

NOSOCA PINES RANCH

2010

Summer Camp Staff Manual

NOSOCA PINES RANCH OBJECTIVES

Our objectives for each CAMPER include:

1. Meeting and knowing Christ as a personal friend and Savior.
2. Learning that by taking their friend Jesus with them in everything they do, they're guaranteed the most exciting and joy-filled life possible.
3. Building self-esteem, personal growth, and interpersonal relationships with others through safe and enjoyable activities.

Our objectives for each STAFF MEMBER include:

1. Continue a growing relationship with Jesus Christ.
2. Experience the joy of Christian service and fellowship.
3. Model a positive Seventh-day Adventist Christian lifestyle.
4. Provide a safe, enjoyable, Christian environment for each camper.
5. Challenge your abilities which will increase your leadership skills and personal growth.
6. Personally asking Jesus to lead you to find ways to show Him to campers.

The NPR Summer Camp Administrative Team believes that together with God's leading we will demonstrate these worthy objectives. We will work hard to help **YOU** be successful, thus ensuring a wonderful ministry together. Let's encourage a willing and cooperative attitude complemented with a strong commitment to meeting these objectives.

CAMP PHILOSOPHY

Summer camp is not a merely a vacation or outing. It is a refreshing change from the daily life with the ultimate purpose of awakening the body, mind, and soul to a higher purpose.

The program is planned and administered to give all advantages of physical health, mental alertness, and spiritual influence, with incentives that appeal to youth of all ages. Although strong discipline is maintained, it is carried out by a system that teaches self-control and exercises good judgement and social cooperation. By giving purpose in pleasure, new and higher ideals are created in the lives of youth.

The camp is organized to afford an opportunity for the camper to participate under trained leadership in a creative outdoor group experience within a democratic setting and should provide for the development of each individual. It is the objective of the camp to develop the youth who attend camp in the following areas: fun and adventure, health and safety, human relationships, knowledge and appreciation of the natural world, spiritual values, and the fulfillment of each camper's potential.

Away from the clamor made by man in the cities, God speaks to the hearts of the youth through the beauty of nature. The songs of birds, the glorious beauty of sunsets, and the whisper of the breeze, combined with the camp program, help to make the voice of God more audible at camp than any other place. The whole program is designed to give the camper a desire to know God.

A week at camp will help campers to discover themselves and their potentials. The mastering of a new skill and the gaining of new friendships become part of a most vital experience in the growth of youth.

DEMOCRACY AND RELIGION IN CAMP

You might be wondering why these two big subjects are included on the same page. It's because they are very much related.

For instance, discipline in the cabin is best handled through real love, understanding, and acceptance of your campers. You will be able to operate best as a team working together and playing together, respecting each individual. The only way that you can teach love is by being an example. That means showing a real interest and concern for each boy or girl, learning to know him or her, and working fast to become their friend.

Then when problems arise, take him or her aside and talk to them with respect, and things usually solve themselves.

By democracy, we mean the ample use of the word “LET’S” rather than “YOU.” Remember, this may be one of the first experiences for these boys or girls in living cooperatively together, deciding as a group what they want to do rather than merely obeying rules and regulations.

Take advantage of this great experience in learning to get along with others by the use of meetings and discussions to determine the activities (work and play) of the group. The camp program is so varied that you will be able to help each boy or girl excel at something!

Religion is not just a segment of the program, but should be a natural part of every day’s activities. In the very process of learning, eating, meeting friends, and doing new things, campers discover the real meaning of Christian living. They learn standards by watching YOUR behavior because you become their ideal. Remember to be as enthusiastic about camp council as you are for swimming and your enthusiasm will be reflected. Religion is neither praying nor playing of itself, but a guide for both.

Often in camps, kids are led into real experiences of worship and natural prayer for the first time in their lives. That is why we stress the importance of camp council and cabin devotions. You have an excellent opportunity to change the course of a boy’s or girl’s life if you are sincere in your efforts.

Be sure to show the campers the wonders of God in trees and rocks, clouds and flowers, and in the wonders of their own bodies that were created in His image. Show them how the teachings of Christ can really work in their daily lives.

Jesus dealt with persons - not problems. His only resource was love. The best way to meet life in camp is through the Christian way of life.

“You can preach a better sermon with your life than with your lips.”

Staff Policies

Accident and Sickness - Please report any injury to the camp nurse. If you are sick and cannot perform your duties, YOU are responsible to notify the Summer Camp Director. NOTE: Accidents while you are at work are covered under Workmen's Compensation. All other medical bills are your responsibility.

Appearance - When in a service relationship representing the church, it is important to dress modestly, cleanly and neatly. The way we dress affects the way we act. The various segments of the day's program will legislate what will be appropriate.

LADIES THE NATURAL LOOK IS IN!

Cosmetics Only natural make-up that corresponds with your skin coloring should be used. Any cosmetics which give you an artificial look, such as extensive eye make-up, etc., are not permitted.

Clothing The wholesome look is in! Clothing should be clean, kept in good repair, and in good taste. Your clothing must "meet" in the middle. Low-cut blouses, spaghetti straps, excessively tight clothing, short shorts, or any clothing that is revealing or suggestive is not permitted.
Shorts must be Bermuda length please.

Jewelry Jewelry is not permitted. This includes rings, necklaces, earrings, and decorative bracelets. Friendship bands can confuse the campers. Leave them at home.

Fingernails Fingernails should be kept clean, and if polish is used it should be clear polish. Unnatural color is not part of the "Nosoca Look."

Swimsuits Only modest suits are permitted. No two-pieces or bikinis.

MEN THE NATURAL LOOK IS IN FOR YOU TOO!

Clothing The wholesome look is in! Clothing should be clean, kept in good repair, and in good taste. Clothing that is excessively tight, revealing, or suggestive is not permitted.

Hair A neat, natural haircut.

Beards/Mustaches Acceptable if neatly trimmed.

Jewelry Keep that "Nosoca Look" here just like the ladies.

Swimsuits Only modest suits are permitted. No bikinis or speedos.

Appointments - It is expected that each staff member fulfill their obligation to their assigned task or program. If any substituting is to be done, this must first be cleared with the Summer Camp Director. Every staff member is required to attend all staff worships, staff meetings, evening programs, camp councils and Sabbath programs unless specific approval to be absent has been given by the Summer Camp Director. Don't make campers wait for you. Be on time for all classes and activities. A habitual problem with meeting appointments is grounds for disciplinary action.

Authority - The summer program that Nosoca offers requires a large staff with varied talents all working together to keep the total program running smoothly. In order to facilitate this, the staff is divided into smaller groups who are responsible to the director of their particular area. There are four categories of staff: Activity Staff, Administrative

Staff, Counseling Staff and General Staff. Each individual staff member is expected to support and carry out the decisions made by their immediate Director. Each of the Directors are in turn responsible to the Summer Camp Director who is responsible to the Carolina Conference administration. (As outlined in the Chain of Command)

Availability- All camp staff are considered by the camp administration as being available for the total camp ministries needs whenever not on a scheduled time-off period regardless of primary work assignments. Should another staff member ask for specific help, it is expected that any other staff will, within reason, exhibit a willingness to be helpful.

Cafeteria Manners - NO wet bathing suits should be worn in the cafeteria. Please wear shirt and shoes in the cafeteria. Please DO NOT go behind the serving line unless assigned to serve. Your dishes should be taken to the dish room window and your table cleaned before you leave. Counselors should organize their campers to be responsible for carrying trays, glasses and silverware to the dish room window.

Camp Equipment- Please check with the department head before using any camp equipment. Use of props, camp vehicles, and equipment MUST be cleared with the Camp Director. All equipment needs to be returned to its proper storage place in good working condition after use.

Camp Gas - Use of camp gas is not allowed unless permission has been obtained from Camp Director.

Camp Office - It is a place of business. All computers and equipment are for use by permission only. If you want to hang out, please go to the staff lounge. Please do not leave your stuff in the Camp Office.

Camp Vehicles - Specific permission will be given to drive the camp trucks, vans, tractors, golf carts etc. That permission is for a specific job or time only. A staff member must have taken the Vehicle Training Class, have a current drivers license, and have been assigned to a vehicle before they may drive it. Camp speed limit is 15 m.p.h.

Camper Discipline - Each counselor and activity staff member is directly responsible for the campers under their care and is responsible for their control and correction. PLEASE NOTE: Discipline is to be expressed only in these direct relations unless it is a matter of immediate health, safety, or morality. Under **no circumstances** shall physical force or the threat of physical force, verbal or otherwise be used on any camper by any staff member. Examples of physical force include, but are not limited to: Spankings, hitting, clawing, biting, beating, push-ups, nose piles, dying cockroaches, hugging trees, etc. Use of physical force is grounds for **immediate dismissal**

Conduct - The employee agrees that while in the employ of Nosoca Pines Ranch, he or she will adjust their personal habits and actions to the customs, policies, and ideals of the camp and the Seventh-day Adventist Church. He or she should conduct themselves at all times, both at camp and away from camp, so that he or she will be a credit to themselves, to the camp, and to GOD. Staff members are to refrain from visiting places of questionable amusements, using tobacco, alcohol, drugs, bad language, improper conduct between special friends and any questionable behavior. At **no time** shall a staff member develop a romantic relationship with a camper. Developing romantic relationships with campers is grounds for **immediate dismissal**. These general conduct guidelines are also important during the off season should you desire future employment. Staff members who desire future employment at Nosoca will find their staff application in jeopardy should they come under major discipline at the school they attend.

Day Off, Time Off, Leaving Camp Property- Each staff member will be allotted 24 hours off each week. Time off will be from supper line call, to supper line call, 24 hours later. Your day off may be spent at camp or away from camp. If leaving camp, whether for day off, hike, or just a short trip to town, all staff are expected to **personally sign out** at the camp office. If you cannot be back at the time noted on the sign-out sheet, please phone! You are expected to be back on time. Each staff member must check in at or prior to supper line call. All staff members under the age of 18 must have a form signed by their parents/guardians indicating who he/she has permission to leave the camp property with.

Devotional Life - In addition to required staff worship, you have committed to developing your own regular time and place for personal devotions. The extra demands placed upon you in a camp ministry will make this

strengthening of your spiritual life a priority. If you ask God to show you each day how to reach camper's hearts, to fill you with love and give you wisdom, He will!

Dismissals - It is understood that if because of improper conduct or inability to perform the duties assigned to the employee, that the Summer Camp Director has the right to dismiss the employee with full pay for only the time served.

Emergency Leave - In the event of death or serious illness in the family, or urgent business, leave will be granted in relation to individual circumstances at the discretion of the Summer Camp Director.

Employment - When accepting employment at Nosoca, it is understood that the staff member is employed by the week and not by the hour. We, as a staff, are here to serve every young person who comes to camp. Although there will be many times when the staff will be able to enjoy the camp facilities, please remember that the camper always comes first.

Fires - No open flame is permitted except in program activities designated sites under proper supervision where permission has been given. (If a fire is needed a request must be turned into the office so that a fire permit can be obtained before the fire is built) This includes all lighters, matches, candles, etc. It is against camp regulations to tamper with any fire safety equipment.

Food From Kitchen - Three good meals will be served in the dining hall each day. Staff members are requested not to ask for extra food from the kitchen workers. It is prohibited to take any food items from the kitchen or storeroom without permission from the Food Service Director or Summer Camp Director. **ONLY** those working in the kitchen are permitted behind the counter. Glasses or eating utensils should **NOT** be taken out of the cafeteria.

Health - It is our goal that each staff practice preventive medicine. This means that you take every measure to stay healthy and avoid illnesses. Keep yourself rested, (get 7 - 8 hrs of sleep every night), keep yourself from dehydration - drink plenty of water, protect yourself from the sun, eat healthy, wash hands often, especially before meals and after bathroom use. Exercise helps get the blood flowing and gives a mental clarity in your daily work.

Health Examination - Should there be any question of the physical or mental fitness of a staff member, the camp reserves the right to require, at any time during employment, a health examination by the physician or a clinic of the camp's choice, at the expense of the camp.

Hospitalization / Medical Care - Nosoca Pines Ranch has each employee covered by Workmen's Compensation Insurance, and will take care of all medical expenses of employees due to injury, if the injury is sustained while the employee is carrying out the responsibilities of their employment. Expenses created by injury when not at work, or because of sickness are the responsibility of the employee. Not at work includes personal time and time off.

Intruders / Unregistered Visitors - After Sunday registration, all visitors are expected to register at the Camp office and be given a visitors tag. The Camp office will alert any department head if a guest would be visiting their area. Any staff member that sees someone in their area that they cannot identify, must approach the visitor, introduce themselves and inquire if the staff member can help them. If they are a visitor who has not registered, they need to be sent to the Camp office and then you need to communicate to the Camp office what transpired. If at any time a staff member questions or has an uneasy feeling about a visitor, even if they seem to be properly registered, they should report to the camp office or an Administrative Staff immediately. **Under no circumstances** should a staff allow a visitor to remove a camper from their charge without expressed direction from an Administrative Staff. If a visitor attempts to remove a camper from a staff member's care without specific permission, you must notify an Administrative Staff immediately. At no time will an Administrative staff member or anyone else release a camper without verification that this is a person listed on that particular camper's check out form. In the event an individual does not cooperate with you or runs away from you, notify the Camp office immediately and a search will begin to find the intruder. If necessary the missing camper guidelines will be put into effect to facilitate the search.

Lights - The last person to leave a building is to close the door and turn out the lights. This is the responsibility of the counselors in the cabins, or whoever is in charge of an activity in a particular building.

Loyalty - Every staff member is expected to maintain a loyalty to the Camp, the Summer Camp Director, the Administrative Staff, and to one another. Most important of all is maintaining your loyalty to **God**. An attitude of love and loyalty will determine whether you have an enjoyable summer or not. **You may not understand every administrative decision and you may not agree with every administrative decision, but you have an obligation to the camp to cooperate and be positive about everything.** If you have questions, suggestions, or complaints, please see your immediate supervisor. Your happiness and the camp's success through the summer, depends on your attitude of loyalty and cooperation.

Medication - There can be no medication kept in a camper cabin. This would include both prescription or over-the-counter medication. Medication must be left with the nurse or locked in your vehicle.

Music - Be sure to bring your guitars, key boards, ukuleles, flutes, trombones, trumpets, drums, kazoos, or whatever you have to assist in the music of praising Jesus at camp. We want to form singing and instrumental groups for our programs. Keep in mind that musical instruments should not be offensive to neighboring staff or guests. You will be asked to stop using your equipment if legitimate complaints are raised.

Payment of Wages - You will be paid through the conference payroll at the end of July. The Carolina Conference uses a Direct Deposit system. You will need a blank voided check turned into the summer camp office the day you arrive. Your salary will be sent directly to your bank account. If the college you choose to attend requires a check to be turned over to them to receive matching funds you must make arrangements to have a check cut and take it to them personally. If there are any special circumstances where you need a cash advance prior to that time, it must be cleared through the Summer Camp Director. Federal income tax, Social Security, and any unpaid balance on your account, will be deducted from your paycheck. Your room and board are provided.

Phone Calls - All long distance phone calls should be made on the pay phones. The camp office phones must be kept free for incoming calls and camp business related calls. If a long distance call is to be made on the office phone, it **MUST** be with PRIOR permission from the Summer Camp Director.

Other Benefits - In addition to the agreed salary, each staff member will receive room, board, Workmen's Compensation, one staff shirt, one day off per week, and the joy of serving Jesus through summer camp ministry.

Personal Equipment / Valuables - Nosoca and the administration assumes **NO RESPONSIBILITY** for staff equipment or valuables. At no time shall staff use of personal equipment:

1. Endanger the life or safety of another human being or wildlife.
2. Distract the staff member from their duties.
3. Violate any camp policy.
4. Be annoying to another staff member or camper.

Radios, CD's and any music maker - To improve the atmosphere of the camping experience radios, CD's and any music maker must be used only in a way that makes no intrusion on others. In the camp setting, only uplifting music which promotes a Christian lifestyle is to be played. Any music that is even close to being questionable should not be played. TVs, DVDs, and any type of video games or movies should NOT be brought to camp.

Request for Supplies - If supplies and equipment are needed, you should request these through the person directly above you on the Chain of Command list.

Sexual Harassment - During the staff orientation week, each staff member will be informed of what constitutes sexual harassment and asked to sign a sexual harassment policy statement. This printed statement will define sexual harassment. Staff are to report any violations of sexual harassment promptly to one of the following five administrative staff: Summer Camp Director, Assistant Summer Camp Director, Aquatics Director, Office Curriculum Director, Girls' Director, or Boys' Director. Upon a report of sexual harassment the administrative staff will:

1. Treat all complaints confidentially.

2. Treat all complaints seriously.
3. Investigate all complaints thoroughly in a timely manner.
4. Document each step of the investigation.
5. Respect the rights of the accused.
6. Take appropriate disciplinary action if warranted.
7. Protect employees against retaliation.
8. Follow up after appropriate period of time.

Staff Horseback Riding - There is limited availability for staff rides in the regular camper program. Additional times for horseback riding will be scheduled by the Year-round Horsemanship Director and Summer Traditional Horsemanship Director.

Staff Curfew - It is agreed that in order to perform the duties and responsibilities of a camp staff member, sufficient rest is required. Therefore staff members are required to be in their living quarters and quiet by 11:00 p.m. from Sunday to Friday night and 12:00 a.m. on Saturday night. If you are up past these times it is your duty to schedule an appointment with the Summer Camp Director to give an explanation and discuss the consequences.

Staff Discipline - If a staff member violates a stated camp policy, it will be dealt with first by their immediate director. Then if the matter is unresolved, it will be referred to the Summer Camp Director.

Staff Lounge - All staff are expected to assist in keeping the staff lounge clean, and to take a personal interest in caring for the furnishings & recreational equipment. The staff lounge is off-limits to campers except for scheduled programs.

Staff Quarters - Staff members are required to keep their living quarters clean at all times. Weekly inspection by the Housekeeping Director will occur. There will be a fine of \$5.00 for an unclean room. You will continue to receive a \$5.00 daily fine till the room is passed by the Housekeeping Director. If your room is both clean and neat you will be eligible to have your laundry done. At the end of your stay at NPR part of your room must be cleaned and check-out by housekeeping. There will be a \$50.00 fine if you leave without checking out with housekeeping. It is against camp regulations for staff members to be in the area, or enter any cabins and rooms used by members of the opposite sex. Please understand that if a staff member is found in a cabin or room used by members of the opposite sex, without prior approval from the Summer Camp Directors, it will be grounds for **immediate dismissal**.

Staff Swimming - Staff members are only to swim at times when the water facilities are open and lifeguards are on duty. Times when the water facilities are open will be posted. Any lap swimming must be arranged with the Pool Director.

Staff Uniform - The staff uniform consists of the staff shirt and blue jeans or modest blue jeans shorts or skirt. The uniform is to be worn all day on Sundays. You will be given a staff shirt and you are to provide the blue jeans (shorts should be similar to Bermuda length).

Staff Vehicles - All motorized staff vehicles must be registered with the Camp office and are to be kept in designated parking areas at all times except when used to leave camp. Staff vehicles are not to be taken into camper cabin areas without special permission from the Summer Camp Directors. They are NOT to be used for routine transportation within the camp. Speed limit on camp is 15 m.p.h.

Staff Visitors - If friends and family want to visit staff members, **prior arrangements must be made with the Summer Camp Director**. Visitors must pay for meals. Cost per meal is \$6.00 for adult and \$5.00 for ages four to seven.

Supplies - Each department director is responsible to see that an adequate supplies are maintained and secured. Rechecking of quantities is to be done on a regular basis. All purchases should be made through the office.

Termination of Agreement - A staff member's contract shall continue only as long as the staff member complies with its terms, or if the staff member and the Summer Camp Director agree that for their own best interests, or the best interests of the camp, the employment shall be terminated. In case of early departure or dismissal from camp,

or should the camp be shortened by fire, epidemic, accident, etc., the staff member's pay will be pro-rated for time served only.

TVs, VCRs, DVDs & Video Games - should NOT be brought to camp.

MINIMUM STAFF VOCABULARY

FLEXIBLE	(flek' se-bel). adj. 1. Capable of being bent without breaking. 2. Willing or disposed to yield.
CONSIDERATE	(kon-sid' er-it). adj. 1. Showing regard for another's circumstances, feelings, etc. 2. Looking out for the welfare of others.
PUNCTUAL	(pungk choo-el). adj. 1. Strictly observant of an appointed time. 2. Not late.
GENEROUS	(jen' er-es). adj. 1. Unselfish. 2. Abundantly meeting another's needs.
ENTHUSIASTIC	(en-tho' zi-as'tik). adj. 1. Having an eager or impassioned attitude. 2. Full of active, lively interest
DISCIPLINED	(diz-o-plin'd). adj. 1. Having control of actions. 2. To stay the course; hold to a plan. (Not be swayed)

"Your Vocabulary Speaks Your Way of Life"

"Let us stop just saying we love people, let us really love them, and show it
BY OUR ACTIONS!"

1 John 3:18 (Living Bible)

HOW TO GET HIRED BACK

It is an honor and privilege to be on the Nosoca Pines Ranch Summer Staff. Many hours, dollars, prayers and extra effort have combined to bring together and support a staff that will serve the Lord in this special place. There are certain things that are important to remember.

1. Follow directions, guidelines, and the leadership.
2. Be a doer (giver vs. taker).
3. Share in the vision of the ministry and how God has placed you here.
4. Servants heart. Your job is crucial for the camp's success. Give yourself to the ministry of serving others before yourself.
5. Complaining, comparison, and sarcasm, have no place within our framework. Do not get caught in this trap.
6. Staff and camper relationships are the heart of the matter. This is #1. Make the effort to stay in touch with the campers after camp.
7. The spiritual ministry of Nosoca largely depends on you, therefore it is of utmost importance that you guard your time with the Lord.
8. Safety is essential. Any lack of commitment in this area destroys your chances of another summer.

Keys to Remember:

1. Follow
2. Do
3. Serve

HOW TO GET FIRED

A firing is a disappointment to all concerned. It is an occasional reality. There are two basic ways to get fired from summer staff; the fast way for a major act or incident, or the slow way for patterns of attitude or actions that are unacceptable.

1. The fast way (for an act or incident). **(This is a partial list.)**
 - a. Any actions jeopardizing the safety of a camper, other staff member or self.
 - b. Reckless operation of any vehicle or machine.
 - c. Sexual misconduct.
 - d. Child abuse.
 - e. Use of tobacco alcohol or drugs.
 - f. Misuse of safety equipment.
 - g. Being in the cabin of member of the opposite sex, without permission

No additional warning will be given.

2. The slow way (for pattern or action). **(This is a partial list.)**
 - a. Negative or derogatory comments concerning food, program, staff or decisions except through proper channels.
 - b. Tardiness or absenteeism.
 - c. Negligence toward camper comforts and needs
3. All salary and benefits end with the termination. This includes meals and lodging. Lodging will be maintained for minors until parents can be contacted.
4. A staff member may be placed on paid leave while facts are being gathered. Such cases may include child abuse, safety violations and sexual misconduct. In these cases salary would continue while all other benefits would be terminated. The staff member may be required to leave the camp.

Safety

&

Emergency Policies

NOSOCA PINES RANCH SAFETY POLICIES

Organized camp experiences give young people the opportunity to enjoy a change in environment and a variety of activities. The camper must rely heavily on the camp staff to provide surroundings and programs that are reasonably free of unnecessary hazards. The purpose of this guide is to assist the camp staff in achieving the best possible level of safety in camping.

We, as staff members, have been charged with the care of each camper for the time they spend with us. Their safety is of paramount concern in the operation of the summer camp program, and will take precedence over expediency or short cuts. Every attempt must be made by us as staff members to reduce the possibility of an accident occurring. An accident-free program is not just a lucky by-product of the summer camp, but rather a well-planned result.

Safety guidelines and procedures have been set forth in this manual not only for the knowledge and benefit of the staff members, but also that campers may understand the rules and the importance of following them. To set a good example for campers' safety education, the staff must know and believe in the rules, and must follow them.

CAMP SAFETY COMMITTEE

Foodservice Director
Horsemanship Director
Maintenance Director

Office Managers (Year-round & Summer)
Summer Camp Director

DUTIES OF THE CAMP SAFETY COMMITTEE

1. Inspect the camp physical plant and equipment as it pertains to camp safety.
2. Promote basic safety.
3. Report accidents and near-accidents
4. Be personally responsible for camp safety

ACTIVITY SAFETY GUIDELINES

AEROSPACE

Archery - The camper/staff ratio is at least 1 to 12. The archery range has three firing lines marked with rope and arrow holders. Campers not at the firing line must stay behind a marked area at least 15 feet behind the firing line. Arrows are issued only to shooters who are on the firing line and are to be placed in the holder beside each archer's shooting position. On the camper's first day at the range, the instructor assigns the correct size bow & instructs campers in safety fundamentals before any shooting is done. Campers are taught to never draw a bow, with or without an arrow, while facing another person. They are instructed never to notch an arrow until command is given to shoot, and never to cross the firing line until the order to retrieve arrows is given. Leaders only issue arrows to archers at the firing line and bows are left at the firing line while arrows are recovered. At this point, no archers are to fire and all are to retrieve arrows at the same time. Bows, strings, arrows, and arm guards are checked regularly and worn-out equipment should be replaced. The equipment box is waterproof and locked when not in use.

Frisbee Golf - The camper/staff ratio is at least 1 to 12. Attention must be given to insure campers are in sight of frisbee golf staff as group spreads out during play. Instruction in proper golf educate will help reduce the chance of injury due to flying hand or frisbee. All equipment needs to be put away after use and replaced if damaged.

Model Rocketry - Camper/staff ratio is 1 to 12. All model rocket supplies and facilities are under the control of the Aerospace staff. This classroom is locked at all unsupervised times. Campers are orientated to a proper launching procedure. The following general guidelines are to be followed:

1. Model rockets are selected so that they will not be difficult or dangerous to handle.
2. Areas that need special watching are: objects with sharp points, and paints (including cleaners or other chemicals).
3. Launching is done only under the Aerospace staff guidance with specific areas for campers who are watching and those who are setting up. A safety procedure will be in place that will not allow a rocket to be fired while it is being set up, as well as commands for clearing the area and firing. (i.e. countdown)

Emergency procedure: Contact nurse or summer camp office.

AQUATICS

The Aquatics Director is responsible for overseeing the total aquatics program including: sailing, canoeing and swimming classes, lifeguards schedule for activity rotations, free swim times, staff-only swim times, and the Water Olympic program. The Aquatics Director is also responsible to watch the weather. In the event of lightning or other inclement weather, the Aquatics Director will see that all persons are clear from the water and notify the summer camp office to get further instruction.

Sailing/Canoeing - A camper/staff ratio of 1 to 12 will be maintained during instruction times, and a ratio of 1 to 8 during time on the water. All canoeing activity is done under the direction of a certified lifeguard. All campers are given a thorough briefing regarding safe conduct in and around the canoe. A PFD must be worn and properly secured by campers and staff while in the canoe. PFD's are checked daily for holes, water logging, broken ties, etc.

Lifeguards must have on file in the summer camp office a copy of their life guarding, first aid and CPR certificate and be able to demonstrate their skills upon request. The lifeguard's role is primarily accident prevention. The most desirable characteristic of a good lifeguard is his ability to anticipate and effectively minimize a potentially dangerous situation with equitable and firm action. The guard must command respect of the campers and staff by example and knowledge of the job at hand. Lifeguards should be placed primarily where concentrations of activity exist. All areas must be observed from a vantage point where water surface reflection and sun glare are minimal, and within a reasonably close proximity to swimmers in his assigned area. Our lifeguards will use a communication system instituted by the Aquatics Director.

Swimming Classes - A camper/staff ratio of 1 to 12 will be maintained during instruction times, and a ratio of 1 to 8 with a "Look Out" stationed on the dock area during time in the water. Our classes cover stroke technique, survival swimming and floating, rescue skills and hazard identification information. During Free Swim times the life guard, to persons in the water ratio is no more than 1 to 25. Campers must be reminded to immediately report any ear, sinus problems or other discomforts that may be aggravated by water.

Water Front - A camper/staff ratio of 1 to 8 during time in the water. All waterfront activity is done under the direction of a certified lifeguard. All campers are given a thorough briefing regarding safe conduct in and around the boats and when using waterfront equipment. A PFD must be worn and properly secured by campers and staff while in the boats. PFD's are checked daily for holes, water logging, broken ties, etc.

Each camper must take a swimming test Sunday afternoon if they wish to participate in any water activity. The campers will receive swimming classifications which will be designated by a colored wrist band. The classification wrist band must be worn by all campers who wish to participant at the pool or waterfront and will divide campers as follows:

Green Band: Can swim and participated in all designated areas.

Red Band: Can only swim and participate in the shallow area.

A camper may request a chance to retake the swimming test during the week and will be reclassified if they pass a higher rating.

CHRISTIAN DRAMA - The camper/staff ratio is at least 1 to 12. Proper attention needs to be given to ensure that the use of props and stage or acting area will be a safe environment. Props must be put away and stage or acting area returned to its proper set-up after each practice or presentation. Campers must be supervised properly when not performing.

Emergency procedure: Contact nurse or summer camp office.

CLIMBING WALL Camper/staff ratio must be no less than 1 to 12. Classes include teaching proper safety techniques such as belaying and proper communication between climbers. Equipment should be routinely inspected to ensure safety and properly stored when not in use. Climbers should wear proper footwear and helmets when climbing.

Emergency procedure: Contact nurse or summer camp office.

CRAFTS- The camper/staff ratio is at least 1 to 12. All craft supplies and facilities are under the control of the Craft Director. Staff are expected to honor the craft department working hours. The craft department is locked at all unsupervised times. The following safety precautions are to be followed:

1. The craft center is to be kept clean and neat at all times.
2. Special use should be arranged with the Craft Director.
3. Campers are to be orientated to the use of: objects with sharp points, flammable materials, open flame, electrical appliances, and products with fumes (paints, cleaners, chemicals).

Emergency procedure: Contact nurse or summer camp office (may use radio or phone in store).

CROSS TRAINING - (Group Recreation and Team Sport Activities) - The camper/staff ratio is at least 1 to 12. The of activity area must be kept clean and clear of obstacles. All equipment needs to be stored properly after use and replaced if damaged. The activities or games need to be geared so that campers will be safe for both the age groups and the numbers involved.

Emergency procedure: Contact nurse or summer camp office (may use radio or phone in store).

GYMNASTICS- Camper / Staff ratio is a least 1 to 12. Our gymnastics are low impact exercises with the follow guidelines:

1. Mats are to be kept clean and stored neatly when not in use. No shoes on mat.
2. Participants will not perform any type of stunt without direct staff supervision.
3. No jewelry, watches, glasses, loose clothing or gum are allowed while participating.

Emergency procedure: Contact nurse or summer camp office.

HORSEMANSHIP - Camper/staff ratio must be no less than 1 to 12. A rider must be at least 8 yrs. old and supervised under the guidance of a CHA instructor (or ACA approved equivalent) who knows and follows safe riding practices. Staff may ride if space allows or on special rides scheduled by the Horsemanship Director. Clothing consists of long pants and shoes that cover the whole foot. Riding helmets must be worn by all campers and staff any time they are on a horse. The only exception is staff who are participating in the Rodeo Flag Parade and Breed Show. All participants will be orientated to the barn rules before getting on a horse.

Emergency procedure: Contact nurse or summer camp office.

MOUNTAIN BIKES - Camper/staff ratio must be no less than 1 to 12. Bikers must understand and follow safe riding practices. Helmets and proper safety equipment, including proper clothing and footwear must be worn on all rides. All equipment must be properly stored and maintained after use.

Emergency procedure: Contact nurse or summer camp office.

MOUNTAIN BOARDING- Camper/staff ratio must be no less than 1 to 12. Boarders must follow safety guidelines including wearing helmets, pads, and proper clothing. All equipment must be kept in good/safe working condition and properly stored when not in use. The mountain boarding area should be free of hazardous objects that could interfere with safe riding.

Emergency procedure: Contact nurse or summer camp office.

GENERAL SAFETY POLICIES

Animals -To bring an animal to camp you must have the Summer Camp Director's permission.

Camper Pick up - No camper may be picked up without the permission of the Summer Camp Director. No camper may leave with anyone not on the pick up authorization form filled out by the campers parent or guardian. For any camper to leave they must be checked out by an Administrative Staff member and the person picking them up must show verification of their identity.

Camper No-Shows - At the end of Sunday's registration, the camp registrar calls all no shows to verify whether they are still planning to attend that week's camp.

Camper Supervision - All staff who are directly responsible for campers at any time in their job requirements must be at least 18 yrs. old or at least two years older than campers they are supervising.

Staff Age Requirement - All staff members must be at least 16 yrs. old. Nosoca will maintain at least 80% of their staff being over 18 yrs. old.

Vehicles

1. Only authorized staff who are 18 and have taken the vehicle orientation and safety class may drive a camp vehicle. In addition, a staff member must be 21 to drive any passenger.
2. Camp speed limit is 15 mph, all vehicles are to be driven slowly and with great care.
3. Staff cars should be parked in the area provided. Please do not park cars around the cafeteria. Staff vehicles should never be in the camper cabin areas unless permission has been granted.
4. Campers are NOT permitted to ride on or in any staff or camp vehicle without Summer Camp Director's permission.
5. Motorcycles must have proper muffler in place and a helmet must be worn.
6. Staff personal vehicles are to be used ONLY during their day off unless specific approval has been granted by the Summer Camp Director.
7. Any staff member under the age of 18 MUST have a written consent form signed by parent/guardian to ride in any other staff member's vehicle.
8. Individuals are not to ride in back of pickups, on trailers, on the hoods or any outside parts of vehicles not designed for passengers where seats are not attached to the vehicle. Exceptions are: for hay rides when wagons are driven at slow speeds (6 mph or less) off public roads.

Weapons/firearms - Summer camp staff are forbidden to bring anything that could be considered a weapon to camp other than a small pocket knife, without the specific permission from the Summer Camp Director. This would include but is not limited to knives, guns, paint ball guns, bows and arrows, (any device that launches a projectile), billy club, etc. In addition, if approval is granted to have a firearm/weapon it must be kept locked up and additional permission must be granted from the Summer Camp Director in order to use that firearm.

EMERGENCY PROCEDURES

The Emergency Coordinator is the only person authorized to activate and manage a emergency procedure. Depending on the situation this person may be the Summer Camp Director, Assistant Summer Camp Director or Camp Manager on Duty.

The signal for an emergency is the cafeteria bell:

Continuous Bell - Meet at the flag pole area for line call. (missing camper, fire, evacuation)

Continuous Intermittent Bell - Get into and stay in the closest building. (strong weather)

The Curriculum Director will check to ensure all activities heard the Bell.

Bomb Threat - If a bomb threat occurs, the continuous siren will sound, line call will be taken out side the Cafeteria. To keep campers and staff safe and work flowing, here are a few precautions to keep in mind:

1. Report all threats, suspicious items or persons to administrative staff.
2. Don't discuss the bomb threat process with any one not on our staff.

Building Fire - In the event of a fire emergency the continuous siren will sound. Line call will be taken out side Cafeteria. If any campers are not accounted for, the missing camper procedure will commence. If alarm occurs at night, have campers carry flashlights and sleeping bags if possible.

Injuries - Safety is our paramount concern, as staff members we will and must do all within our power to prevent accident or injury. In addition we call on God to send His angels to protect us and our camp from danger and accident. In the event of an injury:

1. Assess the extent of the injury and if necessary send for help at once.
2. If there is blood loss, try to stop the bleeding at once.
3. If there is loss of vital signs, begin CPR at once.
4. If the injury is to the back, neck or spine do NOT move the individual unless there is immediate threat of loss of life if the individual remains in present location. Send for help!
5. If injured person can be moved take immediately to the Medical Lodge.
6. If Camp Nurse is not available, locate administrative staff and proceed with necessary action.
7. In case of accident or injury do NOT give any public or private statements regarding the injury without specific permission from the Camp Director.
8. Be aware of dangers of sunburn, poison ivy/oak, blisters, other camp hazards.
9. Counselors need to be aware of any special care indicated by the Camp Nurse.
10. If you are in charge of a group and an injury occurs you must notify the Camp Nurse.

Evacuation - The summer camp and year-round staff will be asked to sign a release to use their cars to transport campers or staff off the Nosoca grounds in the event that an evacuation is necessary. The Emergency Coordinator will arrange for the evacuation of staff and campers to an alternate safe location, advising news media and local authorities of the removal of campers to an other location and the release of campers to parents

Year Round Staff Lost Camper Stations (Check your area and stay there.)

1. Housekeeping - Laundry and surrounding area behind fence.
2. Cafeteria and Dish Room Staff - Check kitchen, dish room, dining hall and bathrooms.
3. Office Personnel - Check main office.
4. Maintenance and Grounds Personnel - Check and secure maintenance buildings.

Summer Camp Staff Missing Camper Search Areas

When area has been checked, one person stay in the area and the rest report to out side Cafeteria

1. Assistant Director - Go to out side Cafeteria and take line call.
2. Cross Training and Crafts Staff - Check gym and immediate surrounding area.
3. Horsemanship Staff - First search barn, storage barn and arena. Then Horsemanship Director will send barn staff riders to check trails. One person must stay at barn.
4. Waterfront Staff - Check waterfront area and stand by in case the lake needs to be searched.
5. Gymnastics - Check area surrounding gym and shop.
6. Christian Drama Staff - Check drama area and surrounding area.
7. Boys' Counselors - After line call, check boys cabins and surrounding area.

8. Audio/Visual Staff - Check cafeteria, cafeteria bathrooms, and surrounding area.
9. Girls' Counselors - After line call, check girls cabins and surrounding area.
10. Girls' and Boys' Directors - Take line call, stay with campers and release all counselors
11. Secretary - Check bathrooms at summer camp office and staff lounge. Return to office.
12. Special Service Agents - Check the RV park and roads leading to barns, shop, and through villages.
13. Office Manager & Program Personnel -
14. Pool Staff - Check pool area and aquatic center rooms.
15. Store Staff - Check store and area surrounding aquatic center.
16. Medical Staff - Stand-by

Missing Camper during the Day - The counselor/activity personnel is to report a missing camper to his or her Division Director and/or the Summer Camp Office. The Division Director then notifies the Summer Camp Director and a search team of general staff members is organized. A systematic, logical search is conducted by this team. Each search team member reports to the Director when a complete search of his area has been conducted. The Division Director will then ask the counselor to join the search. In the event the missing camper is not found, a continuous bell will sound, all campers and counselors are to move immediately to outside Cafeteria area and assemble in cabin units prepared for line call. It is the responsibility of each counselor to make sure his entire cabin is present. If the campers are in an activity, they are to be taken by a staff member to outside Cafeteria. General & Activity staff members will be assigned to predetermined search areas.

Missing Camper at Night - If a camper is missing at night, start through the following list:

1. Counselor do a thorough search of cabin, including asking other campers what they know.
2. Notify Division Director & have other counselors check cabin.
3. Notify Summer Camp Director.
4. Directors will collect information and conduct a quick search.
5. Counselors will stay in their cabins, the rest of the staff will go into full lost camper mode.

When missing camper is found, immediately notify the Summer Camp Director.

Power Outage - Short-time power outages often accompany thunderstorms. Sometimes the outage is more than "short-time". In darkness, do not use candles or other open flame devices. Rather, use flashlights. Wait for instruction on how the schedule will progress.

Weather - If a program or activity director wants to call off or stop a program or activity because of weather they must get permission from the Summer Camp Director.

Heat - Exceptionally hot weather may prevail for some time in South Carolina. Drink plenty of fluids and restrict exercise during the heat of the day. Be alert to signs of heat exhaustion, (usually associated with higher humidity) and heat stroke (usually associated with low humidity). Wear loose-fitting, light clothing and keep out of the sun as much as possible.

Flood - The Summer Camp Director will monitor conditions and decide if evacuation is needed.

Hurricanes - Warning of approaching hurricanes is usually given much farther in advance than for tornadoes and thunderstorms. Furthermore, the path of a hurricane is more easily followed, thus making the point of landfall more readily forecast. Hurricane warnings need to be heeded. Steps for shutting down and securing the facility need to be started long before the hurricane strikes. The Emergency Coordinator will determine if evacuation is necessary.

Thunderstorms - Take cover indoors, as soon as possible, and to remain under cover until the storm is over or instruction is given. If indoor cover is not available they should seek the cover of a grove of trees - while staying away from taller trees. If that is unavailable, they should seek as low ground as possible. Avoid lone trees, and higher ground. If people are on a body of water, they should go to shore as fast as possible, and seek available cover.

Tornadoes - Of all storms, tornadoes produce the strongest winds, and are probably the most likely to cause severe injury or death. The National Weather Service advises that tornadoes have touched down in every state in the lower forty-eight. With the approach of a tornado, cover should be taken in a building. It has now been

determined there is no value in opening windows “to let the pressure out.” Therefore, keep the windows closed and stay away from them.

Wind - Severe wind gusts often accompany thunderstorms. There should be constant vigilance against this possibility by making sure that lightweight items are not left out. If they cannot be put away, make sure they are fastened in place. Objects blowing about can cause damage and injuries.

Snake Bite - The entire staff should be taught to recognize poisonous snakes that are found in the area. These would include copperheads, rattlesnakes and water moccasins. If someone is bitten, determine (if possible) whether or not the snake is poisonous. If it is possible, catch the snake for positive identification. If you are not qualified or equipped to catch the snake, detain it at a safe distance while someone else gets help.

If the snake is non-poisonous, first aid is the same as ordinary wounds. These bites are scratch-like rather than punctures. Watch the victim, emotional reaction may cause him to faint.

If the snake is poisonous, have the victim stop muscular activity at once and keep as calm as possible, get medical care at once. Make certain the Camp Directors are made aware of the situation. Keep the victim lying down with the injured part somewhat lower than the rest of the body. Apply ice or cold water, if possible, to the part of the body involved. This gives relief from pain and will slow the absorption of poison into the system. If possible take the captured snake to the hospital for species verification.

Wild Fire - Wild fires are forest, grass or brush fires, etc. In addition to a regular fire protection plan, any evacuation procedures will be determined by the Summer Camp Director.

CAMPER TRANSPORTATION POLICIES

Emergency Equipment/Forms – Every vehicle used to transport campers and staff should be equipped with a first aid kit and emergency accessories such as fire extinguisher, reflectors, maps, motion sickness bag, change for a pay phone, flashlight, blanket, chalk, and container of fresh drinking water. Consent to treat forms are sent with any trip that would leave our normal medical treating area (normal medical treating area is where transportation of an emergency would be to a hospital or ER facility that our base camp uses). A rental agreement or vehicle registration, insurance information, vehicle safety maintenance checklist, and passenger safety orientation check list will be in the vehicle at all times.

Vehicle Type/Capacity – We transport campers in 6-8 passenger vehicles.. These vehicles capacities are determined by manufacturer specifications and that will be the guideline for any vehicle capacity.

Vehicle Safety Checks – Prior to transporting campers, the following must be checked and recorded in the vehicle log book: *lights, tires, horn, brakes, mirrors, fluid levels, emergency warning systems, windshield and wiper*

Passenger Orientation – Prior to transporting passengers will be the following safety instruction:

Passengers should remain seated at all times with hands and arms inside vehicle.

Seatbelts should be fastened – one person per seatbelt.

Noise level should be such as to not distract the driver. There should be no throwing of objects or other disruptive behavior.

Passengers should enter and leave the vehicle under the direction of a staff member and/or driver. If the vehicle makes an emergency stop, passengers should follow directions of staff.

Driver Requirements – To transport campers or drive camp vehicles off the site, drivers must be 21 years of age and hold valid vehicle operator's license for the size and type of camp vehicle. Every driver must have taken the Nosoca Pines Ranch vehicle safety and orientation class and must have on file Risk Management License Information Sheet.

Travel Procedures – There must be a group designated leader who will ensure that all the paperwork and trip

orientations have been completed prior to departure. Vehicles should be kept a safe distance apart if traveling together. It is not recommended that vehicles travel by convoy. Each driver should have pre-established routes, (including rest stops), maps, complete directions to destination, and appropriate telephone numbers. One driver should be appointed lead driver. On any trip, stops should be made only at acceptable rest stops. After three continuous hours, the vehicle must stop to rotate drivers and rest the passengers. All traffic laws of the state are to be strictly obeyed when transporting campers and staff.

Camper Behavior – In larger vehicles, behavior problems should always be the responsibility of adults or staff members other than the driver. Follow established camp discipline procedures (see staff manual).

Backing Up – Because you cannot see everything behind your vehicle, backing up is always dangerous. Avoid backing up whenever you can. When you park, try to park so you will be able to pull forward when you leave. When you have to backup, here are a few simple safety rules:

- Look at your path. (From outside the vehicle if possible)
- Back slowly using your mirrors.
- Back and turn toward the driver's side whenever possible.
- Use a helper whenever possible.

Loading and Unloading Passengers – Load and unload in areas that are free from vehicular traffic unless an emergency. The vehicle should be in park with the emergency brake on and the motor turned off. Loading and unloading will take place in an orderly fashion following directions from staff member. Campers should be directed where to assemble after unloading and kept under supervision of an adult.

Fuel – When carrying campers, always refuel before getting below a quarter of a tank. The engine must be turned off to refuel. Campers are to remain in the vehicle unless permission has been granted and they are supervised by a staff member.

Dealing with Passenger Illness

- Administer first aid as needed. Keep the camper comfortable.
- If you need to stop, try to do so in an authorized or designated area.
- Contact camp about the camper or return to camp as soon as possible and have the camper check in with the Camp Nurse.

Accident Procedures

- Attend to any ill or injured passengers. If medical care is needed, see that they are taken to nearest medical facility.
- Place reflectors or emergency flashers as appropriate. If vehicle has to be moved, mark the location (from back of tire) with chalk.
- Instruct passengers to exit vehicle when appropriate. Group the uninjured passengers together in an area safe from oncoming traffic to await instructions and/or new pick-up. Campers must be supervised by camp staff at all times.
- Contact camp or designated emergency contacts.
- Obtain names, addresses, and telephone numbers of any witnesses and location where any police reports will be filed.

Dealing with Vehicular Breakdown

- Move off the road as far as possible. It's better to drive on a flat tire than park in an unsafe place.
- Place the transmission in park (low or reverse for standard transmission). Turn off ignition and remove key.
- Set the emergency brake.
- Set four way turn (emergency) blinkers.
- If vehicle must stop in non-designated parking area (i.e. the side of the road), carry reflective triangles between yourself and the oncoming traffic according to the following.

On the traffic side of the vehicle, within ten feet of the front or rear corners.
About 100 ft. behind and ahead of the vehicle, upon the shoulder of the lane you are stopped in.
Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within

If stopped on or by a one-way or divided highway, place warning devices 20 feet, 100 feet, and 200 feet toward the approaching traffic.

If safe to do so, unload passengers and move them well off the roadway away from the vehicle. Make sure campers are supervised at all times by camp staff. If evacuation from a bus is necessary, follow established procedures and directions of the staff member.
Contact camp with information about nature of the breakdown and your exact location. One staff member must stay with the vehicle and campers.

THINK SAFETY AT ALL TIMES!

All staff members are to make themselves a committee of one to be alert to prevent any unsafe practice by anyone on the camp grounds. If you see a hazard, DO something to make it SAFE!!!

Camper Care & Counselor Helps

CAMPERS AND CHILDREN

Children are in the process of growing up. A child must therefore be childish. Paul said, “*When I was a child I spoke as a child, I understood a child, I thought as a child.*”

You will find children behave in ways you consider inadequate. They may not be able to keep their minds on getting dressed, have trouble making beds (teach them), be loud when they shouldn't, forget rain gear and fail to change clothes when needed. Don't be distressed when they fail to measure up. Try to encourage and challenge, but don't be disappointed at failure.

Try to appreciate a child being a child. You will need to be a clock for you campers to remind them where to be and when. When children fail it might be because we are asking too much of them.

Be content with small steps forward day by day, and not too shocked when the camper slips back a few steps. Remember to see your job as the ministry that it is.

WAYS TO GET RESPECT FROM YOUR CAMPER

Respect isn't earned by being physically big, by yelling, by having a title, or by trying to be friends and not enforcing the rules. Your Christian conduct will demand respect. A camper will not respect a staff member who picks on them, assumes they are always guilty, or leaves the cabin unattended. Be a leader, not a camper.

But remember - respect will be given to you as you give respect to your camper! You must respect little eight-year old Dirty Face Danny. Your respect is evidenced in the words you choose (not sarcasm), in your tone of voice and in the way you give directions. Make your request with a “please” and follow through with a “thank you.” God calls each child by name. Do you? When they have a problem that is real to them, let it be real to you too. Focus your attention on the camper's needs and interests rather than on your own or other staff. You are here for them, to influence them to a Christian life style. Keep you priorities straight.

Jesus first,

Others (campers) second

Yourself last.

SOME CAMPER RULES

Even though camp is for fun, a few regulations and rules should be set forth for the safety and well-being of all in the camp. The following principles of conduct will be in force at all times during the regular camping program.

1. No camper shall be allowed to go off alone by themselves or leave the immediate camp area. They must be accompanied by a counselor or other adult staff member.
2. It is against camp regulations for boys/girls to go to the door or enter any of the cabins used by members of the opposite sex. There is no need to leave the road when walking through the Boys or Girls Villages.
3. It is against camp regulations to play with any fire equipment or firefighting apparatus within the camp. All fire extinguishers shall be kept in their respective place. It is against camp regulations for any camper to have matches or fire producing equipment in his/her possession.
5. Sharp instruments that could create problems or hazards such as knives should be taken from campers and given to the division director until the end of the week.
6. Campers are not to have radios, cell phones, or any electronic devices at camp. Alcohol, tobacco, or drugs, are forbidden for campers and staff alike.
7. No pills, vitamins or any medications prescription or non -prescription shall be kept in a camper cabin. (This would include the counselor)

HOW TO BE A GREAT COUNSELOR AND FRIEND.

1. Build Friendships
 - Learn their names
 - Play with them
 - Get to know them individually
 - Pray for them and with them
 - Have conversations with them at their own level
2. Be a good listener.
3. Show your positive attitude, not a judgmental one. Be encouraging.

4. Stay neutral. All you hear should be received with confidence and calmness. Avoid expressions of shock or horror.
5. Be honest. Admit when you don't know something.
6. Point them to the bible to look for answers to tough questions.
7. We are creatures of habit. Make sure they are forming good ones.
8. Make any corrections or reprimands privately. Calling them out in front of peers embarrasses them and makes them lash out.
9. Don't make a big deal of their small complaints and whining. Don't give them the attention they seek from it. Divert their attention elsewhere and praise them whenever possible.
10. BE CONSISTENT! Follow through with what you say you're going to do.
11. Their worries and fears fill them up no matter how small they may seem. Show them you care, try to understand their perspective.
12. Everyone makes mistakes, gets stressed out and acts impatiently. An honest apology can help renew a strained relationship.

*“... When the enemy shall come in like a flood,
the spirit of the Lord shall lift up a standard against him”
- Isaiah 59:19*

BEHAVIOR CHALLENGES

Bed Wetting

Usually an emotional problem - sometimes physical

- change from home to camp
- will experience self-shame, doesn't need ridicule of other campers
- let them know they can trust you treat them as a normal kid
- help them build self-confidence
- don't baby or mother them

Things to do

- make sure they go to the bathroom before bedtime
- if they do wet the bed, put sleeping bag in trash bag and take down to laundry when

- others won't notice. The Boys/Girls Directors will have extra sets of bedding available.
- if the other campers have already discovered it, encourage kindness and respect. Do not allow the other kids to laugh and tease.
 - PROTECT THE CAMPER'S INTEGRITY, DON'T EMBARRASS THEM!

Bully

Craves attention

- seeks peer approval
- has low self-esteem

Things to do

- redirect his energies to be helpful
- don't put them in authoritative position unless it's part of the cabin routine and all the other camper's have the same opportunity, too
- speak to them alone about the problem so you don't embarrass them
- praise them when they do a right action
- don't tolerate violence
- don't let the bully run the cabin

Dirty Jokes, Stories, and Swearing

- may be habitual
- looking for attention, trying to be cool

Things to do

- don't laugh even if it is funny, because this gives them positive reinforcement
- explain that camp provides an atmosphere for good
- redirect their conversations

Disobedient

Wants peer approval

- little discipline at home
- could be looking for attention

Things to do

- it is never appropriate to use physical discipline
- insist on obedience from the first
- discipline is not what we do, go to the Girls/Boys Directors.
- Take authority and action immediately.
- Don't be tempted to use physical contact; this is grounds for dismissal

Hyperactive

They may be on medication

- most normal kids are somewhat hyperactive
- they need to let out energy, and it is hard for them so sit still.

Things to do

- keep them from hurting themselves, i.e.: pillow fights, obstacle course, etc.
- try to wear them out

Late Arrival

They may feel like they aren't one of the group.

Things to do

- introduce them to the rest of the cabin by name
- show them that you are glad they're here
- help them make friends with other campers of common interests
- give them cabin responsibilities
- have another camper show them some of the things they have seen in camp so far

Negative Attitudes

Didn't want to come to camp

- often camper feels that they have been mistreated
- could be their temperament
- low on rest

Things to do

- make sure your attitude is positive towards staff and program and you are participating in everything yourself.
- have the camper try everything and be involved
- find out why they are being negative, let them vent a little
- help them find a solution together

Rest Period

The counselor usually needs it most!

Things to do

- the entire unit must remain quietly within the cabin during the whole rest period
- first half may be spent silently in their bunks and second half can be spent in quiet activities such as: read a book, coloring books, crafts, writing letters home, etc.
- respect and encourage those who do want to sleep

Shy and Withdrawn

Extremely sensitive

- put down at home a lot
- low self-image, insecure, little self-confidence
- doesn't have any friends at camp

Things to do

- give responsibilities
- praise them for what they do
- may be gaining more than you think; you are their example
- in conversation ask open ended questions - not yes or no ones - to try and draw them out
- be comfortable with silence, don't be quick to answer for them.

Uncleanliness

There will be a personal inspection during breakfast line call. The younger they are the more attentive you have to be to make sure they are getting showers everyday, brushing their teeth, changing clothes, etc.

Things to do:

- praise them when they are clean
- tell them they smell good
- offer to help them fix their hair

Tattle-Tale

Trying to get counselor's approval

- usually has inferiority complex
- gets satisfaction from seeing others punished
- demonstrates "Holier than Thou" attitude towards other campers

Things to do

- try to be ahead of his reports
- don't dramatize your response (i.e.: "I'll keep my eyes open" or "I'm already aware of it")
- tell them you don't want to hear it

Sick

General prevention

- clean hands and face (before every meal)
- wear shoes at all times (except bed)
- eat properly, plenty of fruits and veggies
- drink lots of water
- tell kids at beginning of week to come to you any time if they're sick or hurt
- plenty of rest
- make sure they gets medication regularly, remind them to see the nurse when it's time to take their medication.
- take precautions against contamination spreading to other campers

Things to do

- help them not feel so isolated from the cabin
- have others do special things for them: make a craft or gift, write a letter, etc.

Teaser

- Usually a bright kid with misdirected potential
- Wanting take attention away from their weakness
- Trying to make themselves look good.

Things to do

- stop any rude, vulgar or malicious teasing
- redirect the conversation and point out their good qualities

Homesickness

Maybe its their first time away from home or they are feeling left out of the group

Things to do:

- Have them talk about their favorite part of the day so far
- Talk about all the exciting things they can look forward to tomorrow
- Try to put off phone calls home till a couple days into the week
- Do NOT let them call home just before bed. Problems can seem bigger at night. Encourage them to re-think things in the morning. “Lets just get through one more day”

Phone Calls

Camper’s cell phones will be kept in the office and the counselor may bring the camper in to use the cell phone at appropriate times. Some children may need help figuring out how to use a pay phone or calling card. If you receive a message from the office that a parent has called, make time for the child to return the call at the next convenient time.

Things to do:

- Always be close enough to hear what the child is saying on the phone
- If the child is homesick or complaining ask to speak to the parent and reassure them or explain what you are doing to help the problem.
- Try to put off phone calls home until a couple days into the week.

PRINCIPLES OF COMMUNICATION

1. Be a ready listener. *Prov. 18:13, James 1:9*
2. Be slow to speak. *Prov. 15:23, 21:23,28, James 1:19*
3. Speak the truth in love. *Eph. 4:15,25, Col. 3:9*
4. Do not use silence to frustrate the other person.
5. Do not be quarrelsome. *Prov. 17:14, 20:3, Eph. 4:31*
6. Do not respond in anger. *Prov. 12:18, 15:1, 25:15, 29:11 Eph. 4:26,31*
7. Avoid nagging. *Prov. 10:19, 11:22, 12:4, 17:9, 19, 20:5, 21:9, 25:24, 27:15 Psa.. 14, 34:13*
8. Do not blame or criticize. *Gal 6:1-3, I Thess. 5:11*

9. Be concerned. *Phil. 2:1-5, Eph. 4:2*

10. When wrong, admit it and ask for forgiveness. *Eph. 4:32, Col. 3:13, Heb. 8:12*

HAPPY FIRST DAY AT CAMP

Remember this is their home away from home for the week. Greet them with big smiles and lots of excitement. A parent may be just as nervous so be sure to talk to them and re-assure them as well.

ARRIVAL OF CAMPERS:

1. Introduce yourself to the camper and the parents, and emphasize the manner in which you would like them to address you. Ask them to give you their names.
2. Help them to select their beds. (They can create name tags to put on bunks if desired)
3. Show them through the cabin, bathroom, closet, etc.
4. Have them store belongings.
5. Ask parents if there's any specific information you should know while taking care of their child.

CABIN ORIENTATION

Children will feel more at ease when they know what to expect and what is expected from them. Some things to talk about with the whole cabin on the first day/night of camp:

- Cabin rules and the importance of following them
- Schedule and Activities
- Cabin cleaning jobs
- Honor Cabin/Daily Report
- Line Calls
- Respect of personal items
- The group goes everywhere together.
- Never allowed in cabin area of opposite sex.
- Jewelry, cell phones, electronic devices, alcohol, drugs, etc.
- Public display of affection
- Inappropriate clothing
- No medications in cabin.
- Stay in cabin at night
- Cafeteria protocol
 - * no running
 - * shirt and shoes required
 - * enter quietly and stand around table till after prayer
- How to get to different classes and what clothing is appropriate for each.

- Cabins will be locked during classes and activities and all necessary items must be brought with them when they leave for the first one.

STRESS BUSTERS

- Enjoy your small triumphs; don't get down on yourself for mistakes
- Be positive with others.
- Delegate your tasks and time.
- This is camp. Lead by example. Have fun.
- Why not try a fresh approach? There must be more than one way to get the job done.
- Do whatever it takes to get out of the rut.
- Make good personal relationships a priority
- Eat healthy meals.
- Get some exercise.
- Don't procrastinate!
- Plenty of sleep.
- Schedule time with God everyday. Prayer and bible reading.

Flag Lowering / Raising - The boys counselors will lower the flag Sunday evening; the girls counselors will raise the flag Monday morning. On a regular rotation girls cabins will raise the flag and boys cabins will lower the flag. Directors Points are given by the Summer Camp Director based on performance. Respect for God and country is vital, this is not a time for pranks.

Line Call - One whistle = 5 minutes. Two whistles = 1 minute. Three whistles = Attention, quite, and in line for report. One unit captain is called upon to report for his/her cabin at every line call, indicating whether all are present. A cabin that arrives after the third whistle needs to wait quietly and separately until invited in by Girls/Boys Director.

Devotions - Every morning the counselor is encouraged to have a group prayer with their cabin before leaving for line call. Every evening, time is allowed for the Counselor to have a more personal devotion with their campers leading them to a more personal relationship with Jesus. Campers should be taught to assume reverent attitudes in prayer at all times. There are several ways in which prayer can be conducted to make it attractive to the camper. The main thing is that the children learn to talk to our heavenly Father.

NECESSARY INFORMATION

1. Don't hesitate to take campers to the nurse, but use your discretion to decide if you can handle it.
2. Sleep, sleep, we all need sleep!
3. Ticks - when your campers are getting dressed, encourage them to check carefully for Ticks. They should not be ignored.
4. For girls, if necessary, sanitary napkins are available at the store and medical lodge. Some girls may have their first period at camp. Advise on sanitary measures, explain the matter and lessen possible

embarrassment. Call on the Camp Nurse if you are hesitant.

5. The best counselors will be with their unit in all of its activities as much as possible.
6. Use disciplinary measures sparingly. No punishment is ever to be administered. Always inform the Division Director of any major discipline needs.
7. Cabins are to remain locked during all activities and class periods. If the campers need to change clothes between periods they can bring those with them or leave them neatly on the porch. It's a good idea to review with them what their schedule is every morning and afternoon.
8. As you enter together into all activities, working together, playing together and praying together, you will achieve these high objectives that have been set forth. If you fail in other areas, but have led them with a closer relationship with Jesus you have succeeded. This is our main goal.

Should problems occur withing the cabin, they should be brought to your Boys or Girls Director.

POINTS TO REMEMBER

1. Remember that even the worst campers you have are probably the best their parents have.
2. Remember that you are a model in dress, grooming, mannerisms, and your Christian standards.
3. Remember that being proud of your church is noticeable. You are its best advertisement.
4. Remember that negative words cannot be taken back. The harm they cause can be permanent.
5. Remember to be fair. Campers are quick to sense unfairness.
6. Remember to listen. Campers should have opportunities to express themselves.
7. Remember to be cheerful. A smile is contagious!
8. Remember to keep your temper under control.
9. Remember to be courteous.
10. Remember God is an ever-present help. Pray without ceasing.

DEVOTION TEXTS

1 John 4:7, 8	2 Peter 1:21	Philippines 4:8
Deuteronomy 6:5	Proverbs 16:32	Matthew 28:19
Mark 9:23	Psalms 33:6, 9	Philippines 4:19
Psalms 45:1	Psalms 91:11	Ephesians 4:5
James 4:7	1 John 1:8, 9	Mark 15:19
Matthew 6:14	Revelation 14:12	Psalms 19:7
Genesis 1:1, 2	John 8:12	
Matthew 6:33	Isaiah 58:12-14	
Exodus 31:16, 17	Philippines 4:131	
John 3:16	Isaiah 65:21, 22	
Matthew 10:32	Revelation 14:6	
John 14:6	John 3:2	
2 Timothy 3:16	Psalms 19:14	
John 14:1-3	Psalms 119:11	
Proverbs 3:5, 6	Proverbs 28:13	
Amos 3:7	Philippines 4:4	
Isaiah 41:10	John 10:10	