

## FACILITATORS' GUIDEBOOK – UNICAMP 2021

### Welcome Facilitators!

Thank you for lending your talents and time to make this camp season meaningful for everyone at Unicamp. We want to support you as best we can. This Guidebook helps you get the most from your time at Unicamp.

To ensure clear communication, send us your details on the Workshop Form. The Form can be found online here:

[https://docs.google.com/document/d/1Ecdiw0kpP6bSeV-Q20-\\_EW97ep2p1rGSwoXyYogh6OM/edit?usp=sharing](https://docs.google.com/document/d/1Ecdiw0kpP6bSeV-Q20-_EW97ep2p1rGSwoXyYogh6OM/edit?usp=sharing)



Send this Form as soon as possible to: [exec.director@unicampofontario.ca](mailto:exec.director@unicampofontario.ca)

### Contact Information:

Please read through this document and if you have any questions, feel free to contact us:

- Accommodations booked online by emailing [bookings@unicampofontario.ca](mailto:bookings@unicampofontario.ca)
- The Program Chair Brendon Zhang can be reached at: [ProgramChair@unicampofontario.ca](mailto:ProgramChair@unicampofontario.ca)
- During the open season, from May to October, the Program Director can be contacted at [ProgramDirector@unicampofontario.ca](mailto:ProgramDirector@unicampofontario.ca)
- To promote your program, contact Communication Chair Jordan Fleugel: [communications@unicampofontario.ca](mailto:communications@unicampofontario.ca)
- Any other questions? Your contact person, especially during the off-season, is Yvette Salinas, Executive Director: [exec.director@unicampofontario.ca](mailto:exec.director@unicampofontario.ca)

## 1. ADJUSTED TIMELINE FOR 2021 PROGRAMMING

As there is no way to know how the Pandemic will impact our 2021 season, we are delaying the usual planning timeline. This is our intended schedule for preparing the 2021 Programming Calendar:

**-October - December: collecting ideas**

**-November-December: finalize Facilitator's Guide 2021**

**-End of December: send out Facilitator's Guide to potential Facilitators, with form to fill**

**-Staff and Program Chair will Schedule Adult Programming by the end of January. Facilitators will be contacted with confirmed date(s), pricing, etc.– Alternate plans should be in place for July if Kid's Camp cannot run (Program Chair + Program Director)**

**-Prepare Promotions and Registration sites for mid-February; have a plan in place for payment by participants and payment to facilitators.**

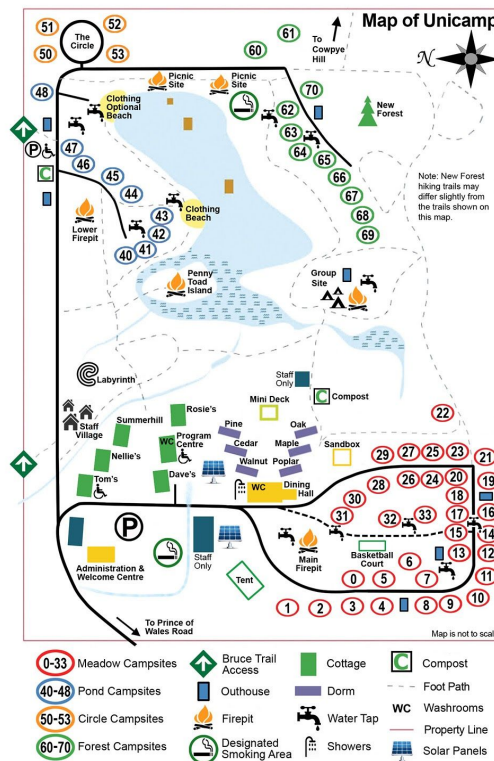
## 2. FACILITATOR ACCOMMODATIONS AT CAMP

To reserve your accommodations, please go online to [www.unicampofontario.ca](http://www.unicampofontario.ca) or contact [bookings@unicampofontario.ca](mailto:bookings@unicampofontario.ca). The reservation site should open in February; it is best to book far in advance, to ensure you have your preferred space during your dates. A reminder email to facilitators will be sent by the Executive Director as our reservation website becomes available.

*Volunteer Facilitator:* If you have agreed to facilitate your program for free for Participants, at no expense to Unicamp, your cost of Dining Hall meals (when in operation) and accommodations while serving as Facilitator will be provided based on the following Board motion of 2018: “Programming volunteers: 6 hrs. volunteer work= 1 night accommodations + 3 meals provided.” Regular camp fees do apply to anyone accompanying you, including family members aged 15 or older.

If you are charging participants for your workshop, you would pay full camp fees for accommodation and meals. Your participants can register and pay for your program through our booking website, or directly with you. In addition, they will need to book and pay for accommodations, meals, and/or Day Passes. Information about fees will be available through our online brochure.

When food service is available, our kitchen provides breakfast, lunch and dinner, suitable for most people, including vegetarians. Those with Gluten-free, large appetites, vegan or dietary restrictions are encouraged to bring supplementary items or prepare their own meals.



### 3. PROGRAM SPACE

There are three categories of spaces we have available for your program/workshop at camp: Outdoor – Uncovered, Outdoor – Covered, and Indoor. Here are the kinds of spaces we have in these three categories:

#### Outdoor Spaces - Uncovered

- Program Centre deck: seats 15+, accessible, barrier-reduced bathroom, hydro, sinks
- Beside Program Centre: shady and cool; seats 50+
- In front of Nellie’s or Dave’s: can be sunny or shady depending on time of day; seats 15+
- Rosie’s Deck: seats 12+ (this space is available if you’ve rented the cottage).

- Main Fire Pit: easy access to firewood for hosting campfires safely; can hold 80+ people, very public, wheelchair accessible
- Lower Fire Pit: by beach; 40+ people; Unicamp Staff must be informed beforehand if you are planning on starting a fire here
- Penny Toad Island: space for a campfire; shady and very private; 20 +people; not accessible
- Main Common Field: sloped grassy area between cottages; mowed plain
- Mini Common: smaller grassy area between dorms; mowed plain
- Labyrinth: surrounded by trees, paths are sand, not very accessible
- Group Campsite: Large site for communal camping! If you plan to use throughout your program, you will need to book the campsite; otherwise, the staff can only schedule your program to run here if the space is not otherwise booked. Adequate space for 12 - 30 campers with tents. Firepit and outhouse available on the site.
- Volleyball, Basketball area: Space beside Big Tent and meadow campsites; mowed grassy area; flat

### **Outdoor Spaces - Covered**

- Original Covered Tent, 20'x 40', ply-wood floor, seats 50+, or dance 40+, (good for dance, yoga, music, theatre workshops, etc.), hydro access, near dining hall
- New Covered Tent, 20'x40', no floor, seats 50+ or dance 40+, hydro available through extension cords, near basketball court.
- Mini-Deck, located below dorms, hydro access and roof, 20 'x 20', wood floor, seats 20+, dance, yoga/Nia 8 - 10 (good for dance, yoga music, theatre workshops, etc.)
- Dining hall deck, 20'x30', 50+ seats (covered, has hydro, water access, bathroom access, benches, tables, chairs), Limited availability around dining periods.
- 

### **Indoor Spaces:**

- Nellie's cottage seats 15 (has hydro, bathroom, tables chairs.) **This must be booked in advance** or the cottage may have already been booked as accommodation. Many facilitators book this cottage for their accommodation and their participants book rooms within it.
- Program Centre, inside seats 20+, space for projector screen, (has hydro, water, tables, chairs, accessible bathroom, fire place, accessible)
- Dining Hall inside seats 80+, space for projector screen, (has hydro, water, tables, benches, bathrooms, tea and coffee, fire place, accessible). Limited availability around dining periods.

## **4. MATERIALS & EQUIPMENT**

Unicamp has the following supplies that are available to Facilitators upon request (subject to availability): easel with flipchart paper, projector to be plugged into a computer, DVD Player, extension cords, tables, chairs, benches, large chalice, yoga mats, and pillow seat cushions. Please fill out the Facilitator's Workshop Form (pages 8 - 9 of this document) so we know what you would need for your program.

You, or the program participants will need to provide any other materials you require.

We do have areas where WiFi signals are received. However camp is situated underneath the Escarpment in a deep valley, surrounded by limestone. Our WiFi signal is not reliable. We encourage our campers to plan to unplug and to make external contact periodically, with help from our Admin office staff if necessary.

## 5. PROGRAM PROMOTION

A brief description of your workshop will be published in our brochure and website. In addition, our social media presence is growing and you are invited to participate.

4.1 Website & Brochure - Unicamp staff will promote your workshop using your information on our website and in our annual brochure.

4.2 Social Media - Please post on FaceBook in the group: Friends of Unicamp of Ontario, on Twitter at @unicampofontario- and hashtag #unicampofontario, Instagram @unicampofontario, or any other media platform you frequent.

4.3 Newsletter - You can write-up a more detailed description and send it, along with any photographs you wish us to use, to our newsletter coordinator [communications@unicampofontario.ca](mailto:communications@unicampofontario.ca) and we will endeavor to include your workshop.

4.4 Other Promo Options - If you check-in with Admin and find that enrolment in your workshop is not yet full, please try other promotion strategies. Your success is our success and staff want your program to be a big success.

You may want to send invitations to past participants of other workshops, or at places you work or visit.

As Unicamp is a Unitarian Universalist Conference Centre you can also send your literature to all our local UU Congregations and the Canadian Unitarian Council. Please contact the Executive Director for contact information.

Once Unicamp opens for the season, you could post up announcements in the dining hall and other shared buildings, (even the outhouses), conditional on approval by the Camp Director.

## 6. TIMES / SCHEDULE

You can schedule your workshop time as you wish but there are certain scheduled elements of Unicamp that you will want to plan around. Generally, the best times are the blocks before and after meals – you will see them noted as “Program Time” on the schedule below.

During Family Camp weeks in August, there is programming provided by staff for children aged 3-12 from 9:30am to noon, so this is a good time to offer workshops for adults only.

Typical Unicamp Schedule:

Time	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
*7:30-8:15	POSSIBLE PROGRAM TIME						
8:30	Breakfast Time						
*9:30-12 pm	POSSIBLE PROGRAM TIME During Family Camp weeks, separate supervised programming is provided for children.						

11:00	Sunday Service	10 am is check-out time				
12:30-1:30	Lunch Time					
*1:30-5:00	POSSIBLE PROGRAM TIME					
5:00	Check in Time for people arriving					
5:00-6:00			children's Dinner -Family Camp			
6:30	Dinner Time except Wed during Family Camp					
After dinner	7:30 pm Orientation		7-9 pm Candlelit dinner Family Camp		8 pm Orientation	
*7:30-9:30	Campfire/ Evening Program	POSSIBLE PROGRAM TIME		9:00-11:00 Drumming	8:00 - 11:00 pm Dance	

## 7. UNICAMP FEE FOR PAID PROGRAMMING

Facilitators are encouraged to set their participant fee (when charging) to fairly reflect the time and expertise put into planning and facilitating the program. As payment towards space use and staffing, Unicamp will charge a 5% admin fee off total program earnings when dispensing payment to Facilitators.

## 8. AFTER YOUR PROGRAM + EVALUATION FORM

Unicamp plans to send Facilitators an evaluation form to give us feedback on how the experience was for you and your participants, how well you felt we supported you and your program, what we could do differently, and to let us know of your suggestions for future workshops. This evaluation form will be sent to you with Participant information, at least a week before your program is set to begin.

The summer season can be very busy! If you have not received payment from Unicamp for your programming a week after your program, please send a reminder to [exec.director@unicampofontario.ca](mailto:exec.director@unicampofontario.ca).

## 9. FACILITATOR'S WORKSHOP FORM

In order to book the appropriate spaces and equipment for you, and so that we have the correct information about your schedule, please complete this form and return it to the Executive Director as soon as possible.

[https://docs.google.com/document/d/1EcDiw0kpP6bSeV-Q20-\\_EW97ep2p1rGSwoXyYogh6OM/edit?usp=sharing](https://docs.google.com/document/d/1EcDiw0kpP6bSeV-Q20-_EW97ep2p1rGSwoXyYogh6OM/edit?usp=sharing)

## 10. SPECIAL CONCERNS AND GUIDELINES

Friday's Dinner may start at 7 pm to allow time for people who may be just arriving at camp. As most people rely on Dining Hall meals, it's important for workshops to be scheduled around (and flexible to) the Unicamp meal schedule.

Let us know whether you will need extra help setting up your space and what you need from Unicamp staff to make your workshop a success (eg. having a campfire built, more furniture for the space you choose). A Co-Facilitator (or helper amongst your Participants) is encouraged.

Sunday mornings, a gathering for Unitarian service is often open for participation by people wanting to speak with gratitude, or to voice their challenges. Just speak with the service leader, so people know what to expect. It is NOT expected that all campers attend.

Camp is quiet after 11 pm.

## 11. COVID-19 RULES AND REGULATIONS

As you may imagine, regulations and restrictions around Covid-19 will impact Programming at Unicamp. Program Spaces will have reduced capacity, the daily schedule may be impacted, and certain accommodations (dorms) and amenities (meals) may not be available. Unicamp staff is working throughout the off-season to make arrangements around these regulations but it is impossible to know for sure what will apply when your program is scheduled and there may be last-minute changes.

While the Programming Calendar is set early in the year, we will have to be flexible to adapt to any regulations and closures for Covid-19. If your scheduled date is impacted, we will first attempt to reschedule. A program may also have to be cancelled; in this case, Unicamp would contact the Facilitator regarding programming in 2022.

Unicamp will work to the best of its ability to ensure facilitator's needs and preferences are reflected in alternative arrangements that may need to be made.

## 12. CAMP CONDUCT AGREEMENT

Unicamp is a community that can have as many as 200 people on property at once. It is important to become familiar with the guidelines set out by Unicamp to ensure we all are safe, healthy and feeling welcome. We also want to protect the well-being of the permanent residents of Unicamp; the wildlife.

Unicamp's Camp Conduct Agreement is updated yearly and thus may change slightly in the 2021 season. As the pandemic creates many potential variables, our Covid protocols may change prior to or throughout the season based on regulations, guidelines, and operational needs. Please check with admin staff and/or the message board located at Admin for the most up to date instructions. The 2020 version of the Camp Conduct Agreement is:

**Camp Conduct Agreement 2021 - Including Covid Protocols \*\*NOTE: As the pandemic creates many potential variables, our Covid protocols may change prior to or throughout the season based on regulations, guidelines, and operational needs. Please check with admin staff and/or the message board located at Admin for the most up to date instructions.**

**Check In** time for all accommodations is 5 *pm*. If you arrive early, feel free to explore Unicamp before setting up in your accommodations, unless otherwise specified by a Staff member. Reservations that have been fully paid will be held until 8 a.m of the morning after your booked arrival date. Please call Unicamp at (519) 925 – 6432 or e-mail [bookings@unicampofontario.ca](mailto:bookings@unicampofontario.ca) if you expect a late arrival.

**Check Out** time is *10 am* to allow accommodations to be serviced between visitors. Feel free to stay onsite after you check out and enjoy the grounds.

**Social Distancing:** Campers are asked to maintain a 2m distance from all those on-site outside of their close social contact bubbles.

**Bathrooms:** Campers are to use only their assigned bathroom while at Unicamp.

**Beach: Beaches will be limited in capacity. To ensure access for all, campers may be assigned a specific time to access the beach. See info Board at Admin for details.**

Guided by public health requirements, shared recreational beach equipment including toys and water craft (canoes) may not be available for use or may require additional cleaning procedures. Campers may bring their own toys, boats, and lifejackets and remove these from the beach after their swim time is over.

**Play equipment** including the playground may be closed

**Showers** marked open are available for use, some showers remain closed

**Indoor gathering spaces** (the Dining Hall and Program Centre) are closed

**Communal Tables and Benches:** Campers are asked not to move communal tables and campfire benches without first asking permission from the staff. These have been placed at measured distances to meet current public health directives and to allow for adequate spacing

**Fire Pit:** The communal fire pit may be used as long as distancing is maintained between close social contact bubbles

**Covid-19:** Campers may not visit camp if they have traveled outside of Canada in the past 14 days, have been in close contact with a confirmed or presumptive case of COVID-19 in the past 14 days, and/or if they have experienced any unexplained COVID-19 symptoms in the past 14 days including fever, cough, runny nose sore throat, or shortness of breath.

If any of the above apply to you, contact [bookings@unicampofontario.ca](mailto:bookings@unicampofontario.ca) or call (519- 925-6432 in order to cancel your reservation and process the refund.

**Day Use** is welcomed but advance notice is required. You may call ahead (519) 925 – 6432, email [bookings@unicampofotario.ca](mailto:bookings@unicampofotario.ca), or purchase Day Passes through our website.

**Blackout Dates:** During Private Event Rentals (See Programming Calendar), Unicamp is closed to all occasional campers and day visitors, including unregistered guests of Seasonal Campers. Seasonal Campers have limited access to programming spaces during these times, and will be notified accordingly. **Swimwear is required on both beaches during these times.**

**Noise:** Amplified music, generators, and any other noisy recreational items are not permitted except for Camp Dances and Programs. A quiet camp (including Accommodations and Programming Spaces) is expected after 10 pm, or 11 pm on drumming and dance nights. If the Camp Director deems noise is excessive at any time of day, you may be asked to lower your noise level. Please respect staff reminders for quiet.

**Substance Use:** Serving Alcohol or supplying Tobacco or Cannabis to Minors under the age of 19 is Illegal. Unicamp will not tolerate any form of supplying or serving Drugs or Alcohol to Minors. Anyone doing so will be asked to leave the premises as soon as this is consistent with safety. Campers and guests smoking (see below) and drinking in the designated areas must be *discreet in their consumption*. Drinking by campers should be limited to their campsites, although occasional drinking takes place at the Dining Hall. Unicamp will identify and remove any safety hazards in areas where Smoking and Drinking take place, especially in cases of Unicamp events such as Candlelight Dinner.

**Smoking & Vaping:** Most of Unicamp is tobacco free. Smoking cigars, cigarettes, or vaping tobacco/cannabis is restricted to campsite fire pits, and at the two designated smoking areas. All other areas are smoke-free.

**Anti-Harassment:** Ours is an inclusive and peaceful community. Unicamp will not tolerate the physical, emotional or sexual harassment of any individual of any age or status by any age or status. If you encounter any situation where you find yourself uncomfortable with another's words or actions, please address the person directly: Individuals are encouraged to stand up for their right to have their feelings protected and to clearly state their feelings to the harasser whenever possible. If you require support, please report to the Camp Director. The Unicamp Anti-Harassment policy (found online or at Admin) and procedure will be strictly enforced by Unicamp staff.

**Dining Hall:** Closure or adapted service may continue in 2021

**Ice Packs:** We provide an icepack service to those camping; enquire at Admin if you require any. The ice pack freezers will be on and available for use, wash hands with soap and water or use the hand sanitizer provided prior to touching the freezer or ice packs. Donations to support this service are gratefully accepted at Admin or as you make your reservation.

**Firewood:** When fire bans are not in effect, wood for campfires is available. Financial donations are accepted as you make your reservations, and at our Admin office at \$5 for each armload/bundle. There



are two locations to acquire wood: by the main Fire Pit and at the bottom of the mini common by the dorms. Fire wood used at main Fire pit is free. It builds community.

**Lost and Found** is located within the Old Admin trailer. If you have left something behind at Unicamp, contact us as soon as possible by calling (519) 925-6432 or e-mailing [bookings@unicampofontario.ca](mailto:bookings@unicampofontario.ca) including a description of your lost item. Lost items may be held until your return, or we can make arrangements to have them returned to you.

**Fire Safety:** All campfires must be attended. Ensure campfires are “dead out” before leaving them. Any unsupervised campfires will be put out by Unicamp staff, promptly. Fire safety is everyone's responsibility.

**Water Safety:** All persons who use the docks, pond, rafts and / or elevated platform, including campers, seasonal campers, staff, and event renters must obey the Water Safety requirements. Failure to comply may mean you are not allowed to swim during your stay at Unicamp, at the discretion of the Camp Director. A full version of the Waterfront Rules is available online or at Admin.

Unicamp does not provide lifeguards on site, with the exception of specific children's camp programs. You are responsible for your safety and the safety of your children.

All children 16 years and under **must** be accompanied by a responsible adult, when on the beach or swimming in the pond.

It is highly recommended that you always swim with a buddy, and stay within arm's length of one another.

At the elevated platform structure, at any one time, there must be no more than a maximum of 4 people permitted (1 on the ladder and 3 on the top). Swimmers must jump off the platform from the one side facing the main body of the pond and must enter the water feet-first.

No more than a maximum of 8 people are allowed on a dock, or on a raft, at any one time.

Each person must wear a Life Jacket while using rafts, canoes and other boats.

Unicamp requires at least one rider to be 16 years or older when using any watercraft (canoes, boats, paddle boards, and pedal boats)--with the exception of watercraft made specifically for small children.

Canoes and other boats are to be boarded at the docks or shore. No boarding or disembarking in the pond or on the rafts. Do not dock boats/canoes at Bob's Beach.

**Wildlife:** Our 7th UU Principle asks to respect the interdependent web of all existence of which we are a part. Fishing is not allowed in Unicamp's pond or streams, (including catch and release). Please leave

our abundant wildlife on their own. Pond animals are especially harmed by the natural oils on our hands; so do not handle frogs, turtles, or other creatures. Please ensure that your children do not touch wildlife. While at Unicamp, do not feed any wildlife, because that interferes with their natural ways and their ability to live independently. We ask that you ensure food and scented items such as bug spray and sunblock be stored away, in an effort to deter wildlife from visiting campsites.

**Service Animals:** Those with service animals are welcome to public spaces within Unicamp. The animal must be identified in one of two ways: wearing an identifying vest, or documentation from a regulated health professional confirming that the owner requires the animal for reasons relating to a disability. Service dogs must be kept on their leash/harness and under the full control of their user/owner at all times. Campers are encouraged to alert the Camp Director of their situation before their arrival at Unicamp. Note: Service Animals are never allowed in the kitchen at Unicamp, due to health regulations.

**Dogs:** We welcome campers' canine friends during specific Dog-Welcome dates. We welcome our dog-owning campers to bring their pets during the specified Dog-Friendly days. This year, the permitted dates are August 8 - 14 and October 10 - 12. (See the Unicamp Program Calendar or website for dates) We ask that those bringing dogs be mindful of their canine friends at Unicamp and respect these designated dates and the conduct policy.

We acknowledge Unicamp's natural ecosystem—our interdependent web of life—and we respect the Bruce Trail Conservancy regulation in its hikers' code of conduct, and Mulmur Township by-law 11-02 which indicate that dogs must be on-leash at all times on camp property, including the pond. Dogs must be kept back from people who do not wish to interact with them: please do not approach any other campers unless they have communicated they are comfortable with close proximity to dogs. This may be difficult at campfires and at the beach, as smaller spaces; dog owners are asked to make a reasonable effort to respect those around them.

Please keep your dog away from other dogs that may interact aggressively with yours; wait for consent before approaching other dogs.

Excessive barking disturbs everyone at camp and drives away wildlife; if your dogs bark when you leave them alone, then someone must stay with them at all times. Continued disturbance will be handled as per the Camp Director's discretion.

Dogs are never permitted on Cowpye Hill, which is not part of Unicamp but is our neighbour's ranch property. The Unicamp Program Center and Dining Hall and deck are off limits to all animals at all times, with the exception of service animals. Owners must carry bags to scoop up after their dogs (on any part of Unicamp property, even in the woods), and dispose of the bags in the container marked for that purpose near the Dining Hall.

**Garbage:** Please do not ask camp to be responsible for your garbage. You may purchase tags for garbage bags from locations such as Giant Tiger, in Shelburne and put out your bags on garbage days, or, take all your recycling and garbage back home with you.

**Parking:** One vehicle is allowed per site with access, in addition to your trailer or RV. All other vehicles should be parked in our main Parking Lot near Admin. Some campsites (referred to as "Walk-In"), including the Group Camp Site, do not have access for vehicles. Please confirm with a staff member while booking if you face challenges that require easy access to your vehicle onsite.

**13. Unicamp affirms and promotes the Seven UU Principles, which we hold as strong values and moral guides.**

1. The inherent worth and dignity of every person;
2. Justice, equity and compassion in human relations;
3. Acceptance of one another and encouragement to spiritual growth in our congregations;
4. A free and responsible search for truth and meaning;
5. The right of conscience and the use of the democratic process within our congregations and in society at large;
6. The goal of world community with peace, liberty, and justice for all;
7. Respect for the interdependent web of all existence of which we are a part.