

# Weekend Programming Policy

June 26, 2013

It is the purpose of this policy to ensure the guests, as well as Shekinah staff members are taken care of, and are remaining safe in all aspects of their activities (participating, leading, facilitating etc.)

1. Either Kristy or Katie will ensure that the **times that the group requires programming** are available at least one week before the group arrives.
2. Either Kristy or Katie will ensure that **a Shekinah staff is booked in to provide this programming** to the rental group.
3. Most often this means the **climbing wall or the flying fox**, but sometimes it could also include the initiative tasks or even canoeing (depending on a Shekinah staff gaining their canoe 1 certification).
4. There **MUST be radio communication** between the staff person and someone remaining at the main site (ie near a phone). This is to ensure we have ways of taking care of people in the case of an emergency. If an emergency does occur, please follow the emergency procedures as listed by the phones to address the situation.
  - a. The staff that is booked in to provide the weekend programming (the programmer) is responsible for acquiring a radio for themselves and ensuring that they pass off a radio to someone remaining at the main site.
  - b. The programmer will also confirm the channel for the radio.
  - c. The person who is remaining at the main site could be (one of the Friesen's, Sherrylyn (although she often goes home for a break at some point in the afternoon), Lisa, one of the other residents on site (Katie or Curtis) or even a member of the rental group who is not coming out for the programming.
    - i. This person **MUST** have the radio **ON THEIR PERSON** during the programming hours.
  - d. The programmer then....once having completed the session with the rental group will collect the radio from the main site person and return it to the charger in the office.
5. Safety checks, set up and take down are **not included in this pay**. The group is charged for programming time only and therefore, staff only mark down the programming hours on their time card.
  - a. This means walking out to do set up prior to the booking time for the group. It might mean walking back to walk with the group out to the activities, or if it has been communicated to the contact person from the rental group...it might be suitable to meet the group out at the activities.
6. The programmer will also let the weekend host (most often Chris Friesen), of **the number of hours** of programming so it can be adjusted on the invoice.
7. The **rate of pay for weekend programming** is \$30/hour and must be turned in on a time card as this is additional pay to normal work hours. If programming like this occurs during office hours during the week day....this rate of pay does not apply and becomes part of ones regular work hours.
8. If the **weather looks unpredictable or wet**, these activities cannot run. The programmer is then responsible for being in communication with the contact person for the group regarding the cancellation of the programming:
  - a. For the flying fox: if the runways (wooden board walk) are wet...the activity cannot run and should be ended if it starts raining mid activity.
    - i. Sometimes this is a difficult decision because everyone wants a turn. Please use your judgement. If it is too wet/slippery/unsafe, you must end the activity. It is not worth jeopardizing safety just so everyone gets a turn. It might mean that people are disappointed. This decision still has to be made.
  - b. For the climbing wall: if the belay site platforms are just wet (ie. it has rained prior to the activity time), the activity can still run. If however it is raining, the activity cannot run, or must be ended mid activity.
  - c. The group will not be charged for the programming if it does not run at all, and the times will be adjusted based on the actual time the activity was lead by the programmer.

## **9. Equipment:**

- a. It is mandatory that ALL equipment is THOROUGHLY checked over prior to every group using the equipment. This MUST be recorded in the documentation book which is kept in the storage cupboard behind the climbing wall.
- b. It is also mandatory that additional safety checks are completed prior to EACH PARTICIPANT going through the activity...every time.
- c. If it is wet at the activities, please ensure that everything is being done to take care of the equipment:
  - i. Don't leave equipment lying in the mud. Use the coat hooks. Have participants sit on the benches to put on the harness (instead trying to put it on standing and stepping all over them!)
  - ii. If harnesses get muddy, please bring them into the office so they can be washed prior to the next group using the activity (warm water (not hot), with a mild soap...scrubbed, rinsed, squeezed out and hung to dry (no dryer or washing machine use AT ALL)).

## **10. Activity restrictions:**

### **a. Age:**

- i. Climbing Wall: ages 10 and up only (or as limited by harness size. There MUST be a good fit).
- ii. Flying Fox: ages 6 and up only (or as limited by harness size. There MUST be a good fit).

### **b. Weight:**

- i. We do have one XXL harness. It is a certified harness. However, it is our other equipment (pulleys, ropes etc.) that also need to be considered. It is a difficult situation to tell someone that they cannot go due to their weight, but it has happened. If you are hesitant, it is not worth the risk. Use your judgement.
- ii. It is important that young/light participants are caught on the end of each of the flying fox runs. Please make sure there is someone there to fill this role.

**11. It is vitally important that we are doing everything possible to take care of each participant who is doing these activities....these actions also help us to take care of ourselves and each other.**