



ONTARIO CONFERENCE PATHFINDER COUNCIL

Policy and Procedure Manual

Revised December 2019

ONTARIO PATHFINDER COUNCIL

POLICY AND PROCEDURE MANUAL

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1. MEMBERSHIP

Membership in the Ontario Conference Pathfinder Council (OCPC) shall be open to all Pathfinder clubs in Ontario. Clubs must identify with and be prepared to abide by the Council's objectives, constitution, policies and procedures

To be a registered member clubs must meet the following criteria:

- Completion of yearly registration form
- Submission of annual registration fee
- Completion and submission of Vulnerable screening checks for staff and volunteers 16 years and over

1.1 Purpose and Benefits

Purpose:

The purpose of the OCPC is to facilitate a unified body representative of Pathfinders throughout Ontario who are authorized to make decisions on behalf of this group.

Benefits:

Members of the OCPC participate in:

- Conference sponsored youth events
- Camporee
- Program activities
- Leadership training courses
- Service and community projects
- Training opportunities

1.2 Fees

Each Ontario Pathfinder Club shall pay an annual membership fee as determined annually by the Executive Committee. The Membership fee shall be due by October 15. Each member club shall be issued a membership certificate on payment of fees and submission of Vulnerable Screening checks and volunteer forms.

1.3 Pathfinder Year

Fiscal Year:

The Pathfinder Fiscal year shall be from January 1 to December 31.

Program Year:

The Pathfinder Year shall be from September 1 to August 31.

Points will be collected and credited to clubs according to the program year.

2. **ORGANIZATION**

2.1 **Supplemental Positions**

The Executive Committee may from time to time, create special committees such as task forces for special purposes.

2.2 **Selection of Pathfinder Representative**

Youth Pathfinder Representative:

One youth Pathfinder Council Member is selected for a three year term

2.2.1 Application

Each Club Director, in consultation with the Area Coordinator, may nominate eligible Pathfinder by submitting a letter of recommendation and the OCPC Teen Pathfinder Nominating Form to the Executive Committee (see form #001 – appendix).

As elections are held in October of each year, letters of recommendation must be received by the OCPC Secretary by June and withdrawals should be made at least one month before election date.

2.2.2 Minimum Qualifications

1. Three years of Pathfinder service or be a Counselor-in-Training or TLT.
2. Be willing to attend and participate in Executive Committee meetings and other activities of the Council.

2.2.3 Selection Criteria

The Criteria for selection of Youth Pathfinder Executive Committee Members are:

1. Regular Attendance at local club meetings
2. Conduct at home, school, church and club
3. Spirituality
4. Participation in various church functions
5. Interest in the advancement of Pathfinding in Ontario

The Club Director will supply a report on the above using the OCPC Teen Pathfinder Council Member Nomination Form (see Appendix).

2.2.4 References

Letters of recommendation are required from three (3) of the following persons, not related to the nominee:

- Club Director
- Area Coordinator
- School Teacher
- Church Elder
- Pastor
- Sabbath School Teacher
- AY Leader
- Employer

2.2.5 Communication of Selection/Rejection

Application for these positions does not guarantee acceptance. The Council Secretary will communicate the results of the selection to all Club Directors who submit nominations. Directors and nominees will be sent a letter within two weeks following elections.

2.3 Lay Representative Council Members

Lay Representative is to be selected according to the provisions of the OCPC constitution.

2.4 Club Directors

One Club Director is selected at the annual Pathfinder Convention from among clubs registered with the OCPC and is elected to serve each year on the Pathfinder Executive Committee.

2.5 Election Procedures

Election Procedures are as specified in the OCPC Constitution.

3. MEETINGS

3.1 Guiding Principles

3.1.1 Quorum

A quorum is fifty percent (50%) plus one (1) of the total membership of any committee or OCPC. For decisions to be made, a quorum must be present at the meeting.

3.1.2 Regrets

In the event that a Committee or Council Member is unable to attend the scheduled meeting, regrets shall be communicated to the Chairperson or Secretary prior to the meeting.

3.1.3 Minutes

A secretary shall keep minutes of all meetings of council, executive, subcommittee or special meeting and distribute them to members and the Executive Coordinator.

3.1.4 Attendance

A record of attendance shall be maintained of all committee meetings. Committee members should maintain a 75% attendance record.

3.1.5 Decision making

All committee decisions shall require majority vote.

3.2 Annual Constituency Meeting

3.2.1 Purpose

The OCPC Annual Constituency meeting shall be held in the Fall of each year for:

1. Elections
2. Receiving financial reports
3. Fall planning for the next year's master calendar
4. Other business as deemed necessary by Executive Committee

3.2.2 Notice

The Council Secretary shall give notice to Executive Committee Members and to Member Clubs in accordance with the Constitution.

3.2.3 Chairperson

The Executive Coordinator or designate shall preside and chair all OCPC meetings.

3.3 OCPC Executive Meetings

3.3.1 Frequency

The Executive Committee shall meet quarterly and more often when necessary. Special meetings may be called by the Executive Coordinator or by nine (9) members of the Executive or 25% of the Council.

3.3.2 Chairperson

The Executive Coordinator or designate shall preside and chair all Ontario Pathfinder and Executive meetings.

3.3.3 Minutes

The Council Secretary shall keep minutes of all meetings of the Council and Executive Committee and shall conduct all ordinary correspondence.

3.4 Subcommittees

3.4.1 Purpose

Subcommittees will be defined as either AdHoc or Standing. An AdHoc committee is one that is selected by the Council to carry out a specific task. Each subcommittee should meet regularly until their assignment is complete.

3.4.2 Minutes

Minutes of each subcommittee meeting shall be recorded, and following approval of the committee, shall be signed and distributed to the Executive Committee Members and the committee members.

3.4.3 The chairperson of the subcommittee shall:

1. Be a Executive Committee member
2. Prepare an agenda prior to the meeting
3. Chair all meetings
4. Schedule meetings on a regular basis
5. Ensure meetings start and end on time

3.4.4 The Secretary shall:

1. Be a member of and be selected by the subcommittee
2. Record minutes of all meetings
3. Circulate minutes to subcommittee members for approval
4. Except under specific confidential circumstances, arrange for approved minutes to be circulated to the Executive Committee members

3.4.5 The Members shall:

1. Participate in committee discussions
2. Attend the majority of meetings
3. Submit agenda items to the chairperson
4. Encourage the chairperson to call a meeting if a fair amount of time has elapsed since the last meeting

3.4.6 Decisions

All committee decisions shall require majority vote or consensus. If this cannot be achieved, the motion/topic shall be forwarded to the Council Executive for discussion. All decisions, and/or recommendations must be reported in writing to the Executive Committee for final approval.

3.4.7 Dissolution

The request to dissolve a standing committee shall be in the form of committee action with the subsequent approval of the Executive Coordinator. The Adhoc Committee is dissolved upon the completion of their task.

4. **OFFICERS**

4.1 Job Descriptions

Job descriptions are specified in the Constitution and By-Laws.

4.2 Appointment

Election, appointment, and office are described in the Constitution and By-laws.

4.3 Performance Reviews

The performance of each officer should be reviewed annually by use of questionnaires to their assigned area or district, by their supervisor. The results from the questionnaires should be tabulated and carefully analyzed by the supervisor of the officer, and used to complete the performance review. If the officer's performance is rated as marginal or below, the Council Executive shall be informed and requested to advise the supervisor of action to determine whether or not the officer should be allowed to continue to serve.

4.4 Removal Policy

Officers whose function or lifestyle is reported to be questionable should be investigated and counseled to verify or dismiss allegations made against them. If after investigation it then becomes clear that it is in the best interest of the Executive Committee and all concerned that the officer should be relieved of his/her office, she/he should be asked to discontinue functioning in that office.

5. **COMMUNICATIONS**

5.1 Public Relations

Public relations at the Conference level should be done by the Conference Pathfinder Ministry Department. At the local club level, the District Coordinator or a designate should be responsible for the Area Public Relations.

5.2 Reports

District coordinators will submit an electronic report to the OCPC secretary at least seven days prior to the quarterly executive meeting.

Each pathfinder club should submit a monthly report to the Secretary of the Ontario Conference Pathfinder Ministry Department using the Monthly Reporting Form (see appendix Form #002).

5.3 Newsletters

Newsletters shall be published quarterly by the OCPC.

6.0 COMMITTEES

6.1 Executive

For committees, see Constitution and By-Laws for composition, qualifications and duties.

6.2 Budget Committee

6.2.1 Composition

The Budget Committee is a standing committee and shall consist of the:

1. Conference Pathfinder Director
2. Executive Coordinator
3. Assistant Executive Coordinator
4. Treasurer

6.2.2 Role

After soliciting input from Executive Committee members, the committee shall prepare a draft budget prior to the beginning of each fiscal year. The committee shall describe in detail income and expenses that are predicted for the upcoming year. The budget shall then be presented to the Executive Committee for discussion and approval at the Fall meeting. Similarly, the Council Executive will present the proposed budget to the Council for final approval and subsequent presentation to the Ontario Conference Pathfinder Department.

6.3 Camporee Committee

6.3.1 Composition

The Camporee committee shall consist of members from the Executive Committee, and a maximum of 2 representatives from registered clubs (if needed) approved annually by the Executive Committee.

6.3.2 Role

The committee shall:

1. Meet as determined by its Chairperson to review the past year's Camporee activities and plan for the upcoming year
2. Plan and execute programs that shall promote physical health, mental alertness and spirituality
3. Arrange an acceptable site for camping or other outdoor activities, and shall meet as needed until plans are implemented
4. Formulate a Camporee budget

6.4 Fundraising Committee

6.4.1 Composition

The Fundraising Committee shall be appointed annually by the Council Executive.

6.4.2 Purpose

The committee shall organize and coordinate fundraising activities. Meetings shall be called as determined by the Chairperson.

6.5 Policy and Procedure Committee

6.5.1 Composition

The Policy and Procedure Committee shall be appointed annually by the Executive Committee.

6.5.2 Role

The committee shall formulate, in draft form, policies and procedures to be approved first by Executive Committee and then by the Council.

6.6 Uniform Committee

6.6.1 Composition

The Uniform Committee shall be appointed annually by the Executive Committee.

6.6.2 Role

The committee shall review existing policies and procedures on uniforms, develop new policies and procedures as required, and submit any proposed revisions to the Executive Council. The final approval on any changes to uniform policies and procedures shall rest with the Canadian Union.

6.7 Yearbook Committee

The Yearbook Committee shall be appointed annually by the Executive Committee as required.

6.8 Merit Committee

The Merit Committee shall be appointed annually by the Executive Committee to review and revise the existing merit system required. New merit systems shall be developed as needed, in keeping with new trends of Pathfinding. Executive Committee shall approve any new merit system.

7.0 FINANCES

7.1 Budgets

The Budget committee shall prepare and present a budget at the annual OCPC Fall meeting. The budget shall describe, in detail, the income and expenses that are projected for the upcoming year.

7.2 Authorization of Expenses

Expenses for seminars, meetings, equipment purchases, and activities conducted by the Executive Committee must be categorized according to budget definitions and have budget approval prior to being authorized for purchase or reimbursement.

7.3 Personal Expenses

Personal expense budget shall be included in the annual budget. Executive Committee staff must keep an accurate record of all personal expenses incurred on Pathfinder business. All accounts and bills must be submitted to the Council Treasurer for reimbursement. The Council Treasurer shall reimburse staff according to Council guidelines.

7.4 Executive Committee Trust Account

All funds collected on behalf of the Council, as well as all expense transactions, must be processed through the Council Treasurer. The Council Treasurer shall issue receipts for any monies collected and forward all monies collected and a monthly statement of all transactions to the Ontario Conference office. . Only the Executive Coordinator and Treasurer can request funds from the Trust Account through the Ontario Pathfinder Director.

7.5 Reports

The Treasurer shall render financial statements to the Executive Committee at quarterly meetings. The Treasurer shall present an annual financial report at the OCPC Directors' meeting and annual Constituency meeting. The report should include the financial statements, notes and explanations.

7.6 Audits

Financial statements shall be audited as required by the Ontario Conference Auditors. The Treasurer responsible for the year's operation shall be available for consultation with the Ontario Conference Auditor.

8. UNIFORMS

8.1 General Conference

The General Conference has delegated the control of uniforms to each Division. Certain worldwide requirements, such as the World Badge, are to be worn as prescribed by the General Conference.

8.2 North American Division (NAD)

The North American Division issued detailed uniform requirements in the NAD Pathfinder Staff Manual, which were reaffirmed in 2001 by the NAD Pathfinder Advisory Committee. They are contained on pages 44 to 48 of the Pathfinder Staff Manual.

There are several optional areas, which the NAD had identified:

1. National, Provincial, and Club Insignia
2. Headwear
3. Staff uniforms
4. Belts and Buckles
5. Stockings for females

6. Ties

8.3 Canadian Union

The NAD has specified that national units within the NAD, such as Canada, may adopt their own uniform standards within worldwide Pathfinder standards as approved by the NAD. The basic uniform for Canada is the NAD uniform. The Canadian Union has prescribed certain requirements within the NAD options noted above.

The Canadian Union Patch will be worn on the top of the left sleeve for Canadian Union staff. Each province will use the same patch with the addition of the province name at the bottom of the patch.

8.4 Ontario Conference

The OCPC has a standing committee on uniforms, which will receive and deal with questions and suggestions by clubs on the uniform practices of the Conference, through their Area Coordinator and District Coordinator to the Council Executive.

8.4.1 Type "A" Uniform:

8.4.1.1 All Pathfinders

a) Shirt/Blouse Suntan colour.
Short sleeves/Long sleeves[As per club standard]

b) Head Dress Black Beret with pathfinder triangle. When headdress is removed, it must be placed under epaulet atop the sash. [See chapters 3 Canadian drill manual for other procedures.]

Females: Worn always when in Type "A" uniform
Males: Worn on head when outdoors or in a hall but is removed for all prayers. In the Sanctuary, the beret is worn under the RIGHT epaulet of the shirt, atop the badge sash.

c) Neckwear Buttoned up collar. Pathfinder scarf and slide

d) Belt Pathfinder uniform black belt and buckle

8.4.1.2 Females

- a) Skirt Black hemmed, narrow A-line, 1” pleat slash pockets, 2 inches below the knee
- b) Stockings Female Pathfinders and adults, black sheer pantyhose
- c) Shoes Black, leather or leatherette (non-decorative) dress shoes, (3/4” to 1”) heels, closed toe and heel
- d) Pants Black, modest fit; personal preference.
(Not to be used for Sabbath sanctuary services)

8.4.1.3 Males

- a) Pants Black, no cuffs.
- b) Socks Black
- c) Shoes Black, leather or leatherette (non-decorative) dress shoes

8.4.1.4 Leader Variation – Non-Master Guide

- a) Tie Men – Black necktie worn tucked in in below second button of shirt or full length .

 Female – Black tuxedo tie

8.4.2 Type “B” Uniform: All Pathfinders

- a) “T” shirts in Club primary colour*
- b) Blue jeans/long pants, culottes/gauchos/capri pants, Bermuda shorts; modest fit
- c) Shoes: Runners or Hiking boots
- d) Hat, i.e. wide brim or Ball cap: outdoor/camp use
- e) Scarf and slide

*Club primary colour, once chosen by the club, must be registered with the Executive Coordinator to prevent duplication. If a club is inactive for 2 years, the club colour will be surrendered.

8.4.3 Alternate Type “A” uniform

- a) White dress shirt/blouse
- b) Black skirt/pants
- c) Black shoes
- d) Black socks: males;
- e) Black sheer pantyhose females
- f) Scarf and slide

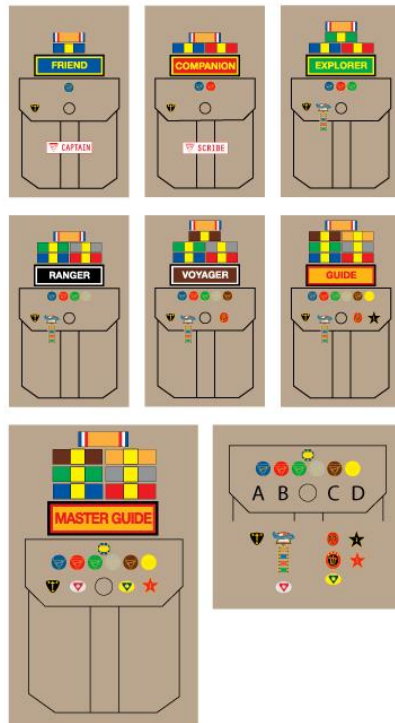
Alternate uniform is a temporary measure that should not last longer than 3 months.

8.4.4 For Inspection, Ceremonies and Prescribed events

- a) Type “A” Headdress
- b) Scarf and Slide
- c) T-shirt tucked in pants or skirt

8.4.5 Insignia

- a) Pathfinder Insignia as per NAD Uniform Standards
- b) Leaders Insignia
- c) Placement of Pathfinder Pins including PBE Pins



Gold Bars on Epaulet slides

a) Narrow Bar	Deputy Directors
b) Medium Bar	Director
c) Narrow and Medium Bar	Administrative Director
d) Two Medium Bars	Area Coordinator
e) Two Medium Bars & One Narrow Bar	District Coordinator
f) Three Medium Bars Coordinator	Assistant to the Executive
g) Three Medium Bars & one Narrow Bar	Executive Coordinator
h) Four Medium Bars	Conference Pathfinder Director
i) One Thick Bar	Union Director

8.4.6 Sash

The sash is the personal club history of the Pathfinder. It is worn over the right shoulder, under the scarf and preferably under the epaulet sloping to the left.

Sash is produced using Pathfinder standard black fabric, wide enough for up to 3 honors and as long as the fingertips on the left hand when standing at attention. The sash is worn only with Type “A” uniform.

Only one sash is to be worn as part of the uniform.

Items to be worn on the front of the sash include name plate, and earned Pathfinder honor badges.

Camporee and fair patches can be worn on the back of the sash.

8.4.7 Lanyards

Red/White- Council Executive members.

Selected colour: Pathfinder Clubs*.

Adult loop size: 30” whistle cord 12”

Pathfinder loop size: 25” whistle cord 12”

*Executive Committee authorizes colours.

8.4.8 Colour Party Full Type “A” uniform & white gloves

8.4.9 Ontario Drill Team Black epaulets and white lanyards with Red Berets and Ascots; to be used only when representing Ontario

8.4.10 Ontario Drum Corp Black epaulets and white lanyards with Red Berets and Ascots; to be used only when representing Ontario

8.4.11 Special Club Teams Club colours or other colour as distinguishing feature i.e. Drum corps.

8.4.12 Type “A” Uniform Pathfinder Leaders:

8.4.12.1 All Master Guide Leaders

- a) Shirt/Blouse Suntan colour.
Short sleeves/Long sleeves
- b) Head Dress Green Beret with Master Guide Flash as per NAD. When headdress is removed, it must be placed under epaulet atop the sash. [See chapters 3 Canadian drill manual for other procedures.]

Females: Worn at all times when in Type “A” uniform
Males: Worn on head when outdoors or in a hall but is removed for all prayers. In the Sanctuary, the beret is worn under the RIGHT epaulet of the shirt, atop the badge sash.
- c) Neckwear Buttoned up collar. Black Tie and Master Guide scarf and slide
- d) Belt Master Guide uniform black belt and buckle
- e) AYMT Pins Worn on the sash

8.4.12.2 Females

- a) Skirt Green hemmed, narrow A-Line, 1” pleat slash pockets, 2 inches below the knee
- b) Stockings Female Pathfinders and adults, black sheer pantyhose
- c) Shoes Black, leather or leatherette (non-decorative) dress shoes, (3/4” to 1”) heels, closed toe and heel
- d) Pants Green, modest fit; personal preference.
(Not to be used for Sabbath sanctuary services)

8.4.12.3 Males

- a) Pants Green, no cuffs.
 - b) Socks Black
 - c) Shoes Black, leather or leatherette (non-decorative) dress shoes
-
- a) Tie Men – Black necktie worn tucked in below second button of shirt or full length.

 Female – Black tuxedo tie

8.4.13 Type “B” Uniform: Pathfinder Executive Committee Members

- a) As specified by the Executive Committee*
- b) Scarf and slide

*Executive Coordinator from time to time along with the Executive Committee specifies Type –B wear.

8.4.14 Alternate Type “A” uniform

- g) Tan dress shirt/blouse
- h) Black skirt/pants
- i) Black shoes:
- j) Black socks: males;
- k) Black sheer pantyhose females
- l) Scarf and slide

Alternate uniform is a temporary measure that should not last longer than six (6) months.

According to current NAD Pathfinder uniform policy, if you have earned the Master Guide Class there are several items that you can wear on your dress uniform. They are listed them below:

- 1) The MG pin on the flap of your left chest pocket where the class level pins go.
- 2) The MG name stripe over the top of the left chest pocket.

- 3a) The MG star patch on your left sleeve below the world patch.
- 3b) The MG star with six class chevrons on your left sleeve below the world patch, if you have also earned all six of the Investiture Achievement levels.
- 4) The yellow Pathfinder Master Guide scarf with red edging, class level stripe and either the printed MG logo on the back or the embroidered MG logo on the back. (Unlike the chevrons which must be earned, tradition holds that the ribbon does not indicate that the MG has necessarily earned the levels, but instead is authorized to lead/teach them.) A number of people sew the large MG logo patch over the printed logo on the scarf.
- 5) **A beret with the MG patch "flash" on the front over your left eye.**

9.0 CONFERENCE TRAINING

9.1 Framework

Any instruction, workshop, seminar, etc., that certifies Pathfinders or Leaders for achievement is a Training Course.

The NAD and Canadian Union specify particular types of training, which must be completed under the supervision of the Conference.

In Ontario, Conference training is to be carried out under the direction of the OCPC by Instructors certified by the Executive Committee and the Instruction Coordinator. Program content shall conform to the guidelines issued by the NAD and the Canadian Union.

9.2 Costs

Insofar as is possible, the out-of-pocket training costs such as rental of non-conference facilities, provided meals, purchased instructional materials, prizes and awards will be reimbursed by the normal reimbursement process and paid from their individual allowance allocated annually in the Pathfinder Council budget.

9.3 Approvals

Contents of Conference Programs and the appointment of Instructors shall be approved by the Executive Committee prior to advertisement. The financial arrangements will be made within the annual budget approved by the Executive Committee and arranged through the Conference Pathfinder Department and the Instruction Coordinator.

9.4 Record of Achievements

At the end of each training session, a certificate will be issued to each successful participant showing the details of the training content, time of instruction, and instructor(s). A copy of this information will be sent to the Instruction Coordinator who will approve the training earned and forward the data to the Ontario Conference Pathfinder Department for the official records, and the issuance of any additional certificates.

9.5 Training Programs

9.5.1 Basic Staff Training

The ten (10) hours of required instruction will be delivered by the Executive Committee Training Committee regionally with the assistance of the Districts Coordinators to specified locations as required in the province to allow convenient participation by all candidates in Ontario.

Subsequent training to achieve Master Guide status is the responsibility of the Master Guide Ministry

9.5.2 Counsellor-in-Training (C.I.T.)

Until a program is developed by the NAD or the Canadian Union, the Instruction Coordinator will be responsible for developing an appropriate Ontario program for approval of the Council Executive, until the NAD or the Canadian Union develops a program.

9.5.3 Special Training Programs

From time to time special training programs to fulfill specialized needs may be identified, developed, and brought to the OCPC Executive for approval before implementation.

9.5.4 AYMT(Adventist Youth Ministries Training)

For Pathfinders is a curriculum of learning designed to provide role specific training for adult staff members. While it's primary targets are those who have been invested as Master Guides, it also provides structured training for staff who have not yet earned their Master Guide class, as well as some direct connection to the Master Guide Curriculum.

10.0 CONFERENCE CAMPOREE

10.1 The Camporee Committee

The Camporee Committee will consist of:

1. The Executive Coordinator, Assistant Executive Coordinator and the Ontario Conference Pathfinder Director (ex-officio); and
2. Council members appointed by the Executive Committee.

10.2 Date Selection

The usual process for selecting the date for the Ontario Conference Camporee is:

1. Discussion at the fall meeting of the Ontario Pathfinder Council.
2. Some calendar dates will be suggested by the OCPC Executive and additional dates will be added as required and voted on by the Council.
3. In an emergency, the Council Executive may set or revise the date for the Camporee.

10.3 Communications

The OCPC shall ensure that all Ontario Pathfinder Clubs are informed of the dates, location, theme, and proposed program of the camporee five (5) months before the commencement of Camporee to ensure that every club can make adequate preparations.

10.4 Costing

The OCPC Executive committee shall approve a budget for the annual camporee with the objective of minimizing the costs to each club for camporee attendance. All expenses associated to the planning of camporee will be approved by the Executive Committee and shall be charged to the camporee budget.

11. FAIRS

11.1 Local/ Area/ District/ Conference

Pathfinder fairs may be conducted by individual clubs, Areas or Districts independently or as part of local community or regional fairs. Fairs are not intended to be fundraising projects, but rather, an attempt to exhibit Pathfinding as well as for outreach ventures.

12. FUNDRAISING

Individual club fundraising activities shall be given first priority when assigning approval to ideas. The Council's fundraising projects should be considered so that they will in no way conflict with or give competition to local club projects.

13. DRILL AND CEREMONIES**13.1 Policy Framework within Existing NAD and Canadian Policies**

The following policies and procedures are supplemental to the Pathfinder Drill Manual issued by the Canadian Union; in case of any perceived conflict in provisions, the Drill Manual will take precedence. The Drill Manual contains four chapters on drill procedures and three other chapters on:

- a) Pathfinder Cub Opening Ceremonies
- b) Pathfinder Camporee Flag Ceremony
- c) Flag Rules and Etiquette

The Pathfinder Staff Manual issued by the NAD also supercedes any provisions in this policy. However, when the Manual suggests a program and content, provisions of this policy will take precedence in Ontario. The purpose, then, of this policy and procedure is to specify any requirement that does not conflict with the two manuals above, but where definite Ontario/Canadian requirements are necessary. In some cases, because of the different policy in effect in Ontario, such as flags, national pledges national anthems, investiture officials, and insurance arrangements.

In PART THREE: PROGRAMMING AIDS, subsection 2. Special Program Features, the following are described with a combination of requirements and suggestion:

- a) Page 223 – Enrollment Night Program
- b) Page 225 – Pathfinder Day
- c) Page 233 – Induction Ceremony
- d) Page 238 - Investiture
- e) Page 244 – Pathfinder Club Formal Inspection
- f) Page 249 – Pathfinder camporee
- g) Page 267 – Pathfinder Fair
- h) Page 285 – Soap Box Derby

13.2 Flags

When carried in church the Canadian flag is carried alone or to the right of other flags in direction of travel.

When posting flags in Church, the Canadian flag if posted on the platform goes to the right of the speaker. When posted at the same level as the congregation, goes to the right of the congregation. Pathfinder and other flags are posted on the opposite side. Flags of other countries are posted to the left of the Canadian flag in alphabetical order.

When the National anthem is played the Canadian flag should be raised higher than all other flags, and all heads should be turned in its direction.

13.3 Marching in Church

When doing the processional all pathfinder personnel taking part shall do the slow march. The recessional shall be quick march.

13.4 Law and Pledge

Whenever and wherever the Pathfinder Law and Pledge is said, all Pathfinder personnel will be at the attention position with no hand movements.

13.5 Saluting

1. Compliments should be paid to all higher-ranking personnel at all times.
2. Compliments should be paid whenever it is necessary to do so, whether inside a building and with or without headdress.

13.6 Discipline

Discipline is a set or system of rules for conduct. Discipline is to teach, to develop by instruction and exercise. The Pathfinder must be taught the standard of law and order, the club's expectations and then exercise what has been learned.

A good leader will constantly be disciplining (teaching) the Pathfinders, but she/he will not use punishment in the Pathfinder program. The Pathfinder Staff Manual should be used as a reference. It outlines:

- 1) Prevention of Discipline Problems
- 2) Effective Discipline
- 3) Principles of Discipline

4) Do's and Don'ts of Club Discipline

Each Pathfinder Staff member must be familiar with the contents of the Discipline Sections listed above.

14. EQUIPMENT14.1 Storage of Equipment

All Ontario Conference Pathfinder equipment shall be stored at the Ontario Conference office. All items will be labelled and categorized for inventory and tracking. Where necessary, the Executive Committee may give approval for equipment to be held in location other than the Ontario Conference office with a time limited attached.

14.2 Audio-Visual14.3 Camping14.4 Flags and Standard

To Follow

15. SAFETY AND HEALTH15.1 Insurance

15.1.1 Liability Insurance.

Only those Leaders and Pathfinders duly registered as Club members, and Pathfinder Executive Committee members are covered by Ontario Conference liability insurance. Guests at events are not covered by Conference liability insurance.

15.1.2 Travel and Supplementary Medical Insurance.

This is required for Executive Committee members, Club Leaders and Pathfinders when traveling to program activities out of the province Ontario. Clubs must arrange their own travel and medical insurance for Leaders and Pathfinders.

15.2 Consents

Consents are required to protect the Executive Committee members and Pathfinder Club Staff from liability. Parents or Guardian's consent shall be obtained for each Pathfinder prior to attending any camping or out-of-province activity. Consent forms shall be completed fully to provide information to ensure the implementation of health and safety measures for the protection of all participants in events.

As part of annual Pathfinder registration, parents or guardians shall sign a general consent for their Pathfinder to participate in normal club activities, including regular meetings and local day trips. Any other activities such as overnight trips, camping, or extended travel must have specific consents signed by parents or guardian.

15.3 Leader Qualifications in First Aid

At every meeting or activity, at least one leader who is qualified in First Aid must be present. It is desirable that every Club Director also has a current First Aid Certificate.

16.0 Appendix "A"

CAMPOREE STANDING ORDERS

#001 OCPC TEEN PATHFINDER COUNCIL MEMBER NOMINATION FORM

#002 MONTHLY REPORTING FORM