



REGULATIONS FOR STAFF MEMBERS

The following regulations have been established as a means of governing the conduct of our summer staff members. We expect **all parents and potential wait staff** to read and understand them. Your acceptance of these regulations will be returned to the chairpersons of the Human Resources Committee and must be co-signed by both the wait staff applicant and both parents/legal guardians. **Your application for ICFC staff will not be considered complete unless you sign and submit these regulations.**

General Regulations

- Abstain from the use of drugs of any kind, including marijuana, unless prescribed by a physician.
- Observe and obey Canadian Law as it pertains to alcohol consumption. Canadian Law forbids the consumption of alcoholic beverages by anyone under the age of 19 years.
- Smoking by the staff is strongly discouraged. Smoking in the waiter cabins or camp structures is absolutely forbidden. In Canada smoking materials may not be purchased by anyone under the age of 18.
- Open flames, burning incense, mosquito control candles, regular candles, and or striking of matches or lighters are not permitted under any circumstances in the cabins.
- Keep your room clean and neat and respect the privacy and property of others.
- Staff members will respect physical camp property; ***willfully damaged property will be deducted from summer wages.***
- Staff members will attend all club functions and participate in club activities such as Saturday night parties and Sunday vespers.
- Do not remove food or dishes from the dining room or kitchen.
- Respect the designated “quiet” hours (**between 11:00 PM and 7:00 AM**) that apply to all club members.
- Do not enter any private cottage or other private property unless in the company of the owners. ***This includes family cottages and boats.***
- Be courteous, respectful, and mindful of all ICFC persons, including all members, guests, staff waters, maintenance crew, kitchen staff, and caretaker staff.
- Abstain from activities or behavior not in the best interests of ICFC, its members, guests, and staff.
- No swimming after dark.
- Staff members may not use their cell phones during meals while working in the dining hall, even if they are working in the kitchen and not in the main dining room.
- Lifeguards may have their cell phones on them for emergency purposes, but may not be on their phones while lifeguarding in any way that may distract them from watching swimmers.

Staff Quarters

- No person should enter another staff person’s room without permission.



- Each person will be assigned, on a rotating basis, duties for keeping common areas clean. Bathrooms, porches, halls, and grounds surrounding buildings and the laundry room are common areas.
- The leader team will make inspections of rooms and common areas on a regular basis. Inspections of rooms and common areas by members of the Human Resources Committee may be made on an announced basis.
- After 11:00 PM and before 7:00AM music should be loud enough only to be heard in one's room. At other times moderation is the standard.
- Members, members' children, guests, or anyone not on the wait staff or leader team are not permitted in wait staff quarters at any time.

Leaving Sight of Camp

- No individual should attempt a hike in the woods without permission of the leader team member on duty and never hike in the woods alone.
- When leaving sight of camp by water, a sign-out sheet must be completed.
- No boats should leave the immediate camp area without discussing it with the leader team. A sign-out is not permission for extended trips to the open, marinas, etc. Planning for extended trips should be completed and cleared with the leadership team.
- No boat should go into the open without the company of at least one other boat.
- No person should leave sight of camp alone.
- Persons overdue by more than one hour beyond the estimated time of return or within one hour of dark will become objects of search parties and could be subject to disciplinary action.
- Staff members are not permitted in the maintenance staff's camp or cabins or the kitchen staff's cabins.

Boating

- Staff boating privileges will be assigned on an individual basis. No staff member will be allowed boat-driving privileges without a Canadian boating license.
- Suitable Canadian Coast Guard approved floatation devices must be in each boat for every person in that boat. Staff members must wear them at all times while in a boat.
- All appropriate equipment required by Canadian Coast Guard regulations must be in all boats operated by staff.
- Ski boats must carry an operator and observer at all times. Skiing and tubing will not be permitted at dusk or after dark.
- All Ontario and Canadian boating regulations must be followed.
- Staff members (*including members' children*) may lose boating privileges if acting irresponsibly. Boating safety will not be compromised.
- Boating privileges may be revoked by the leader team as a form of disciplinary action.

Appearance

- When serving the camp, the dress and general appearance of staff will be clean and neat.
- Young men will be clean-shaven.



- The hair of all persons will be kept so as to prevent interference with one's work. Long hair in the dining hall must be tied up or netted.
- Footwear in the dining room must be designed to prevent injury to feet from falling objects and hot spills. Open shoes, sandals, and clogs are not designed to meet those requirements. Loafers, topsiders, and sneakers are permissible.
- Waiters will be supplied aprons. Attire while waiting on tables will be aprons over white shirts and khaki or tan pants or shorts. Girls may wear khaki or tan skirts. White tee shirts are permissible; art or writing on them is acceptable if it is in good taste, according to the decision of the Human Resources Committee. All apparel must be of appropriate length according to the decision of the Human Resources Committee.

Leadership Team: Camp Coordinator, Head Waiters, and Bookkeeper:

The leadership team as a whole is responsible for all conduct of the staff, but the headwaiters primarily are responsible for dining hall operations.

In any situation *the headwaiters, coordinator, and bookkeeper have the power and authority to act in the most constructive manner they see fit*. If a situation arises that may jeopardize the continued summer employment of a staff member, the club leaders (Business Manager, Club President, Human Resources Chairpersons, and in-camp Human Resources Committee members) will apprise the staff member's parents of the situation as soon as possible. The staff member's parents will be notified of the outcome.

General Agreement

This form authorizes the Iron City Fishing Club to deduct from the waiter's pay any debts incurred as a result of purchases from the camp store and any other expenses incurred. By signing this form, both the potential staff member and his/her parents/guardians acknowledge that violating any of these regulations will result in disciplinary action and could result in immediate termination of the waiter's employment. Should this occur, the waiter must vacate camp within 24 hours and not return for the entire encampment. If, for any reason, Iron City must make travel arrangements, all travel costs will be deducted from the waiter's pay and any additional amounts due will be charged or billed to his/her parents/guardians.

All parents, members, and guests are expected to support these regulations for the benefit and safety of their children and the entire ICFC community.

Applicant's name

Applicant's signature

Parent's/Guardian's name

Parent's/Guardian's signature



Parent's/Guardian's name

Parent's/Guardian's signature

Date