it all about?

## A handbook for Leaders

*Life Camps Australia seeks to share Jesus' love through Camps full of joy, faith and life but there is a serious side to being a Leader.*

*This document provides an overview of:*

- What Life Camps Australia is and what it stands for;
- What being a Leader for Life Camps Australia involves; and
- The Policies of Life Camps Australia.

### Contents

Definitions .....	2
Background.....	3
What Life Camps Australia Is And What It Stands For.....	3
We Gather .....	3
We Connect .....	4
We Journey.....	4
Cabin Leader Role Description .....	5
SPORTS GROUP Leader Role Description .....	5
What To Expect .....	6
Leader Requirements .....	7
Leader Responsibilities.....	8

*seize life*

Additional Responsibilities Dealing with Children .....	9
Physical Health and Safety .....	10
Moral Wellbeing .....	12
Policies .....	13
Fees .....	13
Indicative Packing List .....	13
Contact Us.....	13
Annexure A - Team Structure.....	15
Annexure B - Child Safety Reporting Process .....	17
Annexure C - Documents and Policies Relevant to Leaders .....	19

## DEFINITIONS

### 1. Definitions

- 1.1. Board means the Board of Life Camps Australia;
- 1.2. **Camper** means any person attending a Camp who is not a Leader;
- 1.3. **Camp** means any camp, event or activity run by Life Camps Australia;
- 1.4. **Camp Organiser** means the person or people who have oversight of a Camp;
- 1.5. In Victoria, **Child** is a person under eighteen years of age;
- 1.6. **Employees** means paid employees of Life Camps Australia;
- 1.7. **Leaders** means all people who attend a Camp for some or all of the time who have any role in organising or running it or who provide services to the Campers in any way. It includes but is not limited to the Camp Organiser, cabin leaders, spiritual leaders, junior leaders, trainee leaders, cooks, first aid providers and support personnel whether they are volunteers or Employees who act as leaders from time to time;
- 1.8. **Life Camps Australia** means Life Camps Australia Inc.;
- 1.9. **Manager** means the Manager of Life Camps Australia;
- 1.10. **Member** means a member of Life Camps Australia;
- 1.11. **Policies** means the policies and procedures of Life Camps Australia and other relevant guidelines and regulations; and
- 1.12. **Premises** means the location where a Camp is held.



## BACKGROUND

2. Every person needs to know that they are loved and valued and to experience relationships that add meaning to their lives. Jesus came to give freedom to the captives, sight to the blind and liberty to those who were oppressed. He came *for* people. He came to give the gift of salvation but was interested in the practicalities of people's lives as well.

At Life Camps Australia we aim to follow the example of Jesus. The Camps we run empower Campers to learn, to grow in their faith and to have fun.

## WHAT LIFE CAMPS AUSTRALIA IS AND WHAT IT STANDS FOR

### 3. Identity

3.1. The legal name of the organisation is "Life Camps Australia Incorporated" trading as "Life Camps Australia".

3.2. Life Camps Australia is an independent association run by its Manager at the direction of its Board.

### 4. Purpose

Life Camps Australia runs Christ-centred, joy filled camps and events that facilitate the development of faith and equip each participant to seize the abundant life God has planned for them. Our camps:

- 4.1. Are safe and authentic spaces for people to hear the Gospel and experience the transforming love of God together;
- 4.2. Give people of all ages an opportunity to gather and meaningfully connect with others; and
- 4.3. Provide support and a useful resource for the local Church, especially smaller and/or rural churches.

### 5. Vision

**The vision of Life Camps Australia is for children, teenagers, men and women to hear the Gospel, experience the love of God together and be equipped with every kind of spiritual wisdom (Ephesians 1:3) to impact the world around them for Jesus.**

### 6. Mission

**The mission of Life Camps Australia is to create and facilitate a range of camps and events where participants can hear the Gospel, experience the love of God and grow in their relationship with Jesus and with each other.**

**To achieve this:**

#### WE GATHER

**Our camps bring people together from many locations to enjoy the collective support and encouragement of others within God's family.**



## WE CONNECT

**Our camps are centred around connecting with God and each other. We prioritise worship, Biblical teaching, fun and creative activities that cultivate deep connection with each other.**

## WE JOURNEY

**We create experiences for the whole family to enjoy across their lifetime — from kids' and teen camps to events for adults and families — as well as exciting mission and cultural trips!**

### 7. Values

The following values are integral to our existence and shape all our operations and interactions.

#### 7.1. Presence-oriented:

The presence of God, assured through gathering in His name (Matthew 18:20) and manifest when we worship Him with thanksgiving (Psalm 22:3), is transformational and empowering (Acts 1:8, 2 Peter 1:3-4). We desire all Campers, Employees, Leaders and Volunteers to live constantly aware of His presence and understand that their life is worship. Consequently, coming together for worship and ministry are essential on our camps.

#### 7.2. Sound Biblical Teaching:

The heart of God is expressed through His Son and written in a living and potent way in the Bible (see Hebrews 1:1). We prioritise sound scriptural teaching on every camp, trusting what He has said and what He is still saying. Our interpretations might, at times, vary but we will always centre around the King, Jesus. We also believe that every prophetic word or direction from God through His Spirit will line up with His heart expressed in the scriptures.

#### 7.3. Purposeful and Inclusive Community:

In all settings, we value listening and learning from each other. Recognising that all are 'made in the image of God' we value people's diverse backgrounds and unique skills and attributes. We prioritise 'going slow' in community time, enjoying meals and cuppas, conversations and campfires, worship and adventurous activities together. We upskill our Employees, Leaders and Volunteers in conflict resolution and brave communication to maintain an environment of honour and respect on all our camps.

#### 7.4. Family:

God's model for his body on the earth is the family. In every camp, we aim to create a rich and healthy family environment. We aim for a multi-generational spread across Campers, Leaders and Volunteers. We use language around family to describe leadership roles such as 'Camp Mum and Dad', 'Cousin', 'Aunty/Uncle' and 'Camp Grandparents' – especially on our children's camps. Our camps provide an excellent opportunity for all participants to practise healthy connection and communication in a safe environment.

#### 7.5. Authenticity and Openness:

We don't do fake. We long to see people equipped to follow Jesus in the normal and mundane moments of their lives – as well as in the extravagant and adventurous times. We



welcome Holy Spirit-led teaching and ministry. We prioritise conversation and ‘wrestling’ through the big questions, and we love honest and open small-group discussions.

#### 7.6. Safety and Security:

We believe every human, regardless of their choices or circumstances, is deeply loved and is worth the sacrifice of Jesus. Therefore, we go above and beyond to ensure a safe environment for our Employees, Leaders, Volunteers and Campers. This includes in-depth policies and procedures around Child Safe protocols, Harassment and Bullying, and Technology and Social Media Use. We also consult relevant professionals to advise us and train our Employees, Leaders and Volunteers as required. We complete Risk Assessments for each camp we conduct.

#### 7.7. Generosity and Stewardship:

Life Camps Australia provides affordable and fair pricing to keep our camps accessible. We give discounts, honour service and listen to the leading of the Holy Spirit when it comes to our pricing. We carefully steward all finances and resources through thorough bookkeeping, regular audits and professional advice. God is radically generous in His love and provision and we look to model this in all our activities.

### CABIN LEADER ROLE DESCRIPTION

Cabin Leaders are the frontline people of Camp. For the duration of the Camp they are responsible for the Campers who are in their Cabins and will spend most of their time with them.

A Cabin Leader’s role is to build relationships with “their” Campers, to look out for them and to bring any concerns to the appropriate third party should the need arise (such as the Camp Organiser or first aid provider).

Cabin Leaders have numerous responsibilities which include:

- running cabin chats after studies;
- being part of a sports group as a Sports Group Leader; and
- helping Campers in pastoral ways by responding to their social, emotional and physical needs as deemed suitable and within the parameters of Life Camps Australia’s Child Safe Policy.

Cabin Leaders are encouraged to be a listening ear, motivator and a mentor to Campers. They may be asked to be involved in many other aspects of Camp including teaching memory verses, running games, joining the worship team, giving testimonies, praying, setting and clearing away tables and maintaining a team effort in clean up duties through delegation and positive role modelling.

All these tasks are to be done bearing in mind Life Camps Australia’s Values, Statement of Faith, [Code of Conduct](#) and Child Safe Policies.

### SPORTS GROUP LEADER ROLE DESCRIPTION



The role of Sports Group Leaders during activities includes:

- encouraging campers to be involved; and
- getting involved BUT not to the exclusion of Campers (so, for example, ALL Campers should go on the flying fox before the Leader does).

Sports Group Leaders should provide support to the Supervising Leader and follow through with any instructions they have been given. This may include ensuring:

- individual safety equipment (e.g. a harness, helmet or life-jacket) is correctly fitted to a Camper;
- Campers stay within the designated activity area;
- each Camper is given a fair number of turns;
- Campers are ready for the next activity or meal time and have had sufficient time to clean up and/or get changed after messy or water-based activities by keeping an eye on the time.

## WHAT TO EXPECT

### 8. Sleeping Arrangements

Leaders do not sleep in the same room as Campers. You will sleep in a nearby room.

### 9. Timetable

The timetable for the Camp will be developed by the Camp Organiser. An indication of what to expect can be accessed [here](#).

### 10. Activities

Activities will vary depending on the Premises, the time of year and the age of the Campers. They may include:

10.1. Physical activities, such as group/team games, flying fox, canoes or other activities offered at selected campsites; and

10.2. Group activities such as banner making, group/team building challenges.

Each activity will be run by a Supervising Leader; generally an Odd Bod, Camp Organiser or other Campsite Instructor.

### 11. Cabin expectations

11.1. Keeping the behaviour and noise level in the Cabin under control;

11.2. Supervising the Cabin; making sure everyone is accounted for and no-one is left out;

11.3. Help Campers get organised for activities (study time, sports rotations, craft, bed time, etc.) in a kind, timely and efficient manner;



- 11.4. Be aware of the Cabin's kitchen duties and encourage and co-ordinate participation;
- 11.5. Settling the Cabin at bedtime; and
- 11.6. Make sure Campers know what to do in the night if they need help.

## 12. Studies

The content of studies will align with our Statement of Faith. They will vary depending on the age of the Camper, but otherwise they change based on age group and speaker.

The role of Leaders during the studies includes:

- 12.1. Leading discussions for cabin groups or study groups;
- 12.2. Adapting questions to meet the needs of Campers;
- 12.3. Listening to and responding to Campers; and
- 12.4. Keeping the discussion on point.

## LEADER REQUIREMENTS

### 13. Leader Requirements

- 13.1. Leaders must be Members of Life Camps Australia. Information about how to become a Member is available in the [Membership Policy](#). There is no cost to be a Member.
  - 13.1.1. If you are not sure about your membership status, please contact us and we will check our records.
- 13.2. Leaders must support the Purpose, Vision, Mission and Values of Life Camps Australia.
- 13.3. By their actions Leaders must demonstrate their principles align with the [Statement of Faith](#) and that they support the [Statement of Commitment to Child Safety](#) adopted by Life Camps Australia.
- 13.4. Leaders must hold:
  - 13.4.1. a Working with Children Check; or
  - 13.4.2. a VIT (Victorian Teacher's Registration) or interstate equivalent; or
  - 13.4.3. a police checkwhich is current for the relevant period.
- 13.5. Leaders must complete registration forms, a Leader Safe Check and provide such further information as may reasonably be required by Life Camps Australia.



**For certainty, this process must be followed for every applicant on each occasion they wish to act as Leader on a Camp.**

We recognise this may be considered onerous by some applicants, particularly those who volunteer frequently or who have done so many times in the past. However, it is essential that Life Camps Australia can provide evidence that its Leaders have been provided with the relevant policies and procedures of Life Camps Australia, including but not limited to its policies relating to child safety and the [Code of Conduct](#).

## LEADER RESPONSIBILITIES

14. As a Leader, you need to know that:

- 14.1. By becoming a Leader you automatically take on responsibilities that come with leadership. This includes but is not limited to having a Duty of Care for the Campers and other Leaders on Camp.
- 14.2. Every Leader is expected to maintain a high moral code. Foul, demeaning, racist or sexist language is not to be tolerated by anyone working on Camp. See further in [the Code of Conduct](#) and [the Sexual Harassment Policy](#).
- 14.3. This document will assist you to understand what those responsibilities involve.

15. Duty of Care

- 15.1. Importantly, this document is not a comprehensive discussion of the nature and law in relation to a Duty of Care. Rather it provides an overview of a Leader's obligations towards Campers and other Leaders.
- 15.2. Where it exists the Duty of Care is the moral, spiritual and often legal responsibility that Leaders have, both as individuals and corporately, towards all those that they come in contact with on a Camp.
- 15.3. The Duty of Care requires Leaders to act in a manner that minimises the risk of people with whom they have contact suffering injury or distress. That injury or distress might be due to:
  - 15.3.1. intentional acts;
  - 15.3.2. negligence;
  - 15.3.3. naivety;
  - 15.3.4. a culture of complacency;
  - 15.3.5. poor Leader screening by Life Camps Australia; or
  - 15.3.6. having no policy or guidelines to minimise the risk of such injury or distress.
- 15.4. A Duty of Care may arise:
  - 15.4.1. when using land and buildings owned or occupied by Life Camps Australia;



- 15.4.2. when using electrical or other equipment in the course of activities on Camp;
- 15.4.3. in the employment of Employees and voluntary workers;
- 15.4.4. during activities involving people of all ages but especially those involving children, young people and the elderly; or
- 15.4.5. in the course of managing the finances of Life Camps Australia.

16. In your preparation to be a Leader you should ask yourself:

16.1. In your role, what might cause harm or distress? Examples include but are not limited to:

- 16.1.1. Failing to listen to the needs of a Camper;
- 16.1.2. Acting or speaking insensitively; and
- 16.1.3. Showing favouritism to one or some Campers.

16.2. What precautions might Leaders generally take to minimise the risk of causing harm or distress? Examples include but are not limited to:

- 16.2.1. Remembering to take time to get to know each Camper;
- 16.2.2. Bearing in mind the diverse background and experience of your group of Campers; and
- 16.2.3. Being mindful of the age of the Campers.

If you don't know, ask people who do!

16.3. What other precautions would a wise person take and what steps might I put in place to fulfil my Duty of Care?

- 16.3.1. It is not just physical safety that must be considered. It is also emotional, spiritual and developmental.
- 16.3.2. The [Code of Conduct](#) sets out strong guidelines about interaction with Campers that will help.

16.4. If I identify things that need to be done or changed how should I approach that?

- 16.4.1. What are things that need to change?
- 16.4.2. How urgent are those things?
- 16.4.3. Who would be the best person to speak to about the changes that are needed?

Not everything can be done at once, but it must begin somewhere. The starting point is identifying issues and raising them with the Camp Organiser or Manager, as appropriate.

ADDITIONAL RESPONSIBILITIES DEALING WITH CHILDREN



## 17. Respect for Children.

- 17.1. The Bible teaches that each church community must take responsibility, along with the family, in nurturing Children in life and faith. God's ongoing care and concern is demonstrated in the Bible and we are called to follow its leading and teaching.
- 17.2. Leaders need to understand that they can have a significant influence on a Child by what they say and do, and by how they act or react to a Child. Because of this potential to influence, the following are important, as they will help the Leader to be a positive influence on the Children they are leading. It is important for Leaders to:
  - 17.2.1. Respect the personhood of Campers by giving them time and attention and showing respect for opinions they express;
  - 17.2.2. Recognise and affirm the competencies of Campers;
  - 17.2.3. Allow, encourage and maximize participation by each Camper in any group activity;
  - 17.2.4. Recognize that as we guide Campers we may ask them to attempt some things for the first time. Campers must be permitted the right to make mistakes without fear of criticism or rejection;
  - 17.2.5. Acknowledge and encourage Children, according to age and ability, to be progressively involved in decision-making relating to programs being mounted for them.
  - 17.2.6. Model equality of treatment of all Campers regardless of race, colour, creed or social status; and
  - 17.2.7. Model the behaviour and beliefs which Leaders wish to encourage in Campers.
- 17.3. See further in the [\*Child Safe Standards\*](#).

## 18. Supervision

- 18.1. At least two adults should be with Campers under supervision at all times. It is *never* appropriate for teenage Leaders or Leaders in Training to be in sole charge of activities or events involving Children.
- 18.2. Camp Organisers will make every effort to ensure that there is a gender balance within the Leaders that reflects the gender balance of the Campers.
- 18.3. See further in the [\*Code of Conduct\*](#).

## PHYSICAL HEALTH AND SAFETY

### 19. Physical Environment.

- 19.1. The physical environment should always be such that the safety of Campers is paramount. Examples include but are not limited to:
  - 19.1.1. Electrical equipment must be in safe working order;



19.1.2. Equipment for activities must be checked before use; and

19.1.3. Food must be handled with the utmost care to avoid contamination.

19.2. Any faulty equipment or plant which constitutes a hazard to the safety of a Camper should be immediately removed, where possible and its condition should be reported to the Camp Organisers, without delay.

19.3. There must be adequate supervision of activities. The level of supervision required may vary depending on the activity and the age of the Campers.

19.4. See further in the [Risk Minimisation Procedures](#).

## 20. Physical Contact.

20.1. It is inappropriate for a Leader to initiate physical contact with a Child except in the case of an emergency. Any form of touching can be misinterpreted, either by the one being touched or by an observer.

20.2. The only time that physical restraint is appropriate is when protecting a Camper from harm.

20.3. If a Leader does hug a Camper, a “side hug” should be adopted and that “side hug” must only occur in the open and in the presence of other people.

20.4. See further in the [Code of Conduct](#).

## 21. Medical Conditions and their Management.

21.1. A person who is not the identified first aid Leader on a Camp should not administer any medication during Camp, even non-prescription medication<sup>1</sup>, unless specifically instructed by the first aid Leader.

21.2. The Camp Organisers should ensure that Leaders are aware of any medical conditions or health plans (whether in relation to mental health or physical health requirements) of relevant Campers where required.

21.3. See further in the [Code of Conduct](#).

## 22. Transportation.

It is not expected that Leaders will transport Children in their vehicles in the ordinary course of a Camp. However, if for any reason that does occur the following requirements must be strictly complied with.

22.1. Vehicles need to be driven carefully, observing the legal speed limits and road laws.

22.2. Negligent driving can have painful emotional and legal consequences. Anyone who cannot/does not drive responsibly must not transport program attendees.

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<sup>1</sup> For example Panadol or Aspirin



22.3. Leaders must comply with the following requirements if they are transporting Campers for any reason:

22.3.1. Vehicles must be registered, insured and in good working order.

22.3.2. Drivers must hold a full license except:

22.3.2.1. If prior written consent of a parent or guardian has been given in advance; or

22.3.2.2. In the case of an emergency.

22.3.3. Leaders must never be alone in a vehicle with a Child or other vulnerable person (such as a person with an intellectual disability).

22.3.4. A Leader should never be in a vehicle where all other occupants are Children of the opposite gender.

22.3.5. At no time should there be more passengers in a car than the number of seat belts that are in working order and available for use. All occupants of the vehicle must use seatbelts.

## MORAL WELLBEING

### 23. Pastoral Care

For the purposes of this clause “pastoral care” is more than a casual but caring conversation between a Leader and a Camper. In this context it is referring to a significant conversation in which advice is sought and given. Examples might include disclosure about being unhappy at home, that a Camper is struggling with school, friends or study or that a Camper is not sure whether they agree with the study sessions at Camp.

23.1. When a Leader is required to provide pastoral care:

23.1.1. it is preferable for a Senior Leader to be involved in the conversation.

If this is not possible, a senior Leader should be informed of where the conversation is taking place, who will be involved, how long it is anticipated will be required and the purpose of the interaction. For certainty, this information is given for pastoral care of both the Leader and the Camper and not to divulge the nature of the discussion (which would breach confidentiality).

23.1.2. to ensure that safety and integrity is maintained for all concerned, Leaders must be in a location where other people are present or within vision of others.

23.1.3. best practice is for a third person to be involved in the session. The choice of whether there is a third person and who that person might be, is up to the Camper or can be determined by mutual agreement between the Camper and the Leader.

23.2. It is seldom appropriate for a male Leader to counsel a female Camper, or a female Leader to counsel a male Camper and it is never appropriate for this to occur with no one else present.



## 24. Suitability of Content

- 24.1. Leaders must respect and work within the constraints of the relevant age group, ensuring that the influence the Leader provides is positive in the development and growth of the Campers.
- 24.2. Leaders should ensure that any television programs, videos, computer programs, music and/or displays shown or used as part of Camper's activities are suitable in content and appropriate to the age group represented, with due regard to a Christian understanding, as well as understood community norms.

## POLICIES

25. Leaders must familiarise themselves with and abide by the Policies set out in Annexure C.
26. Leaders may also wish to familiarise themselves with other documents pertaining to the operation of Life Camps Australia.
  - 26.1. [The Constitution](#) (the rules which govern the operation of Life Camps Australia as amended from time to time).
  - 26.2. [The Privacy Policy](#).
  - 26.3. [The Refund Policy](#).

## FEES

27. There is no fee to be a Member.
28. Leaders will be charged a fee to attend each Camp. The fee is kept to the minimum amount which will cover the cost of food and accommodation at the Premises.

## INDICATIVE PACKING LIST

- Clothes
- Bedding
- Toiletries
- Activities
- Bible
- Pen and notebook

## CONTACT US

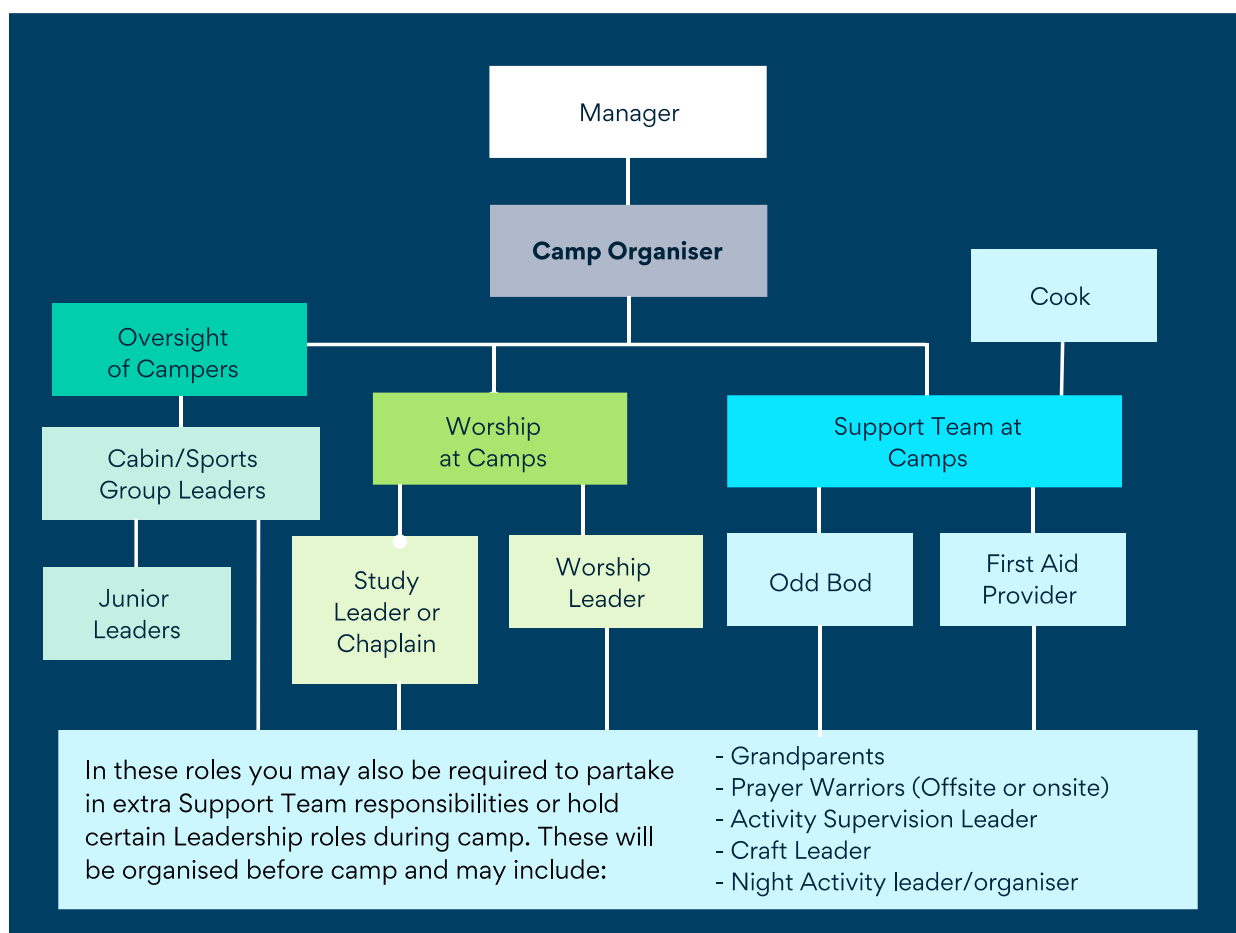


- Any questions in relation to these requirements should be directed to the Manager of Life Camps Australia.

Last reviewed: *February 2023*



# Annexure A - Team Structure



## Management of Life Camps Australia and the Camps

**The Manager** - runs Life Camps Australia and appoints Camp Organisers to run each individual Camp.

**The Camp Organisers** - appoint the Study Leader and Cabin Leaders. They work out the program and oversee the Camp to make sure it runs smoothly.

## Worship at Camps

**The Study Leader or Speaker** - will bring the Word at various sessions during the Camp. Teaching sessions will be appropriate for the age of the Campers.



**The Worship Leader** – with their team will lead worship throughout the week.

## Oversight of Campers

**Cabin Leaders** - are responsible for the Campers and will spend most of their time with them. Cabin Leaders are the frontline people of Camp. A Cabin Leaders role is to build relationships with the Campers who are in their cabins, to look out for them throughout Camp and to bring any concerns to the appropriate person. Cabin Leaders run cabin chats after studies, they are a part of a sports group, they help Campers during Camp, they are a listening ear, motivator, a mentor and may be asked to be involved in many other aspects of camp (teaching memory verses, running games, worship team, testimonies etc.). All these tasks are to be done bearing in mind Life Camps Australia's Values, Statement of Faith, Code of Conduct and Child Safe Policies.

**Junior Leaders** – Less experienced Cabin Leaders or Leaders in Training. Junior Leaders are Cabin Leaders who lead under the supervision of their Senior Cabin Leader. They may be given various levels of responsibility at the discretion of the Senior Cabin Leader and/or Camp Organiser.

## Support Team at Camps

**First Aid Provider**- will oversee any medical incidents at Camp. They will also dispense medications to Campers in accordance with instructions given by parents.

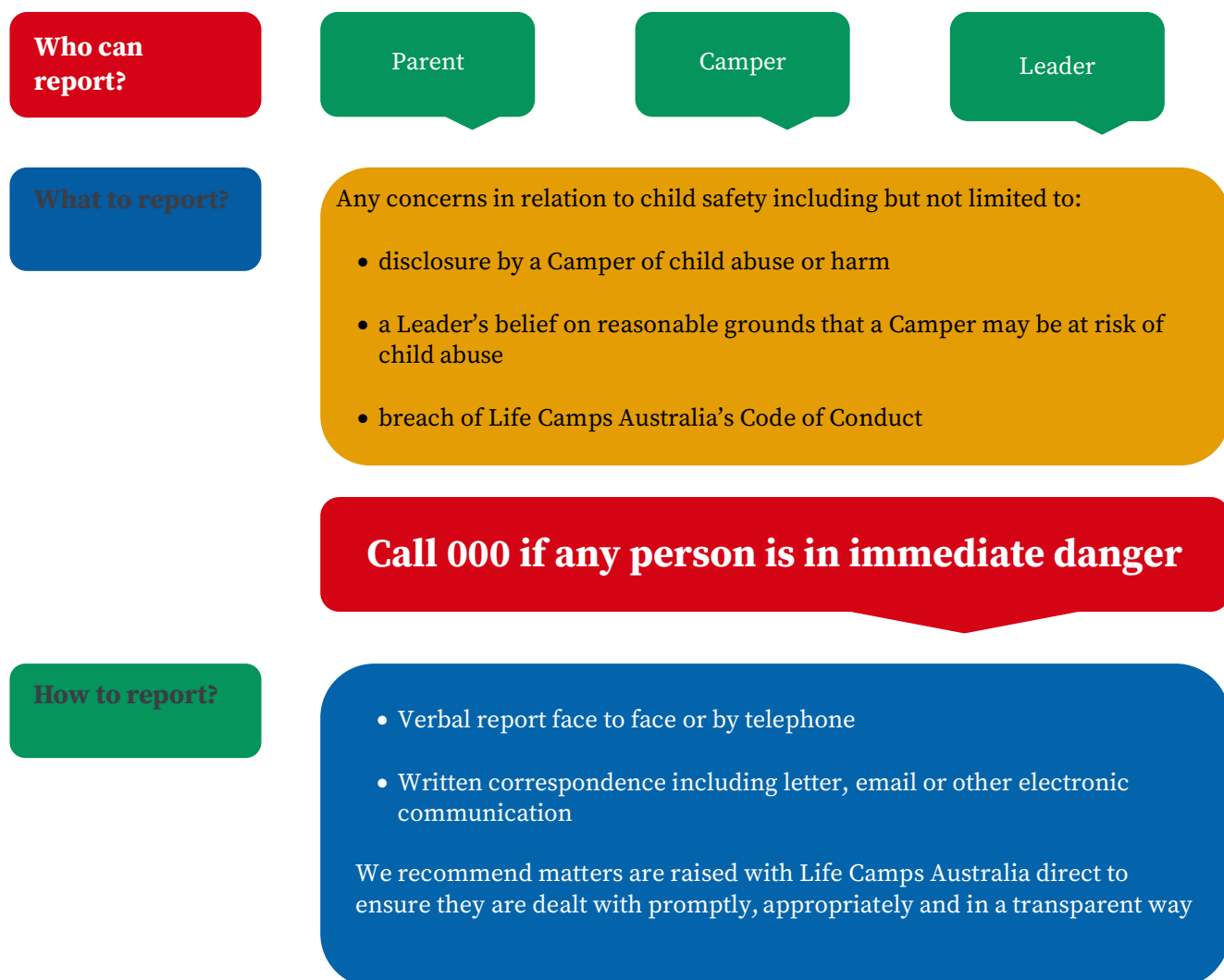
**Odd Bod** - assisting as and when needed, including serving at meal times and running activities as requested.

**Cooks** – under the guidance of the Camp Organisers are responsible for planning a menu, buying and preparing food on Camp.



# Annexure B - Child Safety Reporting Process

*This flowchart depicts the reporting process to be followed if concerns of child safety arise at a Camp offered by Life Camps Australia.*



### Who to report to?

- The Camp Organiser (who will inform the Manager)
- the Manager

NOTE: if the child safety issue relates to alleged abuse by a Leader or the Camp Organiser, the issue must be reported direct to the Manager

### What happens next?

The Manager will, in accordance with Life Camps Australia's Policies:

#### In any event

- make such enquiries as are appropriate in all the circumstances
- ensure an Incident Report is completed in relation to the matter
- ensure affected Campers, parents, reporters and (if relevant) the accused are directed to support networks
- if required, implement disciplinary and/or remedial measures

#### In cases of actual or suspected abuse

- if there is evidence or disclosure of child abuse or any belief on reasonable grounds that a Camper is at need of protection, report to Child Protection
- if there are significant concerns about the wellbeing of a Camper which does not indicate a need for protection, report to Child FIRST or The Orange Door

#### In cases of physical harm

- ensure a review occurs and necessary alterations to programs or activities are implemented

### Outcome

- Relevant parties notified of outcome of investigations
- Police or appropriate third parties to lead investigations if required
- Policies and procedures updated where necessary



# Annexure C - Documents and Policies Relevant to Leaders

[Child Safe Standards incorporating Statement of Commitment to Child Safety](#)

[Code of Conduct](#)

[Complaints Policy](#)

[Constitution](#)

[Dealing with disclosure of Child Abuse](#)

[Discipline Policy](#)

Electronic Policy

- [2C's and YTC's](#)
- [OTC's](#)
- [Leaders](#)
- [Internet Usage Policy](#)

[Gender Identity and Sexual Orientation Policy](#)

[Incident Report Form](#)

[Membership Policy](#)

[Mental Health Policy](#)

[Purpose, Vision, Mission and Values](#)

[Risk Mitigation](#)

[Sexual Harassment Policy](#)

[Statement of Faith](#)

