



Camp Dean's Manual

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1. Requirements to Host Camp

A. Personal and Spiritual

- **Camp Dean:** Must be an active Christian involved in their church, exhibiting Christ-like behavior at all times. Must be organized, detail-oriented, and possess strong problem-solving and communication skills.

B. Location, Facility, Track and Local Series

- **Camp Location and Facility:** Ideally, the camp (including lodging, kitchen, and shower houses) should be on the same site. If the camp and track are separate, they should be within a 30-minute drive. The facility should accommodate at least 100 people, with rooms containing no fewer than 8 beds each. It should include a lake or a large swimming pool.
- **Track:** Minimum of 100 acres, with at least 5 acres for parking. A variety of terrain is preferred, including hill climbs, off-camber sections, rocks, and logs to provide diverse training obstacles.
- **Local Series:** A strong local racing series of 150 youth racers or more is required.

C. Leadership Team

- **Team Composition:** A well-rounded team with designated roles to ensure smooth camp operations and effective training.
 - **Camp Dean:** Responsible for organizing leadership team meetings, recruiting staff, and communicating with Fuel Staff. Leads and oversees all aspects of camp.
 - **Assistant Dean:** Assisting Camp Dean in all tasks. Must be able to work together well.
 - **Scholarship/Fundraiser:** Oversees all fundraising events, calls, and helps with connections to potential donors.
 - **Track Director:** In charge of layout and all prep work for track before, during, and after camp.
 - **Head Team Leader:** Must be a mature Christian, experienced team leader. Responsible for overseeing and recruiting team leaders and assistants, providing support, and guidance.
 - **Support Team Members:** It is recommended to have 2-3 support members in your leadership team to assist with any needs that may arise.
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2. Staff and Volunteers

A. Staff Sheet

- **Preparation:** Begin filling positions 6 months prior to camp. Conduct monthly meetings with the Fuel Staff and Leadership Team to organize and complete the staff sheet. Use the following notation:
 - "***" for verbal commitments
 - "***!" for completed background checks and volunteer registrations
- **Example Staff Sheet:**

FUEL Camp- Oklahoma				
June 10-14 2024				
Staff				
Camp Dean/Coordinator/Director	John Jaksch - Quad	Travis Grooms***! - Bikes		
Dean's Assistants	Matt Fulbright			
Team Leaders				Prospects
Team 1 - 7-9 years	Brent Clowers**!	Griffin Coleman** !		Trey Grisham?
Team 2 - 9-10 years	Justin Caldwell**!	George Baustert**		Logan James?
Team 3 - 10 - 11 years	Dustin McGriff**	Hunter Blair**!		
Team 4 - 11-12 years	Robert Dillihay**!	Noah Shanks**!		
Team 5 - 12-13 years	Robert Sanders**	Stroud Tucker**		
Team 6 - 14-15 years	Greg Wolfenbarger**	Colton Schmitt**!		
Team 7 - 16 - 18 years	Logan Patch**!	Jackson Stone** !		
Head Team Leader	Gene Thomas**			
Girls	Faith Kern**!	Nikki Shultz**!	Josephine Grissom**!	
			Taylor Selke**!	
Instructors				Prospects
Bike	Logan Adams**	Dylan Metheny**!	Sawyer Scott? Assistant	
	Tucker Grooms** !	QUAD INSTRUCTORS:	Jonah Jones**!	
	Kenton Coleman**!	Dillion Youngblood**		
	Jacqueline Ross**	Riley Salek**	Hunter Hart**	
Chaplain	Jerry Dunaway**			
Worship Leader	Zene Smith**			
Activities Director	Mandy Shanks**!	Mrs. Smith?		
Lead Instructor	Tate Scott**!			
Track Boss	Doug Baustert**!	Chad Shanks**!	Cody Nelson**!	
Track Marshalls	Matt Fulbright/Dillion Youngblood			
Registration				
Utility Assistant				
Kitchen	Julie Grooms** !	Melinda Coleman**!	Sabrina Austin** !	Brain Highsmith**!
	Ashley Caldwell**!	Liz Fulbright**	Mandy Shanks**!	Cathy Highsmith**!
Floater	Elena Thomas**!	Cody Nelson**!(wed-fri)	Amanda Baustert**!	
Nurses	Jamie Jaksch**	Kacey Doughty**!	Kristen Miller**! (assistant)	
Photographer	Josephine Grissom**	Morgan Nelson**!		
Videographer	Preston Meihls**!			
Mechanics	Kody Simpson**! Qua	Chad Shultz**! Quad	Keith Miller**! Quad	Rusty Endress**! Bike
Life Guards				
Hydration Gurus	Tom Grooms**!	Thomas Howard**!	Todd Imwood**!	Vance Baustert**!

B. Positions

- **Head Team Leader:** Must be a mature Christian, experienced team leader. Responsible for overseeing team leaders and assistants, providing support, and guidance.
- **Team Leader:** A mature Christian who can share their testimony and teach. Responsible for ensuring campers are well cared for and activities run smoothly.
- **Assistant Team Leader:** Supports the Team Leader in all responsibilities. Suitable for younger Christians who are willing to help.
- **Activities Director(s):** Organized, creative, and fun. Manages the planning, setup, execution, and teardown of camp activities. Two people are recommended.
- **Lead Instructor:** Highly organized and communicative. Oversees instructors, manages the training schedule, and assists the Track Boss with track layout and maintenance.
- **Track Boss:** Experienced in track layout and maintenance. Responsible for setting up, maintaining, and cleaning the track.
- **Track Marshals:** Assist the Track Boss and Lead Instructor with the track, bike issues, and rider rotations.
- **Nurses:** Provide medical care and manage health-related issues.
- **Lead Kitchen:** Experienced in cooking for large groups and managing food orders.
- **Kitchen Crew:** Assists the Lead Kitchen with meal preparation.
- **Photographer/Videographer:** Documents camp activities and events.
- **Mechanics:** Mechanically skilled individuals responsible for bike repairs and notifying the camp dean about necessary parts.
- **Hydration Gurus:** Responsible for keeping water coolers stocked and maintained. Preferably with access to a UTV.

C. Pre-Camp Training

- **Leadership Calls:** Organize monthly leadership calls, transitioning to bi-weekly calls 2 months before camp, and weekly calls 1 month before camp.
- **Team Leader Calls:** Head Team Leader or Camp Dean should arrange 2 calls with all team leaders and assistants 1 month before camp.

3. Budget and Scholarships

- **Budget Sheet:** The budget sheet will be the Camp Dean's responsibility and is not to be shared with anyone outside of your main Fuel Staff contact. The Fuel Staff representative will help with the process of determining your camp's budget, goal and status.
- **Scholarships:** Scholarships can be awarded to campers by fundraising money to cover their cost. You can also fundraise money to go towards camp expenses. (i.e. rental equipment, big name instructors, ice cream for campers, etc.)

- Scholarship checks need to be made out to: **Fuel Ministry** and mailed to
Fuel Ministry ATTN: YOUR CAMP NAME
13607 Broken Branch Way, Louisville, KY 40245
Or, send donation electronically through our website, fuelministry.com/donate
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4. Camp Promotion

A. Trackside Ministry

- We love to see our teams doing ministry within the local racing community year-round. It leads to great opportunities for discipleship ministry after camp and is a great way to promote camp as well.
- Fuel Ministry camp cards and “Track Packs” are great tools to promote your camp. Visit with your local Fuel Staff Representative on how you can start promoting at local races.

B. Special Events

- Stayc and Strider races are a huge hit at local racing series and give you an opportunity to promote camp. We recommend visiting with the series promoter to see what options you might have to host a special event that allows you to promote the camp. Visit with your local Fuel Staff Representative for more ideas.
- Having a good relationship with your local series promoter is key.
- Visit with your local Fuel Staff Representative about bringing a Fuel Rig to a race near you to support in trackside ministry and camp promotion.

C. Social Media

- Any pictures or videos you have that could be shared on our social media should be sent to the Dropbox link shared with the Camp Directors. We will need high resolution and quality videos and photos to meet our company branding requirements.
- Please share our posts and content on your personal social media account. Also share content on your personal social media and tag Fuel Ministry.

D. Camp Photographer and Videographer

- Please work with our Director of Marketing when choosing your camp photographer and videographer. It's important that our marketing needs are met and that the quality aligns with our company branding requirements. It's much easier for your photographer and videographer if they know the expectations going into the week and are equipped.
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5. Kitchen Policy and Procedure

We realize that every camp is different and facilities vary. This is meant to be a rough framework of preparation work for your week of camp. A sample menu is included, but feel free to customize to your particular situation.

- **Athletic Needs:** Fuel Ministry Campers are athletes who will require a calorie dense, healthy diet to fuel them for their week of instruction. Most campers will need to consume a minimum of 3000 calories per day. Find the average age of your camper and plan accordingly. The grocery needs for a camp with an average age of 10-12 will be significantly less than a camp with an average age of 15-16.
- **Cost:** In 2022, camp grocery costs ranged from \$3-5 per person/per day. 175 total fed @ \$5 per day = \$875 per day x 5 days = \$4375. There has not been a set budget for food as every camp is different. Our campers, interns, staff, and volunteers must be fed well. We also understand that the price of food has increased dramatically over the last year, so these numbers may not be feasible any longer.
- **Shopping:** Sam's Club, Gordon's Food Service, and other large providers usually offer the best values. The kitchen director will have access to the Fuel Ministry credit card to purchase the food for the week. It is very unusual to get everything you need in one trip and do not be surprised if you are making grocery runs during the week. You can order ahead and make arrangements for the Fuel Ministry truck to help you pick up groceries if needed. Gordon's Food Service will deliver in some areas. In the event that you end up using your personal funds, please retain receipts and turn in to Fuel Ministry staff for reimbursement.
- **Hydration:** As camps are held during the summer, adequate hydration is very important for the health of our campers. Campers are generally encouraged to bring a camelback and can even purchase one at registration. We have found that it is not feasible to offer bottled water to the campers due to the cost and the trash generated. Fuel Ministry has several large coolers which will need to be kept filled with water and gatorade during the day. Campers will be told to fill their camelbacks from these coolers both at the camp and at the track. We do purchase some bottled water for the interns and volunteers, but generally do not make it available for the campers.
- **Meals:** Depending upon your camp, you may be responsible for three meals per day along with snacks. If your riding site is not at your campsite, you will be responsible for bringing lunch to the track. Suggestions include cold sandwiches, peanut butter and jelly, fresh fruit, chips, granola bars and chips. Watermelon is always a camp favorite, especially on very warm days.
- **Breakfast** should include a hot food option such as eggs, sausage, etc, along with cold options cereal/granola/yogurt/Pop Tarts/danishes. On Friday morning, keep it simple and use up what you have.
- **Dinner** should always include a hot food option and if feasible, a nightly salad bar. Salads have been historically very popular with the campers and staff. Fresh fruit is also a very popular option at all meals. We generally serve dessert every night as well. Thursday nights usually include an ice cream party after baptism.
- **Snacks:** Campers will need mid-afternoon snacks to maintain their energy levels. Suggestions include granola bars, protein bars, fresh fruit, Pop Tarts, and even chips

occasionally. If your campers have a long distance between camp and the track, try to stock the vehicle(s) transporting the campers with snacks and encourage the campers to fill their camelbacks prior to leaving. Also, remember to put snacks out after the chapel service. Interns and instructors also like to “raid the kitchen” on occasion. It may be helpful to designate an area for them with snacks so that you have everything you need for your meals. Communicate your expectations at the beginning of camp (i.e., clean up after yourself).

Sample Menu:

Sunday Night: (Interns and staff)

- Chicken fried rice
- Yum Yum Sauce
- Salad
- Muffins
- Tea/Gatorade/Water

Monday AM: (Interns and staff)

- Danishes
- Cereal
- Pop Tarts
- Fresh Fruit
- OJ/Milk/Coffee

Monday Lunch (at the track):

- Order pizza from a local chain as lunch follows registration
- Chips
- Water/Gatorade

Monday Dinner:

- Penne Pasta (cooks faster and stays warm longer than spaghetti)
- Meatballs (frozen, prepackaged from Sam’s)
- Sauce (red and alfredo)
- Salad bar
- Rolls
- Fruit
- Cookies
- Water/Tea/Gatorade

Tuesday Breakfast:

- Biscuits and Gravy
- Sausage
- Oatmeal
- Cereal
- Fruit
- Granola bars/Pop Tarts
- OJ/Milk/Coffee

Lunch at track: (Tues/Wed/Thurs)

- Ham/Turkey
- Bread
- Tomatoes/Lettuce
- Cheese
- Chips
- Mayo/mustard/ranch
- Fresh fruit
- Water/Gatorade

Tuesday Dinner:

- Tacos (beef and/or chicken - Prepackaged is available)
- Tortillas
- Shredded cheese
- Tomato/Lettuce/Sour cream
- Black beans
- Yellow rice
- Hot sauce
- Nachos/cheese
- Water/tea/gatorade
- Dessert

Wednesday Breakfast:

- Pancakes
- Bacon or sausage
- Syrup/butter
- Cereal/oatmeal/granola/poptarts
- Fruit
- Milk/OJ/Coffee

Wednesday Dinner:

- BBQ sandwiches (prepackaged BBQ is available)
- Buns/pickles
- Green beans
- Mac and cheese
- Fruit
- Water/tea/gatorade
- Dessert

Thursday Breakfast:

- Breakfast burritos (eggs/ground sausage/cheese/salsa)
- Oatmeal/cereal/granola/Pop Tarts
- OJ/Milk/Coffee

Thursday Dinner:

- Hamburgers/Hot dogs
- Buns
- Cheese/lettuce/tomatoes/onion
- Pickles
- Pasta Salad
- Baked beans
- Fruit
- Water/tea/gatorade
- Dessert - Ice cream sundaes after baptism (Ice cream, whipped cream, chocolate/caramel sauce, sprinkles, cherries)

Friday Breakfast:

- Cereal/granola/oatmeal
- Pop Tarts
- Fruit
- Milk/OJ/coffee

Again, the above is just a sample menu - do what works for your camp and facilities! When shopping, **remember to order the following:**

- Paper towels
- Gatorade Powder (LOTS of it)
- Lemonade drink mix
- Trash bags
- Napkins
- Paper plates/cups/flatware (if your camp does not have dishes and dishwasher available)

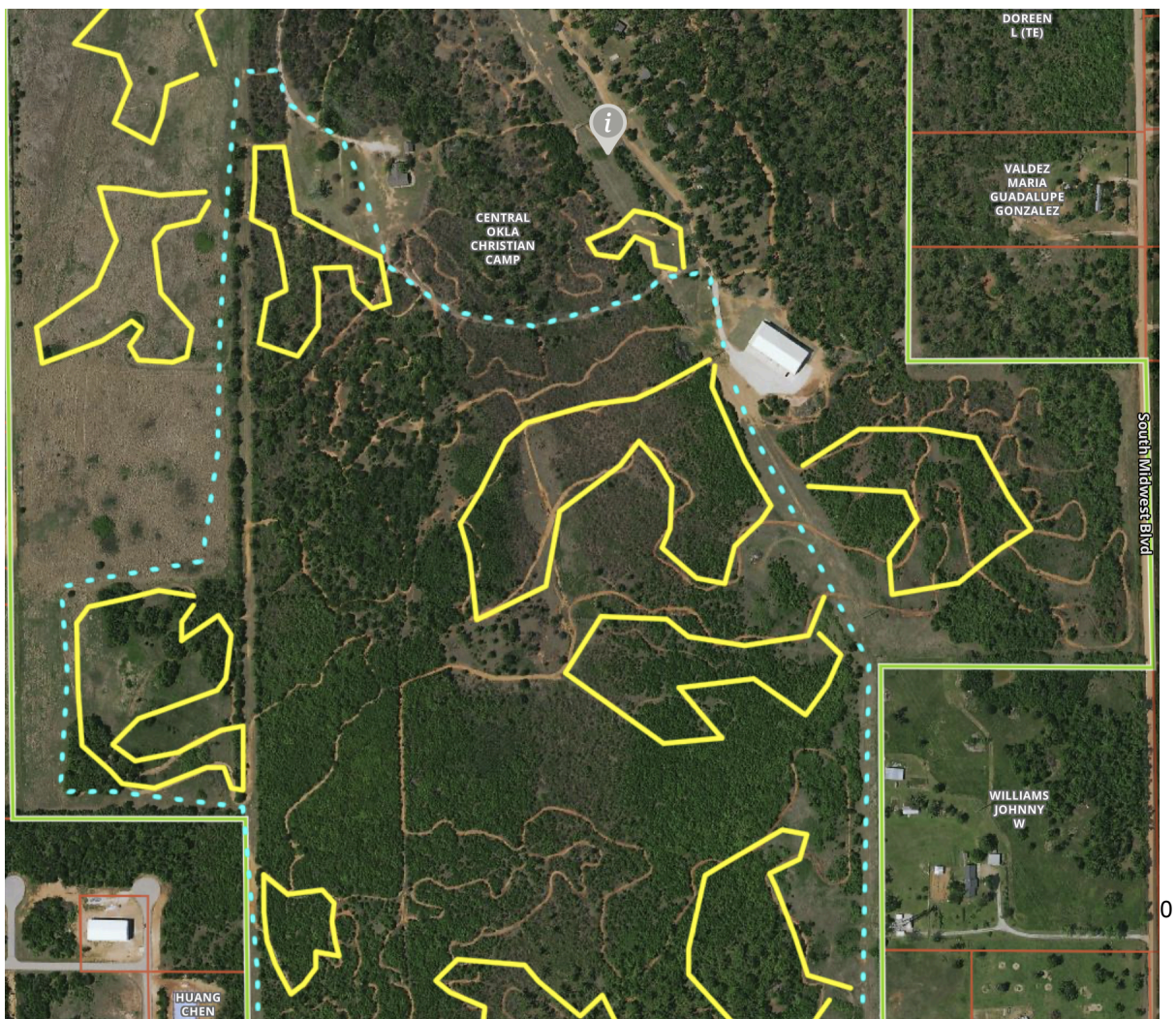
What you do not use will be forwarded to the next camp. If possible, try to give that kitchen director a list of what is headed to them.

6. Track Layout and Training Schedule

A. Track Layout:

Must have no less than 8 “training zones” with one “Transfer Loop” that connects to all training zones and is a **safe, easy, one direction** trail with access to all zones for hydration and medic crews.

- As shown in the image below, the blue trail is the transfer loop. It never crosses a training zone or other course. It is one direction, easy, and safe for all off-road vehicles.
- The Yellow loops are the training zones. They vary in length and difficulty. Anywhere from .03 to 1 mile in length. The training zones never cross the transfer loop or another course.
- In your training zones, you want a good variety of terrain that simulates the race tracks and obstacles that a rider may encounter in their area. (i.e. Logs, rocks, hillclimbs, off-chambers, grass tracks, tight woods, etc.)



C. Instructor Payscale

- Local “A” rider = \$250
 - Full-time racer A level or higher at nationals = \$350
 - XC1, XC2, WXC and Pro License holding MX riders = \$500
 - Exceptions can be made for specific situations, please consult with your Fuel Staff.
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7. Check-In/Registration

REGISTRATION LINE INSTRUCTIONS AT THE TRACK GATE ENTRANCE:

WELCOME, AMA RELEASE WAIVER, WRISTBANDS, LUGGAGE TAGS

Staff Will Need The Following: 2 Clipboards, Pens, Rider List with Team Assignments, Colored Wristbands, Colored Tags for Luggage (extra colored wristbands) OR Colored Duct Tape (when there are no extra colored wristbands, Scissors)

***Prior to Registration Starting* (not necessary, but helps speed up the process) –** Write out each Rider’s First and Last Names, and Team # on their Team Colored Wristband. Can be done night before or early morning before registration.

- 1) Welcome and Thank Parents/Guardians and Riders for coming to Fuel Camp when they pull into the track at the gate/entrance.
- 2) AMA RELEASE WAIVER, Everyone in Vehicle needs to Sign this Waiver (Just like we do at the races).
- 3) Ask for Rider’s First and Last Name.
- 4) Check off their name on the Rider List.
- 5) Place the Rider’s colored wristband on their wrist. Cut off excess wristband for Rider’s comfort.
- 6) When there ARE EXTRA Colored wristbands, give luggage tags to them and tell them to put on their luggage when they unload it from their vehicle at the luggage drop off.
- 7) When there are NO extra colored wristbands for tagging luggage, we will need to tag luggage with colored duct tape. Fuel Staff will let you know if this will be done here or later when they drop off their luggage.
- 8) Once the above is completed, please instruct them where to go for their team and unload luggage.

REGISTRATION:

AMA/Paperwork Table: This table has blank copies of forms and AMA Membership paperwork that parents/guardians may not have filled out. Some will have their paperwork completed.

If they have completed all necessary paperwork (see list below) then they can proceed to the Registration Line.

If they have not, they will fill out forms and AMA membership paperwork at the AMA/Paperwork Table.

PAPERWORK NEEDED:

- 1) AMA Minor Waiver
- 2) Prescription Medication Form (Only if Rider is taking Prescription Medications)
- 3) If Riders DO NOT have an AMA Membership or an AMA One Event Pass, they need to complete the paperwork on the AMA Pad.

AMA PAPERWORK TABLE:

Staff Will Need The Following: 1-2 Tables, Chairs for people to sit to fill out forms, AMA Pads, AMA Minor Recreational Release Waivers, Transportation Forms, and Pens

A) AMA MEMBERSHIP or ONE EVENT PASS – Every Rider MUST have ONE of the following to be able to participate at Fuel Camp:

- 1) Current AMA Membership (check card for expiration date)
- 2) Renew AMA Membership if membership has expired (Renew on AMA Pad)
- 3) Purchase AMA One Event Pass for the week of Fuel Camp (Purchase on AMA Pad)

AMA is Fuel Ministry's Riding Insurance Provider. Membership, Renewals, and AMA One Event Pass purchases go to AMA, NOT Fuel Ministry

B) AMA Minor Recreational Release Waiver – Every Rider under 18 years of age MUST have an AMA Minor Recreational Release Waiver completed by their parent/guardian to be able to participate at Fuel Camp.

C) Complete the last page at the bottom under section "To Be Completed By AN AMA Or Track Representative" (That's YOU)

D) Tear off the last sheet that is labeled "Member Copy" on the right side of the long sheet - Give it to Parent/Guardian if they purchased membership, renewal, or one event pass.

E) Once above completed, send them with their AMA Minor Waiver to Registration line

REGISTRATION LINE/STATIONS:

Staff Will Need The Following: 2-3 Tables, Chairs, Black Table Cloths, Pens

A) CHECK IN STATION

Staff Will Need The Following: Rider Registration Sheet for checking in Riders and collecting Transportation Waiver

- 1) Welcome Parents/Guardians and Riders and Thank them for choosing Fuel Camp.
- 2) Ask for Last Name of Rider, Check Off once checked in.
- 3) Balance Due? Most Riders have paid in full, but there may be a couple that have to pay a remaining balance. Balance needs to be collected via cash or check. Collect money and make a note on the registration sheet on how it was collected (cash or check).
- 4) Once the above is completed, please send them to the AMA Waiver/Number Station.

B) AMA WAIVER AND NUMBER STATION

Staff Will Need The Following: AMA Waiver Number Sheet (located in Camp Forms Holder)

- 1) Greet Parents/Guardians and Riders.
- 2) Collect their SIGNED AMA Minor Waiver.
- 3) Check off their name on the AMA Sheet when we receive the AMA Minor Waiver.
- 4) Ask for AMA Card and Enter AMA# on AMA Sheet (Check our AMA sheet to make sure their Name, AMA Number, and Expiration Date match).
- 5) If the card is expired, they will need to renew their membership or purchase a One Event Pass at the AMA Paperwork Table.
- 6) If they forgot their card, we still need their AMA Number. People can call or text us the information.
- 7) Once the above is completed, please send them to the Nurse Station.

C) MEDICAL STATION

Staff Will Need The Following: Medical Binder, Team List, Medication Holder, Plastic Ziploc Bags to hold medications, and Sharpie to write the Rider's name and Team # on the Ziploc bag

- 1) Greet Parents/Guardians and Riders.
- 2) Ask for Team Number and First Name of Rider.
- 3) Check sheet to make sure Parent/Guardian is okay with child receiving OTC Meds (Over the Counter Medications, such as: Tylenol, Ibuprofen, Allergy Meds like Benadryl, Pepto-Bismol, etc).
- 4) If the Parent/Guardian said NO when registering, a lot of times they did not realize what the question was asking or the Rider signed themselves up and they did not know what it meant. Most parents say YES it is okay. If they decide YES, have the Parent/Guardian complete our OTC Meds Form and have them sign it at the bottom (located in back of Medical Binder). This gives us permission to treat their child with OTC Meds.
- 5) If Parent/Guardian still does NOT want their child to receive OTC Meds - Please make note and check with the parent on how they want us to handle it when the child does not feel well.
- 6) If the child takes Prescription Medications, Parent/Guardian must hand in or sign the Prescription Medication Form (located in the back of the Medical Binder). Place behind Rider's Team Number in binder.
- 7) Go over any Medical Concerns/Allergies/Etc that the child may have with the Parent/Guardian.
- 8) Collect all Prescription and OTC Meds from Parent/Guardian who brings for their child. Riders under 18 are NOT allowed to keep their medications; this is for safety of the child, the other children and the adults at camp. We do not want anyone accidentally or purposely handling or taking medications at camp without supervision of the Nurse/Medical Personnel or child's Parent/Guardian. *** If Parent/Guardian is staying at camp, they can choose to administer their child's medications***
- 9) Put Medications in Ziploc Baggie, Label Rider's Name and Team # on Baggie.
- 10) Place Ziplocked Medications in the Meds Holder (Plastic holder with handle provided by Fuel Ministry).
- 11) Thank them for coming and then have them join their Team Leaders.

8. Medical Team

PURPOSE: To outline the roles and responsibilities of the medical team serving as volunteers for Fuel Ministry Camps. To establish a delegation of duties to be completed daily by medical

staff and to establish who is responsible for the assignment of those duties. In doing so, this policy will provide structure for camp and a safer environment for campers and volunteers.

MEDICAL TEAM RESPONSIBILITIES:

A) A charge nurse/EMT will be selected by camp administrators prior to each camp experience. The Medical Team Lead will be notified that he/she will be responsible for lead medical team duties for the week. The criteria for serving as Lead should include:

- Prior camp experience.
- Strong leadership skills.
- Positive and approachable attitude.
- Strong organizational skills.
- The ability to multi-task and delegate duties appropriately.

B) The Medical Team Lead will be responsible for:

- Daily assignment of duties for the medical team.
- Must always have a radio and be reachable during the day.
- Ensuring that all appropriate documentation is filled out in the event of an injury.
- Organization and ensuring supplies are organized and stocked appropriately.
- Ensuring that team leaders receive a list of campers within their team that will need to come to the nurse for medications and the times they are due.
- Ensuring that team leaders receive emergency medications for safe-keeping and that they are educated on how to use them if necessary.
- Updating the whiteboard daily so that staff and campers know who is on-call and ensuring that the on-call radio is at the whiteboard and sufficiently charged.

C) The medical team will facilitate all medication administrations and will document them appropriately in the Medication Administration Record (MAR).

D) All medications for campers, with the exception of emergency medications such as rescue inhalers or Epi-pens, will be kept in a central location by nursing staff, along with the Medication Administration Record (MAR). In the event emergency medications are kept with the camper, it will be the responsibility of the team leader to ensure that those medications are always with the camper (or team leader). Team leaders should be educated on the use of emergency medications by the Medical Team Lead. Team leaders will be responsible for notifying the medical team of any emergency medication administrations so that the medical team may follow-up with the camper and document the administration in the camper's Medication Administration Record.

E) The medical team will be responsible for the intake of all medications on the first day of camp. This responsibility will include:

- Ensuring that all medications are in the original container and that parents are aware that medications that are not in the original container will NOT be administered to any camper. This is a serious safety issue, and no exceptions should be made.

- Each campers' medications will be placed in a bag labeled with the camper's name, birthday and team number.
- After all campers are signed in and medications organized appropriately, the charge nurse will deliver emergency medications and educate team leaders as appropriate.

F) At the end of the week the medical team will be responsible for ensuring that all medications are returned to parents when their child is picked up. These medications should be signed out by the parent or individual who is picking up the child, as well as documented by the medical team member returning them. All parties will sign and if possible two members of the medical team should sign that the medications were returned or sign that all medications were administered during the week and that the containers were empty.

INJURIES

It will be the responsibility of the medical team to see and evaluate all significant injuries to campers and volunteers. The medical team responsibilities for injuries will include:

- Evaluation of the injury.
- Treatment if appropriate of the injury.
- Documentation of the injury and the outcome.
- Documentation of any medications given in the Medication Administration Record.
- Determination if the injured party will be shipped to hospital and the method of transport (private vehicle or ambulance).
- Notifying the emergency contact and providing any information to the contact that is pertinent to the event. *It should be recognized that emergency calls should be made by the medical team so that educated and informed conversations regarding the injured individual can be had and that bystanders should NOT make these phone calls unless requested to do so by the medical team.*

PRIOR TO THE CAMP WEEK

The medical team should be introduced to team leaders and camp staff prior to the arrival of campers. During this time the medical team will discuss appropriate procedures for injuries and illness, as well as establish with team leaders how to reach the on-call medical team member. This will facilitate ease of contact should there be a need for medical staff at any time day or night. The medical team should also be introduced to campers at the first possible group gathering so that campers recognize them.

CHARGE NURSE/EMT DUTIES CHECKLIST

DAILY RESPONSIBILITIES:

- Delegation of responsibilities of the team.
- Must always have a radio during the day (0700-2200).
- Make sure all supplies are placed in totes before bed and that all kid's medications are locked up for the night.
- Make sure supply totes are organized, stocked, and ready to go each morning.
- Make sure that Go-Bags are organized, stocked and ready to go each morning. These must be checked against the inventory checklist for Go-Bags to ensure that appropriate items are restocked.
- Make sure the whiteboard is updated daily to include the on-call medical team for AM and PM.
- Ensure that the on-call radio is charged sufficiently every day.

WEEKLY RESPONSIBILITIES:

- Ensure that emergency medications are given to team leaders and that they are educated on how to use them.
- Check in on the nursing team frequently to establish any issues and make steps to resolve them.
- Cover all appropriate topics at the beginning of the week staff meeting.
- Fill out inventory supply lists at the end of the camp week so that restocking needs can be submitted to camp administrators.
- Return all medications to parents and sign off on them.

9. Camp Schedule

A) Camp Transportation: Each camp is unique in its need for transportation. Some camps are all on site, riding and camp facility and others will need to rent school buses. Visit with your Fuel Representative to see what works best for your camp.

B) Camp Activities: As it will be discussed in depth in the Camp Activities section... We want Fuel camp to be FUN! Kids that come to Fuel camp are adrenaline junkies, so the standard summer camp activities don't cut it. We want to do stuff they can't do at home. You'll want to coordinate with your Fuel Representative to see what works best for your camp.

C) Team Time: Team time is one of the most important parts of what we do. Make sure that you prioritize making plenty of time for this in your schedule.

On the following pages is the typical camp schedule. We recommend sticking close to this example.



Navigation icons (back, forward, search, etc.) | **up Schedule 2024**

Schedule A (Huddles 1-5 & 11)

Monday

- **10-12:00** **Registration**
- **12:00** **Lunch**
- **1:00** **Team Time**
- **2:00** **Instruction and ride time (two 60 min. rotations)**
- **4:30** **Shower/down time**
- **5:30** **Dinner**
- **6:30** **Chapel**
- **7:30** **Goofball**
- **8:20** **BMX & 9-Square**
- **9:15** **Team Time**
- **10:00** **Down time in dorms**
- **10:15** **Lights out**

Tuesday & Thursday

- **7:30** **Breakfast**
- **8:15** **Gear up**
- **8:30** **Instruction and ride time (three 50 min. rotations)**
- **11:30** **Lunch**
- **12:15** **Team Time**
- **1:00** **Instruction and ride time (two 50 min. rotations)**
- **3:15** **Afternoon activity (Lake)**
- **4:30** **Shower/downtime**
- **5:15** **Dinner**
- **6:30** **Chapel**
- **8:00** **Team Time**
- **8:45** **Water team race**
- **10:00** **Down time in dorms**
- **10:15** **Lights out**

Wednesday

- 7:30 Breakfast
- 8:15 Gear up
- 8:30 Instruction and ride time (three 50 min. rotations)
- 11:30 Lunch
- 12:15 Team Time
- 1:00 Lake Time
- 2:45 Slip-n-slide & Huck-a-buck
- 4:30 Shower/downtime
- 5:15 Dinner
- 6:30 Chapel
- 8:00 Team Time
- 8:45 9 Square/HuckaBuck/BMX
- 10:00 Down time in dorms
- 10:30 Lights out

Friday

- 8:00 Breakfast
- 9:00 Chapel
- 9:45 Pack up/Clean up
- 10:45 Awards/Closing ceremonies
- 11:30 Depart

10. Chapel

Chapel typically takes place sometime between 6-7pm every evening of camp. Here is a list of necessary items that will need to be in place before the first service:

- Big screen and projector
- Computer for song lyrics (check with worship leader)
- Microphones, mic stands, pulpit, speakers and all cords
- Fuel Ministry backdrop banner

Worship Leader: A group or individual that is good at connecting with the kids, sings Christ-centered, worshipful songs that share truth about who Jesus is and what he's done for us. No rock concerts.

Camp Chaplin: Camp Chaplins are decided on by Fuel Staff. Please coordinate with them for this position.

Pre-Chapel Tips:

- Always have the campers use the restroom **BEFORE CHAPEL STARTS**. This will help cut down on distractions during service.
- Make sure your worship leader or MC has fun interactive games ready to get the camper attention and engaged before starting with worship and chapel.

11. Camp Activities

Nehemiah 8:10 "...for the joy of the LORD is your strength."

Nothing brings people together faster than fun and laughter. Fun opens people's hearts and minds like nothing else. Faith, fun and dirt are our core values.

Tips for Planning Activities

- Always put high volume activities ahead of low volume activities. Volume refers to how many kids can participate in a certain period of time
- Always aim for extreme events as our kids ride bikes and quads for fun.
- Create events that they cannot do at home.
- Always consider the cost and set up time required before you plan an event.
- Always amp up an event by adding music, BrainFreeze Island, inflatables, flags, canopies, etc.
- Pick people to lead the activity who will add character and energy to the event.
- Never underestimate the importance kids put on having fun.
- Remember that "Dads wants their kid to get faster while Moms wants them safer, and the kids just want to have fun!"

**Fuel Ministry has always stood above other camp ministries
because we truly are the most fun!**

12. Mechanics Area

PURPOSE: To outline the roles and responsibilities of mechanics serving as volunteers for Fuel Ministry Offroad/Motocross Camps. In doing so, this policy will provide structure for camp and a safer environment for campers and volunteers.

MECHANIC RESPONSIBILITIES:

Fuel ministry mechanics are volunteers who are responsible for repair of motorcycles and four wheelers for our campers, staff and interns. Ideally, each camp will have at least two mechanics available for the entire week. Mechanics are responsible for bringing their own tools and mechanics generally share tools amongst themselves. If possible, the mechanics should try to quickly inspect the bikes during the check in process while the parent/guardian is still on the premises.

A pre-camp checklist (included on the following pages) should have been sent to the camp participants/parents outlining things to check on the bike before arrival at camp. This is frequently not done and some bikes arrive in a poor state of repair. Every effort is made to assist the rider/parent in this area so that the camper has a positive experience at camp.

PARTS SOURCING: If a bike or quad is needing parts not provided by the parent/guardian, the mechanic should call the parts house and get a quote for the part. It is the responsibility of the camp dean to call the parent, explain what is needed and have them grant permission to replace the part. The part(s) will initially be paid for with the Fuel Ministry credit card and the parent is responsible for reimbursing Fuel Ministry on Friday when they pick their child up. The mechanic is responsible for recording team number, camper name and part utilized and present to the camp dean at the end of the week.

Our purpose as mechanics is to make the campers experience as enjoyable as possible and understand that some bikes are not as well prepared as they could be. There are many campers who come from situations where maintenance skills may be lacking or budgeting constraints may limit the level of preparation. Every effort will be made to assist these riders.

There may be some situations where repair is not possible and the camp dean will communicate this to the parent/guardian. There are at times loaner bikes available for the campers and team leaders; use at the dean's discretion. Fuel Ministry expects our volunteers to treat each camper and fellow volunteer with respect and dignity.

FUEL Ministry PRE-CAMP BIKE CHECKLIST:

Fuel Ministry camps are a great way to learn about God and have fun riding your dirt bike. During camp week, your dirt bike will get a very good workout. This can really take its toll if your dirt scooter is not ready for that much fun! Fuel Ministry has a team of mechanics at each camp to keep bikes on the track as much as possible. One great way to help us is to give your bike some love and attention before you get to camp. Take a look at the recommendations below, and make sure you and your dirt bike are ready to throw as much roost as possible. Make sure you put your camper's name on any spare parts, tools, gas jugs, etc., you send along.

Chain and Sprockets – Check the condition of both to ensure that they have enough life left for the week. Check chain tension and set to your spec. While you are down there, put some chain lube on it as well.

Wheel Bearings – Make sure your wheel bearings and seals are in good condition. Depending on weather and track conditions, we might see some mud, and we want them to last through it.

Spark Plug – Go ahead and put a new spark plug in if you have not recently done so, and bring a spare along just in case.

Tires – If possible, have a good set of tires on your bike. You will get more out of the training, and you can throw more roost.

Air Pressure and Tubes – This is a biggie. If you run tubes, make sure they are in good shape, and you have the air pressure set correctly. If you have bibs, make sure they are good as well.

Fuel – Make sure to bring extra fuel along, whatever flavor your bike likes. Check your cans, and make sure they are clean and have no water in them. We don't want our bikes to get sick. If you have a 2 stroke, please supply your preferred 2 stroke oil and the ratio you would like it mixed at. Keep in mind that kids will be riding for 4 days and will need enough fuel and oil for that time period.

Clutch and Oil – Make sure your clutch has plenty of life left in it, and while you're at it, give your bike a fresh drink of oil. Won't hurt to bring some extra oil along too in case it gets thirsty again.

Suspension – Take a look at your forks and shock. See any oil drippers? This is your suspension crying and asking for a freshen up. While you are at it, take a look at the linkage, swingarm, shock, and steering bearings for excessive wear.

Controls and Cables – How do your levers, throttle, grips, and pedals feel? Check everything for wear, and replace as needed. Are cables good and brakes bled? Bring a couple extra levers along, too.

Brakes – Check your brakes. They are important. How do the brake pads, shoes, rotors, fluid, and drums look? You will need good brakes to train. Plus, it's a good idea to be able to stop.

Wheels and Spokes – Are your spokes tight? Wheels bent? Wobbly wheels are not fun.

Nuts and Bolts – Go over your whole bike, and make sure it is not missing any hardware. Is everything tight? Get that 8 and 10mm out, if you can find them, and give everything a little twist.

Appendices

- Sample Forms
- Useful Contacts
- Additional Resources