

Liberty Association Youth Camp



Policy & Procedures Manual

Updated March 2023

Table of Contents

Purpose / Transportation off grounds	2
Guidelines for camp Living.....	3
Counselor Expectations.....	4
Principles of Counseling.....	5
Child Protection Law & Policy.....	6
First Aid & Medical Treatment Guidelines.....	7
Medication Storage & Administration.....	10
Position Descriptions	
Camp Director.....	11
Assistant Director.....	12
Counselor.....	14
Counselor in Training.....	15
Camp Medical Officer.....	16
Volunteers.....	17
Counselor Resources:	
Cabin Devotion & Bible Study.....	18
Principles & Guidelines for Cabin Devotions.....	19
Keeping the camper involved, interested, & motivated.....	21
Behavior patterns a counselor might face and suggested resolutions.....	22
Practical instructions for leading your group.....	25
10 Commandments of Camp Living.....	27
Attachments	
Camp Forms.....	28

Purpose

The Purpose of this Manual is to provide guidance and information to effectively perform the expected duties of your respective role at Camp.

In addition to reviewing this manual, all Staff, Counselors, and Volunteers must: Provide letter of endorsement from your Pastor, Consent to a Criminal Background Check, View the required training video and submit the online quiz.

Transportation off Grounds

If an unexpected need arrives where a camper needs to be transported off grounds via personal vehicle for any means:

- Driver must be over the age of 18 with a valid driver's license.
- There must be another staff / volunteer to accompany on the trip.
- Permission to leave must be given by the Camp Director, or designee prior to leaving.
- Must check back in with Camp Director, or designee upon return.
- Any unauthorized absence from camp without permission is grounds for immediate dismissal from camp.

Guidelines for Camp Living

1. All campers are under the supervision of their Respective Counselors and / or Counselors in Training 24 hours a day.
2. No one is allowed to leave the camp area without the approval of the Camp Director.
3. Boys are not allowed to enter Girls cabins and vice-versa. Boys are not allowed to walk girls to their cabins at night and vice-versa.
4. Blinds must be kept always shut.
5. Campers must attend all classes, services, meals and participate in all group activities unless excused by Camp Medical Officer.
6. Quiet time is observed between "Lights Out" & "Reveille". Any campers leaving their cabin without permission after "Lights Out" WILL BE DEALT WITH!
7. All staff must adhere to Free Will Baptist doctrine and no one is to use profanity, alcohol, or illegal substances.
8. No destroying or marking on camp property. Parent will be charged for all repairs.
9. Beds and Mattresses are not to be moved under any circumstances. There is to be no rough housing or standing on the beds. Please take good care of all furnishings.
10. No littering. Litterbugs will be punished.
11. All campers are expected to show respect and cooperate with the requests of all counselors, staff, volunteers.
12. The kitchen is off limits to all non-kitchen volunteers. No dishes or supplies are to be taken from the kitchen at any time.
13. The piano, bell, and all electronic equipment is to be left alone unless specific permission is given to use them.
14. Water Safety: No one is allowed near the lake except at scheduled times. All waterfront rules will be strictly enforced.
15. Keep your hands to yourself and your stuff. Please respect one another's personal property.
16. Campers are not allowed to change rooms without permission of the Camp Director / Assistant Director and only then with appropriate reason.
17. Girl's / Women's Swimsuits must be one-piece and modestly cut. Boy's / Men's swimsuits must be trunks (to the knee), no speedo-type swimwear allowed. Both Boys / Men and Girls / Women must have a shirt / cover up for going to and from swimming area.
18. No tank tops, cut-aways, or muscle shirts allowed. All shirts must have sleeves. No shirts displaying foul language, rock bands, secular themes are allowed.
19. Shorts must come to the top of the knee.

Counselor Expectations

1. General
 - a. Care for the needs of your campers
 - b. Coordinate with other counselors and staff members.
 - c. Strive to meet the individual needs of campers.
 - d. Perform tasks, if asked, other than those assigned
 - e. Be a team player to work toward the success of Youth Camp.
2. Specific:
 - a. Spiritual:
 - i. Begin each morning by praying with your campers.
 - ii. Conduct daily devotions with your campers before “lights out” each evening.
 - iii. Sit with your assigned group in service and pray with them at the altar.
 - iv. Be an example in Christian dress & Conduct.
 - v. Endeavor to lead unconverted campers to Christ.
 - vi. Do NOT pressure any camper for a decision; allow the Holy Spirit to do His work.
 - vii. Keep records of Campers’ spiritual experiences.
 - viii. Make reports as required.
 - b. Behavioral:
 - i. From the time a camper registers with you, they are in your care.
 - ii. You are responsible for maintaining “Quiet Time” in your cabin from Lights out to Reville.
 - iii. Maintain consistent behavior with Fairness. We want the camper to enjoy themselves, but safety always comes first.
 - iv. Review Camp Rules with your group on the first day.
 - v. Report all cases of willful disobedience and violation of rules to the Camp Director or Assistant Director.
 - vi. Bring all severe infractions to the Camp Director immediately.

Principles of Counseling

The following are some important principles which, when applied properly, will enable and Christian to counsel more effectively.

1. Be the kind of Christian person that people want to talk to. Remember that individuals who have problems (and all people do) turn to people they know, like, and respect.
2. Be available, but don't "Throw yourself" at others. True availability is revealed in attitudes and behavior, it is communicated, not necessarily with "words of invitation" but with a demonstration of sincerity, patience, humility, courtesy, unselfishness and all the makes the spectrum of love (I Corinthians 13)
3. Let the person talk, A good counselor listens. They don't probe and they don't preach. Use key questions to learn.
4. Keep confidence.
5. Accept the person. No matter what the problem, don't reject the one who comes for help. Some counselors feel that to accept the person is to condone their sin or the approve of their behavior. Nothing could be further from the truth.
6. Don't jump to conclusions to what the problem may be.
7. Don't classify every problem as spiritual. In its roots, every human difficulty relates to the problem of sin, to the old nature. But a person is wrong to classify every difficulty as a spiritual one.

The problem may be spiritual. An individual may be rebelling against the will of God. There may be sin in their life. The answer to this problem is quite simple. If they are unsaved, they need to receive Christ as their personal savior and be forgiven of their sins.

But the problem may, in its roots, be emotional, caused by environmental circumstances, particularly in childhood, which have left their marks on the personality.

The problem may also be physical, but do not err, however, in segmenting these problems. The interrelate. A spiritual problem affects the person emotionally and physically; an emotional problem affects the person spiritually and physically; and a physical problem affects every part of a person's being.

Dr. Gene Getz

Child Protection Law & Policy

1. Definitions from Michigan State Law
 - a. "Child" means any person under 18 years of age.
 - b. "Child Abuse" means harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment.
 - c. "child neglect" means harm to a child's health or welfare which occurs through negligent treatment, including failure to provide adequate food, clothing, shelter, or medical care.
 - d. "Department" means the Michigan Department of Health and Human Services.
2. Staff Procedures
 - a. Upon arrival of campers, the Camp Medical Officer(s) (with chaperone) shall screen all campers as to their physical condition. Note any bruises, cuts, or markings on the child's body.
 - b. The counselors shall watch for any signs of child abuse or neglect.
 - c. **If abuse is "Suspected" report to Camp Director immediately.**
 - d. **If a camper confided in you of having been abused or neglected, only relate this information to Camp Director. DO NOT tell and camper or other Staff Member!**
 - e. Campers' records and applications shall be kept confidential. No one shall have access to the camp and campers' files except the Camp Director, Assistant Director, Camp Medical Officer, Camp Clerk and Law Enforcement (if applicable)
3. Reporting Procedures (in cases of observed or reported abuse)
 - a. Camp Director will make an oral report within 8 hours to Michigan Department of Health and Human Services (855-444-3911)
 - b. Within 72 hours a written report (Form 3200 "Report of Actual or Suspected Child Abuse or Neglect") shall be completed and sent to Michigan Department of Health and Human Services by Mail, Fax, or E-mail.
 - c. If camper appears to be injured, medical treatment will be given by the nearest hospital Emergency Department, not Camp Medical Officer.

First Aid / Medical Treatment

Liberty Association Youth Camp has a Medical Officer on duty the entire duration of camp who possessed an Unrestricted State MD / DO / PA / NP / RN / EMT-P / AEMT /or EMT-B License. Additionally, have completed a current American Heart Association training course in Basic Life Support and HeartSaver First Aid. All medical providers and Camp Volunteers are to provide care based on the Current American Heart Association Guidelines and within the Scope of Their respective Licensure & Abilities.

In addition to these Guidelines, the following is a list of common camp ailments and how to proceed with care of the Camper.

1. Abdominal pain
 - a. Check for appropriate diet, constipation, diarrhea, homesickness. If fever, diarrhea, or vomiting are present, take camper to Camp Medical Center and sanitize camper's bunk area.
2. Abrasions, Scratches, Cuts:
 - a. Wash area well with soap and water and bandage appropriately. Monitor for signs of infection: Swelling, Redness, pain, hot to touch, streaking. If these are present or bleeding is significant, or cut extensive, take camper to Camp Medical Center.
3. Animal Bite:
 - a. Wash area with Soap and Water, take camper to Camp Medical Center.
 - b. Capture or Corral animal, if possible, without endangering campers or staff.
4. Bedwetting:
 - a. See Section: "**Behavior patterns a Counselor might face and suggested resolutions**"
5. Bee Stings / Insect Bites:
 - a. If an insect sting: Wash area with Soap and Water, take camper to Camp Medical Center. If camper is allergic, call for camp medical and administer camper's epi-pen if prescribed and available. If not available call 911.
 - b. If a bite, clean area well with Soap and Water. Monitor for signs of infection.
6. Bleeding:
 - a. Apply sterile dressing and direct pressure and elevate limb, if possible, above head. If bleeding resolves, bandage wound. If bleeding continues, call for camp medical or, if safe to do so, take camper to camp medical center.

7. Bruises & Bumps:
 - a. Apply cold compress. Consider possible fracture or deep tissue injury. If significant pain exists, take camper to Camp Medical Center.
8. Burns:
 - a. Continuously flush with cold water, NO CREAMS, SALVES, OR BUTTER!!!
 - b. Take camper to Camp Medical Center, or call for Camp Medical Officer
9. Constipation:
 - a. Prevent by ensuring adequate fluid intake (8 glasses of water or Sports drink daily), consuming Fiber & Fruits every day.
 - b. If persists past 24 hours, take camper to Camp Medical Center.
10. Convulsions / Seizures:
 - a. Clear area around camper and protect head. DO NOT PLACE ANYTHING IN THEIR MOUTH. Call Camp Medical Officer.
11. Diarrhea:
 - a. Take camper to Camp Medical Center.
12. Earache:
 - a. Take camper to Camp Medical Center.
13. Eye Foreign Body:
 - a. DO NOT RUB EYE! Attempt to use a moist cloth to remove object from the corner of the eye. If on the lens or cornea of the eye, or it is unable to be removed, take camper to Camp Medical Center.
14. Fever:
 - a. Take camper to Camp Medical Center.
15. Hay fever:
 - a. Take camper to Camp Medical Center.
16. Headache:
 - a. Allow camper to rest quietly in a shaded area. Check for food and fluid intake, constipation, or tiredness. If pain persists or is significant, take camper to Camp Medical Center.
17. Head Injuries / Fall:
 - a. Keep camper lying still and do not allow them to move their neck.
 - b. Call for camp Director and Camp Medical Officer.
 - c. If there is a loss of change in consciousness, vomiting, fluid in ears, headache, vision changes, call 911 immediately!
18. Heat Exhaustion:
 - a. Increase Sports Drinks if possible.
 - b. Take camper to Camp Medical Center.
19. Infections:
 - a. See Abrasions
20. Insect Bites:
 - a. See Bee Stings

21. Poison Exposure:
 - a. Call Poison control: 800-222-1222
22. Poison Ivy, Oak, Sumac.
 - a. Be able to identify the plant and where it's located.
 - b. Have camper remove contaminated clothes and wash themselves thoroughly. Contaminated clothing & linens should be washed immediately.
 - c. Take camper to Camp Medical Center for further care.
23. Rash:
 - a. Take camper to Camp Medical Center.
24. Scabies, Impetigo, Ringworm, Pediculosis:
 - a. Take camper to Camp Medical Center, assess camper outside of medical center to reduce risk of contamination.
25. Sore Throat:
 - a. Take camper to Camp Medical Center.
26. Strains, Sprains, and Fractures:
 - a. Treat as a fracture until told otherwise. Send for Camp Medical Officer & Camp Director. Splint area and send to Local Emergency Department of Urgent Care as appropriate for further evaluation and care.
27. Sunburn:
 - a. Prevent as possible by liberally applying sunscreen to campers, especially those with fair skin.
 - b. If sunburn occurs:
 - i. See burns.
 - ii. Limit sun exposure
 - iii. Cover exposed skin with light / soft clothing.
28. Sunstroke / Heat Stroke:
 - a. Get in shaded, cool area.
 - b. Send for Camp Medical Officer
 - c. Actively cool camper with Ice Packs and Cold water. **YOU MUST REDUCE BODY TEMPERATURE FAST!!!**
29. Swimming Accidents:
 - a. Follow directions of Lifeguard on Duty
 - b. Call for Camp Medical Officer & Camp Director.
30. Toothache:
 - a. Take camper to Camp Medical Center.

All administrations of first aid **MUST** be logged in Camp Medical Officers logbook. If you provide care without Camp Medical Officer, you **MUST** immediately log an incident report at Camp Medical Center.

Medication Storage and Administration

ALL Camper and Staff medications must be turned in upon arrival to Camp Medical Officer. They must be in original bottles (not pill dividers) and clearly labeled with Their name, medication name, dosage, and frequency. The Camp Medical Officer is responsible for secured storage and administration of all medications. Exception is made for those with Rescue inhalers and Epi-pens, those Campers / Staff may keep those medications with them, but Camp Medical Officer is to be notified immediately if they are used.

Medication administration:

The Camp Medical Officer will administer Medications at Mealtimes at the Camp Mess Hall. Counselors are to escort camper to the Camp Medical Center before evening Devotions for Nighttime meds to be administered.

Field Trips:

All Campers will be screened by Camp Medical Officer prior to leaving on trip. Camp Counselors will check out all the required forms from camp office. First Aid trained staff member will check out First Aid kit from Camp Medical Officer in their absence from trip. If any camper is requiring medications while away, the Medical Officer will dispense that dose of medication in labeled medication bag to the respective Camp Counselor in charge of child and will record medication administration upon return.

Daily Observations:

It is the camp counselor's responsibility to be aware, on a daily basis, of each camper's physical condition. Any changes in appearance, appetite, activity level or health habits are to be reported to the Camp Medical Officer as soon as possible and will review records and follow up as needed.

Parent Notifications:

Parents of campers should be notified as follows:

1. Immediately in event of Death
2. Immediately following transportation to Hospital
3. The day after an overnight stay in Camp Medical Center.
4. As directed, in writing, by the Camper's Parent.

POSITION DESCRIPTIONS

- Camp Director
 - Responsible to:
 - Liberty Association Moderator and Executive Board
 - Responsible for:
 - To communicate to all staff and volunteers the importance of operating with the camp philosophies and objectives.
 - Operation and management of camp recruiting, training, and directing staff & volunteers, interpretation, and final word on the enforcement of policies and rules.
 - Develop a tentative budget for the camp operations.
 - Responsible for the general health, safety, and general wellbeing of campers, staff, and volunteers.
 - Develop a program and work in close co-ordination with eth Assistant Director(s) for its implementation.
 - Secure speakers and other professional or certified positions as needed as mandated by the State of Michigan.
 - Keep thorough and complete records and make a thorough report to the Liberty Association Moderator and Executive Board within 90 days of the conclusion of camp.
 - Initiate and secure any applicable licensures from the State of Michigan for camp.
 - Point of contact between Host Camp and Liberty Association Youth Camp.
 - Qualifications:
 - Must be approved by the Liberty Association Moderator and Executive Board
 - Active fellowship in a Liberty Association Free Will Baptist Church
 - Experience in leadership of a Church Youth Camp
 - Possess at minimum, Current credentials in AHA's HeartSaver CPR & First Aid
 - Completed Criminal Background check.
 - Training:
 - Attend CCI (Christian Camping International) Annual conference.

- Assistant Camp Directors:
 - Responsible to:
 - Camp Director
 - Assistant Camp Directors will be assigned to the following areas:
 - Boys' Camp
 - Girl's Camp
 - Activities & Services
 - Kitchen & Food Service
 - Responsible for:
 - General:
 - To monitor and assist staff and campers in assigned section of camp.
 - To make sure the camp schedule is followed promptly. Ample room to adjust the schedule is given as conditions and situations merit.
 - To enforce and interpret policy and dress codes.
 - To give daily instruction, encouragement, and aid to those under their responsibility.
 - To notify parents in case of emergency
 - To hold all under their responsibility accountable for reports, rule enforcement and standard of conduct.
 - To be liaison between the host camp and Liberty Association Youth Camp, in absence of Camp Director.
 - To be Liaison between assigned areas and Camp Director and / or Camp Medical if necessary.
 - Area Specific:
 - Boys and Girls Camp:
 - Oversee the daily operations of their respective camps.
 - Function as "Senior Counselor" and point of resource.
 - Oversee and Mentor their respective Counselors in Training.
 - Activities & Services:
 - Plan and develop daily age-appropriate activities for all Campers.
 - Submit plans and requests for supplies to Camp Director in adequate time prior to camp.
 - Secure qualified volunteers for any special activities i.e., Archery, Water activities, Fishing, etc.
 - Secure Ministers / Worship leaders and necessary A/V equipment for all Chapel Services.

- Coordinate back-up plans indoors in case of inclement weather.
- Kitchen:
 - Plan and develop an age-appropriate balanced Menu for all meals and Submit to Camp Director for approval.
 - Secure adequate kitchen volunteers to implement all planned meals effectively.
 - Coordinate with Camp Director to ensure that any “Special Snacks / Food activities” are planned for on the Master Menu Planner.
 - Review registration forms and identify and campers / staff / volunteers with food allergies and ensure that there are alternative dietary options available and that severe food allergens are not on the menu.
 - Coordinate with Camp Director to obtain food items and supplies prior to arrival at camp.
- Qualifications:
 - Must be approved by the Liberty Association Moderator and Executive Board
 - Active fellowship in a Liberty Association Free Will Baptist Church
 - Experience in Church Youth Camp as a counselor / volunteer
 - Possess at minimum, Current credentials in AHA’s HeartSaver CPR & First Aid
 - Completed Criminal Background check.
- Training:
 - Attend CCI (Christian Camping International) Annual conference encouraged, but not required.
 - Kitchen Assistant Director must have experience in large crowd / banquet cooking experience. Serve Safe Certified highly preferred.

- Counselor:
 - Responsible to:
 - Assigned Assistant Camp Director
 - Responsible for:
 - To supervise assigned group of campers and to be with them during all activity times, mealtimes (sit at table together) and have a general knowledge of where campers are always.
 - To oversee and monitor the Activities of assigned Counselor in Training.
 - Assign tasks to CIT as appropriate.
 - Supervise interactions with Campers until comfort in abilities is established, you are ultimately responsible to the Campers welfare, not the CIT.
 - To interpret and enforce camp rules. (You are the first line of defense).
 - To assist with program activities in any way or form.
 - To find out, by one-on-one contact, the spiritual condition of each camper in their cabin and turn in a report on each one by Wednesday's evening meal.
 - To provide for the general care and welfare of camper's assigned to them.
 - To be prepared for Cabin Devotions and Cabin Chat times.
 - To model Christianity in every area of life at camp.
 - Qualifications:
 - Must be at least 18 years of age, 21+ preferred.
 - Active fellowship in a Liberty Association Free Will Baptist Church, verified by written endorsement of your Pastor.
 - Have a desire to guide and love for our Youth.
 - Completed Criminal Background check.
 - Education:
 - Must complete online Counselors and First Aid video training and completion of online Quiz.

- Counselor in Training:
 - Responsible to:
 - Assigned Camp Counselor
 - Responsible for:
 - To assist in supervising assigned group of campers and to be with them during all activity times, mealtimes (sit at table together) and have a general knowledge of where campers are always.
 - To assist with program activities in any way or form.
 - To provide for the general care and welfare of camper's assigned to them.
 - To be prepared for Cabin Devotions and Cabin Chat times, as assigned by Counselor.
 - To model Christianity in every area of life at camp.
 - Not to be involved with any camper disciplinary action, but to report inappropriate behaviors to counselor immediately.
 - Qualifications:
 - Must be at least 16 years of age.
 - Active fellowship in a Liberty Association Free Will Baptist Church, verified by written endorsement of your Pastor.
 - Have a love for our Youth.
 - Completed Criminal Background check.
 - Education:
 - Must complete online Counselors and First Aid video training and completion of online Quiz.

- Camp Medical Officer
 - Responsible to:
 - Camp Director / Camp Medical Director
 - Responsible for:
 - The organization and operation of Camp Medical Center
 - To keep accurate records of all medications administered, injuries / illnesses and their treatments and disposition, and any other pertinent information as it relates the health needs of the Campers, Staff, Volunteers.
 - Enforcement of all standing orders of health care.
 - The procurement and storage of medical supplies.
 - Secured storage and administration of all medications.
 - Qualifications:
 - Completions of required training and valid / unrestricted State of Michigan Licensure of: MD, DO, PA, NP, RN, EMT-P, AEMT, EMT-B (with medication training)
 - Active certification in AHA's BLS for Healthcare Provider
 - Active certification in AHA's HeartSaver First Aid
 - Completed Criminal Background check.

- Camp Volunteers
 - Responsible to:
 - Activities & Services Assistant Camp Director
 - Responsible for:
 - Monitoring & Assisting campers in your assigned area / activity
 - To make sure the camp schedule is followed promptly. Ample room to adjust the schedule is given as conditions and situations merit.
 - Plan or assist in planning camp activities & services.
 - Ensure that proper equipment / supplies are secured or requested prior to camp start.
 - Report concerns to Activities & Services Assistant Camp Director
 - Teach / Assist campers with assigned activity, craft, sport, etc.
 - Qualifications:
 - Must be at least 18 years of age, 21+ preferred.
 - Active fellowship in a Liberty Association Free Will Baptist Church, verified by written endorsement of your Pastor.
 - Have a desire to guide and love for our Youth.
 - Completed Criminal Background check.

Cabin Devotions and Bible Study

The following guidelines are for the cabin Bible study & evening Devotion times. The bedtime should be a summary of the total day through discussion and reflection.

Devotions and Bible study are not:

1. Another chapel service.
2. For the personal interests of the counselor, but of the campers.
3. To be lectures but should have camper involvement.
4. For discussing peculiar problems or doctrines but should be helpful to all.

A counselor is one person on a camp staff including teachers and chapel speakers and should not use methods that appear to compete with the speakers. Too many different study themes will confuse.

Devotions should be:

1. Serious bible study
2. Discussion of sermons and classes of that day.
3. Discussion of questions helpful to the whole group, not just one person.
4. Special emphasis should be given to helping them learn how to study the Bible for themselves when they go home.
5. Prayer time:
 - a. Encourage them to consider a variety of subjects for prayer.
 - b. Varying methods of group prayer
 - i. Request, prayer, stop. Request, prayer, stop...
 - ii. Assign request and each pray for the one subject.
 - iii. Pray specifically and loud enough.
 - iv. Moderate form of conversational prayer; each taking part in one prayer, by the group including several subjects.
 - v. Teamwork unity – 10 people praying for one request.
 - vi. Discuss subjects of prayer before praying
 - vii. Popcorn prayer – sentence prayers
 - viii. Have each camper pray one thought – begin with the statement “Lord, I love you because...” of “Jesus, thank you for...”
 - c. Focus on promises of prayer.

Principles / Guidelines for Cabin Devotions

1. Be sold on the importance of cabin devotions yourself.
2. Get everyone involved. Help them interact with one another and yourself.
3. Make it practical and helpful to all.
4. Make them applicable to the age group – not too simple and not too hard. This determines length of time too.
5. Have a goal. Begin and end somewhere.
6. Make it challenging and be enthusiastic.
7. Have a proper atmosphere – settling down, easy transition.
8. During cabin devotions, make sure you can see each camper and they can see you. If necessary, give devotions while walking back and forth in cabin to keep attention. Establish from the beginning; no eating is allowed during devotions.
9. The counselor should be the devotions leader. Seldom can someone else come in and understand your group and their needs.
10. If a camper asks a question away from the subject, tell them you'll answer it later. Questions should contribute to devotions.
11. They are to compliment, not compete with that day's chapel.
12. Only try to get one or two points across, not a sermon. BE BRIEF.
13. Devotions that demand being put into practice that night or the next day are remembered best. (Direction, guidance, practice.)
14. Cabin devotions should be a relaxed time of group sharing. Try to create an atmosphere of close fellowship.
15. Campers should be ready for bed before you begin.
16. Keep the group sitting up, not lying down on beds. Sit in a circle on the floor or on several beds facing each other. The circle formation projects a group spirit; it says "you belong"
17. Be sure everyone has a bible in hand.
18. Use devotional guides and prepare for each devotion in advance.
19. Cabin devotions is not a time to preach, but a time for sharing.
20. Encourage all group members to participate. Try to eliminate the situation where one camper has a monopoly on the session. Watch for campers who purposely try to prolong the devotional period just to stay up late.
21. If possible, try to recall a point in the Bible study of Chapel sermon. Try to keep devotions relative to the camper's needs.
22. Make prayer time informal; share requests for special needs. Utilize sentence prayers or concert prayer. Never force a camper to pray in front of the group before they are ready. Impress on campers that they should talk to God as a friend.
23. Allow no rough housing after devotions.

REMEMBER: Every year numerous campers give their lives to Christ in Youth Camp. Cabin devotions can have tremendous influence on young people, helping the to make this all-important decision. Counselor, you are the key to effective cabin devotions. Pray earnestly for your cabin devotions, prepare in advance for each night, and trust the Holy Spirit to touch your campers.

Keeping the camper involved, interested, and motivated.

1. Much direction will come from the Camp Director or this Camp Guidebook.
2. Never undercut the instruction. If there is a concern or clarification needed; please do so away from the Campers.
3. From the very first meeting be exciting, interesting, and full of energy yourself.
4. Challenge the campers to become a unit.
5. Expect achievement from them.
6. Use camper leadership when you have it.
7. Ride competitive spirit to spiritual success; watch out when you lose – don't ever display an unchristian attitude or conduct.
8. Impress them with your questions.
9. Stimulate them with your vibrancy and attitude.
10. Remember you are their coach for the week.
11. Never choose favorites.
12. Never talk about another counselor or staff member in a negative light.
13. The meals are always great.
14. Make them realize they will miss the time of their life if they do not become involved.
15. Remember why your campers are at camp and what God might do through you if you keep the enthusiasm growing.
16. When campers are having a good time, God can work, and you will have opportunities of ministering.

Behavior patterns a Counselor might face and suggested resolutions.

1. Prevention: Many of the so-called discipline problems may be prevented by observing the following suggestions:
 - a. Show each camper that you like them and care for them as an individual. (Many campers come from a home background where they receive no love, affections, or recognitions.)
 - b. Keep your campers busy. Participate with them, doing things that they like to do.
 - c. Be extremely fair in your decisions and show no favoritism. Be democratic in handling a group.
 - d. Do NOT mock, ridicule, or make fun of campers! Children are very sensitive and look up to camp staff & volunteers. Do NOT tolerate campers picking on other campers.
2. Methods in solving disciplinary problems.
 - a. "Big Stick" Method
 - i. "You do this, or else!"
 - ii. Sometimes this must be used but has its weaknesses.
 - iii. Should be a last choice method.
 - b. "Man to man" talk
 - i. This is a good method.
 - ii. Discuss calmly with the camper the reasons for their conduct and the consequences of their behavior. Do not lecture!
 - iii. Offer choices with options that are viable to achieve a goal.
 - c. Group pressure
 - i. A few well-placed hints by the counselor and the campers will take the situation in hand.
 - ii. This system needs your guidance. The punitive measures of the group must not get out of hand.
 - iii. With your campers group pressure should only be positive reinforcement.
3. Punishment
 - a. Should be used only as a last resort (after other methods have failed or where campers by their conduct are endangering themselves or others).
 - b. Should be used sparingly and judiciously, never vindictively!!!
 - c. NEVER use physical punishment!!!
 - d. To deprive a camper of certain activities is acceptable. It should be an activity that they enjoy the most. NEVER DEPRIVE A CAMPER OF FOOD!!!
 - e. Do not threaten a camper with "I'll have you sent home."
4. Bed Wetting
 - a. Causes
 - i. May be result of home problems, inner tensions of inferiority.
 - ii. May be a physical weakness / condition.

- b. Suggestions
 - i. Use rubber sheets.
 - ii. See that the campers voids before bed. Wake camper up if necessary.
 - iii. Talk to the camper privately to avoid further embarrassment. Encourage to reduce fluid intake prior to bedtime.
 - iv. Casually check bed daily.
 - v. Don't allow cabin mates to ridicule, embarrass, intimidate.
5. Homesickness
- a. Causes
 - i. The camper may have been over-sheltered at home; only child; first time away from family, etc.
 - ii. Camper may not feel part of the group. Camper may feel that no one (even counselor) care for them. Camper might have a disability which would isolate them.
 - iii. Homesickness usually occurs during periods of inactivity when no friends are established. Be a friend to the lonely.
 - b. Suggestions
 - i. Give campers a big welcome – “Hi I’m (name), welcome to Youth Camp!”
 - ii. Give homesick camper some responsibility.
 - iii. Let homesick camper join you or help you.
6. Misbehavior
- a. Causes
 - i. Wants social recognition – will even take punishment to obtain it.
 - ii. Feels inferior because of possible handicap of lack of coordination.
 - iii. Resents organized program, or possibly over-severe or inconsistent discipline. Perhaps the counselor has attempted to force obedience to their own will.
 - b. Suggestions
 - i. Give recognition by giving responsibility. Show the camper that you trust them.
 - ii. Ignore behavior, if possible, so that no attention may result from it.
 - iii. Use various methods already discussed under section 2.
 - iv. Keep the camper active in the program. Congratulate the camper on their accomplishments.
7. Disciplinary issues
- a. All disciplinary problems concerning campers shall be reported to the Camp Director or assistant immediately. Disciplinary actions are to be recorded in the Camp Disciplinary Log. This logbook is available to administrative staff only, it is used as a referral for previous actions. Under no circumstances shall a camper be deprived of food, isolated, or subjected to corporal punishment, verbal abuse, or abusive physical exercise as a means of punishment.

- b. The rules of Liberty Association Youth Camp are presented to all campers their first day in camp, as well as printed copy in the Camp Logbook. Campers are told that if they break any of the basic rules they will be sent home immediately, without a second chance.
 - c. Rules are to be consistently and always enforced. Violations of the rules are to be treated in a uniform and consistent manner.
 - d. Acceptable consequences of rule breaking include:
 - i. Quiet time
 - ii. Restriction of activity
 - iii. Clean an appropriate designated facility – Camp Director approved.
 - iv. Conference with Camp Director
 - v. Conference with Parent / Guardian
 - vi. Sent home – Camp Director approved.
 - e. The Camp Director is to be informed of all disciplinary measures.
8. Eating Problems
- a. Causes
 - i. A camper may not eat well because:
 - 1. Camper is not accustomed to variety of food.
 - 2. Usually independent and thus eat only snack food.
 - 3. Actually ill.
 - 4. Too much snack food prior to mealtime.
 - ii. A camper may make o glutton of themselves because:
 - 1. The camper is used to over-eating.
 - 2. The camper does not eat “good” food at home.
 - b. Suggestions
 - i. Maintain a natural quiet at your table. Enjoy a spirit of quiet, good fellowship.
 - ii. Talk about eating habits with all the campers.
 - iii. Watch for between-meal snacking.

Practical Instructions for Leading your Group.

Expect cooperation. Campers are much more likely to respond if you expect them to!

Give advance notice of each activity. Try never to surprise your campers with a call for immediate action.

Try to ask and not order but give clear and direct instructions.

OFFSETTING NEGATIVE RESPONSE

Some campers have a problem with cooperating and submitting to a counselor's authority. Always remain calm and give a careful response. When something is said that you do not know how to respond to, be honest and admit that you will not respond until later.

<u>CAMPER'S ATTITUDE</u>	<u>COUNSELOR'S RESPONSE</u>
"This is boring"	"You'll enjoy it when you get involved."
"I don't want to"	"Give it a try."
"This is dumb"	"That's what makes it fun."
"I hate camp"	"We'll make it fun, give it a chance."

Do not allow 1 or 2 campers to destroy your entire group's camp spirit. Ask for HELP!

USE REALITY DISCIPLINE

If a camper is defying you or disturbing others, handle the situation immediately! First, call the camper by name. This helps them to understand that you are talking specifically to them, and not making a general announcement. If they persist in unacceptable behavior; use reality discipline also known as the "logical consequence".

- If your campers are talking in chapel...move them.
- If they broke into the lunch line...send them to the back
- If they come out of the pool / lake improperly dressed... send them back to dress
- If they are rough housing... separate and set them
- If they cannot get along with others...isolate and notify Camp Director / Assistant Director

It is not an indication of weakness to ask your Assistant Director for assistance / guidance!

Things never to do.

1. NEVER threaten a camper!
2. NEVER manhandle or hurt a Camper!
3. NEVER publicly embarrass a camper!

4. NEVER betray the camp guideline to gain popularity with your group!
5. NEVER play favorites or give special privileges!
6. NEVER take the spotlight away from a camper!

AFTER SERVICE AT NIGHT

Keep your eyes open during nighttime outdoor activities. We will not allow campers to leave the immediate area for walks. Some of your campers will try and sneak away. This CANNOT be allowed to happen. We must all work together and be alert!

DEVOTION TIME WITH YOUR GROUP

In the morning, before coming to breakfast, we always have prayer and pledges around the Flagpole.

At bedtime have a 15-minute devotion with your group. This might include testimonies of the spiritual experiences the campers have witnessed in service. You could ask questions about the message that was preached or something that was said in Bible class. Make sure the campers are involved, and that you do not do all the talking or praying.

WHAT TO DO WHEN CAMPERS ARRIVE

1. Be waiting for them!
2. Have your name tag on!
3. Speak clearly and welcome them!
4. Complete the registration forms!
5. Learn their names as soon as possible!
6. Introduce them to other campers!
7. Help them unload and find their bunk!
8. Encourage them to look around!

WHEN ALL HAVE ARRIVED...have a group huddle. Ask them some questions to break the ice and relax them. Have group prayer. Bring them to opening assembly together.

The Ten Commandments for Youth Camp Workers

1. Make your highest priority in Youth Camp the CAMPERS
2. Show your excitement for Youth Camp by getting involved.
3. Treat all Campers with affection and respect.
4. Praise good behavior and never embarrass or physically manhandle a Camper.
5. Totally refrain from practical jokes and sacrilegious clowning
6. Hear the full matter before making a decision.
7. Maintain calm control in an emergency.
8. Do not impose your personal convictions on Campers.
9. Never compromise the camp rules to gain popularity with Campers.
10. Be a Christian model in cooperation and punctuality.