CAMP

Constructing Assured & Motivated People

ACCREDITED

www.sfacamp.org

Staff Handbook

Version: June 2022

Table of Contents:

Table of Contents: **1**

Section 1: Mission Statement **5**

CAMP Mission Statement 5

CAMP Core Values – CAMP "High Five" 5

Staff Flow Charts 6

Staff Contract CAMP 2020 7

Section 2: Staff Job Descriptions **10**

Executive Staff: 10

Leadership Staff: 10

Other Supervisory Positions: 10

Kitchen Staff Requirements: 11

Cabin Motivator Requirements: 11

MIT (Motivator In Training) Requirements 12

Support Staff Requirements: 12

More Detailed Job Descriptions/Responsibilities: 12

Section 3: Special and Adventure/Challenge Activities **19**

Activity Equipment Checklist 21

Air Rifle Range Safety Rules 22

Air Rifle Supervisor / Instructor Skills Verification 23

Archery Range Safety Rules 24

Archery Supervisor / Instructor Skills Verification 25

Rappelling Safety Rules 26

Rappelling Supervisor / Instructor Skills Verification 27

Waterfront 28

Waterfront Safety Rules 28

Water Slide 28

Dock 28

Boating Safety Rules 28

The "Buddy Board" 29

Rescue and Emergency Procedure Verification for Lifeguards 30

Section 4: Emergency Guidelines **31**

WEATHER 31

Thunderstorm with lightning: 31

Tornado: 31

FIRES: 32

Fires In The Cabins 32

Fires In The Lodge 32

Fires In The Kitchen 33

Forest Fire 33

INTRUDER 33

MISSING PERSON 34
ACTIVE SHOOTER 34
HAZARDOUS MATERIALS 35
MEDICAL EMERGENCIES 35
Sick / ill Campers / Staff: 35
Injury 36

Section 5: Tar Hollow Facilities 37
Tar Hollow State Park Map 37
Tar Hollow Resident Camp Map 38
Tar Hollow Lodge Diagram(With Shutoffs) 39

Section 6: Camp Cleaning Schedules 40
Hill Shower House Check-in Inspection Sheet 40
Daily Bathroom Cleaning Checklist 41
Saturday Hill Clean-Up Checklist 42
Cabins 42
Shower House 42
Trails 42

Section 7: Kitchen 43
Kitchen Cleaning/Sanitizing Policies 43
Refrigerator / Freezers 43
CAMP Temperature Chart 44
Refrigerator, Freezer, Dishwasher 45
BREAKFAST 45
LUNCH 45
DINNER 45

Section 8: Discipline / Behavior Guidelines 47
General Information 47
Abuse or neglect not at CAMP 47
Abuse or neglect at CAMP 47
Bullying / Sexual Harassment Policy 47
Bullying 47
Sexual Harassment Policy 48
CAMP Discipline Policy 48
Consequence Ideas 49
CAMP Incident Reports 50
Staff Social Networking Policy 50

Section 9: Vehicles 52
Personal Staff Vehicles 52
Accidents 52
Notifications / Media 52
Golf Carts / ATV’s 52

Section 10: CAMP Trailblazing **53**
Spiritual History Of CAMP 53
Spiritual Philosophy Of Camp 54
What is TRAILBLAZING 55

Section 11: Other Information **56**
CAMPer Check-In Procedures 56
Sample Daily Schedule 57

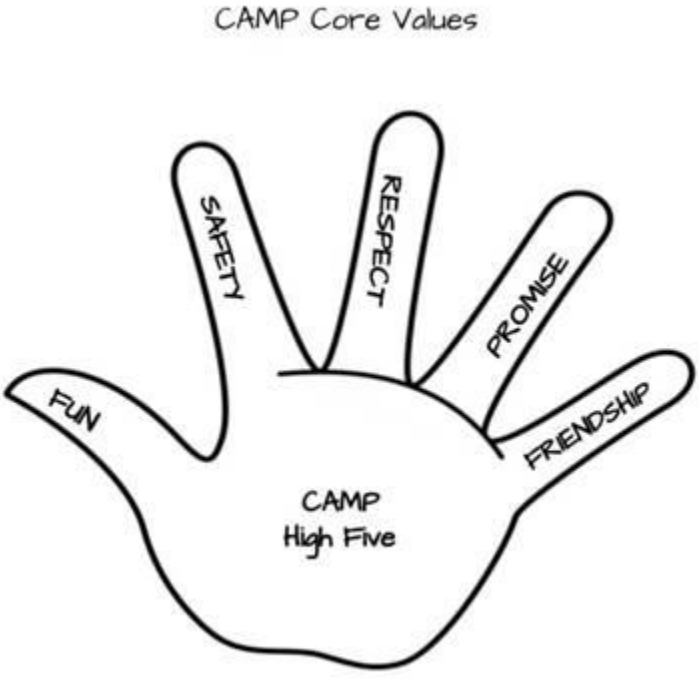
Section 12: Forms / Help Section **58**
Activity Worksheet 59
Cabin Inspectors Checklist 60
Incident Report 62
Staff Evaluation Form 63
Observation of Activity Leader 64
Suspect & Vehicle Description Sheet 65
Kitchen Temperature Chart 66
Hill Shower House Check-in Inspection Sheet 67

Flow chart will be added closer to CAMP 2022

Section 1: Mission Statement

CAMP Mission Statement

Our mission is to “Construct Assured and Motivated People” by providing a faith based environment that encourages Campers to get to know God by setting the foundation for them to learn to love themselves, become more confident, and find their Special Spark; in doing so, Campers are enabled to use their abilities to become leaders of the greater community.



CAMP Core Values – CAMP “High Five”

1. Safety- Our #1 (use your pointer finger to indicate) responsibility for our campers and staff.
2. Respect – (raising the middle finger next to the pointer finger) – For individuals, our program, and our faith.
3. Promise – (raising the ring finger next to the middle finger) for spiritual growth and renewal.
4. Friendships – (raising the pinky finger next to the ring finger) making new friends and renewing old friendships. “Pinky swear”.
5. Fun – (raising the thumb next to the pointer and giving a “high five” to our neighbor) is the thread that holds our program together from beginning to end.

Director – Dave Brizius

Flow chart will be added closer to CAMP 2022

Staff Contract CAMP 2020

As a staff member at CAMP (Constructing Assured and Motivated People), I understand that appropriate conduct and following this contract, set by the CAMP Board, will help to protect the integrity of the CAMP program and ensure that our campers and staff have a successful and safe camp week. This contract shall be in effect upon your arrival at Tar Hollow Resident Camp.

1. My first priority is to the health, safety & welfare of the campers the entire week of CAMP.
2. I will be a positive role model for the campers, by following this contract and the staff training provided, throughout the CAMP week with my actions and words.
3. I will keep my cabin and/or areas assigned to me clean throughout the camp week. This includes cleaning my area before inspection to check out on the final Saturday.
4. I will follow all safety rules/laws established by CAMP, the State of Ohio, and the Ohio Department of Natural Resources/Tar Hollow State Park.
5. I will provide proof of insurance to the CAMP Board if transporting campers anytime during the camp week.
6. I will show respect to guest speakers, CAMPers, and other CAMP staff at all times.
7. I will complete all mandatory trainings (on-line or in person) prior to arriving at Tar Hollow and, in addition, attend daily staff meetings/trainings during the week of camp.
8. I will be punctual to all camp activities including daily staff meetings, unless otherwise assigned.
9. I will never be in a secluded area with any CAMPer under 18 years of age. If I find myself in this situation, i.e . shower house, I will notify my direct supervisor immediately after the occurrence. An incident report should be completed upon request.
10. I understand CAMP's policy prohibits all forms of harassment which including sexual, racial, or religious.
11. I will not possess any type of alcohol or be under the influence of any type of alcohol at any time while at camp.
12. I will not possess any illegal drug or drug paraphernalia or be under the influence of any illegal drugs at any time while at camp.
13. I will not bring weapons to CAMP. (Does not apply to CAMP class related activities) Persons with a conceal/carry permit - who wish to "carry" at CAMP must notify and have prior permission from the CAMP Director.
14. I understand that there is to be no intimate relationships between staff and campers.
15. I understand I must wear appropriate clothing including shoes. (Flip -flops or sandals, open toe shoes are unsafe and discouraged. Shower shoes are permitted in appropriate areas.)
16. I understand use of the camp WI-FI is permitted only before 7am and after 10pm unless it is for CAMP business. (This includes mobile phones and tablets). Mobile phones are not to be used at any time in the presence of a CAMPer.
17. I will not defame/slander/gossip about the CAMP program, CAMP Board members, SFA Board members, other staff members or campers before, during or after the program is held. All differences should be handled between you and your immediate supervisor or a member of the CAMP Board.
18. Smoking or the use of smokeless tobacco, e-cigs or vapor is only permitted in the meadow when the staff member is free from assigned responsibilities and NEVER in sight of a camper. The golf carts SHALL NOT be used to transport smokers to the meadow. All Cigarette butts MUST be cleaned up and disposed of properly each time.
19. I understand I must wear my name tag at all times.
20. I give CAMP permission to use my personal information for a criminal background check and driving record.
21. I understand that violating any part of the staff contract may result in being dismissed from staff and asked to leave CAMP.

The purpose of this contract is to verify that each participant fully understands and accepts the challenges and expectations of being a counselor at this program. You may be asked by the CAMP board to leave at any time should you abuse or disregard any of the contract terms. The decision of the CAMP Board is final.

2022 CAMPer Rules

These rules are designed to protect the camper's personal health, safety, and welfare while at CAMP. Both, Parent and Camper, must read this form below. By clicking "Agree" you affirm an understanding and acceptance of the CAMPer Rules.

1. Illegal drugs, drug paraphernalia, alcoholic beverages and weapons of any kind are not permitted at CAMP. Any camper found in violation of this rule will be sent home immediately.
2. Cell phones are prohibited at CAMP.
3. Tobacco including cigarettes, cigars or smokeless tobacco and E-cigarettes is not permitted at CAMP. Any camper found in violation of this rule will be subject to counsel and may result with the camper being sent home.
4. All physician prescribed medication shall be turned in to the CAMP First Aid Director at
5. Sunday's CAMP check-in. All medication should be in its original container. (Inhalers and epi-pens may stay with camper, if necessary, with approval of the First Aid Director)
6. Campers are not permitted to bring snack food, candy or soda to CAMP. Any snack foods brought and found to be in the cabin will be confiscated. NOTE: If you have a dietary restriction or require certain types of foods, please notify us prior to your arrival and bring in a marked container.
7. Campers should not drive themselves to camp unless it is absolutely necessary. Parking is limited and keys will be taken at check-in. (Parents please note: campers are usually very tired on the last day of camp because of a late last night. There is a risk in driving home because of this reason).
8. Campers are not permitted to bring electronic media such as but not limited to: Smart Phones, Smart Watches I-Pods, MP3 players, radios, I-pads, computers/laptops, or any device that can connect to the internet, etc. to camp. Restricted items will be confiscated and returned at check out.
9. Campers are not permitted to bring their skateboards, scooters, skates, bikes, hover boards etc. to camp. Restricted items will be confiscated and returned at check out.
10. Proper attire shall be worn at all times according to the activity, this includes shoes. Clothing or bandannas that represent gang-related propaganda or that have offensive, vulgar, or slang pictures or words are also not permitted. All clothing, including bathing suits, should be modest in nature. Campers need to be properly clothed when walking from their cabins to the shower houses.
11. Flip flops and open-toed sandals are dangerous at camp. To avoid injury, they are only permitted at the waterfront or in the shower house. Open-toed dress shoes may be worn at the banquet. Appropriate shoes must be worn to and from the waterfront, shower house and banquet.
12. Camper/parents vehicles are not permitted on the hills at any time.
13. Telephone calls are not permitted from camp unless authorized by the executive staff.
14. Unauthorized visits from friends and family are not permitted.
15. Visitors must check in at the office and wear an assigned name tag while at CAMP.
16. Campers must wear their issued name tags at all times.
17. Inappropriate language will not be tolerated. Any camper found in violation will be subject to counsel and may result with the camper being sent home.
18. Campers should follow safety and general rules at all times while at camp.
19. I understand that my child's photo and/or video image may be captured during the week of CAMP and may be used in camp related materials such as but not limited to brochures, web sites etc.

<u>*Rule violations will be addressed on a case by case basis.</u>

**A link for a copy of these rules can be found in your confirmation email.

Visitors coming to CAMP while in session

Our alumni have and always will be the backbone of our camping program. We realize that alumni and other persons would like to come and visit while CAMP is in session. Keeping that in mind, we have compiled the following guidelines for any visitors (alumni, parents and friends).

- All visits must be approved prior to the start of CAMP.
- Visitors must check in at the office and receive a visitors badge as soon as they arrive.
- Visitors must abide by all CAMP rules. This includes the use of Wi-Fi and smoking.
- Visitors are not to interrupt any class or activity unless they have been invited to be a part of the class or activity.
- Parents are asked not to come for a visit. This may cause unwanted stress to the camper and disruption of the program.
- Visitors may not go onto the hills.
- Visitors may participate (or be asked to participate) in activities with approval of the executive staff.
- Visitors may not stay overnight.
- All visitors are subject to being checked through the National Sex Offender Data Base.

Section 2: Staff Job Descriptions

CAMP would not be possible without the dedication and talents of our all-volunteer staff. Your "pay" is the hugs, handshakes, and smiles you receive from the campers at the end of a motivating CAMP week. To that end, and because of the nature of being a Volunteer Staff Member, there is no severance or grievance procedure for dismissal.
*Verbiage from on-line Staff Application

Executive Staff:

(Must be 18 years of age to apply) This position includes CAMP Director, CAMP Administrator, Associate Director/Head Cook, Founding Director and CAMP Managers. Position responsibilities include creating and running the week of CAMP, conducting trainings and administrative activities, evaluating staff under your supervision, teaching/assisting in classes, leading or assisting in daily and special event CAMP activities, as well as, cleaning up for final Tar Hollow ranger inspection on Saturday. Bunking assignments vary.

This position requires a criminal background check and a completed voluntary disclosure statement.
(See Below for "More Detailed Job Descriptions/Responsibilities")

Leadership Staff:

(Must be at least 18 years of age to apply) To apply for one of these positions, you must be either certified or have experience in the job you are applying for. Interviews may be necessary. Position responsibilities include supervising/evaluating staff under your activity, teaching/assisting in classes, leading or assisting in daily and special event CAMP activities, as well as, cleaning up for final Tar Hollow ranger inspection on Saturday. Bunking assignment may be in a cabin as an assistant cabin counselor. This position requires a criminal background check and a completed voluntary disclosure statement.

These positions include:

- First Aid Director – certified/experienced
- Craft Hall Supervisor - experienced
- Security Supervisor – certified/experienced
- Dining Hall Supervisor - experienced
- Lodge Activity Coordinator -experienced
- Waterfront/Watercraft Director (Head Guard) – certified/experienced

(See Below for "More Detailed Job Descriptions/Responsibilities")

Other Supervisory Positions:

(Must be at least 18 years of age to apply)
This position includes:

- Hill Supervisors
- Archery Supervisor
- Air Rifle Supervisor
- Rappelling Supervisor.

Position responsibilities include: set-up/supervising/evaluating staff under your activity, teaching/assisting in classes, leading or assisting in daily and special event CAMP activities, as well as, clean up for final Tar Hollow ranger inspection on Saturday. Bunking assignment may be in a cabin as an assistant cabin counselor.This position requires a criminal background check and a completed voluntary disclosure statement.
(See Below for "More Detailed Job Descriptions/Responsibilities")

Kitchen Staff Requirements:

1. Be at least 18 years of age.
2. Complete the staff application on-line.
3. This position requires a criminal background check and a completed voluntary disclosure statement.
4. Submit 3 references from previous job or volunteer positions (names and phone numbers). (first year applicant, or if you are returning after missing a year or more).
5. Have a personal interview with CAMP Director, Administrator, Associate Director or CAMP Manager. (first year applicant, or if you are returning after missing a year or more).
6. Be a positive role model.
7. Be able to stand several hours each day on a concrete floor.
8. Assist in the set-up and clean-up of the kitchen as assigned by the Head Cook.
9. Be present or complete any on-line trainings related to your position.

(See Below for "More Detailed Job Descriptions/Responsibilities")

Cabin Motivator Requirements:

1. Be at least 18 years of age.
2. Complete the staff application on-line.
3. A criminal background check and a completed voluntary disclosure statement.
4. Submit 3 references from previous job or volunteer positions (names and phone numbers). (first year applicant, or if you are returning after missing a year or more)
5. Have a personal interview with the CAMP Director, Administrator, Associate Director or CAMP Manager. (first year applicant, or if you are returning after missing a year or more)
6. Be a positive role model.
7. See to the health, safety, and well-being of the campers in their charge.
8. Organize, set-up, and maintain a clean cabin.
9. Hike up and down hills to your cabin several times per day.
10. Participate with your campers in all cabin events and activities.

11. Have the ability to lead your campers to a safe location by yourself, in case of an emergency.
12. Be present or complete any on-line trainings led by the CAMP Director.
    (See Below for "More Detailed Job Descriptions/Responsibilities")

MIT (Motivator In Training) Requirements

1. Going into the 12th grade in the fall, along with Current year's graduates. MITs are considered staff and will learn the skills to be a full staff member but will be given the opportunity to experience some of the Previous CAMP Grad activities.
2. Complete the staff application on-line.
3. A criminal background check and a completed voluntary disclosure statement.
4. Submit 3 references from previous job or volunteer positions (names and phone numbers). (first year applicant, or if you are returning after missing a year or more).
5. Have a personal interview with the CAMP Director, Administrator, Associate Director or CAMP Manager (first year applicant, or if you are returning after missing a year or more).
6. Be a positive role model.
7. Be able to hike up and down hills, or long distances depending on your responsibility.
8. Be present or complete any on-line trainings related to your position.
9. Be flexible in the job responsibilities should shortages occur in a cabin or in the kitchen.

(See Below for "More Detailed Job Descriptions/Responsibilities")

Support Staff Requirements:

1. Be at least 18 years of age.
2. Complete the staff application on-line.
3. A criminal background check and a completed voluntary disclosure statement.
4. Submit 3 references from previous job or volunteer positions (names and phone numbers). (first year applicant, or if you are returning after missing a year or more).
5. Have a personal interview with the CAMP Director, Administrator, Associate Director or CAMP Manager (first year applicant, or if you are returning after missing a year or more).
6. Be a positive role model.
7. Be able to hike up and down hills, or long distances depending on your responsibility.
8. Be present or complete any on-line trainings related to your position.
9. Be flexible in the job responsibilities should shortages occur in a cabin or in the kitchen.

(See Below for "More Detailed Job Descriptions/Responsibilities")

More Detailed Job Descriptions/Responsibilities:

Camp Director: Shall have 3 years or more experience on supervising and have the required continuing education as required by the American Camp Association. Duties include: day to day operations & scheduling, conducting staff trainings, conducting staff evaluations of the department heads and staff that report to him/her, maintenance of registration software. Prepare an end of CAMP report.

Administrator: Duties include: registration of staff and campers, communication with parents of campers, staff assignments, conduct staff evaluations of the department heads and staff that report to him/her, maintain records for CAMP and American Camp Association compliance. Prepare an end of CAMP report.

Founding Director: The Founding Directors are the inspirational foundation of CAMP. They are members of the CAMP Board, provide guiding advice, develop the weekly CAMP Themes and compose the morning watches and theme song. The Founding Directors oversee the ministerial staff, and Trail Blazing instructors and oversee the awards process.

Associate Director /Head Cook: Shall have training or experience in areas such as sanitation, menu planning, food preparation and protection, hygiene, personnel supervision, and recordkeeping. Duties include: Responsible for creating the menu for the week, ensuring nutritious and delicious meals, clean and sanitary cooking / prep areas, ordering food. Supervises' and conducts staff evaluations of the kitchen and dining hall staff. Prepare an end of CAMP report.

CAMP Manager: Works hand in hand with the CAMP Director and Administrator in creating and facilitating the camp program. (see flowchart) Prepare an end of CAMP report.

Medical/First-Aid Providers: Shall be a Paramedic, Nurse or Doctor licensed/certified to practice in the state of Ohio. Operate the medical/first aid following approved SOP's, conduct intake physical of campers & staff. Keep all meds and records in a secure and locked area/container, purchase required supplies. Keep records of all injuries and treatments of campers & staff while at CAMP. Prepare an end of CAMP report.

Craft Hall Supervisor: Is responsible for creating / designing the craft projects for the week. Ordering supplies, setting up the craft hall, keeping the craft hall clean, inventory supplies at the end of camp session, supervising the cleaning of the craft hall on the last day of camp session. Prepare an end of CAMP report.

Lodge Activity Coordinator: is responsible for the setup of sound and lighting for the camp week. He/she will coordinate with the dining hall super and evening program leaders by providing them with any equipment needed including stage, lights, sound, music, and tables. He/she will be responsible for making sure the hall is

cleaned and set up for the following morning's breakfast. He/she will also be responsible for any sound equipment necessary for events held outside of the lodge. Prepare an end of CAMP report.

Dining Hall Supervisor(s): is responsible for the proper set-up, tear down and cleaning of the lodge for meals. He/she reports directly to the Associate Director. The Dining Hall Supervisor will give instructions from the kitchen to the meal supers and KP staff and campers. Prepare an end of CAMP report.
Security Supervisor: Must have certification or experience in security matters. Duties include: organizing patrols and directing security personnel and staff during intruder and missing camper situations. Coordinate with the Hill Supers in patrolling the hills during free time, rest period and late night. Conduct staff evaluations of the staff that reports to him/her. Prepare an end of CAMP report. (see more details below)

Hill Supervisor: Must be a veteran staff member. They must also be currently certified in CPR/First Aid/AED. Duties include supervising and evaluating the counselors on their assigned hill, making a hill shower cleaning duty list, checking the hills at night and during rest periods, checking out the hill on the first and last days of the camp week. (See hill supervisor responsibilities list) (see more details below)

Waterfront Director Air Rifle Instructor Archery Instructor Rappelling Instructor
Other Special & Adventure Challenge Activity Supervisors:
Shall have current instructor certifications and or verifiable experience (teaching & running) for their specific activity. Duties include: running a safe activity area. Follow all safety, inspect equipment, submit inspection/ inventory reports, oversee and evaluate instructors under him/her. Prepare an end of CAMP report.

Maintenance/Grounds Super: will facilitate and supervise any CAMP repairs, moving of beds, insect/bug/rodent problems and contacting the Tar Hollow Maintenance personnel, if necessary, for any problems that occur within the facility while at the park. Prepare an end of CAMP report.

Meal Supers: are responsible for running the meals, breakfast, lunch, and dinner. They will take instructions from the Dining Hall Supervisor and kitchen staff to facilitate efficient running of the meals. Other duties include the non-meal "goings on" during the meal and dismissal. Prepare an end of CAMP report.

Senior Camp Advisor: will work with the Senior Cabin Motivator in an advisory role to facilitate the senior activities including Senior Late Night, Senior Picnic, and the organization of the Junior Party. It also includes any after- hours activities: lodge clean up, pizza party, services, or senior friendship circles. Prepare an end of CAMP report.

Saturday Clean-up Coordinator: will facilitate the final clean-up of the Tar Hollow resident camp before vacating the facility. This will include coordinating with the Hill Supers the cleaning of each hill and shower houses, assigning cabins to clean and load equipment in a particular area down the hill including the lodge, kitchen, and craft hall (coordinating with the Lodge Super, Head Cook, and Craft Hall Super), communicating with the Park Manager or any other Tar Hollow personnel assigned to our check out, reporting directing to the CAMP Director or Administrator. Prepare an end of CAMP report.

Cabin Motivators: A Motivator's primary responsibility is the health, safety, and welfare of the campers in their charge during CAMP week and must be at least two years older than your camper in your charge. A Motivator needs to be a team player and coordinate with their assistant-cabin counselor if one is assigned.

Responsibilities include:

1. Inspecting and setting up your cabin on the first Saturday.
2. Being prepared to greet campers and parents on registration Sunday.
3. Making sure your cabin is on time and accounted for at camp programs, activities and meals.
4. Maintain a record of each of your camper's classes to facilitate locating them in case of emergency.
5. Completing a certificate for each camper in your cabin to be handed out at Friday's banquet.
6. Handle medical emergencies until proper help arrives.
7. Be with and participate with your cabin during flag, town and tent, cabin mixers, chapel, vespers, or any other cabin related camp activity.
8. Stay in your cabin at night with your campers. In the rare event that you cannot be in your cabin, notify your Hill Super so they can arrange to have supervision of your campers (another counselor) in your cabin during your absence.
9. Supervising your CAMPers during: Cabin-time, Free-time, Rest Period and Personal hygiene time (showers).
10. CAMP policy requires two (2) Staff members per cabin (8 beds) when practical, AND a minimum of two (2) staff members per class or activity.
11. Staff/CAMPer ratio will never drop below 1:8.
12. Thoroughly clean your cabin and all assigned areas on final Saturday.
13. Post in your cabin and read to your campers the Waterfront, Boating Rules, CAMPer Rules, Daily Schedule and Emergency Procedures.
14. You are required to have your whistle and wear your nametag "AT ALL TIMES" while at CAMP.
15. Wear the designated staff shirt during Sunday registration and CAMP Picture.
16. Come prepared to the Friday Awards Meeting with certificates for each CAMPer in your cabin.
17. Keep your cabin in a safe and clean order to avoid any injuries to yourself and/or campers.
18. Follow emergency procedures in case of tornado, fire, or any other life-threatening occurrence.

Supplies motivators must have on hand in their cabin:

1. Extra sleeping bag and pillow OR blanket, twin sheets and pillow.
2. Clothesline.
3. Cabin Vespers blanket.
4. Power strip.
5. Flashlight.
6. Trash Can (non-combustible only).
7. Extra towel, toothbrush and toothpaste.

Supplies HIGHLY recommended to have on hand in your cabin:

1. Fan
2. List of ideas for stunt night
3. Decorations for your cabin (i.e.: lights, posters).

4. Any materials that would "unify" the cabin (i.e.: buttons, hats, stickers, shirts, glasses)
5. Pens or pencils, markers, notepaper
6. Feminine products (female cabins only)
7. Extra flashlight

MIT- Motivators in Training: will work with and under the direct supervision of a Cabin Motivators, CAMP Manager and Administrators to learn programming, supervision procedures and policies of CAMP. MITs primary responsibility is the health, safety, and welfare of the campers in their charge during CAMP week. They will need to work hand in hand with the Motivators that are assigned to their hill. MITs will be facilitating cabin activities and are role models to their campers.

Responsibilities include:

1. Inspecting and setting up your cabin on the first Saturday.
2. Being prepared to greet campers and parents on registration Sunday.
3. Making sure your cabin is on time and accounted for at camp programs, activities and meals.
4. Maintain a record of each of your camper's classes to facilitate locating them in case of emergency.
5. Completing a certificate for each camper in your cabin to be handed out at Friday's banquet.
6. Handle medical emergencies until proper help arrives.
7. Be with and participate with your cabin during flag, town and tent, cabin mixers, chapel, vespers, or any other cabin related camp activity.
8. Stay in your cabin at night with your campers. In the rare event that you cannot be in your cabin, notify your Hill Super so they can arrange to have supervision of your campers (another counselor) in your cabin during your absence.
9. Supervising your CAMPers during: Cabin-time, Free-time, Rest Period and Personal hygiene time (showers).
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12. Thoroughly clean your cabin and all assigned areas on final Saturday.
13. Post in your cabin and read to your campers the Waterfront, Boating Rules, CAMPer Rules, Daily Schedule and Emergency Procedures.
14. You are required to have your whistle and wear your nametag "AT ALL TIMES" while at CAMP.
15. Wear the designated staff shirt during Sunday registration and CAMP Picture.
16. Come prepared to the Friday Awards Meeting with certificates for each CAMPer in your cabin.
17. Keep your cabin in a safe and clean order to avoid any injuries to yourself and/or campers.
18. Follow emergency procedures in case of tornado, fire, or any other life-threatening occurrence.

Supplies MIT's must have on hand in their cabin:

8. Extra sleeping bag and pillow OR blanket, twin sheets and pillow.
9. Clothesline.
10. Cabin Vespers blanket.
11. Power strip.
12. Flashlight.

13. Trash Can (non-combustible only).
14. Extra towel, toothbrush and toothpaste.

Supplies HIGHLY recommended to have on hand in your cabin:

8. Fan
9. List of ideas for stunt night
10. Decorations for your cabin (i.e.: lights, posters).
11. Any materials that would “unify” the cabin (i.e.: buttons, hats, stickers, shirts, glasses)
12. Pens or pencils, markers, notepaper
13. Feminine products (female cabins only)
14. Extra flashlight

Security Personnel: Follows the directions of the head of security. Is to always be "on guard" and aware of the safety of the staff and campers while at CAMP.

Duties include:

- Patrol the perimeter of the Resident Camp at a variety of times during the day into the evening - late night.
- Security needs to have knowledge of the camper rules and regulations along with the counselor contract rules. (See Security Procedures below)

Security Personnel Procedures

- Security should keep a low profile.
- Alert the least number of staff/campers unless it could be a life-threatening situation.
- Document on the CAMP Incident Form any serious situations.

Type of Offenders and procedures that should be followed:

CAMP Rule Offenders

An incident report must be completed for each of the following.

1. **Camper offenders** (depending on the severity of the offense)

- Follow discipline guidelines when dealing with any camper.
- Send them on their way with warning, notifying their Cabin Counselor/Hill Super.
- Have them report directly to the Executive Staff along with the security personnel that witnessed the offense.

2. **Staff offenders** (depending on the severity of the offense)

- Send them on their way - notifying the Executive Staff of the situation.
- Have them report directly to the Executive Staff along with the security personnel that witnessed the offense.

3. Intruder

- Follow Emergency Guidelines for Intruders
- Escort Intruders out of CAMP and notify Tar Hollow Staff & Ross County Sheriff, if necessary
- Use your discretion

4. Missing Person

- Follow Emergency Guidelines for Missing Person
- Initiate search
- Contact Tar Hollow Staff & Ross County Sheriff if necessary
- Use your discretion

Hill Super Responsibilities

There is one Hill Super assigned to each hill.

1. Each Hill Super will be provided with:
    a. A walkie talkie that they must sign out and be responsible to keep in working order while at CAMP
    b. A basic First Aid kit provided by our First Aid Director.
2. Prior to the arrival of campers, Hill Supers are responsible for:
    a. Inspecting the hill showers and completing the form for the Maintenance Super. Also checking their hills for trash or belongings left by the previous camp upon their arrival.
    b. Hill Supers must locate and have a cleaning bucket and supplies and hand soap available for the shower house on their hill.
    c. Schedule and post a shower cleanings schedule. (Counselors should reference the bathroom cleaning directions in their handbook.)
    d. Meet with the cabin counselors from their hills to coordinate and give instructions on shower house cleaning, emergency procedures, security patrols, and PM class sign up.
    e. Prepare and facilitate hill meetings after the campers arrive. Items to be talked about should include:
        i. Introductions of Hill Supers and the locations of their cabins (they should be marked) on the hills.
        ii. Camper Rules.
        iii. Emergency Procedures.
        iv. Cleaning the Shower House and Hill.
        v. Use of the shower house facilities including no showers during rest period.
        vi. Going to the bathroom at night.
3. Daily responsibilities include:
    a. Be the last down the hill each morning after checking each cabin and shower house for any campers or staff.
    b. Make sure lights are turned off in cabins.
    c. Check cabins at least 2 times each night and take a headcount. Get names of absent staff and campers, taking steps to locate missing persons, if necessary, contacting security personnel.
    d. Collect the PM class sign-up sheets and turn them in during AM Flag.
4. Hill Supers are responsible for checking their hills during:
    a. Class breaks
    b. Rest period
    c. Free times
    d. May be assigned to other cabin counselors from their hill to assist with this responsibility
5. Saturday check out responsibilities include:
    a. Checking out EACH cabin on their appointed hill.
    b. Releasing campers and staff to come down the hill.
    c. Hill Super's cabin is responsible for cleaning the shower house on the final Saturday.
    d. Hill Supers must stay on Saturday until their hills are cleared by the rangers.
6. Post CAMP responsibilities include:
    a. Completing evaluation forms for each cabin counselor on their hill and retuning them by the Post-Camp staff meeting.
    b. Prepare an end of CAMP report.

Section 3: Special and Adventure/Challenge Activities

Special activities include: rappelling, air rifle, archery, swimming, & boating or any activity where a camper may become seriously injured performing the activity.

Activity Supervisors: All special activities shall have current instructor certifications and or verifiable experience (teaching & running) for their specific activity. Duties include: running a safe activity area. Follow all safety requirements, inspect equipment, oversee and evaluate instructors under him/her. Prepare an end of CAMP report.

Skill Verification: The activity supervisor shall verify and document the required skills for the activity of all staff under their control. Documentation should include a checklist. The checklist should include; enforcement of safety standards, providing appropriate instruction, managing hazards and applying appropriate emergency and rescue techniques.

Safety Orientation: Every special activity shall include a safety orientation before any activity can take place.

Monitoring Activities: All participants in special activities are to be monitored "at all times". This includes confirming safety gear and proper spotters if applicable.

Access to activity area: All activity areas type shall be properly marked according to each activity to control access to area during activities.

A First Aid Kit and a radio should be readily available for each special activity.

Staff/Camper Ratios: There shall be a minimum of 2 staff members at any special activity. At no time, will the staff/camper ratio be lower than 7-1

Equipment Inspection: All equipment shall be inspected and documented annually before the start of CAMP to assure the equipment is in good working order and safe for use or removed from service. Use "Activity Equipment Checklist" to document inspection.

Archery and Air Rifle

Plans: Supervisors shall submit a plan that includes: back stops or safety zones behind targets, clearly delineated rear and side buffers, clearly defined shooting and target lines. Safety signals and range commands shall also be included.

Aquatic Areas

Guards & Lookouts: The supervisor shall determine and assign the required number of lifeguards and lookouts needed for each aquatic area activity.

Emergency Procedures: The supervisor shall establish emergency procedures. Emergency procedures are to be practiced and documented before the start of CAMP.

Ropes / Rappelling

Plans: Supervisors shall submit detailed plans including activities and location where activities are to be held. Permits: The supervisor shall obtain any required permissions/permits required for the use of any area. Waivers: The supervisor shall make sure any/all required waivers are signed by all participants. Emergency Procedures: The supervisor shall establish emergency procedures. Emergency procedures
are to be practiced and documented before the start of CAMP.

Activity Equipment Checklist

Condition Codes: (**N**)ew / (**G**)ood / (**U**)sable / Unsafe-Taken Out of Service (**OOS**)

Equipment Name / #	Condition Code	Date Checked	Inspected By	Notes:

Air Rifle Range Safety Rules

You never fool around or play with any gun. Guns/Air Rifles are dangerous when they are not handled or used properly and can easily injure or kill you, and those around you. There are no second chances with a gun/air rifle and the rules for safe gun handling must always be followed to avoid accidents.

- Only enter range from the marked area.
- No running on the range.
- No horseplay.
- Always treat the gun/air rifle as if it is loaded.
- Always keep the gun/air rifle pointed in a safe direction and away from people.
- Always keep your finger straight and off the trigger until you are ready to shoot.
- Always keep the gun/air rifle unloaded until you are ready to use it.
- Always use proper ammunition.
- Be sure the barrel is clear of obstructions before loading and shooting.
- Never look down the barrel of a gun/air rifle from the front.
- If your gun/air rifle fails to fire when the trigger is pulled, hold your shooting position for several seconds; then with the muzzle pointed in a safe direction, carefully unload the gun/air rifle.
- Be aware of your surroundings when handling a gun/air rifle so you don't trip or lose your balance and accidentally point and/or fire the gun/air rifle at anyone or anything.
- Always wear eye protection & ear protection when appropriate.
- Never shoot at water or hard surfaces.
- Learn and follow range commands
- Listen to and follow all range master commands

Air Rifle Supervisor / Instructor Skills Verification

Date: _____

Area Supervisor: _____

Staff in Attendance:

Name	Certified Instr.	Past Experience	Pass /Fail
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F

Skill Checks:

- ☐ can demonstrate adequate level of skill proficiency
- ☐ can load air rifles / bb guns of differing types
- ☐ can determine proper ammo and air rifles / bb gun size/strength for varying skill level
- ☐ can check air rifles / bb gun for safety
- ☐ can check ammo for safety
- ☐ can store air rifles / bb gun and ammo appropriately
- ☐ can perform minor equipment repair
- ☐ can set up and maintain air rifles / bb gun course
- ☐ can describe and follow appropriate range commands
- ☐ can describe proper safety procedures
- ☐ can describe proper emergency response to varying situations
- ☐ can give clear orientation to participants
- ☐ can describe adaptive measures for varying skill levels
- ☐ can appropriately demonstrate correct Firing Positions
- ☐ can appropriately demonstrate correct shooting fundamentals
- ☐ can demonstrate and describe correct use of safety equipment
- ☐ can demonstrate ability to correct technique problem

Comments:

Signed _____ Date: _____

Archery Range Safety Rules

Archery is one of the safest shooting sports, but there are precautions that need to be considered before, during and after shooting.

- The Lead Instructor is responsible for all commands and actions on the range.
- Safety Gear must be worn while on the shooting line.
- Archers must stay behind the waiting line until instructed to pick up a bow and advance to the shooting line.
- A bow must not be loaded with an arrow unless standing on the Shooting Line and the signal to start shooting has been given.
- Only a loaded bow should be drawn and only at the firing line (e.g., no "dry firing")
- A loaded bow must only be pointed at the assigned target.
- When archers have shot their designated arrows, they should step back from the shooting line to the waiting line.
- Only when everyone has finished shooting should the signal to move forward to collect the arrows be given. No one moves forward beyond the shooting line to collect arrows until instructed to do so.
- While someone else is shooting other's eyes and minds should be kept alert for possible danger.
- Safety is everyone's responsibility while on the range.
- If an arrow or part of equipment is dropped in front of the shooting line while shooting is in progress, it can only be picked up after shooting has stopped.
- Archers will walk forward to collect the arrows only after given a signal to proceed.
- Always walk up to the side of the target butt, so as to not to accidentally walk into the rear of the arrows lodged in the target.
- One person at a time should withdraw their arrows from the target.
- When withdrawing arrows from the target, make sure no-one is standing in front of the target or in the way of the withdrawn arrows. Withdrawing the arrows may require some force and the arrows may come out suddenly from the target butt and the rear end of the arrow could hit someone standing in front of the target.
- Everyone shooting should help to find any arrows that may have missed the target.
- When carrying arrows, always cover the points with your hand, hold them to the side, and walk.
- Everyone must return to the shooting line and the range checked to make sure no-one is behind the target butts or in the shooting zone before the signal to commence shooting is given. The instructor should be the last one to walk to the shooting line.
- If any person or animal (i.e. dog) enters the shooting zone while shooting is in progress, the emergency signal must be given (4 or more blasts of a whistle) and all shooting must stop immediately. Even if the bow is held at full draw and the signal is given, the arrow must not be released. The bow should be pointed at the ground and the bowstring let slowly forward. The arrow should be removed from the bow until the range is clear.
- If an emergency occurs on the range shooting must stop and all must move behind the wait line. Stay calm and follow instructions from staff members.

Archery Supervisor / Instructor Skills Verification

Date: _____

Area Supervisor: _____

Staff in Attendance:

Name	Certified Instr	Past Experience	Pass /Fail
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F

Skill Checks:

- ☐ can demonstrate adequate level of skill proficiency
- ☐ can string bows of differing types
- ☐ can determine proper arrow size and bow size/strength for varying skill levels
- ☐ can check bows and strings for safety
- ☐ can check arrows for safety
- ☐ can store archery equipment appropriately
- ☐ can perform minor equipment repair
- ☐ can set up and maintain archery course
- ☐ can describe and follow appropriate range commands
- ☐ can describe proper safety procedures
- ☐ can describe proper emergency response to varying situations
- ☐ can give clear orientation to participants
- ☐ can describe adaptive measures for varying skill levels
- ☐ can appropriately demonstrate correct stance
- ☐ can appropriately demonstrate and correct arrow position
- ☐ can appropriately demonstrate correct pull
- ☐ can demonstrate and describe correct use of arm guard
- ☐ can demonstrate and describe correct use of finger tabs
- ☐ can demonstrate ability to correct technique problem

Comments:

Signed _____ Date: _____

Rappelling Safety Rules

- No running or horseplay on the rappelling site.
- Everyone is responsible for the safety of everyone else on the rappelling site.
- Always wear your helmet on the rappelling site and gloves when on rope.
- Always be aware of your surroundings, look where you are stepping/standing.
- Never stand on the rope.
- Do not wear loose fitting clothes, dangling jewelry or name tags/lanyards that will get caught in your riggings while rappelling.
- Always tie long hair back so not to be caught in riggings.
- Always follow the commands of the rappelling instructor.
- Check and recheck your riggings then have the instructor check.
- Never start a rappel until you shout "on Rope" and hear a response "on Belay".
- Never distract or talk to a belayer when someone is "on Rope".
- Always leave the site cleaner than you found it.
- Have Fun.
- Remember, everyone is responsible for the safety of everyone else on the rappelling site .

Rappelling Supervisor / Instructor Skills Verification

Date: _____

Area Supervisor: _____

Staff in Attendance:

Name	Certified Instr	Past Experience	Pass /Fail
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F

Skill Checks:

- ☐ can demonstrate adequate level of skill proficiency
- ☐ can identify all equipment and parts
- ☐ can demonstrate proper use of equipment
- ☐ can check ropes and equipment for safety
- ☐ can store rappelling equipment appropriately
- ☐ can demonstrate the proper method in tying a seat
- ☐ can demonstrate the proper method of attaching
- ☐ can set up and maintain rappelling site
- ☐ can describe and follow appropriate commands
- ☐ can describe proper safety procedures
- ☐ can describe proper emergency response to varying situations
- ☐ can give clear orientation to participants
- ☐ can describe adaptive measures for varying skill levels
- ☐ can appropriately demonstrate correct stance angle
- ☐ can appropriately demonstrate and correct use of the belaying
- ☐ can demonstrate ability to correct technique problems
- ☐ can demonstrate the save and proper set up of rappelling site
- ☐ Always assures the use of safety equipment ie: helmets, gloves
- ☐ Always is aware of safety in and around the site

Comments:

Signed _____ Date: _____

Waterfront

- The waterfront is only open for swimming or boating at times listed on the CAMP Schedule.
- The swimming area's water depth goes from zero to 5 feet.
- No swim test is required to use the swimming area.
- Each person using the waterfront must sign in /out using the Buddy Board

Waterfront Safety Rules

1. Swim or boat only at designated times and only when qualified staff is present.
2. Check-in and Check out though the Buddy Board.
3. Buddy System must be used at all times.
4. All persons must check-in and check-out of the waterfront with their buddy.
5. Obey all instructions given by waterfront staff.
6. No running on the dock..
7. Everyone in a boat must wear a properly fitted personal flotation device (PFD/Life Jacket).

Water Slide

- Only one person sliding down the slide at a time.
- Clear the bottom of the slide area quickly so the next person can go down.
- Do not start down the slide until the area at the bottom is clear. Follow staff instructions on when to start down the slide.
- Feet first only.

Dock

- No running on the dock.
- No diving from the dock.
- Only feet first jumping from the center of the dock as near the shoreline the water is very shallow.

Boating Safety Rules

1. All person's using a boat, canoe or kayak must sign in on the Buddy Board before beginning any boating activity. Exception: "Olympic Day" or "Great Day at the Boat Races", where canoes can be used under heavy supervision and within the marked swimming zone.
2. Personal Floatation Devices (PFD's) are to be worn at all times when participating in any open boating activity or event. Exception: "Olympic Day" or "Great Day at the Boat Races", where canoes can be used under heavy supervision and within the marked swimming zone.
3. Before every activity a safety brief must be given by one of the boating staff.
4. Misuse, abuse or a disregard for safety will be noted and will result in a ban of any boating activity.
5. Boating may only take place during class and free times, This applies to support and kitchen staff also.
6. All equipment is to be returned to its correct stowage.
7. A first aid kit and rescue rope shall be located in the boathouse.

Please remember that when we are on the water we are the ambassadors of CAMP and in the public eye. Please refrain from any conduct that would not be acceptable to Janny.

The “Buddy Board”

The Buddy Board is an accountability system that allows the guards to easily know how many swimmers/boaters there at any given time and knowing their whereabouts.

How it works
The board is numbered 1 -72 for the waterfront, 1 – 24 for the boating and 1-12 for waterfront staff.
(Note the waterfront includes the swimming area, dock, slide area and beach.)

As participants arrive at the lake they are to report to the Buddy Board. Non guard staff may supervise the board to assist campers.

Each participant will remove a plastic tag from the storage box. Write their name and cabin number on the tag with a dry erase marker. They will pair up with another participant and place their tags on the first open hook in the area where they will be. (Waterfront or boating) The “buddies” must now stay together or in very close proximity to each other. Should there be an uneven number of participants there may be a triplet group. Triplet groups are accounted for by the third participant placing their tag with the other two on the same hook but the last one is turned face down and a large “3” is written on the back of the tag.

Several times during the swim session the head guard may blow his/her whistle and shout “BUDDY CHECK”. Then start counting down from 10. Participants will stop all activity, buddy pairs come together and holding hands place their hands above their heads. The guard will look at the board and see how many buddy pairs there are and count hands. If all are accounted for they blow their whistle and activities may resume.

The guard may call for a “buddy check” at any time they feel a need to account for all participants.

The boating area of the board is used to verify the number of boaters in the lake as above. The staff in charge of the boating program will count boat buddies during buddy checks.

When participants leave the waterfront area they are to remove their tags, wipe their names from the tag and return them to the box.

Participants who’s tags left on the board after the swim time will need to be searched for, in the water and the camp to confirm that they have left the lake area.

The waterfront staff area of the board is designed for the staff to “check in” and is done with the tags by writing their names on the tags and placing them on the board.

NOTE: The box with the tags and markers is to be stored in the boat shed when not in use.

Rescue and Emergency Procedure Verification for Lifeguards

Date: _____

Waterfront/ Aquatics Director/ Supervisor: _____
Training Environment: ❑ Pool ❑ Lake ❑ River ❑ Surf ❑Other

Staff in Attendance:

Name	Certified Guard	Past Experience	Pass /Fail
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F
	Yes / No / Exp	Y / N	P / F

Skill Checks:

- ☐ Review of Waterfront Rules
- ☐ Review of Zone Coverage Map
- ☐ Identification of underwater hazards (vegetation, drop offs, logs, rocks etc), water temperature and weather condition
- ☐ Active Scanning Practice
- ☐ Sighting a victim / Stages of drowning
- ☐ Buddy Board Procedures
- ☐ Buddy Check Procedures
- ☐ Missing Swimmer Procedures
- ☐ Extension Rescues from dock/shore/water
- ☐ Entry into the water from lifeguard stations
- ☐ Shallow Water Wading Assists
- ☐ Shallow water Rescues (chest deep or less)
- ☐ Deep water Rescues
  - ☐ Active drowning deep water
  - ☐ Passive drowning deep water
  - ☐ Submerged victim (Minimum of 6 feet)
- ☐ Deepest depth in your waterfront or deepest depth lifeguard can reasonably reach _____ feet
- ☐ Spinal Management
- ☐ Boating operations
- ☐ Rescue from boat

Comments:

Signed _____ Date: _____

Section 4: Emergency Guidelines

The most important thing to remember in any emergency situation is to remain calm and appear in control. Remember that the campers will take their queue on how to react **from you**. So stay CALM!

All staff should be aware of the emergency signals ranging from a keyword over the Walkies or PA to whistles and the air horn: All staff members should have on their person at all times a whistle. The sound of the whistle will carry through the woods much farther than the human voice. In an emergency, the whistle should be blown with long continuous blows. This will alert people of an emergency and a call for help or attention.

WEATHER

Weather related emergencies are probably the most common event we would experience at CAMP. Staff should be aware of weather conditions and with a pending storm they should usher all campers to a safe location.

Thunderstorm with lightning:

The lodge and cabins are the safest place to be during a lightning storm. Unless directed otherwise campers are not to be outside when lighting is present or likely.

If in their cabin, campers are to stay in cabins until advised of an ALL CLEAR over the Walkies or PA and then proceed to the appropriate activity. Tents, Shower Houses and under trees are to be avoided at all costs.

If campers are out and a thunder/lightning storm approaches unexpectedly, should there be no building for shelter, campers are not to take cover under a tree. If in the open, the best practice is to stay low and make themselves a small target by placing themselves in a curled-up ball or lay flat on the ground

Remember that if you hear thunder, you are close enough to be struck by lightning even if there is no rain.

Tornado:

The location of the camp in a valley makes it unlikely that a tornado would actually come into the resident camp area. However, with that in mind the following emergency procedures have been established.

A weather radio shall be in the office. Should a tornado warning be issued or security or executive staff deems it necessary because of threatening atmospheric conditions exist, the air horn will be sounded with long tones towards each of the hills and program areas as well as notification over the Walkies.

The staff should enact the following:

- If on the hills, campers and staff should orderly and quickly make their way down the hills and report to the Lodge.
- Once in the lodge, as a cabin, sit on the floor with backs against the long walls and stay away from the chimneys.
- Close and latch all doors.

- If time or conditions do not allow you and your campers to make it off the hills, try to make your way to the shower house and take shelter in the shower stalls.
- If out in the open and you can't make your way to shelter: Find a low area (like a dry
- creek bed etc.) and stay low.
- Counselors will take roll and report any missing persons to security or executive staff immediately.
- Remember to Stay Calm, follow directions and keep together at all times.

FIRES:

Fire can occur fast and without warning. The need to act quickly and properly is essential. The safety of campers and staff should take priority over any property loss. It is everyone's responsibility to prevent fire and should advise the security or executive staff of any dangerous condition or actions.
ALL Camp Staff should have knowledge of the locations and proper use of firefighting equipment.

Fires In The Cabins

Candles and open flames are not allowed in all cabins per Ohio State Park Rules. The use of fused power strips in place of small extension cords and multi-plugs is strongly encouraged. All cabins are equipped with smoke detectors and should be tested during the Saturday cabin checks. Doors of the cabins are not to be blocked or locked closed. Campers are not to be locked into any cabin. *Exception: see intruder section.

The first priority of the cabin counselor during a cabin fire is the safety of all campers and staff.

Upon discovery of a fire or suspected fire, prompt notification and evacuation is the prime goal. Use of your whistle will notify other staff members of a problem and will assist in waking any sleeping persons in the cabin. After exiting your cabin and all campers and staff have been accounted for, contact a hill supervisor, security personnel or executive staff who is to contact the fire department and park personnel.

Attempts to extinguish any fires are to be limited to small easily handled fires only. At no time is any staff member to place themselves in danger for property loss.

Fires In The Lodge

Upon discovery of a fire in the lodge, sound an alarm using your whistle. Keep calm and evacuate the lodge using the nearest appropriate exit. All Campers and Staff shall assemble at the flagpole and a head count will be taken.

Notify the closest security personnel or executive staff who will call the Fire Department and park personnel.

- Attempts to extinguish any fires are to be limited to small easily handled fires only.
- Shut off electricity to the affected area at the breaker panel when possible.
- At no time is any staff member to place themselves in danger for property loss.

Fires In The Kitchen

Upon discovery of a fire in the kitchen prompt notification of camper & staff for evacuation is crucial. Use of a whistle will notify others of a problem. Evacuate the kitchen after the following procedures are taken.

Fire in an oven:

1. Turn off the oven and close all doors to the oven.
2. Use a portable fire extinguisher to fight any fire outside of the oven.
3. Locate the main gas shut off and shut off gas to the kitchen.
4. Shut off electricity to the kitchen or affected area at the breaker panel.

Fire on the stove:

1. Turn off the stove.
2. If able: Place a lid onto the burning pan.
3. Remove the pan from the burner by carefully sliding it to an unused burner. At no time is a burning pan to be carried to the sink or out the door!
4. If the fire is large, pull the manual Pull-Station located by the door to activate the hood suppression system.
5. Use a portable fire extinguisher (type BC or K only) to extinguish any remaining fire.
6. Locate the main gas shut off and shut off gas to the kitchen.
7. Shut off electricity to the kitchen or affected area at the breaker panel.

Other Fires In The Kitchen

1. Follow evacuation and notification procedures as above.
2. Attempt to extinguish only small easily handled fires.
3. Use a Multipurpose ABC type extinguisher and extinguish using the Pull, Aim, Squeeze and Sweep method.
4. Locate the main gas shut off and shut off gas to the kitchen.
5. Shut off electricity to the kitchen or affected area at the breaker panel.

Forest Fire

1. Upon discovery of a forest fire, the camp will be notified by the sounding of the
2. Emergency Air Horn, PA and Walkies.
3. All Campers and Staff shall assemble at the flagpole and a head count should be taken.
4. Once all are accounted for the executive staff will give directions.

INTRUDER

Tar Hollow is a state park and we do have people wander into the camp by accident (lost), curious, or menacing purpose. The ability to recognize someone who is not supposed to be in the camp is the first line of defense.

ALL CAMPERS AND STAFF SHALL WEAR THEIR NAME TAGS VISIBLE AROUND THEIR NECKS AT ALL TIMES!

- Staff that comes across a person in the camp without a name tag is to approach that person and inquire about their purpose of being there. If that person has a legitimate reason they are to be escorted or directed to the office where they will be issued a visitors badge.
- If the person has no business being at the camp ask them to kindly leave. And notify security or executive staff immediately.
- Descriptions of the persons(s) and license numbers of vehicles should be recorded and passed on to security and park rangers.
- If security or the executive staff deems it necessary they will issue an Intruder Alert. The intruder alert is a phrase known only to the staff and will be put out over the walkies and PA system.
- Upon activation of the intruder alert, staff should quietly and calmly usher the campers into their cabins or lodge.
- Close and latch doors and shutters if possible. In the cabin, move a bunk in front of the door to prevent it from being opened.
- Stay in place until released by security personnel or when an all clear has been given over the walkies or PA.

MISSING PERSON

Although rare, campers have been known to leave camp or wander off. Knowing the whereabouts of the campers is essential to their safety. Head counts should be taken regularly. Times and places of conducting head counts would include: Flagpole, meals, classes, town & tent, chapel & vesper services, evening programs. If one of your campers turns up missing, try to ascertain their whereabouts. Report your missing camper to your co-counselor and hill supervisors. If within 20 minutes the whereabouts of your camper cannot be found, notify the security and executive staff. They will take proper steps and notify outside resources if necessary.

ACTIVE SHOOTER

CAMP should be a SAFE PLACE, with that said, it is a different world. Although unlikely, we must prepare for an active shooter scenario.

We are dividing this into two scenarios.

1. Shooter in the open:
2. Shooter in occupied building:

Shooter in the open
A new active shooter code is SHOOTER. This code will be transmitted via radio and camp p.a. If activated, your main responsibility is to the safety of the campers.

Shelter in place until you have assessed the situation. Keep the campers with you calm. Getting you and the campers around you away is the optimum response. Flee into the woods. Listen for the ALL CLEAR. If not, eventually make your way to the park office (our meeting point) located on the entrance road to the park.

Shooter in occupied building
If you are in the building with the shooter, get you and as many campers out and away from the building, running into the woods. Listen for the ALL CLEAR. If not, eventually make your way to the park office (our meeting point).

If you can't evacuate the building, distract the shooter by throwing things at him/her. Attack him/her.

Campers: Listen to and follow directions of the staff. Remember your actions or inactions affect others.

Staff: You are "the calm" in the storm. Your reaction may be the saving grace.

This section is designed as a guideline and a starting point. There is no way we could address all the possible situations.

HAZARDOUS MATERIALS

Handling & Storage

- Hazardous materials such as cleaning supplies, detergent, softener & bleach, Gasoline/Kerosene, insecticides etc. are to be stored in a location where campers cannot access.
- Shall be used and stored according to manufacturer's guidelines.
- Handled only by staff members

SPILLS

- Spills should be reported ASAP to your supervisor or executive staff..
- Campers and non-required staff shall be evacuated.
- Clean up shall be in accordance with manufacturer's guidelines.

MEDICAL EMERGENCIES

Sick / ill Campers / Staff:

Should a camper or staff member become sick, the first aid provider has many remedies for general illness such as upset stomach, headaches etc. They can also be evaluated for more serious conditions. You can find the First-Aid office in the lodge near the boy's restroom.

Campers should notify their cabin counselor or other staff member before coming to the first-aid office.

At night, if they become sick, campers must notify their cabin counselor before coming down the hill. If there are two cabin counselors in the cabin, one should escort the sick camper to the hill super's cabin to inform them

of the sick camper. If there is only one counselor in the cabin he/she should escort the camper to the hill super's cabin. The hill supervisor should escort the sick camper down to the First Aid Office.

If severely sick, The First Aid provider can come up to the cabin after being notified by the Hill Supervisor by walkie.

Injury

Cuts & Scrapes
If not serious, wash the affected area with soap and water before reporting to the First-aid Office.
Hill supervisors have small first-aid kits with them on the hills.

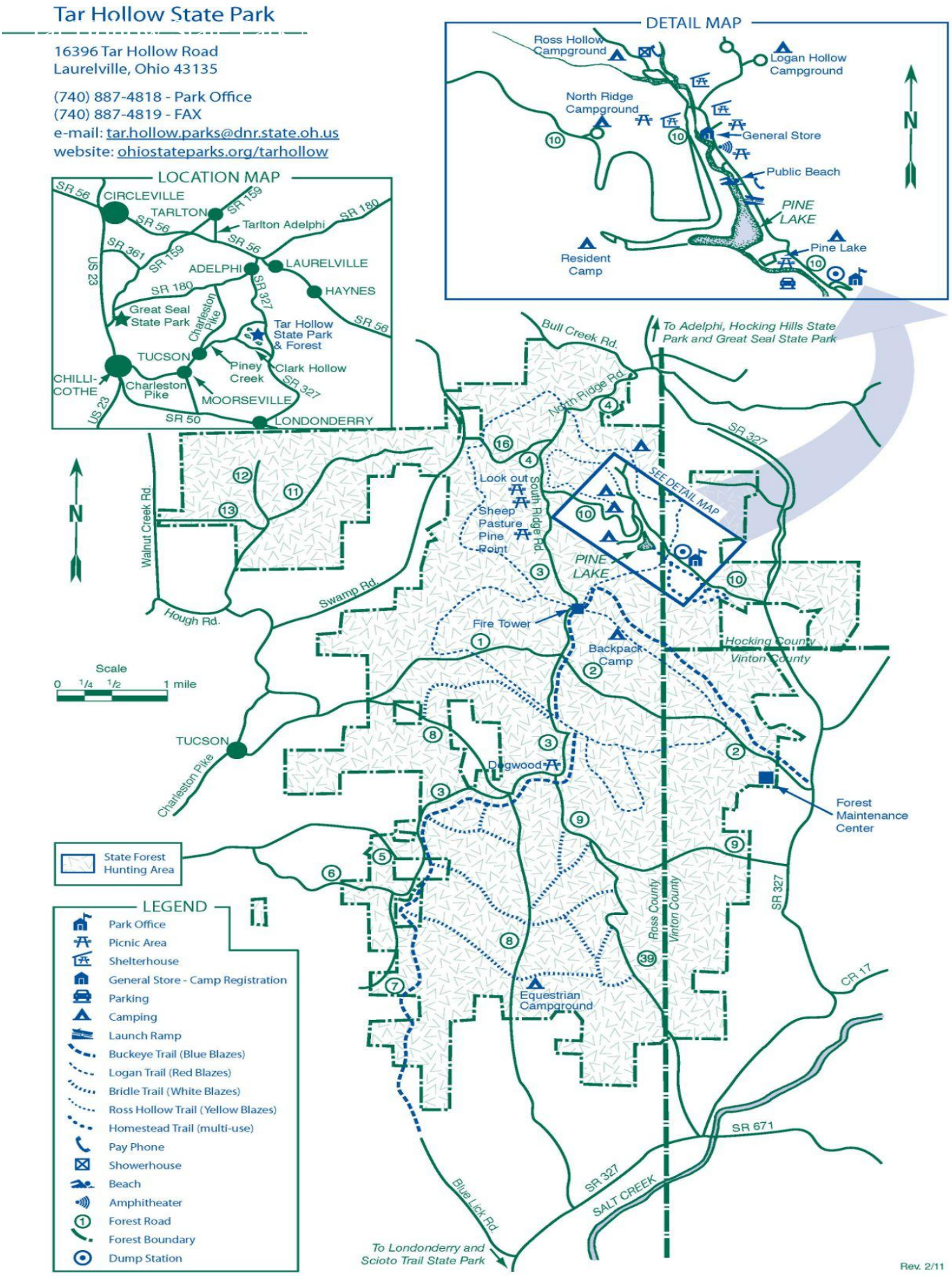
Serious injury
Notify any of the first aid, security of executive staff with type of injury. They will activate the proper response.

If head, neck or back injury is suspected DO NOT MOVE PATIENT. The EMS staff has equipment to handle these types of injuries.

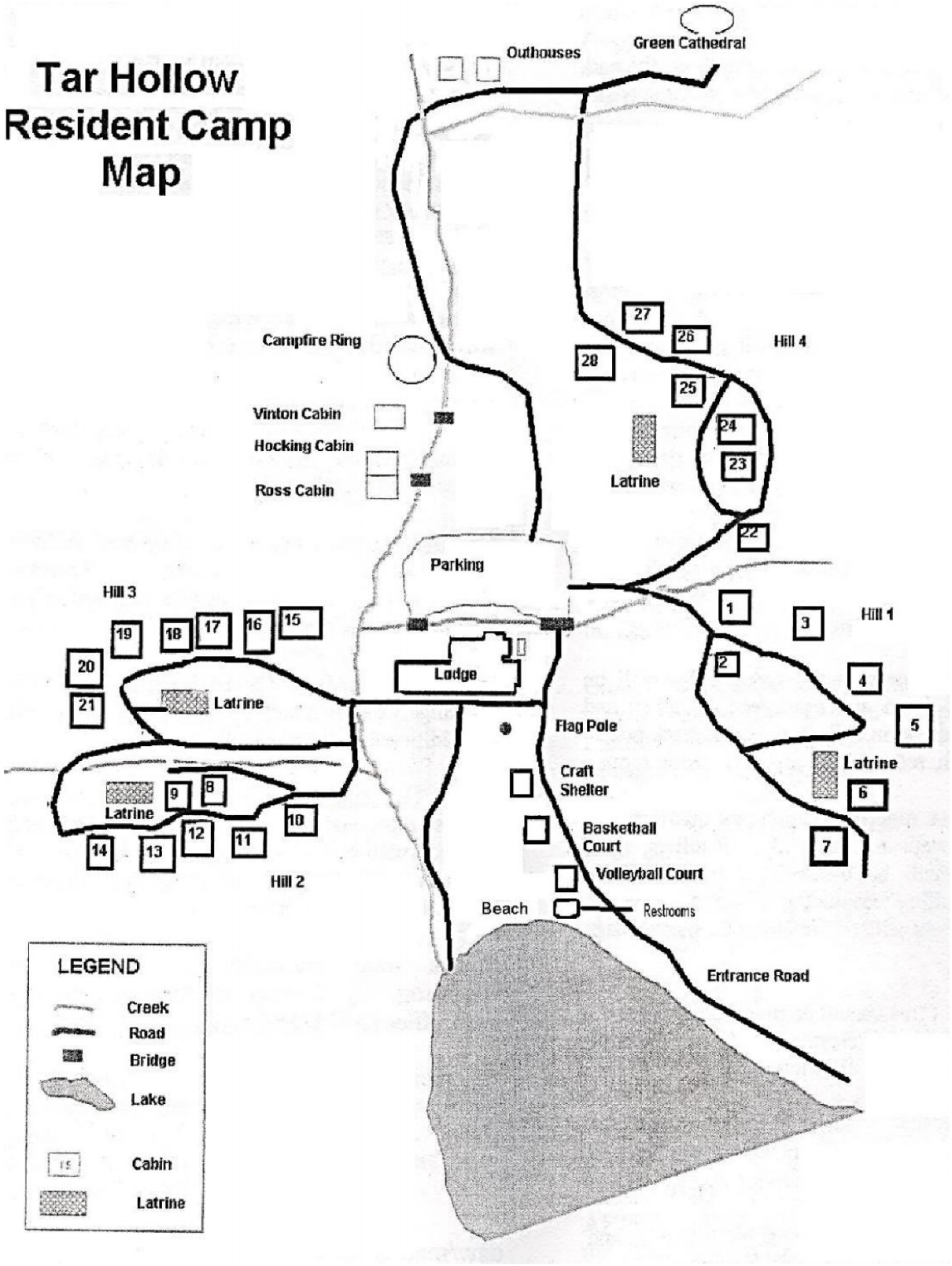
Perform any first responder procedures that may be required before arrival of help such as direct pressure to a bleeding wound, mouth to mouth / CPR.

STAY CALM AND KEEP PARTICIPANT COMFORTABLE

Section 5: Tar Hollow Facilities



Tar Hollow Resident Camp Map



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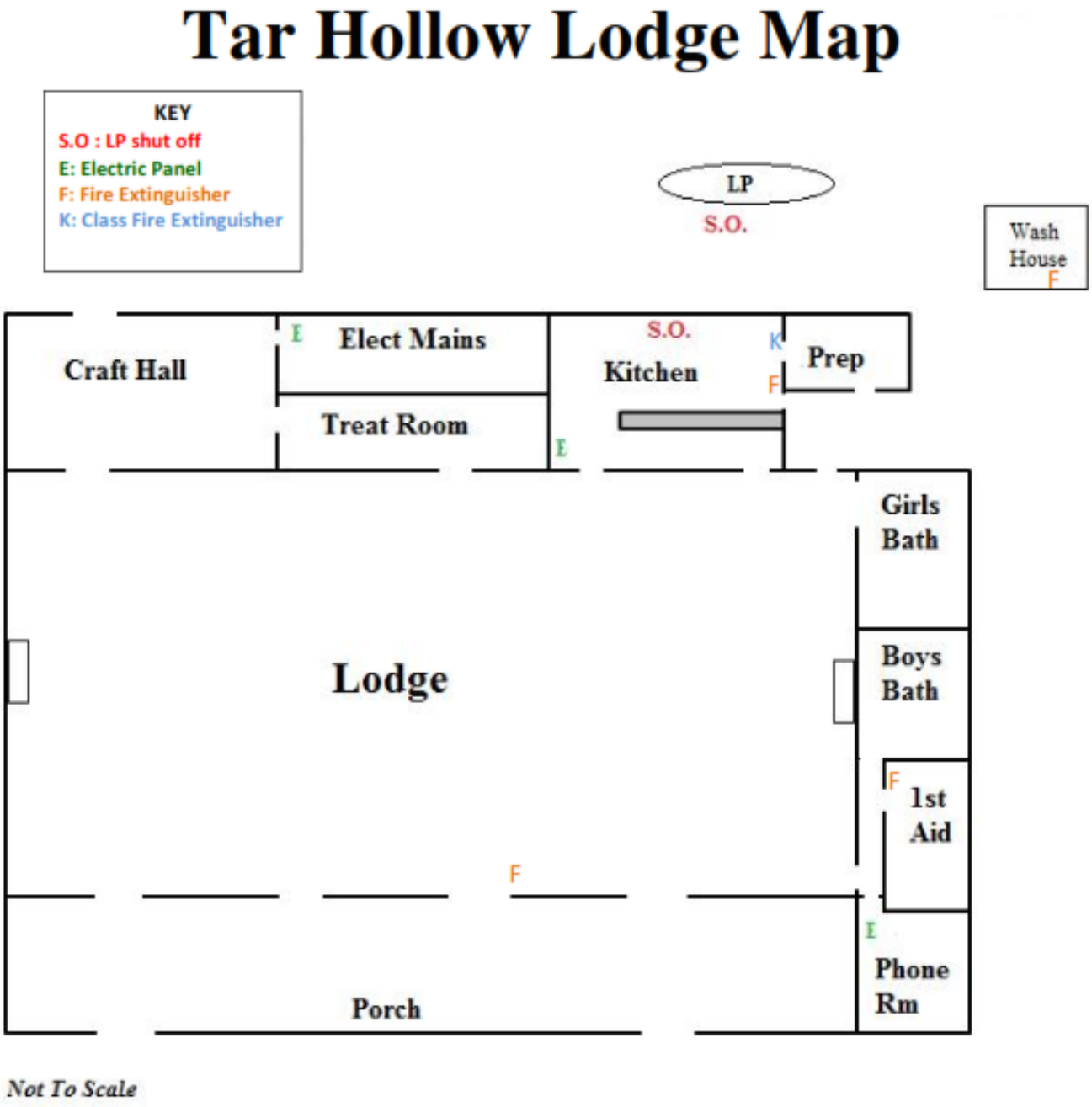
Tar Hollow Lodge Diagram(With Shutoffs)



Section 6: Camp Cleaning Schedules

Hill Shower House Check-in Inspection Sheet

Date:
Hill #: Hill Supervisor

Showers clean: Yes / No
If No, please explain in comments
Showers in working order: Yes / No
If No, please explain in comments

Toilets in working order: Yes / No
If No, please explain in comments
Toilets clean: Yes / No

Floor clean: Yes / No

Hot water in working order: Yes / No

Lights and outlets working properly: Yes / No
If No, please explain in comments

Window & door screens present and in good condition: Yes / No
If No, please explain in comments

Basic condition of building: Good /Fair / Poor
If No, please explain in comments
Does shower house have a broom, dust pan, trashcan: Yes / No
If No, please explain in comments
Fire Extinguisher present and in proper working order: Yes / No
If No, please explain in comments

Describe any graffiti and give location in comments.

Note location of any bee, wasp or ant nests etc. that require attention in the comments section.

Comments:

Daily Bathroom Cleaning Checklist

Hill bathrooms are to be cleaned during the rest period by the assigned cabin.
Counselors need to teach/assist campers with cleaning duties.

Duties include:

- ☐ Obtain Cleaning Supply Bucket from Hill Supervisor including gloves (Leave in shower house until Saturday)
- ☐ Sweep floor
- ☐ Stock toilet paper
- ☐ Clean *toilets
- ☐ Clean stall walls and doors
- ☐ Clean mirrors
- ☐ Clean sinks
- ☐ Clean walls
- ☐ Clean *shower stalls
- ☐ Wipe down bench
- ☐ Wipe down shower curtains, close & spray with bleach solution to prevent molding(staff only)
- ☐ Hose down walls and floors (into floor drains) Do not get TP wet!
- ☐ Spray floor down with a *bleach solution to sanitize & eliminate
- ☐ “smells” (staff only)
- ☐ Empty all trash cans and replace with new bags
- ☐ Take trash bag to the dumpster

Saturday clean up – See “Saturday Hill Clean-Up Checklist”
Lodge bathrooms are to be cleaned 3x a day by KP cabins as above.

*Note Campers are not to handle dangerous chemicals, Only Staff!

Saturday Hill Clean-Up Checklist

Cabins

- ☐ Sweep ledges & rafters.
- ☐ Sweep floor x 2 (move beds, no grit or trash).
- ☐ Remove screws, nails, staples, tape.
- ☐ Pick up trash around the exterior of the cabin.
- ☐ Check lights and smoke detector for working order.
- ☐ Check and remove any rocks on the roof.
- ☐ Make sure the screens are in place.
- ☐ Place 4 bunks in the original location.
- ☐ Shutters - OPEN for fresh air. (Will depend on ranger and weather…)
- ☐ Bring all “C.A.M.P.” owned brooms & dustpans back to lodge

Shower House

- ☐ Check shower house for left behind clothing or towels (bring down lost and found).
- ☐ Scrub *toilets, sinks, showers removing hair, paper and soap along with any stains.
- ☐ Clean mirrors.
- ☐ Leave lids up on toilets that are clean.
- ☐ Remove trash debris from floor drains.
- ☐ Check curtains (leave closed to dry).
- ☐ Spray down walls, under and around sinks, behind and around toilets, drains.
- ☐ Remove all trash bags and replace them with fresh ones.
- ☐ Return cleaning supplies to Hill Supervisor
- ☐ Bring all “C.A.M.P.” owned brooms & dustpans back to lodge

Trails

- ☐ Check and remove all trash from all trails.
- ☐ Check for left behind clothing and/or bags/suitcases. (Bring to Lost & Found)

*Note Campers are not to handle dangerous chemicals, Only Staff!

Section 7: Kitchen

Kitchen Cleaning/Sanitizing Policies

The purpose of this is to give guidance to the proper cleaning and sanitizing of the kitchen and kitchen ware.

- All persons working in the kitchen must wash their hands after using the restroom.
- Any person prepping or serving food shall wash their hands before beginning.
- All storage and prep areas are to be kept free of accumulation of dirt and grease.
- All surfaces shall be cleaned before and after each use with an approved sanitizing cleaner.
- There is to be no eating in the prep room.
- Staff is to stay out of the prep room and walk-ins unless they are prepping food along with the kitchen staff.
- The Dishwasher temperature shall be a minimum of: wash temps 100 degrees F and final rinse of 180 degrees F. Temperatures are to be recorded daily on the provided sheet.
- Park maintenance shall be notified if temperatures can not be maintained.
- Hand Washed Dishes and pans shall be washed with 100degree F water temperature and have a 2nd rinse with an approved chemical sanitizer.
- Dishes and utensils are to be Air Dried and protected from dust and contamination between use.

Refrigerator / Freezers

The temperatures of all Refrigerators are to be kept below 40 degrees F and Freezers 30 degrees F. The temperatures are to be recorded daily on the chart provided. Park maintenance shall be notified if temperatures can not be maintained.

CAMP Temperature Chart

Refrigerator, Freezer, Dishwasher

Location: _____

Week Dates	Day	Time	Temp.	Recorder	Action
	Sun.				
	Mon.				
	Tue.				
	Wed.				
	Thurs.				
	Fri.				
	Sat.				
	Sun.				
	Mon.				
	Tue.				
	Wed.				
	Thurs.				
	Fri.				
	Sat.				

Dish Washer: minimum100 degrees F wash, / 180 degrees F final rinse.

Refrigerators: Maximum temp 40 degrees F

Freezers Maximum temp 30 degrees F.

2017

Refrigerator, Freezer, Dishwasher

Dish Washer: minimum100 degrees F wash, / 180 degrees F final rinse.
Refrigerators: Maximum temp 40 degrees F Freezers Maximum temp 30 degrees F.

BREAKFAST

Dining Hall Set up and Clean up

SET-UP
(Arrive 15-20 minutes prior to meal)

On a swept floor: Set up the needed number of dining tables (check menu posted on steam table). Items to be on the table include: cups, napkins, plates, silverware (numbers depend on the meal).
Set up tables for *PB & J - bread, Piggy waste & pan (filled with warm sudsy water) for dirty silverware and trash cans.

*Set up 2 tables for PB & J, butter, bread- 1 table with butter, bread, jelly – 1 table with PB, jelly, bread, & butter. Santi tabs in the clean up bucket or other approved method of cleaning tables.
One each of milk, OJ, and hot chocolate (per long table) are to be placed on the tables at the last minute. (Exceptions - cereal and oatmeal breakfasts which need 2 milk)

LUNCH

The Bug Juice Committee fills pitchers 20 minutes before lunch and sets them on the serving table. On a swept floor: Set up the needed number of dining tables.
Place one tray per long table: items on trays include: Cups, Napkins, Salt/pepper, and Silverware, if needed.

Two (2) pitchers of Bug juice per long and one (1) pitcher of water per long table.

*Set up tables for PB & J – bread as above, Piggy waste & pan (filled with warm sudsy water) for dirty silverware. Staff members sitting at the table are to refill bug juice, water, cups, and any other supplies needed.

DINNER

On a swept floor: Set up the needed number of dining tables

Items to be on the table include: cups, napkins, plates, Silverware (numbers depend on the meal) Two (2) pitchers of Bug juice per long and one (1) pitcher of water per long table.
*Set up tables for PB & J – bread as above, Piggy waste & pan (filled with warm sudsy water) for dirty silverware. Santi tabs in clean up bucket or other approved method of cleaning tables
Meal Clean-up

Two cabins are to be assigned to KP for both set-up and clean-up. Prepare a bucket for mopping the floor. KP cabins are to put up tables, sweep lodge floor, mop the floor, take out trash, replace trash bags, Assist with dishes, etc.

Campers are not to mix or handle chemicals but may use post mixed cleaning agents

Cabin Motivators of assigned KP cabins are to oversee cleaning of lodge bathrooms.

Section 8: Discipline / Behavior Guidelines

General Information

- If a staff member receives information of abuse or neglect they shall inform the CAMP Executive Staff.
- Handle any report of abuse or neglect as quietly and confidential as possible. In many instances, this information could be embarrassing to the child.
- In receiving information of abuse or neglect, the staff member should be sympathetic and not make any promises to keep the information secret.
- Before reporting, one should consider the context of the information and the age of the information. The fact a child went without food two years ago, but is fine now, would not be something children services could readily assist the family with now.
- All reports of child abuse and neglect are confidential under Ohio law. Any report made in good faith is covered from civil liability of a lawsuit.

Abuse or neglect not at CAMP

- Any information received by a staff member of abuse or neglect shall be reported by that staff member to the county children services where the child lives (After notifying the CAMP executive staff.) Ohio law requires direct reports, rather than second hand reports. Abuse or neglect reported to have taken place where the child resides should be reported to the children services in that county.
- A good rule of thumb is: “If in doubt, then report it.” Ohio law states that “suspected” abuse shall be reported. Leave the job of investigating the allegations up to the children services agency or law enforcement

Abuse or neglect at CAMP

Any instance of abuse or neglect that is reported to have occurred at Tar Hollow during CAMP should be reported to The Executive Staff immediately. The Executive Staff will report the information to the park manager or park officer (ranger) on duty with the witness present.

Bullying / Sexual Harassment Policy

Camp is a place to feel safe. It is our culture to nurture being different and being accepting and inclusive.

Bullying

Definition: Bullying may be defined as the activity of repeated, aggressive behavior intended to hurt another person, physically or mentally. Bullying is characterized by an individual behaving in a certain way to gain power over another person.

Campers

- Bullying: verbal, physical or mental is not in our culture and is not to happen at camp.

- Upon observing an instance of bullying, Stop The Action, council the bully. They may not even realize that their behavior was wrong.
- Should a camper be observed bullying a 2nd time, they are to be brought to an Executive Staff member.
- Campers who continue to behave in an inappropriate manner after counseling, may be subject to being sent home.

Staff

- Staff members shall not "bully" any camper or other staff member.
- Bullying behavior will not be tolerated by staff members. You are role models. The campers look up to the staff and take cues from your behaviors.
- Any staff seen conducting themselves in inappropriate behaviors, including bullying, is to be reported to the Executive Staff and they may be subject to dismissal.

Sexual Harassment Policy

Definition: Sexual harassment is bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors or physical harassment of a sexual nature.

Sexual Harassment is inappropriate and will not be tolerated at CAMP.

Campers

- Upon observing an instance of sexual harassment, Stop The Action, council the camper. They may not even realize that their behavior was wrong.
- Should a camper be observed sexually harassing a 2nd time, they are to be brought to an Executive Staff member.
- Campers who continue to behave in an inappropriate manner after counseling, may be subject to being sent home.

Staff

- You are role models. The campers look up to the staff and take cues from your behaviors. Any staff seen conducting themselves in inappropriate behaviors, including sexually harassing a fellow staff member, is to be reported to the Executive Staff and they may be subject to dismissal.
- For the safety of the campers, any staff that has been determined to be sexually harassing any camper will be removed from camp immediately.

CAMP Discipline Policy

For the safety of the campers and staff, CAMP has developed the following discipline procedures to be followed.

No matter how well prepared you are, you may have to take corrective measures with a camper. It is important to be consistent in your handling of discipline issues. The actions you take should be appropriate to the child's misbehavior. The disciplinary actions listed here are in approximate order of severity. Begin with simple responses and move to the more severe ones as needed. It is important to follow-through with whatever discipline procedure is called for.

1. Begin with a glance in the misbehaving child's direction. Make eye contact long enough to let the child know you are aware of what is happening.
2. Move closer to the offending child. Often being close physically is enough to restore the camper to acceptable behavior.
3. Tell the child what he or she should be doing. If a child is whispering in chapel, a simple "Listen" or "Pay attention" may be all that is needed.
4. If Steps 1 through 3 have not corrected the problem, remind the camper of the consequences of his or her actions. Don't threaten. Simply remind the child that a rule is being broken and consequences will follow if it does not cease immediately.
5. Invoke the consequences. This should be the last resort. However, do not hesitate to administer punishment if it is warranted.

Consequence Ideas

What kinds of consequences are appropriate for breaking a rule? Here are some guidelines:

1. The saying "Let the punishment fit the crime" is still applicable. Littering may result in extra ground clean up duty. Food fights can result in KP duty. Whenever possible, select a consequence for breaking a rule that "undoes" the wrong that was done.
2. Remove the offender from the group for a limited amount of time. This tactic is sometimes called "Time Out." If a child constantly misbehaves, require him or her to sit in a specific location (usually at the very back of the group where they can see what is going on, but others cannot see the offender) until the camper promises to behave appropriately. If the promise is broken, insist that the child sit in the "Time Out" spot for at least one minute for each year of the child's age. Increase the time as needed.
3. Send the offender to an Executive Staff member. They will have some alternative punishments to use.
4. He or she is the only one who can make the decision to send a chronically misbehaving child home.
5. Never use the following forms of punishment at camp:
    a. Spanking
    b. Slapping
    c. washing a child's mouth out with soap
    d. standing a child in a corner for a lengthy period of time
    e. locking a child in a closet or small room
    f. forcing the child to stand and be ridiculed by his peers
    g. pinching a child's neck
    h. verbally humiliating a child
    i. Yelling
6. Corporal punishment is not a consequence acceptable at CAMP!

7. Reference Pre-CAMP training for appropriate consequence strategies.

CAMP Incident Reports

An incident report shall be completed to document camper/staff behaviors, any corrective actions, dangerous situation/behavior, injury or unusual situation.

- Reports shall be completed as soon as possible.
- Are to be turned in to executive staff. (CAMP Director, Administrator, Associate Director, Founding Directors)
- Are not to be discussed with other staff members.
- Only executive staff are to review reports.
- Situations that would require information distributed to the general staff will be initiated only by the executive staff.
- If not sure if a report needs to be completed, check with executive staff.

Blank reports can be found in the office or the back of your handbook.

Staff Social Networking Policy

All forms of social media are evolving at a rapid pace. Connecting with your friends and family is a fact of modern life. Online communication through social media or other electronic means can be problematic. It is the CAMP Board's wish to keep our CAMPers and staff safe. Even innocent communication with CAMPers can cause issues for staff. The guidelines below were designed to keep all parties safe. (CAMPers, Staff and the camp itself)

The Basic Rule...
If you are on social media, keep the posts on public walls where anyone can see them. If you need to have a private conversation, through messenger, email, etc., if one party is under 18 years old, add a third person to the conversation. This extra person may be a parent, co-counselor, or other adult figure.

Conduct for Staff Online Presence:
As CAMP Staff, it is every staff member's responsibility to deliver on our mission. This includes all dealings with the community; inside and outside of CAMP. It is the responsibility of all staff to avoid any inappropriate speech or behavior in the presence of our community members at all times. At all times extends to everything from your voicemail messages to any posts online. (e.g. Facebook, Twitter, YouTube, Instagram, etc.)

Content:
Staff are responsible for the content of all text, audio or images that are placed or sent over the internet. This includes, but is not limited to fraudulent, abusive, profane, harassing or obscene messages or derogatory or inflammatory remarks about an individual's or group's race, religion, national origin, physical attributes or sexual orientation. This content will put you at risk for everything up to and including termination. Any reference to CAMP must include a disclaimer stating that the views expressed are yours alone and that they do not reflect the views of the CAMP.

"Friending" people:
CAMP recommends that no staff member initiates contact with CAMPers. If a participant is under the age of 18, we recommend the staff members refrain from "friending", "following", "liking" or having a private association/communication with any CAMPer. The only exception can be made with the CAMPer's parental/guardian consent. The CAMP Board reserves the right to question staff about their online relations with CAMPers. Online relationships put you at risk for everything up to and including termination.

Using CAMP Image/Name:
The use of photos, logos or images of the CAMP or its programs is prohibited. If you use the CAMP's name in any such communication, you should be especially careful to support and certainly not harm or ridicule the CAMP's image or mission and it must be approved by a CAMP Board member prior to posting. All online profiles, groups, or posts made on behalf of any aspect of CAMP must be approved by a CAMP Board member.

To Re-Cap:
CAMP does not intend to interfere with any staff members private life, but publicly observable communications, actions or words are not private. All CAMP staff must use good judgment and discretion. If you want your use of technology to be private, do not allow it to be seen in the electronic public forum. If you or your words are public, make sure they are not contradicting with your role at the CAMP and they are reflective of the mission and values of our association.

Consequences:
Social media outlets may be monitored by appointed administrators. If it is brought to the attention of the Camp Board that the guidelines outlined above have not been followed or if a complaint has been made, reviewed and found valid, the Camp Board will follow these disciplinary steps:

1. First Offense: Advisory - Direct communication with the poster indicating that their post violates the guidelines. Ask them to delete their post or explain to them why their post was deleted by the administrator. Send a reminder list of guidelines. This offense could count as the next step or dismissed as an honest mistake.
2. Second violation: Warning - Direct communication through email or phone call to determine issues that interfere with their compliance. The penalty would be based on the email/direct conversation response - a final warning with coaching to avoid any further offenses or immediate suspension to any and all Camp social media outlets.
3. Final violation: After advisory, warning and suspension: the offender will be terminated from SFA membership.

Section 9: Vehicles

Personal Staff Vehicles

- Use of personal vehicles of CAMP Staff for camp use is discouraged while at CAMP.
- Campers are not to be transported in personal vehicles except for emergencies or necessary unscheduled trips.
- Any personal vehicle that transports a camper must have insurance and supply CAMP copies of their driver's license and insurance cards.
- Any camper riding in a vehicle shall only sit in designed passenger areas and be seated in and use a seat belt.
- You must have an additional adult in the vehicle if transporting campers in your private vehicle.

Accidents

- Should an accident occur while using a personal vehicle, the driver shall:
- Provide treatment to any injured camper/staff, supervise uninjured campers.
- Contact CAMP As Soon As Possible via walkie, phone (740-887-4815) or sending someone back to the main camp.
- Identify witnesses and obtain statements, complete an CAMP incident report.

Notifications / Media

- The CAMP Executive Staff or designated person(s) shall contact the parents of any camper involved in an accident (injured or not).
- Only the Executive Staff of designated person(s) are permitted to have contact with any media. Please advise them of any requests.

Golf Carts / ATV's

- Driving the golf carts or the ATV is restricted to medical, security and executive staff.
- They are to be used for transporting injured / ill campers and staff.
- Campers are NOT allowed to ride in the golf carts except when being treated by or under the care of the medical staff.
- Careless and or wreck less driving will not be tolerated.

Section 10: CAMP Trailblazing

Spiritual History Of CAMP

To some, it's just a week out of the year, but to many others, CAMP has stood for so much more. Our founding minister, Rev. John W. Selvey, wrote a letter inviting campers and staff to be a part of the program at Camp Akita in February of 1962. It was held from August 19th to August 25th. Counselors were to be "college age only" and the cost for each camper was $25.00. The subject of diversity of the program was centered around its interdenominational and interracial acceptance. The program also had bible study and religious topic discussion groups. In 1963, Rev. Selvey summarized the camp week in the church bulletin as "one of the most delightful, inspiring and successful camps I have ever attended…". He went on to say, "I would like you to appreciate the possibilities of what can happen to teenagers and staff members when at a Retreat…one can share in a spiritual quest for God. Without a doubt, impressions were made that will never be forgotten, friendships made that shall long endure and spiritual growth achieved that should affect the lives of many as long as they live."

Do any of these same aspects Rev. Selvey mentioned still ring true today?

In 1967, this program was held at Camp Indianola. The campers came from 11 different churches including Kawkawlin Community Church in Michigan. Camp alumni including Pete Marshall, Bob Childs (who spoke last year at Chapel), and Betty Vogt (Overocker) are mentioned. "We tried to cram a summer's program into the one week that we had, and we feel that once again we came out with a program filled with fun and time for spiritual growth and in a manner in which – as a former camper once wrote us, 'We couldn't tell where the fun left off and the religion began.'"

Again, does some of this sound familiar? Do we still try to do as much as we possibly can in the 7 days we have at Tar Hollow? Rev. Selvey also mentions "a number of children spoke just before communion to the group about what the camp had meant to them and how they felt themselves changed." Again, another tradition we try to continue after awards are presented, many of the winners and truly, anyone that has been touched during the camp week, has the opportunity to give testimony.

Gahanna Community Church Camp, Tar Hollow Church Camp, C.A.M.P., or just CAMP, whatever you want to call it, whenever you enter into the "camp bubble", you can honestly state, a CAMP experience can last a lifetime. A "labor of love", if you will. It is important, if you are going to be a part of the staff, that you understand the impact of this program, especially the spiritual aspect. Many of the campers have mentioned their favorite part of CAMP was one of our special services, Walk Alone, Late Night, Communion, Grad Chapel, to name a few.

The CAMP Board wants to make sure we continue Rev. Selvey's vision, by giving the campers the opportunity to have a spiritual experience with all the fun of a traditional camping program mixed in.

We revised the CAMP Mission Statement to help in this:
Our mission is to "Construct Assured and Motivated People" by providing a faith-based environment that

encourages Campers to get to know God, the Creator, setting the foundation for them to learn to love themselves, become more confident, and find their "Special Spark", enabling them to use their abilities to become leaders of the greater community.

Spiritual Philosophy Of Camp

To discuss this subject, I believe we need a bit of camp history: By Janny

CAMP was conceived by Rev. John W. Selvey some 53+ years ago. A big believer in the camping experience for young people, Rev. Selvey set out to present the first church camp of his new ministry at the Gahanna Community Church, with Boonie and Janny Brizius, his new youth sponsors as his helpers.

The Community Church has always lived by the premise that we "differ in love." The first camp was just for Gahanna Community Church kids, but soon it was realized that the program could be of benefit to other youngsters, as well, as so with the approval of the various congregations in Gahanna, it was not long before we had lots of young people attending from many and varied beliefs. It was clear that we could not begin to teach doctrine at the camp--yet it was still a "church camp." BUT-- WE COULD NOT TRY TO CHANGE THE BELIEFS OF THESE NEW ATTENDEES! Boonie and I said at that time that we hoped to send the Presbyterian kids home better Presbyterians--the Lutheran Kids- better Lutherans etc. and soon we had Catholic kids and then Jewish kids! -- and indeed a very intelligent and knowledgeable Atheist. The "Differing in love" got bigger and bigger. Especially as the daughter of a Rabbi on staff decided that she wanted to become a Christian.

I believe it was Rev. Marvin Neff that sat down with her and told her that, "The world needs more good Jews and less confused Christians!"-- and indeed it became more and more clear that we do not want to send the kids home "confused" in their spiritual thinking.
In some of his writing about camp, Jim Schnell has claimed that "Janny is simply fanatical about not telling the kids how they should believe." -- Well I am adamant about it! --and I guess that is why Dave and Tina asked me to discuss this with all of you this evening. Many of you have your own personal religious beliefs, and it is OK to share your beliefs with the kids, as long as you tell them this is your belief--Not what they must believe!

One year, in Boonie and my Trail Blazing Class, we had both John Stevenson-- who indeed did go on to be a Minister of Music-- and Grace (I forget her last name)-- the aforementioned intelligent Atheist. Well the class got into an interesting discussion about their personal religious beliefs, and after John shared his most moving, heartfelt offering, the class was so moved that they applauded and hugged John, etc.-- Then it was Grace's turn. She presented her beliefs, and the class started booing her! Well, we stopped that immediately, and told them that this was sharing time, and they had listened to John intently and respectfully and that they must do the same for Grace. (Grace was not expecting this-- and she thanked us profusely.) The next summer, she came back to camp and wanted to be baptized in the lake. (This was the beginning of our Baptism Service at camp.) Now, of course, she sort of went from one extreme to the other, and was as adamant in her Christian beliefs as she had been in her previous ones.... which brings me back to each of you trailblazing teachers-- and yes, I guess I am almost fanatical about it. We do not teach doctrine in our trail blazing classes! We hope that the campers will grow in their own spiritual life--not become puppets of us! Remember- there will probably be

40+ different churches sending campers to CAMP. We do not want to send them home questioning their home churches, but, indeed we do want them to learn to think for themselves! Camp is a wonderful time to grow spiritually...as I'm sure many of you can agree. Let's make sure the kids have that opportunity. OK? Let's remember the basic Community church premise that we "Differ in love."

What is TRAILBLAZING

The name "Trailblazing Class" originated many years ago when our theme for the week was "A Week to Walk with GOD" As with many things at CAMP, it stuck! The name is very appropriate for the CAMPers and especially for the teachers. Even for the very experienced staff, the idea of leading a Trailblazing class can be frightening. It's a whole new trail. Hopefully, the guidelines below will be helpful for either the first time or experienced teacher. ALL LEAD TEACHERS MUST SUBMIT AN OUTLINE OF TALKING POINTS 2 WEEKS PRIOR TO CAMP!

Some Basic Guidelines:

1. The campers in the class are going to be from many and varied religious backgrounds, and some will have had no religious training at all. Your responsibility this week is not to CONVERT them in any way. This may be the first chance some of your campers have had a chance at "sharing" in this open way. So, you may find that this is a really exciting and new time for your class!
2. Remember, though, that it is not your responsibility to make them think as you do! (In fact--please do not!) Trailblazing is actually just that for some of the kids ...they will be exploring a whole new territory for them! And--Indeed YOU may find some new areas of exploration from your kids!
3. An effective way to begin is with some fun activity that helps the kids get to know you and each other. (Such as- Going around the group and the first tells his or her name, where they are from and something that they hope to achieve in life. The next camper relates the same information about themselves, in that same order then goes back around the group, repeating the information previously given by the other campers.
4. Obviously, this gets longer with each added camper, but by the time you get to the end, everybody knows a bit about each person in the class ... including you! Don't forget CAMP has a library of great material with games and icebreakers.
5. Hopefully you will have a theme for your class. Your theme can be aided by using the daily morning watches, posters and quotes of famous people etc. These can be a great visual that can help them focus on formulating their thoughts. A copy of the morning watches will be provided to the lead teachers of each trailblazing group.
6. Respect the opinions of all--even i f they differ from yours. Let everyone have an equal chance to share their thoughts. Reserve Y O U R opinions for when things get "stuck!" Not that you shouldn't have a chance to share, too, but DON'T DOMINATE THE CLASS! This is easily done unintentionally, but it will bore the kids to death!
7. They are the ones blazing their own trails. You are just a facilitator.
8. Enjoy this experience! It can make your CAMP the most special one ever! And the same for your CAMPers

VERY IMPORTANT! I suggest that you prepare way more material that you think you can possibly get through. Some teachers have run through all they had prepared for the week in just two days!

Section 11: Other Information

CAMPer Check-In Procedures

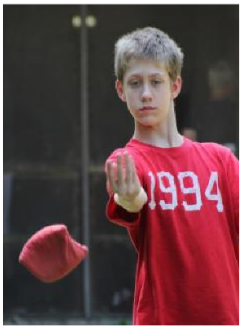
1. An Executive Staff Member (Founding Directors or Director) will greet CAMPers and Parents.
2. CAMPers and Parents should check-in together.
3. All CAMPer information should be verified including…
    a. Correct mailing address
    b. Correct Phone numbers
    c. Correct Email address
4. CAMPer should be given a map indicating the Hill # and Cabin # assignment.
5. CAMPer should also receive a confirmation of the AM Class.
    a. CAMPers not enrolled in an AM class will be asked to sign-up for a class from an open class list.
6. Check-in Staff members must verify the day and time of CAMPer pick-up and document who will be picking up and a contact phone number.
7. Any balance of the account should be directed toward the CAMP Administrator at the office.
8. CAMPers and Parents will be directed to the First Aid check-in desk to submit medical forms and any meds. (follow Medical SOP)
9. CAMPers (and Parents) with food allergies will be sent to see a kitchen staff member.
10. The lead of CAMPer check-in will turn over all lists of those that have and have not arrived within the allotted time to the CAMP Administrator.
11. The CAMP Administrator will contact anyone that has not arrived on the list to verify their whereabouts and status.

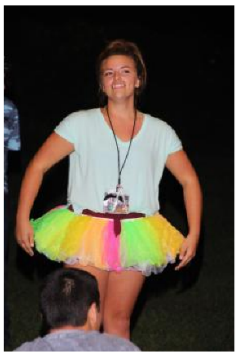
Sample Daily Schedule

CAMP
Constructing Assured & Motivated People

Sample Daily Schedule

7:30	Wake-up
7:45	KP Reports
8:00	AM Flag
8:30	Morning Watch
8:50	Breakfast
9:30	Town & Tent / KP /
10:00	Trail Blazing
10:50	Break / Change
11:00	Morning Class
12:00	FREE TIME
12:30	KP Reports
12:45	LUNCH
1:40	Rest Period Starts
2:40	Chapel
3:00	PM Class
3:45	Free Time
5:00	Free Time
5:30	KP Reports/ Free Time
5:45	PM Flag
6:00	Dinner
6:45	Town & Tent / KP
7:00	Evening Vespers
7:45ish	Evening activity
930-10:00	Bed
Late	Some night will have a late night for Sr. campers





Evening activities include: Talent Night, Game Night, Stunt Night, & the Jr. Party

**Schedule always subject to change*

Section 12: Forms / Help Section

Activity Worksheet

Activity Type: Evening Afternoon Late night Special Other

Activity Name: _____

Person(s) Proposing Activity: _____

Persons In charge: _____

Purpose: _____

Location: _____

Day/time: _____ Duration: _____

Teams:

Snack required? Yes NO When: _____

Budget: _____

Supplies needed: _____

Number of helpers: _____

Communication Plan: _____

Safety Plan: _____

Security Team Needed? Yes NO

Security concerns: _____

Set up:

Clean up:

Weather Plan B:

Handoff from: Handoff to:

Approvals:

Executive Staff: _____ Date: _____

Cabin Inspectors Checklist

Items to look for when inspecting each cabin:

- ☐ **Beds Made:**
  - ☐ Bronze: beds unmade, pillows on floor, etc. (ie: normal teenage room)
  - ☐ Silver: Sheets/Blankets or Sleeping bag are thrown up onto mattress but not straightened (ie: I got up late and through my covers up)
  - ☐ Gold: sheets/blankets or sleeping bags are neatly placed on the mattress, pillow at the head of the bed. (ie: I actually took the time to make my bed)
- ☐ **Floor Swept:**
  - ☐ Bronze: trash laying on the floor, no effort to sweep
  - ☐ Silver: dirt still on floor, but it looks like an effort was made o Gold: floor swept
- ☐ **Trash Collected:**
  - ☐ Bronze: Trash still in trash can, trash around outside of cabin
  - ☐ Silver: Trash taken out of cabin, trash around outside of cabin
  - ☐ Gold: Trash taken out of cabin, no trash around outside of cabin
- ☐ **Lights Off:**
  - ☐ Bronze: Overhead lights/Decoration lights left on
  - ☐ Silver: One set of lights left on o Gold: All lights turned off
- ☐ **Suitcases:**
  - ☐ Bronze: multiple suitcases laying open in the middle of floor
  - ☐ Silver: suitcases shoved under beds or in the comer
  - ☐ Gold: suitcases neatly placed under beds or in the comers
- ☐ **Wet Items:**
  - ☐ Bronze: towels thrown around cabin or over clothes line outside, shower items thrown in cabin
  - ☐ Silver: towels neatly placed on ends of beds/rafters, or clothes line outside, shower items neatly placed on shelves or under beds
  - ☐ Gold: Towels neatly folded on ends of beds/line outside, shower items neatly placed under bed or on shelves
- ☐ **No rafter violations** (shelves around the cabin walls are fine to put things on) this year or official decisions on shutters open/closed will be counted into cabin cleanliness this year.

Scoring for cabin inspections:

- Each bronze is worth 1 point
- Each silver is worth 2 points
- Each gold is worth 3 points

- Bonus Items: (added to the final cabin score for the day) (3 points Max)
    - Cabin Decorations
    - Notes to Cabin Inspectors (no food bribes in cabins)
    - Misc. Extras

- Total Available points each day: 6-21 points
    - Bronze Star: 10 points or less
    - Silver Star: 11 points- 16 points
    - Gold Star: 17 points-21 points

- Points summed for cabin each day
    - Highest point scorer on hill is "Cabin of the Hill" o Highest point scorer of day is "Cabin of the Day"

- Cabin Inspection Results will be listed on a poster board score chart hung in the lodge each day by lunchtime. Cabins wanting specific details on what to improve upon can get it from a cabin inspector. No announcement time at town and tent.

Other Items to Watch For When Selecting Cabin of the Year:

- On Time to AM Flag each morning
- Tuesday Night Game teamwork: did the cabin participate together?, sportsmanship
- Wednesday Stunt Night: did the cabin look like they worked together to create the skit or were only a few people involved?
- Overall Attitude each day
- Do they volunteer for any projects, events, cleanup duties, etc
    - Bronze Star: 10 points or less
    - Silver Star: 11 points- 16 points
    - Gold Star: 17 points-21 points

Incident Report

Type: ❑ Injury ❑ Medical ❑ Discipline ❑ Other : _____

Date: _____ Name: _____

Signature: _____

Staff Evaluation Form

Date: _____

Name: _____ Staff position: _____

Evaluator Name: _____ Staff position: _____

Comments may be given including encouragement, praise, suggestions for improvement, expectations or necessary corrections. The person completing this form should only evaluate through their observation of the staff member listed and not hearsay from another staff member.

Please rate the staff member according to the following criteria:	**Exceeds**	**Meets**	**Below**	**N/A**
Followed CAMP Counselor Contract signed when registering for staff.				
Followed their supervisor's instructions concerning safety regulations, as well as those of the specific activity or assignment.				
Was on time for their assignments.				
Completed their assignments in a timely manner.				
Cleaned up after the event/activity.				
Staff member had a positive attitude towards other staff members and campers.				
Showed respect towards their supervisor.				
The staff member's performance met the expectations addressed in the job description they registered for.				
The staff member's performance met the expectations addressed in the job description they registered for.				
Maturity				
Proficiency in activity				
Cooperation with other staff				
Staff member's overall job performance.	**Exceeds**	**Meets**	**Below**	

Comments by person completing the evaluation (supervisor):

Signature of supervisor : _____
Comments of Staff Member:
Signature of Staff Member/Date: _____
Please use the back of this form for further comments from the supervisor and/or staff member.

Observation of Activity Leader

Name/Title of Staff Observed: _____

Activity : _____ Date / Time:_____

Name/Title of Supervisor: _____

Please rate the Activity Leader according to the following criteria:	**Exceeds**	**Meets**	**Below**	**N/A**
Did the staff member orient the participants to the activity with clear instructions on procedures, equipment, safety, and behavioral expectations?				
Did the staff member enforce general camp safety regulations, as well as those of the specific activity/area?				
Were adequate instructions given in a clear and understandable manner--appropriate to the age and skill level of the participants?				
Did the staff member monitor participants closely as they developed competency? Did the staff member continue to provide adequate supervision as the participants progressed in the activity?				
Were any/all potential hazards identified and managed effectively by the staff member?				
Were emergency procedures applied appropriately?				
Does the staff member interact with the participants in an appropriate and respectful manner, focusing on the needs and interests of the participants?				
Does the staff member use positive behavior management techniques according to the camp's written procedures?				
Does the staff member's performance meet the expectations addressed in the job description and personnel policies?				
Activity Leader's level of **Maturity** in regard to this activity.				
Activity Leader's **Proficiency** in activity in regard to this activity.				
Activity Leader's **Enthusiasm** cooperation with other staff in regard to this activity.				
Activity Leader's **use/storage of equipment** in regard to this activity.				
Activity Leader's **Assessing** size/skill level of participants in regard to this activity.				
Overall Evaluation of Activity Leaders performance in regard to this activity.	**Exceeds**	**Meets**	**Below**	**N/A**

Comments: Additional comments from the supervisor and comments from the staff member to be recorded on the back of this form or on an attached sheet of paper.

Signature of Supervisor/Date: _____

Signature of Staff/Date: _____

Suspect & Vehicle Description Sheet

General Appearance

Race: ☐ White ☐ Black ☐ Other

Sex: ☐ Male ☐ Female

Age: _____

Height: _____

Weight: _____

Eyes: _____
(Color, shape, size; eye glasses, sun glasses, style/color of frames, or other.)

Hair: _____
(Color, length, style; wig, hat, baseball cap, ski mask, stocking, hood, or other.)

Face: _____
(Nose, mouth, teeth, lips, ears; mustache, beard, goatee, sideburns; moles, complexion, or other.)

Voice: _____
(Language, accent, lisp, stutter; loud, soft, or other speech characteristics.)

Shirt: _____
(T-shirt, tank top, polo, dress; long or short sleeve; coat, tie, jacket, vest, sweater, hooded; any logos, brands, or patches; color, stripes, print, or other.)

Scars/Tattoos: _____
(Shape, size, style, color; any names, numbers, emblems, or other artwork.)

Weapon: _____
(Gun: revolver, semi-automatic, rifle, shotgun; knife; bat, club, or other object; left or right-hand.)

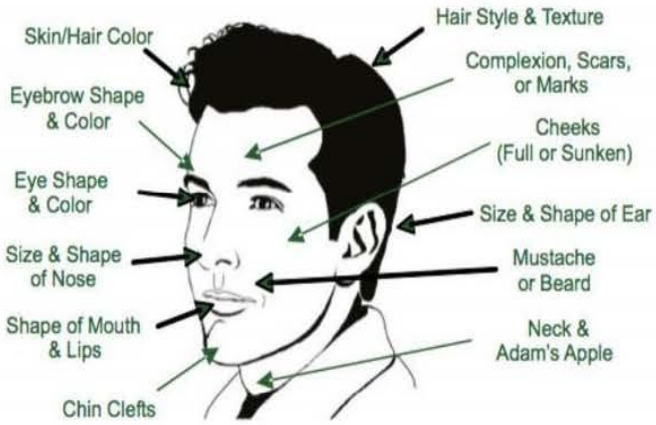
Accessories: _____
(Backpack, book bag, knapsack, garbage bag, flashlight, screwdriver, crowbar; any rings, chains, watches, or other jewelry; left or right hand.)

Pants: _____
(Jeans, khakis, slacks, shorts, skirt; belt, buckle, any logos, brands, patches; color, stripes, print, other.)

Shoes: _____
(Sneakers, dress, boots, flats, heels, sandals; laces, socks, barefoot; any logos, brands; color, stripes, other.)

Direction of travel: _____
(North, South, East, West; exited the front, rear, or side door; on foot, in a vehicle, other.)

Facial Appearance



Vehicle Description

2 Door Convertible

4 Door Sedan

Sport Utility Vehicle

Pick-up Truck

Van/Minivan

Motorcycle

Color: _____

Make: _____

Model: _____

Body Style: _____

Year: _____

License Plate #: _____

Window Tint: _____

Rims/Tires: _____

Head/Tail Lights Shape: _____

Dents/Damages: _____

 # Occupants: _____

Direction of Travel: _____

Other: _____

(Try to be as descriptive as possible.)

Weapon Types

Knife

Revolver

Semi-Automatic

Pump Shotgun

Rifle

CAMP Temperature Chart

Refrigerator, Freezer, Dishwasher

Location: _____

Week Dates	Day	Time	Temp.	Recorder	Action
	Sun.				
	Mon.				
	Tue.				
	Wed.				
	Thurs.				
	Fri.				
	Sat.				
	Sun.				
	Mon.				
	Tue.				
	Wed.				
	Thurs.				
	Fri.				
	Sat.				

Dish Washer: minimum100 degrees F wash, / 180 degrees F final rinse.

Refrigerators: Maximum temp 40 degrees F

Freezers Maximum temp 30 degrees F.

2017

Hill Shower House Check-in Inspection Sheet

Date: _____

Hill #: 1 / 2 / 3 / 4 Hill Supervisor: _____

			Comments
Showers clean?	YES	NO	
Showers in working order?	YES	NO	
Toilets in working order?	YES	NO	
Toilets clean?	YES	NO	
Floor clean?	YES	NO	
Hot water in working order?	YES	NO	
Lights and outlets working properly?	YES	NO	
Window & door screens present and in good condition?	YES	NO	
Basic condition of building?	Good / Fair / Poor		
Does shower house have a broom, dust pan, and trash can?	YES	NO	
Fire Extinguisher present and in proper working order?	YES	NO	

*Describe any graffiti and give location in comments.
** Note location of any bee, wasp or ant nests etc. that require attention in the comments section.

Comments: