THE CHARACTER COMPANY
RAISING BOYS TO BE GOOD MEN

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STANDARD OPERATING PROCEDURE (SOP)

CAMPING

Please take note that TCC has a different approach to camping. We are a mentorship program, not a teaching program, and therefore aim to create a "father and son" camp experience rather than a "school camp" experience.

DEFINITIONS:

TCC Operations:

Person responsible for all camps & events hosted by the Character Company.

Camp host:

Person responsible for a specific camp, managing the general program so that it runs smoothly and on time. Also responsible for important decisions regarding changes in the program.

Camp mentor:

A mentor that forms part of a camp.

Caterer:

The person responsible for catering.

Facilitator:

The host and MENtors will typically facilitate activities, but there might be times where we bring in a facilitator from outside to facilitate a high risk activity like abseiling.

Visitor:

A person visiting camp.

CAMP HOST – PLEASE FAMILIARIZE YOURSELF WITH THE FULL SOP.

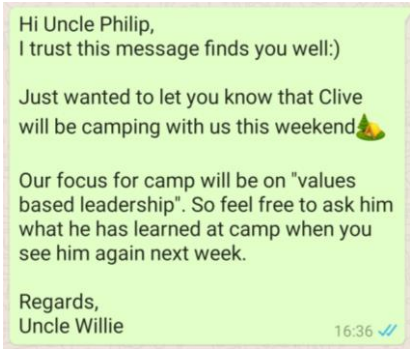
CAMP MENTORS - PLEASE FAMILIARIZE YOURSELF WITH STEP 19!

Equipment needed:	Refer to the camp packing list
Host equipment:	N/A
Host qualification:	N/A
First aid requirements:	At least one person with a level 1 first aid qualification
Staffing:	Minimum 4 (depending on group size)
Ratio:	1:5

SUMMARIZED SOP **Check**

INVITATIONS		√
Step 1 – Send out invitations (2-3 weeks before)	Admin	
Step 2 – Monitor RSVP's		
Step 3 – Compile a camp register (1 week before)		
Step 4 – Check document compliance (1 week before)		
Step 5 – Forward register to TCC Ops (1 week before)		
PREPARATION		√
Step 6 – Let mentors know whose boys are camping	TCC Operations	
Step 7 – Arrange and confirm transport (1 week before)		
Step 8 – Confirm menu (1 week before)		
Step 9 – Issue the camp program (3 days before)		
Step 10 – Groups (3 days before)		
Step 11 – Check that catering is on track (3 days before)		
Step 12 – Go through program with host (3 days before)		
Step 13 – Communicate with moms (3 days before)	Camp host	
Step 14 – Make sure lights are charged (1 day before)		
Step 15 – Pack trailer (food, first aid kit, etc.) (on the day)		
BEFORE		√
Step 16 – Manage pick-up location		
Step 17 – Sign the register		
Step 18 – Communicate safe arrival		
DURING		√
Step 19 – Following the camp program	Camp host	
Step 20 – Communicate drop off information		
Step 21 – Make sure all mentors complete their M&E		
Step 22 – Complete an evaluation on the MENtors		
AFTER		√
Step 23 – Drop off		
Step 24 – Post-camp message to moms (on the day)		
Step 25 – Sit down with camp host to debrief (Mon. after)	TCC Operations	
Step 26 – Post camp admin (Mon. after)		
Step 27 – Give camp feedback to moms sup. (Tue. after)		

DETAILED SOP

INVITATIONS		
Step 1 – Send out invitations	Admin	BOYS: • Invitations will be sent out by the office. • Together with the invite it is very important that you also send out the first legal indemnity. MENTORS (TCC Operations will invite mentors): • For a group of 15 boys, the minimum number of MENtors required is 5 – one for hosting, one for catering, and three camp mentors. • If a potential new MENtor gets invited to camp, please make sure that we have a signed general indemnity on file for him.
Step 2 – Monitor RSVP's	Admin	• Monitor RSVP's and ensure we have a camp whatsapp group ready. This is a great platform to communicate all the necessary logistics for camp.
Step 3 – Compile a camp register and monitor payments	Admin	• After the RSVP's closed, share the camp packing list as well as the second legal indemnity on the whatsapp group. Should a mom object in any way with any of the legal requirements you can remove the child from the camp list immediately. • Compile a camp register. • Monitor incoming payments and indicate payments received on the camp register.
Step 4 – Check for document compliance and medical conditions	Admin	• Once the register is finalized, check for document compliance. All required documentation for moms and boys should be on the roots database. The same goes for all the MENtors. • Also check for any medical conditions boys might have. This is recorded on a separate document and should be handed to TCC Operations along with the camp register. This information is confidential and should remain with TCC Operations and the camp host.
Step 5 – Forward register	Admin	• Forward the camp register and additional document with medical conditions to TCC Operations.
PREPARATION		
Step 6 – Let mentors know whose boys are camping	TCC Operations	• Let the necessary MENtors know that their boys are camping, especially MENtors with a Saturday group. • Example of message below;  Hi Uncle Philip, I trust this message finds you well:) Just wanted to let you know that Clive will be camping with us this weekend Our focus for camp will be on "values based leadership". So feel free to ask him what he has learned at camp when you see him again next week. Regards, Uncle Willie 16:36

Step 7 – Arrange and confirm transport	TCC Operations	• Arrange and confirm transport for going to camp, as well as coming back from camp. • No overloading vehicles. There has to be a safety belt for each boy and MENtor.
Step 8 – Confirm menu	TCC Operations	• Discuss and confirm the menu with the caterer.
Step 9 – Issue the camp program	TCC Operations	• Send the camp program to the camp host and camp mentors, asking them to familiarize themselves with the program.
Step 10 – Groups	TCC Operations	• Divide the boys into small groups and allocate each group to a camp MENtor.
Step 11 – Check that catering is on track	TCC Operations	• Check-in with the caterer to make sure the catering is on track.
Step 12 – Go through program with host	TCC Operations	• Sit down with the camp host to go through the program and address any questions or concerns.
Step 13 – Communicate with moms	Camp host	• Communicate the necessary camp arrangements with the moms at least **<u>3 days before</u>** the start of camp. • Below an example of what the message should include: Hi moms, I trust this message finds you well. We are looking forward to camp with the boys this weekend🏕️ Please take note of the following: WHERE TO MEET: Northgate Shopping Centre Entrance 1 (Behind Virgin Active) WHEN TO MEET: Friday 24 January 2020 at 14h30. Please be on time🙏 PAYMENT: If you have not done so yet, you can EFT the camp fee (R150) into the TCC bank account. Please note that we will no longer take cash on the Friday. CAMP THEME: Our focus for camp will be on "being honest with myself" CAMP MENTORS: Camp will be facilitated by myself (Uncle Willie), Uncle Jaco, Uncle Markus, Uncle Thabo, Uncle Keith and Uncle Fadzai🙂 Thanks and regards, Uncle Willie 11:55 ✓✓
Step 14 – Make sure lights are charged	Camp host	• We typically don't make use of electricity at camp. It therefore requires us to take our own solar and rechargeable lights. Make sure these lights are fully charged before camp.

Step 15 – Pack trailer (food, first aid kit, etc.)	Camp host	• Make sure the trailer gets packed on the day. • Make sure that the **first aid kit** has all the necessary items.
BEFORE CAMP		
Step 16 – Manage pick-up location	Camp host	• Make sure that you arrive at the pick-up location on time or arrange for someone to be there. • Check the whatsapp group for any communication from the moms regarding boys arriving early or running late and manage accordingly. • Let the boys line-up, make sure everyone is present and do a group prayer before you leave the pick-up location.
Step 17 – Sign the register	Camp host	• Make sure all the boys and MENtors sign the camp register • **Everyone's temperature should be taken and recorded on the register.**
Step 18 – Communicate safe arrival	Camp host	• Let the moms know via the camp whatsapp group as soon as everyone safely arrived at camp.
DURING CAMP		
Step 19 – Following the camp program	Camp host and MENtors	• The camp host will manage the general program, ensuring the program runs smoothly and on time. The host will also be responsible for important decisions regarding changes in the camp program. • The camp host will be the person with all the necessary information on the boys and will be responsible to let the activity facilitators, leaders and MENtors know of any allergies, asthma, etc. the boys might have. • MENtors will be following the camp program from start to finish (Below an example of what a standard camp program looks like).

THE CHARACTER COMPANY
WEEKEND CAMP

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VENUE: B'sorah

REVISION	2020
REVISION DATE	2020-01-23
REVISED BY	Willie
CAMP CODE	B1+
AGE GROUP	Junior One
THEME	Honesty
TOPIC	Being honest with myself

CAMP PROGRAM 24-26 January 2020

Camp host: Willie | Camp catering: Thabo

DAY	TIME	ACTIVITY	DETAILS	PERSON RESPONSIBLE
One	15h00	Leave JHB		
Friday	16h00	Arrive at B'Sorah		
		Unpack and settle in	Offload, beds, tables	Willie
	16h30	ICE BREAKER		Willie
	16h45	Camp briefing and topic mention	[Opening prayer, welcome, MENtor introductions] [groups, camp rules, camp expectations, prayer requests]	Willie
	17h15	Firewood		MENtors
	17h30	Dinner		Thabo
	18h15	Clean dishes		Boys
	18h30	Activity prep		MENtors
	18h45	NIGHT ACTIVITY		Fadzai
	19h45	Campfire and topic intro		Willie
	20h15	Debrief	Acorns and thorns	Keith
	20h30	Get ready for bed		MENtors
	20h45	MENtors debrief		Willie
	21h00	Lights out		
Two	06h30	Get up, get ready		Willie
Saturday	07h00	Morning run / exercise		Fadzai
	07h30	Breakfast		Thabo
	08h15	Clean dishes		Boys
	08h30	DEVOTIONS		MENtors
	09h00	Activity prep		MENtors
	09h15	ACTIVITY: HIKE		Willie
	12h00	Lunch		Thabo
	12h45	Clean dishes		Boys
	13h00	Activity prep		MENtors
	13h15	ACTIVITY: SWIM		Jaco
	15h30	Afternoon snack		Thabo
	16h00	Free time		MENtors
	16h30	GROUP TIME	Discussion and activity	MENtors
	17h30	Dinner		Thabo
	18h15	Clean dishes		Boys
	18h30	Activity prep		MENtors
	18h45	NIGHT ACTIVITY		Keith
	19h45	Campfire and topic summary		Willie
	20h15	Debrief	Acorns and thorns	Fadzai
	20h30	Get ready for bed		MENtors
	20h45	MENtors debrief		Willie
	21h00	Lights out		
Three	06h30	Get up, get ready		Willie
Sunday	07h00	Morning run / exercise		Keith
	07h30	Breakfast		Thabo
	08h15	Clean dishes		Boys
	08h30	DEVOTIONS		MENtors
	09h00	Pack up camp		MENtors
	09h30	Free time		MENtors
	10h15	CAMP DEBRIEF	Very important as this gives everyone the opportunity to reflect and tell us about their camp experience	Willie
	10h45	BEST CAMPER AWARD		Willie
	11h00	Leave camp		

- MENtor responsibilities
  The camp program (seen above) will clarify MENtor responsibilities, but general discipline is every MENtor's responsibility. *Please also refer to the camp manual for rules and safety guidelines for MENtors.*

- Venue use
  The safety of the venue should have been previously ascertained, and all reasonable precautions taken to ensure the safety of the boys. But always follow the venue's rules and regulations. We have some of our own rules around toilet use, showering and brushing teeth. *Please take note of them in the camp rules for boys.*

- Discipline – "Daar gaan jy"
  "Daar gaan jy" is used to discipline the boys when necessary. We take a certain landmark and make them run there and back whenever they misbehave.

- Meals
  Times have changed and most boys grow up eating in front of the television. Camp gives us an opportunity to eat at the table and follow a certain number of table rules / table manners. We usually let the MENtors eat first unless they decide otherwise.

- Line-ups
  We do line-ups before all meals as well as before and after all activities. Not only is this a 'tradition', it is also a very important safety measure.
  Until regulations ease we will wash our hands before and after all meals as well as before and after all activities. Temperatures will be taken before all meals.

- Offload / Unpack / Set-up (arrival at camp)
  All MENtors are required to help with this. We usually involve the boys as well. They have to help offload and set-up where necessary.

- Camp briefing, rules and ice breaker
  The camp host is responsible for briefing camp and facilitating the ice breaker activity. The camp program will include all the necessary information.

- Firewood
  If the weather allows, we love spending time around the campfire. The first day of camp is a good time for boys and MENtors to go and collect firewood that will last for the duration of camp.

		• <u>Camp topic introduction</u> The camp host is responsible to facilitate the first discussion around the campfire on the first night. This discussion will introduce the boys to the camp topic and get them thinking (and talking) about it. • <u>Night hikes</u> The first night at camp always includes a night hike. We will walk out into the dark with our torches, turning them off at a certain point and asking the boys to keep quiet for a few minutes. This gives us an opportunity to appreciate the silence, noises around us and the stars. • <u>Morning exercise (wake up shake up)</u> We always exercise in the mornings before we eat breakfast. This is typically an activity that the camp MENtors will lead. There is no specific exercise program to follow. The only requirement is that it lasts for +-30 minutes. • <u>Devotions</u> Every morning we will take 30 minutes to read our bibles and pray before we get started with the day. This is something that the camp MENtors will do with their small group of boys. • <u>Group time</u> Group time refers to small group meetings between MENtors and boys where they sit down and intentionally talk about the camp topic. There will always be 5 very specific points to discuss and remember (*Refer to the camp manual for small group guidelines).* • <u>Group games</u> Group games will be facilitated by the camp host most of the time. This allows MENtors to participate with the boys. There will however be times where camp MENtors facilitate the games for their groups. The games will support the camp topic as far as possible *(Refer to the camp manual for facilitation guidelines and to the separate lesson plans for playing the games)*. • <u>Adventure activities</u> Camp adventure activities refer to the outdoor activities (other than group games) that the boys and MENtors will participate in. Activities include hiking, swimming, abseiling, etc. *(Please refer to the separate activity SOP's for the safe facilitation of these activities).*

		• <u>Free time</u> We always include free time on the program. This is a time where the boys can decide how they want to spend their time. MENtors are encouraged to join the boys with games and activities they come up with. • <u>Acorns and thorns</u> Every day ends with acorns and thorns. This is an opportunity for every boy and mentor to reflect on the day and share their highs (acorns) and lows (thorns). • <u>Camp debrief</u> The host is responsible for the camp debrief. This is important because it will help the boys to think back and talk about their experiences, develop insights, reduce negative feelings and connect their experiences to real-life situations. • **<u>Covid-19 regulations</u>** **Until regulations ease we will wear our masks and keep social distancing during all camp activities.** • <u>Photos</u> MENtors are welcome to take photos, but we strongly recommend that you do not share photos where faces are visible on your personal social media platforms. You can save them on your phone or PC for your own records and forward some of your best photos to *willie.ch@racter.co.za* via a dropbox- or google drive folder. This way TCC can make use of your photos on TCC social media pages. **Please do not share your photos on the camp whatsapp group**. • <u>Visitors</u> No visitors will be allowed to spend time with the boys alone. Only approved TCC MENtors are allowed to supervise the boys. Visitors can assist but not be placed in charge. • <u>Incidents</u> The camp host will carry the main responsibility at camp. Any incidents should be referred to the camp host who will contact the TCC Social Worker. The TCC Social Worker will then notify the mom.
Step 20 – Communicate drop off information	Camp host	• On the last day of camp let the moms know via the camp whatsapp group when we plan to leave camp, as well as when we actually leave. That will give them at least 45 minutes to get to the collection point. Also allocate / ask for a chaperone mom to be at the collection point. The chaperone mom will stay with the boys until everyone is collected.
Step 21 – M&E	Camp host	• All mentors must complete their M&E before leaving camp.

Step 22 – Evaluation on MENtors	Camp host	• The camp host must complete an evaluation on the MENtors before leaving camp.
AFTER CAMP		
Step 23 – Drop off	Camp host	• MENtors are not expected to wait around at the collection point. You can leave the boys with the chaperone mom.
Step 24 – Post camp message to moms	Camp host	• Send a message to the moms on the camp whatsapp group and mention that the boys received a page that they have to file at home. Example below; Hi moms, I hope all of you had a wonderful weekend:) We had a great time camping with the boys. They received a page with some notes. Please help them to file it 🙂 Photos will be posted on our Facebook page by latest Tuesday📸 Thanks and regards, Uncle Willie 13:03 ✓✓
Step 25 – Sit down with camp host to debrief	TCC Operations	• Sit down with the camp host to debrief the camp.
Step 26 – Post camp admin	TCC Operations	• Make sure the signed camp register goes back to admin for filing. • Go through and file camp feedback from the boys. • Review all camp feedback from the MENtors. • Adjust camp program where necessary.
Step 27 – Give camp feedback to moms support	TCC Operations	• Sit down with the moms supporter to discuss camp and camp feedback for the moms.

Know the risks:

DEHYDRATION

Dehydration occurs when you use or lose more fluid than you take in, and your body doesn't have enough water and other fluids to carry out its normal functions.

OVERHYDRATION

Overhydration happens when your body takes in or holds onto more fluid than your kidneys can remove. Drinking too much water or not having a way to remove it can cause water levels to build up. This dilutes important substances in your blood.

INJURY

Injuries can result from being reckless, the misuse of equipment, disregard of safety practices and other unadvisable activities.

DANGEROUS ANIMALS

It is wise to be aware of the potential dangers of the environments you camp in. By being conscious of what threats certain wild animals can pose, and by knowing how to properly react to those threats, you will greatly improve your chances to sucessfully survive an animal encounter.

WEATHER CONDITIONS

Threatening weather, like a thunderstorm, can become dangerous if you don't get yourself to safety.

Spiders that you might encounter:

Red Roman: The Red Roman Spider, also known as a Sun Spider, is a strange creature. Although its name suggests it is a spider; this is actually not the case. The only likeness that they share with spiders is that they have eight legs. These creatures are not venomous, although they are found to be very aggressive and can inflict painful bites.

Rain Spider: These spiders will often enter homes before rain, and they will prey on geckos. The size of these spiders, combined with the yellow and black banding on the underside of the legs exposed when the spider is in threat pose, give them a fearsome appearance. For humans the bite is no more dangerous than a bee sting. It causes a burning sensation, and swelling which lasts for a few days. Recovery is spontaneous and complete.

Common Wall Spider: These strange-looking spiders are flattened in profile, giving them the name 'Flatties' or 'Common Wall Spiders'. They are common in houses, garages and around large boulders. In the house they live on the walls or upside down on the ceiling. They are a bit larger than a R5 coin. They hunt insects such as mosquitoes, moths and flies**.** They are usually brown to grey with stripes and bands making them camouflaged on rocks. They are completely harmless to humans.

What to do in an emergency

Common sense and good decision making go a long way in keeping you safe. However, accidents can and do happen so it's good to be prepared and know what to do in an emergency.

Assess

- The main thing is to establish the extent of the injury to the injured party.

EMERGENCY NUMBERS

GAUTENG

MCSA Search & Rescue

074 125 1385 OR 074 163 3952

QRS (TCC Partner)

081 277 7777

HEMS (Hartbeespoort)

082 695 1240

WESTERN CAPE

MCSA Search & Rescue

021 937 0300

EASTERN CAPE

East London – fire / rescue / emergency

043 705 9000

Treat

- If the injury is minor and some basic first aid will treat it, then you know what to do.
- If the injury is more severe, but you are able and qualified to treat it, you can go ahead and do so.
- Administer CPR and treat for shock if necessary (refer to first aid SOP).

USEFUL APPS TO DOWNLOAD

Snake bite institute app

https://www.africansnakebiteinstitute.com/app/

Call for help

- If you are unsure how to assess the situation or unsure what the best course of action would be, you need to contact Mountain Rescue or the Emergency Services.
- As a broad guide, the rescue service will likely start by asking you specific questions about the incident. Be ready to provide:
  - Location
  - Number of people in your hiking party and names
  - Detail on injuries / casualties
  - Your phone number as well as others in the group
  - Incident detail – time it happened, what happened, etc.
  - Equipment available at your location
  - Landmarks or features at your location
  - Location coordinates if you have them
- The rescue service will use this information to help them make their own assessment of the situation. Based on that they will then give you advice on what you should do.