

Ontario Provincial Association (OPA)  
Chapter of Family Campers & RVers (FCRV)  
Campout Guideline  
Revised: 2 January 2017

Abbreviations Used

CC	Campout Committee
FCRV	Family Campers & RVers
OPA	Ontario Provincial Association (chapter of FCRV)
BD	OPA Board of Directors
CC	OPA Campout Coordinator
CG	OPA Campout Guideline
OPP	Ontario Provincial Police
OTA	Ontario Teen Association
RV	Recreational Vehicle
VD	OPA Voting Delegate
VDM	Voting Delegates Meeting

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**Campout Guideline (CG)**

The CG consists of (a) certain **requirements** and (b) certain **guidelines**. Its purpose is to assist the Host Chapter in its preparation for either of the OPA semi-annual camps. The CG may also be used as a help in preparing chapter campouts.

The information contained in this guideline has been obtained from the following sources:

- FCRV Campvention Guidelines Committee;
- Experiences and suggestions of previous OPA Campout chairs;
- Suggestions by the CC;
- Suggestions submitted by all OPA standing committees; and
- Members of the BD.

It is hoped that each chapter may benefit from these guidelines through a better understanding of some pitfalls of oversight and avoidable miscalculations. We wish to thank each OPA member who has willingly contributed their time and experience to compile this data. If a host chapter or campout committee cannot understand or adhere to any of these OPA campout guidelines, they should consult with the CC.

**CAMPOUT EXECUTIVE**

1. The Host Chapter must appoint the following as a campout executive:
  - Chair
  - Co-chair

- Secretary
- Treasurer
- CC
- OPA President (ex-officio)
- OPA Teen Director (ex-officio)
- OPA Youth Director (ex-officio)

**DUTIES of the CAMPOUT EXECUTIVE**

**Chair**

The Campout Chair is responsible for the co-ordination of all activities associated with the campout. Notify local police and OPP as to the location of the campout and the time when people will be arriving.

**Co-Chair**

The Campout Co-chair will back-up the Campout Chair in case of sickness or other disaster and fulfill any duties that the chairperson deems necessary.

**Secretary**

The Secretary shall

- Keep minutes and records of all meetings;
- Look after correspondence; and
- Send one copy of all minutes to the CC.

**Treasurer (See also Appendix F)**

The Treasurer shall

- prepare and have available a report of expenses and progress at all times;
- see that the campout bank account is titled “20\_\_ Spring or Fall Campout”;
- see that all monies are handled only through the campout bank account;
- see that all cheques/money orders are payable to the “20\_\_ Spring or Fall Campout”;
- ensure that all campout expenses are paid by invoice only; and
- see that a completed itemized and audited financial statement including the provision of the Incentive Program (see Appendix H) financial split is prepared and presented at the OPAVD as follows:

Spring Campout	by 30 September same year
Fall Campout	by 01 November same year

**Campout Coordinator (CC)**

The CC shall:

- Ensure that the Campout executive prepares the campout bid and submits same to CC in sufficient time for the required next 2 steps to be done;
- Ensure that Campout bid includes the following:
  - Date and location of campout;
  - A list of available facilities and grounds;
  - A tentative letter of intent or agreements;
  - A list of campout chairs;
  - A tentative budget showing registration and camping fees and incentive details; and
  - Any special campout crest or memento associated with the campout.

The CC shall:

- Ensure that the campout bid lists the proposed program activities;
- Receive and check the campout bid to see that it meets the requirements of the guideline; and
- Present the Campout bid to the OPABD prior to its presentation at the VDM.

### **Campground Contract (Appendix B)**

The campout executive shall secure a tentative contract with individual(s) who control said property to be leased by OPA.

The contract shall specify that it covers the period needed as follows:

- Date that early-bird campers are permitted on the campground;
- Date that regularly registered campers are permitted on the campground;
- Period of actual camp; and
- Date of final departure from the campground.

For this contract to be valid and binding, it must be approved by the OPA voting delegates or the BD. Under emergency conditions, the BD may give tentative approval, such approval to be ratified at the next VDM.

A copy of the suggested contract is attached (see Exhibit D). However, alterations to this suggested contract may be made to suit local conditions.

### **FCRV Liability Insurance**

The executive shall obtain liability insurance. FCRV liability insurance is required to protect OPA and the hosting chapter(s). This insurance is free of charge. To obtain application forms, contact the Provincial Director.

Teens are the responsibility of parents at all times.

### **Operating Areas**

The executive should appoint the following chairpersons under the following operating areas:

#### **GROUNDNS - General**

The Grounds committee shall

- Ensure that provision is made for planned activities (shelters if possible);
- Ensure that all Ontario health, traffic and liquor regulations are obeyed;
- Ensure that sufficient maps or photos of the area are obtained so as to be able to visualize the lay of the land;
- Ensure that the proper amount of land is available for all planned activities and programs;
- Ensure that no trailer, RV or tent is allowed on an area where long grass (newly cut or otherwise) is still laying;
- Consider providing for the removal of trailers or RV's due to inclement weather;
- Provide one electrical outlet for use by first aid personnel;
- Provide at least one 15 amp electrical outlet for each RV;
- State in all advertising that there is no electricity if such is the case;
- State the type of electrical service available on the registration form; and
- Not allow bicycles to be ridden on the campgrounds on Friday.

NOTE: Bicycles may be used by campout committee for official business.

It is expected that each member will control their campfires and contain them in an above ground container. In addition, it is expected that the size of the fire is to be such that it will not be a danger to anyone or anything. The allowing of campfires will be the decision of the hosting chapter(s) and the owner of the land.

All pets are to be on a six foot leash at all times and clean up after your pet. No pets shall be allowed in any building except for service dogs.

#### **GROUNDNS - Commercial Area (Exhibit E)**

The Commercial Area includes all chapter project sales; field staff penny sale; and private venture sales of goods/services.

The Host Chapter is responsible for organizing the following Commercial Area items:

- Location (a certain building, etc)
- Adequate table and chair availability
- Ensuring that the necessary tables & chairs are set up at an appropriate time prior to the activity taking place;
- Ensuring that all such tables and chairs are taken down and stored appropriately.

### **GROUNDNS - Emergency services**

Emergency situations should be handled by the Campout Chair.

The Campout Chair shall provide a telephone number so that family/friends may contact a camper in the case of an emergency at home. Those people providing emergency services should be located together if possible. Emergency services include fire and first aid and shall be provided during the official hours of the campout.

The Campout Chair shall cause to be prepared a file of all emergency agencies as follows:

- Nearest hospital to the Campout campground and directions to that place;
- Nearest doctor and contact information;
- Nearest ambulance service and contact information; and
- Fire department contact information.

In the case of lost or missing persons, an organized search shall take place only after the local police department; the OPP have been notified. Such search shall take place in conjunction and with the full knowledge of the Host Chapter Security personnel.

### **GROUNDNS - Parking Committee**

The Parking committee shall

- Ensure that each RV is parked so it could be removed quickly and independently in case of emergency and in accordance with local fire regulations.
- Ensure that all vehicles are parked so as to permit emergency vehicles complete access to all areas of the campground.
- Ensure that campsites close to the activities area are reserved for the OPA Provincial Director; the OPA Assistant Provincial Director; the OPA Immediate Past President; the OPA President; the OPA Vice-President; the OPA Treasurer; the OPA Corresponding Secretary; the OPA Recording Secretary; the OPA Voting Delegates Representative the OPA Membership Chair; the OPA Teen Director and the OPA Youth Director.
- Ensure that camping takes place only at assigned campsites.

### **GROUNDNS – Sanitation**

Sanitation includes oversight of washroom facilities; oversight of dumping facilities; oversight of garbage disposal; and ensuring that the campground is cleaned up completely prior to the final departure of members of the Host Chapter Campout Committee.

Grounds - Sanitation personnel shall

- Ensure that toilets are strategically located throughout the campground;
- Ensure that its duties and responsibilities are carried out with full knowledge and adherence to local board of health regulations.
- Ensure that there are a minimum of two portable toilets located on the campground only if necessary.
- Ensure that adequate dumping facilities are provided and that the cost is identified and included in the campout fees.

### **GROUNDNS - Security**

Security includes controlling access to the campground; controlling exit from the campground; and general supervision of campers while on the campground property in order to limit unnecessary disturbances.

As previously stated, security on the campground is the responsibility of the hosting chapter(s).

### **GROUNDS – Staking**

The Staking Committee shall:

- Consider providing a campground having roads that are a minimum of 10.668 m (35 feet) wide;
- Consider providing camp sites that are a minimum of 7.62 m (25 feet) in width and a minimum of 13.716 m (45 feet) in length; and
- Recommend that a map be made of the proposed campground showing all roads, lots, facilities, etc.

### **CAMPOUT ACTIVITIES**

An OPA Campout should include time for the following activities:

#### **Entertainment**

Some form of entertainment should be arranged by the Host Chapter for each evening, including all necessary facilities for this entertainment.

#### **Flags**

A secure building for displaying the proper flags should be provided. The proper flags are available through the Provincial Director and OPA President. Flag protocol is available through the Provincial Director and shall be observed.

#### **Opening Ceremonies**

The official opening of the campout is held Friday evening. This usually includes the introduction of Regional Directors, Provincial Directors, OPA Presidents, local dignitaries, Teen Royalty, and the campout chairperson. This is a time for greetings and announcements.

#### **OPA Awards**

This happens at Spring Campout only and is run by BD and Membership Director.

#### **Voting Delegates Meeting**

This meeting is usually held Sunday afternoon at 1:00 pm. An adequate facility for this meeting will be provided by the Host Chapter.

#### **Campout Activity Awards**

This is run by the Host Chapter and relates to games and contests.

#### **Teen Royalty Pageant**

See Appendix I

#### **Pre-Teen Royalty & Teeny Royalty Contests**

See Appendix I

#### **OPA Scholarship Awards**

This is run by the Scholarship Director and happens at Fall Campout only.

#### **Sound System**

CC will arrange to have the OPA sound system in place for all indoor meetings/entertainment/award ceremonies.

#### **Adult Games**

Adult games are at the discretion of the Campout Committee with the exception of lawn jarts and any games not sanctioned by FCRV liability insurance. Adult games usually include washer toss

and horseshoes. The winners (or alternates) of these games may go on to compete at FCRV Campvention. The necessary forms are available through Earl Swan.

### **Campers Actively Moving Program (CAMP)**

This is run by the CAMP Director.

### **Church Service**

The Host Chapter shall provide a camper's church service.

### **Additional Activities**

The Host Chapter may choose to provide additional activities such as parades, site decorating contests, pet parades, and suppers. These are all fine as long as the required OPA activities mentioned above are included.

### **Printed Program (See Appendix B)**

The printed program shall include the time & place of each of the above-mentioned activities.

### **Crests & decals - OPA**

OPA shall be responsible for the purchase and sale of the OPA campout crest and decals.

### **Crests & decals – Host Chapter**

If a crest depicting the Host Chapter is to be used, it shall be submitted with the Campout bid. In this case, the Host Chapter may make itself responsible for the cost of same. In this case the cost shall be borne by the Host Chapter.

### **Historian**

This activity takes the form of a chapter scrapbook contest. Chapter scrapbooks must be submitted in sufficient time to allow judging and for prizes to be awarded at the Spring Campout.

### **Hospitality**

The Campout Committee will arrange ahead of time for chapters to host the hospitality for a particular night. Related costs shall be part of the campout finances.

### **Parade**

At their discretion, the Host Chapter will decide whether to provide this program. Before undertaking to have a parade, the hosting chapter(s) shall check and clear such an item with local city officials and police.

### **Prizes**

The Campout Committee may arrange for prizes to be given for campout activities. Related costs shall be part of the campout finances.

### **Projects**

The Campout Committee shall include on the Registration Form a place where a chapter may register to put on a particular project.

### **Teen Activities**

Teen activities include but are not necessarily limited to the OPATD meeting; the OTA executive meeting; the OTA general meeting; and the Poor Person lunch.

Teens choosing to take advantage of the Age of Majority law (consuming alcoholic beverages) will not be allowed to participate in any teen activities that day. In addition, any teen under, or suspected of being under, the influence of drugs will not be allowed to participate in any teen activities that day.

The onus is on the teen to prove he/she is not under the influence of alcohol/drugs.

Any teen on site shall carry his/her OTA identification card at all times. He/she must ensure that the OTA ID card is encased in plastic and must carry it in his/her wallet. He/she must remove it from his/her wallet to show it as required.

The Host Chapter shall provide a supervised teen program.  
The OPATD shall provide guidelines for teen activities. This means an oversight role. This does not mean that the Teen Chair must provide a hard copy of Teen Guideline.

All organized teen activities shall be under the jurisdiction and direction of the OPATD. Time shall be provided for teen activities at both the Spring and Fall Campouts. This time shall be arranged between the OPATD and the OPACC.

### **Teen Royalty Pageant**

See Appendix I

### **Youth activities**

The Host Chapter(s) is responsible for, and shall provide, a supervised youth program. However, all youth are the responsibility of the parents at all times. The Youth Director (YD) shall provide guidelines for youth activities as an oversight role. This does not mean that the YD must provide a hard copy of Youth Guideline. All youth program expenses are the responsibility of the OPACC.

### **Youth Royalty Contests**

See Appendix I

### **Publicity**

The host chapter should make every reasonable effort to publicize their campout by use of the following:

OPA website;

Presentations at campouts;

E-mail to all chapter presidents; and all reasonable means of publicity.

### **Registration Form**

This should be designed and distributed well ahead of the actual campout.

Provision should be made for pre-registration and gate registration.

Provision should be made for gate handouts.

## Appendix A – CAMPOUT BID

Date

Campground location

Campground Facilities –list of available buildings and use for each

Campout executive

Chair

Co-Chair

Secretary

Treasurer

Campout Co-ordinator

Special Crests Yes No Attach sample



## Appendix B – CAMPOUT CONTRACT

Sample Contract

This agreement dated \_\_\_\_\_ between

\_\_\_\_\_  
Name of Campground Owner (hereinafter called Party A)

and the \_\_\_\_\_ Chapter

of the Ontario Provincial Association (a chapter of Family Campers & RVers and hereinafter called Party B);

Whereas Party B desires to hold its Victoria Day/Labour Day Campout on the property owned and managed by Party A;

Now therefore the agreement witnesses that the parties hereto agree as follows:

1. Party A agrees to make available to Party B and its members all of its grounds;
2. Party A agrees to provide:
  - a) Its Main Meeting Hall herein called

\_\_\_\_\_  
Complete with any rooms associated with the above-named hall to include its kitchen and facilities, its tables and chairs as required by Party B; its stage either fixed or portable; its electricity and hot and cold running water;

- b) Its Teen meeting hall herein called

\_\_\_\_\_  
complete with tables and chairs as required by Party B; its washrooms and its electricity;

- c) Its water and washroom facilities; namely the use of its permanent washrooms and to supply at least double sets of male/female portable washrooms as required by Party B; these above-named facilities to be in accordance with the appropriate provincial and local regulations; Party A to supply toilet tissue and be responsible for the emptying and cleaning of the above-named facilities at least once during the campout weekend;

also water to be available for the use of campers in accordance with the appropriate provincial and local regulations.

- d) Refuse

Party A to provide an adequate container(s) and provide for removal of same at its expense; such equipment to be located near the campground exit. Each of Party B's members shall be responsible for cleaning his/her own campsite and placing all refuse in the above-named container upon exiting the campground.

- e) Electrical

The electrical facilities currently on the campground property shall be available for Party B's use.

- f) RV Holding Tank Dumping

Party A agrees to provide a septic tank or sewer facilities for the purpose of Party B's members attending the campout emptying his/her RV holding tanks as required.

g) First Aid

Party B shall provide all necessary first aid facilities on the campground property during the campout period;

h) Commercial Display and Chapter Project Area

Any financial transaction is the responsibility of Party B.

i) Pre-Campout Arrangements

Properly identified committee members belonging to Party B may, in order to prepare the campground property, camp without charge on said campground property for a maximum of two (2) weekends prior to the campout.

j) Post-Campout Arrangements

At the conclusion of the campout, Party B shall be responsible for the campground property cleanup. Properly identified members of Party B may camp without charge for one (1) weekend immediately following the campout as required.

k) Liability Insurance

Party B agrees to indemnify and save harmless Party A from all loss, costs or damages for injury to persons or property within the area used by Party B pursuant to this agreement and for the period covered by this agreement, and whether such persons be Party B's members, their invitees or licensees, except such injury as may be caused by Party A's negligence, and to provide at Party B's expense, suitable insurance coverage for the aforesaid purpose satisfactorily to Party A.

l) Exclusive Use of Property

It is understood and agreed that Party B shall have the exclusive use of Party A's property during the period commencing at 7:00 AM on \_\_\_\_\_  
(dd/mm/yyyy)

and concluding at 5:00 PM on \_\_\_\_\_  
(dd/mm/yyyy)

Party B shall be responsible for policing the gate(s) and may refuse admittance to all persons during the campout period other than to registered campers and properly identified members and Party A's staff.

m) Party B shall be responsible for the collecting of all monies associated with the campout;

n) Party B agrees to pay for the campground ground property defined in Article 1 including the items identified the sum of \_\_\_\_\_

\_\_\_\_\_dollars and cents in words

\_\_\_\_\_dollars and cents in figures)

o) No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by both parties hereto or their assignees. No other Agreement oral or otherwise regarding the subject matter of this Agreement shall be deemed to exist to bind any of the parties hereto.

In witness whereof the parties hereto have affixed their signatures.

\_\_\_\_\_  
\_\_\_\_\_

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Date \_\_\_\_\_

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Chapter of FCRV

**Appendix C – ORGANIZATION CHART**

Campout Chair  
Campout Co-Chair

**PUBLICITY**

Website  
Reg'n form  
Newsletter  
  
Parade  
Teeny Royalty Contest

**GROUNDNS**

Parking  
  
Sanitation  
Staking  
Prizes

**PROGRAM**

Adult  
Entertainment  
Adult games  
Historian  
Pre-teen Contest  
Teen Royalty  
Youth activities

**REGISTR'TN**

Pre-reg'n  
Gate reg'n  
Goodie bags  
Hospitality  
Teen activities

## Appendix D – SAMPLE PROGRAM for SPRING OPA CAMPOUT

### FRIDAY – Date

#### Note

As applicable give the location

- 7:00 PM Chili hospitality hosted by Brockville Eager Beavers
- 7:00 PM Sign-up sheets for adult games, teen activities, youth activities and Sunday entertainment
- 8:00 PM Field Director's meeting

### SATURDAY – Date

#### Note

As applicable give the location

- 8:00 AM SPC (Self-Propelled Camper) walk
- 10:00 AM Opening ceremonies & Announcements
- 11:00 – 12:00 Pop tab weigh-in coordinated by
- 12:00 NOON Hot dog hospitality hosted by Kingston Road Runners
- 12:30 PM Teen meeting
- 1:00 PM Conservation posters created
- 1:00 PM Washer toss
- 1:30 PM Set up for Penny Sale, Project sales
- 3:00 PM Penny sale, project sales, ice cream sundaes
- 3:00 PM Immediately following penny sale, door prizes will be announced.
- 6:30 PM Announcements
- 7:30 PM Campfire, weather permitting
- 7:30 PM Euchre tournament

### SUNDAY - Date

#### Note

As applicable give the location

- 10:00 AM Campers Church Service, memorial service, award presentations

#### Note

State to which organization the collection will be given.

- 12:00 Soup hospitality by Ontario Fire Flies.
- 1:00 PM OPA Voting Delegates Meeting
- 7:00 PM Announcements, awards, and closing ceremonies
- 7:00 PM Entertainment and campfire (weather permitting)
- 7:30 PM Entertainment

Following entertainment, hospitality hosted by

### MONDAY - Date

Thanks for coming.

Have a safe trip home.

## Appendix E – SAMPLE PROGRAM for FALL OPA CAMPOUT

### FRIDAY

#### Note

As applicable give the location

<b>Time</b>	<b>Description</b>
2:30 PM	Card bingo for early arrivals
7:45 PM	OPA Board meeting (as required)
8:00 PM	Opening ceremonies
8:30 PM	Card bingo

Following bingo, hospitality hosted by  
Also following bingo, First-Timers meeting

### SATURDAY

#### Note

As applicable give the location

<b>Time</b>	<b>Description</b>
8:00 – 9:30 AM	Breakfast sponsored by
9:30 AM	Demonstration/seminar by
9:30 AM	Horseshoes coordinated by
10:00 AM	Youth program (state location)
10:30 AM	Washer toss coordinated by
11:00 – 12:00	Pop tab weigh-in coordinated by
1:00 PM	Open time – Possible CAMP walk
2:30 PM	Sundaes
3:30 PM	DASAT seminar
7:00 PM	Sports awards presented
7:15 PM	Teen Royalty pageant (Fall Camp only)
7:15 PM	Announcements
7:30 PM	Entertainment

Following entertainment, hospitality hosted by

### SUNDAY

As applicable give the location

<b>Time</b>	<b>Description</b>
8:00 AM	CAMP walkers meet
9:00 – 10:15 AM	Field staff workshop
10:30 AM	Campers Church Service
<b>Note</b>	State to which organization the collection will be given.
11:30 AM	Anniversary & Provincial Award presentations
11:45 AM	Poor Person Lunch
1:00 PM	OPA Voting Delegates Meeting
3:00 PM	Setup for Penny Sale
3:30 PM	Penny sale, chapter projects
7:15 PM	Announcements
7:30 PM	Entertainment

Following entertainment, hospitality hosted by

**MONDAY**

8:00 AM                      Dump stations open

Thanks for coming.

Have a safe trip home.

**THINGS YOU NEED TO KNOW**

- 1    No on-grounds security. Put all your valuables away.
- 2    Please wear name tags at all times.
- 3    Please bring mugs or cups to all hospitalities.
- 4    For the breakfast bring plates, cutlery, etc
- 5    No pets in the building. Please clean up after your pets.
- 6    Please follow Ontario liquor laws.
- 7    Parents/guardians have first responsibility for their own teens/children.
- 8    No individual fires.
- 9    Quiet time in 12 midnight to 7:00 AM. All teens must be on their own campsite.
- 10   If you have a problem, check with your OPA representative.
- 11   Announcements will be made each evening before the program.

**Appendix F – CHAPTER PROJECT or COMM'I SALES**

NOTE: The chapter named below must be a member of OPA

Chapter or Company Name \_\_\_\_\_

Person Responsible \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

Province \_\_\_\_\_ Postal Code\_ \_\_\_\_\_

Projects/Items for Sale

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed



## **Appendix G – FINANCIAL**

In general, it is logical to record receipts from ALL income-producing activity and disbursements from ALL expense-producing activity. Only then will a true financial picture be obtained of the campout.

### Receipts

- Registration fees, advance
- Registration fees, gate
- Early bird fees
- Camp (Activity) fees, advance
- Camp (Activity) fees, gate
- Campground damage deposit returned
- Church service collection
- Donation from (name of chapter)

### Disbursements

- Campground, facilities rental
- Campground, damage deposit
- Pancake breakfast, sausage
- Pancake breakfast, pancake mix & supplies
- Games prizes
- Donation to (name of charity)

From the above data one can determine that some items were not included that should have been included (e.g. hospitality or a meal). These reasons might include:

- The activity/event was not held that year; or
- The receipt/expense was allocated elsewhere.

## APPENDIX H – HOST CHAPTER COMPENSATION (draft only)

Prepared by Jim Keenleyside  
Prepared for OPA Board of Directors  
Prepared on 21 November 2016

### Abbreviations Used

CC	Campout Coordinator
FCRV	Family Campers & RVers
OPA	Ontario Provincial Association
OPABD	Ontario Provincial Association Board of Directors

### Background

CC (Earl Swan) has, for a considerable period of time, found it difficult to recruit a chapter(s) to host the OPA semi-annual (Spring & Fall) campouts. There have been occasions when a non-chapter group stepped in to fill this role. Several reasons for this include (a) decreasing chapter membership and (b) increasing average age of chapter members. There have been specific programs designed to address this situation. Such programs include but are not limited to (a) operation of a sales booth at local RV shows; (b) the FCRV CADET program; (c) the OPA website (updated) now linked to its FCRV counterpart.

### Incentive Program

For at least twenty years, OPA, through its CC, has negotiated with chapters a campout agreement. Part of such an agreement related to the sharing of campout proceeds. What is being proposed is a program to further encourage chapters to come forward to host the semi-annual campouts.

The specifics are as follows:

1. As has been the case in the past, OPA agrees to absorb any loss incurred in a semi-annual OPA campout.
2. An amount of \$1000.00 will be given by OPA to the Host Chapter upon completion of all parts of the campout hosting process as outlined in the OPA Campout Guideline.
3. Any amount given by the Host Chapter to OPA Scholarship Fund is 100% within the purview of that chapter.
4. Any amount given by OPA to OPA Scholarship Fund is 100% within the purview of OPA and forms part of the annual OPA budget process.

### Possible Campout Financial Outcomes

- |   |                                   |
|---|-----------------------------------|
| 1. Loss   | 100% absorbed by OPA              |
| 2. Profit before distribution is less than \$1000 | \$1000 paid to Host Chapter (HC)  |
| 3. Profit before distribution is more than \$1000 | \$1000 + 50% of excess paid to HC |

## Appendix I – TEEN ROYALTY GUIDELINE

Date of Most Recent Revision

26 November 2016

### Abbreviations

FRU	First Runner Up
NCHA	Nat'l Campers & Hikers Association
OPA	Ontario Provincial Association
OPABD	OPA Board of Directors
OPACC	OPA Campout Committee
OTA	Ontario Teen Association
TR	Teen Royalty

### TR Contest Rules for Ontario

1. The TR contest will be organized and run at the Fall OPA campout by the OTA Director or the OPACC.
2. Parents of the contestants, or, in the case of the contestant holding their own FCRV (NCHA) membership, must be a paid-up member, and a member in good standing of FCRV (NCHA) and OPA for the current year.
3. The age limit is thirteen (13) to nineteen (19) inclusive. The contestant must be thirteen (13) to nineteen (19) years old on the day of the contest at National Campvention.
4. The contestant must be single and at no time have been married. The contestant's moral character should exemplify the goals of FCRV (NCHA) and OPA by exhibiting wholesome and respected qualities associated with family-oriented values subject to approval by the OPABD and OTA Director.
5. All contestants must be registered with the TR contest chairpersons by 15 August of the current year. This date may be extended without notice by the OTA Director. Contestants must be present at the time of judging.
6. Queen contestants will be judged on the following:
  - Gown – The floor length evening gown is chosen in taste for teenage competition (no slits or revealing tops).  
Scoring will be worth 30 points – 10 each for POISE, WALK and APPEARANCE.
  - Talent – Talent is not limited to the performing arts. It may be displayed in any category as long as it can be performed on stage and is an individual talent. Talent is limited to three (3) minutes with one (1) minute allowed for over-run. Five points will be deducted for each fifteen seconds, or fraction thereof over the four-minute time limit, from the judges' composite talent score for any contestant exceeding the limit. The contestant is limited to one live accompanist or taped/recorded musical background.  
Scoring will be worth 30 points – 10 each for POISE, DEGREE of EXPERTISE and OVERALL PERFORMANCE
  - Prepared speech - Contestants will be required to give a one minute minimum, one and one-half maximum, talk on a subject of their choice.  
Scoring will be worth 30 points – 10 each for TOPIC, INTEREST and DELIVERY.
  - Question – Contestants will be required to answer a question picked at random, or selected by the OTA Director. Each contestant will be asked the same question, or the

contestant will be asked to pick an envelope from a group for his/her question. This decision will be made at the beginning of the contest.

- Scoring will be worth 20 points – 10 each for SPEAKING on TOPIC and DELIVERY.
  - 
  - Street outfit – The contestant is to pick an outfit suitable for street wear. Jeans of any type will not be accepted. Shoes of some type must be worn.
  - Scoring will be worth 30 points – 10 each for POISE, WALK and APPEARANCE.
7. (a) The Ontario TQ will relinquish her title if, during her reign as Ontario TQ, she becomes married, conducts herself in a manner that is contrary to the moral goals of FCRV (NCHA) and OPA as established by the OPABD, or, for any reason she cannot complete her reign. The first runner-up (FRU) will accept the title and duties of Ontario TQ for the remainder of the year.
7. (b) The Ontario TK will relinquish his title if, during his reign as Ontario TK, he becomes married, conducts himself in a manner that is contrary to the moral goals of FCRV (NCHA) and OPA as established by the OPABD, or, for any reason he cannot complete his reign. The first runner-up (FRU) will accept the title and duties of Ontario TK for the remainder of the year.
8. Judges - The judges will be recruited by the OPACC and will qualified non-partisan persons from the local area. The judges' decision in marking the contest will be final.
9. The chosen Ontario TK or TQ must notify OTA Director or the OPA President at least two (2) months prior to the National Campvention as to whether or not he/she will be attending the National Campvention.

#### Teen Queen (TQ) Escorts

A TQ escort must be properly attired whenever he escorts the TQ at all formal functions. Proper attire will consist of a suit, dress shirt, dress shoes, tie, dress slacks, sports coat, and sports shirt. Clothing not considered proper attire are blue jeans, t-shirt, muscle shirt, running shoes, sandals, etc. If a young man wishes to be considered as an escort at the Fall TQ pageant, he must have the proper attire with him. He must be available Saturday afternoon for the walk-through of the contest. The Ontario TQ escort at the National Campvention should be an Ontario male teen.

As per the Field Director's manual, TR receives:

- |  |   |              |           |            |
|--|---|--------------|-----------|------------|
| 1. Crown   | Paid by OPA                               |              |           |            |
| 2. Sash  | Paid by OPA                               |              |           |            |
| 3. (a) TQ - 12 red roses at crowning; 6 red roses at reign end                         | Paid by OPACC as part of campout expenses |              |           |            |
| 3. (b) TK - In lieu of flowers, there will be suitable recognition                     | Paid by OPACC as part of campout expenses |              |           |            |
| 4. Large trophy to have for the year   | Provided by OPA                           |              |           |            |
| Keeper trophy  | Paid by OPA                               |              |           |            |
| 5. Campvention contest expenses, as set by OPA approved budget include as appropriate: |   |              |           |            |
| a) long gown   | b) street dress                           | c) short set | d) shoes  | e) hairdos |
| f) make-up   | g) accessories                            | h) hats      | i) gloves |            |

This also includes the cost of any necessary gifts to other contestants as well as any other items that relate to the contestant's Campvention performance.

This section is limited to \$600 and bills must be submitted for approval by the OPABD

6. Magnetic signs for the car for use during the reign.

7. Chapters or committees should provide free camping when TR is invited to a particular campout. TR should be prepared to perform his/her talent at the campout.
8. Self-improvement courses Max \$300
9. Ensemble (to be worn doing duties as TQ) Paid by OPA
10. Contribution by OTA toward TR expenses \$150
11. Generally TR will receive donations directly from various chapters to help with their expenses and no bills need be submitted.

First Runner-Up receives

1. Self-improvement course (max ???) Paid by OPA
2. Flowers (six) Paid by OPACC
3. Keeper trophy Paid by OPA.

Second Runner Up receives:

1. Flowers (six) Provided by OPACC
2. Keeper trophy Provided by OPA

TR Duties

Attend OTA meetings and dances.

Attend FCRV functions (i.e. campouts, dances, meetings, parades) and be prepared and ready to perform if asked.

Attend Campvention representing Ontario at all functions.

Youth Royalty

1. Youth Royalty contests will be run at the OPA Fall Campout by the OPA Youth Director or in their absence by someone delegated by them.
2. Parents of contestants must show that they are members in good standing of FCRV for the current year and must reside in Ontario.
3. All contestants must be registered at the OPA Fall Campout and must be present at the time of judging.
4. All contestants must registered with the OPA Youth Director or their delegate by the time of the first judging.
5. The age limit for Teeny Royalty contestants is 3 to 7 inclusive.
6. The age limit for Preteen Royalty contestants is 8 to 12 inclusive.
7. The judges and emcee will be chosen by the OPA Youth Director and must be impartial.
8. A list of standard rules for the judges must be made available before the start of each contest.
9. The contest will be done in two parts (a) Royalty reception and (b) Royalty pageant.
10. The contestants will be judged at the pageant on (a) manners; (b) personality; and (c) interests.
11. The OPA Youth Director will be responsible for all arrangements for securing flowers, trophies, crowns, sashes, banners, cars and other details pertaining to the contests. A knowledgeable person should work closely with the OPATD in regard to parades.

12. The Teeny and Preteen Royalty will receive (a) a crown and (b) signs. It will be the responsibility of the Teeny and Preteen Royalty families to return these items to the OPA Youth Director one month prior to the upcoming contest.
13. The Teeny and Preteen Royalty should also receive to keep:
  - Bouquet (or suitable gift)
  - Prize
  - Sash
  - Keeper trophy to be presented at reign-end.
14. All participants in both contests should receive a token gift for participation.
15. It should be recommended by the OPA Youth Director that all OPA chapters take advantage of inviting the Teeny and Preteen Royalty to participate in their events.

## **Appendix J – AWARDS**

The following awards (Harold Wilson Award, Carling Award, Chapter of the Year Award, and the Merit Award) are presented only at the Spring Campout at the discretion of the Campout Committee.

The OPA Presidents shall present (insert names and which campouts)

The Provincial Director presents the Provincial Director's Award

The Field Director's Membership Chair shall present the FCRV Anniversary Awards at the Spring & Fall Campouts. The FCRV Membership Chair shall ensure that all eligible persons are notified of the award and asked to be present if possible at either the Spring or Fall Campout to receive this certificate.

At their discretion, the Host Chapter shall decide whether time is to be made for the following awards:

- Conservation & Recycling Award – made by Conservation Director
- Campout Award – made by the Host Chapter.