



# Camp Merri-Mac and Camp Timberlake Staff Manual



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# THE PURPOSE OF MERRI-MAC AND TIMBERLAKE



## **Vision**

Be the nation's gold standard for youth development

## **Mission**

Growth through friends and adventure

## **Core Values**

1. We love campers  
We are made to be about others - Committed to putting them ahead of ourselves
2. We develop staff  
We are made for healthy leadership - Committed to continuous improvement
3. We build community  
We are made to live life together - Faithfulness is pursued together
4. We care about details  
We are made to make things beautiful - Committed to excellence in everything we do
5. The Gospel is the agent of change  
We are made for relentless optimism - Great programs are rooted in biblical contours

## I. Stuff we do in our cabins

### CABINS

Merri-Mac is divided into three camp divisions. Each of these is supervised by a Cabin Area Director, whose primary job is to help you succeed as a cabin counselor. These three divisions and their general age classifications are:

Jr. Camp:	First through fourth grades
Cabins:	Tweedle Dee, Tweedle Doe, Tweedle Dum, Tweedle Dot
Inter. Camp:	Fifth through seventh grades
Cabins:	Milky Way, Stardust, Comet, Little Dipper, Blue Heaven
Sr. Hill:	Eighth through eleventh grades
Cabins:	Big Dipper, Moonmist, Rainbow, Dreams Begin, Dreams End, Sunnyside, Sundrop, Cloud Nine and Sunspot

Timberlake is divided into two camp divisions, each with a Cabin Area Director. Their primary job is to help you be an outstanding counselor, so you should utilize them as a resource. Is your cabin out of control? Get them to help. Having trouble getting your campers to clean the cabin? Ask their advice.

The two divisions for Timberlake cabins are:

Jr. Camp:	First through fourth grades
Cabins:	Tomahawk, Little Piney, Big Piney
Sr. Camp:	Fifth through eleventh grades
Cabins:	Stomper's Knob, Little Slaty, Big Slaty and Greybeard

Larger cabins may be divided into cabin teams, with staff assigned to smaller groups of campers.

Our cabin time represents a large portion of a camper's stay with us and should have a feeling of hominess and family life. This time should be free of pressure and should generate a feeling of closeness between you and your campers. **It is in the cabins where the most important part of your job is done;** this is where relationships are built.

Remember, if a situation arises that you are not sure how to handle, go to your Cabin Area Director. They are chosen because of their broad experience and ability to creatively solve problems.

Ordinarily, cabins will have at least one staff member present during scheduled cabin times.



### HOMESICKNESS

Homesickness affects all of us in varying degrees at one time or another. In some, it is far more pronounced than others. Homesickness is, in a way, a part of growing up, as a girl or boy reaches toward

mature life and leaves the age of total dependence on his or her parents. Like some other parts of growing, it is not pleasant, but it is still an important part of growing up.

The best remedy for homesickness is *positive activity*. Encourage all of your campers to participate fully in all of their activities and in their cabin projects. It is also your responsibility to make sure that a homesick camper is never alone. Respect their right to be homesick; it really does hurt. Never say, "You shouldn't feel that way." Rather, say things like "Wow, it sounds like you really love your family. That is awesome. They will be so happy to hear about your archery class". When you say that, you are denying the camper of his or her feelings. Be loving but firm with a homesick camper. Keep him or her busy, and, if the child does not improve, consult your Camp Area Director.



have a talk with them and give them a second chance. However, you should also notify your Cabin Area Director.

*The key to camper discipline is personal relationship.* If you are having trouble with a camper you should IMMEDIATELY spend quality time with them. This will allow two things. First they will grow to respect you, and even more importantly, you will grow to love them.

## EVENING DEVOTIONS

Evening cabin devotions are held each night in the cabins and are led by the cabin staff. These are to be biblically based and classically Christian in content. For the younger cabins, this may mean simply telling a Bible story (we love the Jesus Storybook Bible). The older cabins may go through a book recommended by the director. However, in all other cases, devotions should be based around the content of the morning chapel.

Please note that many of our campers are not from Christian homes. You should always avoid putting a camper on the spot by asking what their favorite Bible verse is, asking about their faith, etc. The overall life of camp is the center of our ministry. Devotions should be simple and brief.

If any staff member does not feel comfortable leading a Christian devotion, he or she should contact the director who will provide resources or other counselors to assist. *The Director must approve all materials used in devotions.*

## REST TIME

"Rest Time" is observed each day from 12:30-1:00 for Timberlake and 2:00-2:30 for Merri-Mac.



This is an important time and should be truly a *rest* time. However, campers will not rest without counselor supervision. All campers must be on their beds and absolutely quiet for the full time. Campers may quietly write letters or read with counselor approval. There is a one hour rest period on Sunday and the same rules apply, except the first half-hour is quiet and during the second half-hour they can read and write. The secret to a successful rest hour, as well as a successful taps, is the teacher's maxim: "never let them see you smile until Christmas." This means that you should begin each session being very strict about this. Later you may chose to relax a little, but unless you get this under control early you will never have a chance.

Our favorite method for putting campers to bed was devised by a Timberlake counselor several years ago. He would begin with a count down to taps, so that every camper was in bed by the time it blew. He would then put a chair in the middle of the floor and have his personal prayer time. While none of the campers knew that this what he was doing, he could use this time to silently pray for them and also keep them silent until they fell asleep.

## MAIL AND CARE PACKAGES

While campers cannot communicate electronically with their families, parents can send emails to their campers. Emails are sorted before dinner. Counselors can retrieve these for their cabins before dinner but should not distribute them until after cabins leave Tucker Inn.

Staff may receive packages but not food. Campers may not receive packages at all.

*Absolutely no food* is allowed in the cabin at any time. Food attracts mice; mice attract long creatures without legs that are the natural predators of mice – and yes, Boo Boo (the camp bear) loves eating everything. Food and candy purchased at the Trading Post should be eaten in the Trading Post area.

Additionally, leftover

cardboard from packages is not allowed in cabins as the glue in these boxes attracts everyone's favorite pest...cockroaches.



Girls mailing letters before their meal in Tucker inn

## STAFF LETTERS TO CAMPERS AND PARENTS

At least one cabin counselor should write a note to each camper in their cabin that will be included in the camper packet when they leave. Be positive again and write something personal. Most campers keep these for years.

## CAMPER LETTERS HOME

Campers should be encouraged to write home at least once a week.

## CABIN INSPECTION

Cabins will be inspected every day. Assign a camper to each necessary task and rotate these duties every day. Put a weekly Duty Chart up in the cabin as a reminder. *Counselors and C.I.T.s will be*

*responsible for keeping their own area in good order* and should supervise the cabin clean up. The counselor is ultimately responsible for the cleanliness of the cabin. This is an opportunity to make friends and a team of your campers.

If a cabin needs additional attention, there will be a note on a counselor's bed to this effect. If the inspector leaves a note for a camper, they lose a personal or cabin point (tribe point) for the day. A thoroughly clean cabin in perfect order will receive a 10. We hope that these daily cabin inspections will encourage the girls and boys to take pride in their cabins and their camp.

Inspection will be every day and any time after 9:15. Weekly cabin division winners will receive a cabin cake at Merri Mac and session winners receive a pizza party at Timberlake. Remember the more you get into the competition, the more your campers will get into it.

## TUCKER INN MUSTS

Meals at camp are a symphony, and like every good symphony, conductors are necessary! At camp, the counselors hold the baton. You should not underestimate the importance of meals at camp. Children identify meals with their families, but veteran campers identify camp meals in Tucker Inn with their friends, so mealtimes can foster homesickness or friendship. The difference is a comfortable order that only the counselor can make happen. Here is how we make that order.



The White Hole Thing makes our hearts sing and is also the way we gather utensils

Cabins will assign campers as setters for each day. These campers will arrive with the setters' bell, ten minutes before the meal to join the CIT's in setting the tables. When the eaters' bell rings the other campers will come in and sit by cabins and at tables that are assigned at the first dinner of each two weeks. Once the meal begins the staff members become moms and dads, hosting the meal and creating a happy table environment. They begin by serving the first plate of food to each camper and promoting good table manners and conversation through the meal.

At the end of the meal things get serious. After the campers have eaten and stacked plates, uneaten food and trash, on their brown tray, they wipe their tables before adding their rags to the tray as well. Rookie Mistake #1: wiping your table before the counselor serves dessert. Tables then send their setter with their silverware, stacked cups and pitchers to the dish window. The central staff will then join the CIT's in taking the brown trays to the window as well. It's complicated, but so is human DNA, and they both work pretty well.

A few important things: 1. Let a Cabin Area Director know if a child is not eating well. 2. Food and tableware are not allowed out of Tucker Inn. 3.

Know your campers' dietary restrictions and then be sure to check the allergy board on your way in (we want to encourage campers to do this for themselves but remember you are ultimately responsible for knowing what they can and cannot eat). 4. If you let your camper know you love the food they will love the food, and if they do not love the food they will not love camp. 5. You want your campers to laugh and have fun conversations, but they should not scream during meals.

## LAUNDRY

Camper laundry is done by cabin, once a week, on designated days. Staff may use the staff laundry



facility as available, or a local Laundromat. We are not able to be responsible for lost or damaged items. Everyone should help keep the laundry area clean.

## **CAMPER DISCIPLINE**

Discipline is one of the most important elements of camper development. If it is handled poorly, camp discipline can become dangerous and self-defeating.

Two of the most important steps in discipline are: 1. Lay down firm rules at the beginning of the session. 2. Build close relationships with your campers. It is more difficult to disobey a counselor you love and respect.

No counselor will subject any camper to physical discipline of any sort. This includes spankings, push-ups, standing in uncomfortable positions, etc., and no counselor will subject any camper to humiliation. Avoid any “wild west” style of disciplining children where one child leaves feeling slighted. This includes almost any situation where you are tempted to say, “Okay, now you’re even.”

If a camper is knowingly disobedient, the counselor may respond by removing a privilege such as trading post, free swim or adding five extra minutes to rest hour. It is very important that a counselor take the least severe available action to punish a camper. Disciplinary problems should be reported at the next staff meeting. Whenever a camper is spoken to about discipline there should be at least two counselors present and a note made on their cabin card.

If more severe action is needed, the counselor should consult the Cabin Area Director. Remember, you are their counselor, not their parent. Your job is to create a safe, happy environment, not to bring discipline. If things are out of order, it is your responsibility to inform your Camp Director or Cabin Area Director of every step taken.

## **GUIDELINES FOR THE MERRI-MAC/TIMBERLAKE STAFF REGARDING APPROPRIATE TOUCH**

1. Appropriate touch involves the short (5 seconds or less) display of greeting, good-bye, or encouragement of some specific event.
2. Touch should involve only the hands, arms, upper backs or shoulders of another.
3. Front to front staff-initiated hugging is inappropriate. Side hugs are preferred.
4. Guys are never to be in or around the girls' cabins or vice versa. Public meeting areas are to be used for mixed company.
5. Staff members are, throughout the camp, mandated reporters and should immediately report to the director any concern regarding misconduct. This includes abuse away from camp.
6. No staff is to be isolated with a camper or counselor. If you need to talk, use an open area in sight of others. Avoid all physical contact in these situations.
7. Staff should never have a camper out after 10:00 P.M. Exceptions include: emergencies, Little Chief events, Sunnyside activities until 11:00, and *staff planned* camp operations.
8. When you find yourself alone with a camper, either call another staff member or walk with the camper to another location.
9. If you must counsel with a camper after dark, inform the cabin counselor of your location and remain in eyesight and earshot of others.
10. Be careful of verbal comments. Do not allow jests about body parts or off color innuendoes.

11. Do not allow a camera to be present inside the cabin, or any time a camper or counselor is unclothed.
12. Staff should never be naked in the presence of campers. This includes "mooning" and other public displays. When walking to and from the bathroom, a towel is a minimum requirement.
13. No staff member may have a romantic or exclusive relationship with any camper or CIT.
14. Tickling or teasing a camper to the point that they are out of control is unacceptable.

People are comfortable with differing levels of modesty. Any conduct that makes a camper or another counselor uncomfortable is inappropriate and may be cause for dismissal. It is also your responsibility to report any concerns to the directors.

## SICKNESS

At the first sign of any sickness, bring your camper to the Wishing-Well. This is our infirmary and is staffed by four health care providers. Remember that they are the experts about camp health, and you are the expert about your camper, so tell them when you feel they should take a closer look at your camper.



The Wishing-Well is a great place to feel better

## II. Stuff we do in our activities

### PROGRAM

The camp program is the tool by which we accomplish the purpose and goals of our camps. We have one more tool, probably the most important and unique one, and that is fun.

Most of our campers come to camp to make friends and to have fun. There is no other educational institution where this is true. They do not attend church or school to have fun. They don't go to afternoon classes and practices with this expectation. This expectation must be met, and this largely depends on you. We will talk at length during training week about how you can do this. In the meantime, please read the traits that we hope to develop in the pages that follow.

### RAINY WEATHER PROGRAM

During inclement weather, we try to continue the fun and instruction in our activities as much as possible. You should have a lesson plan for rainy days and meet in the following locations and note that many activities meet in the same location rain or shine:

Archery.....	MM&TL – Archery Range
Basketball.....	Tucker Inn
Camp Craft.....	MM – Camp Craft Hut; TL – Cookout Hut
Canoeing/Kayaking.....	MM – Boat House; TL – Mike Porch
Climbing.....	MM – The Mike; TL – The Mark
Cooking.....	The Teaching Kitchen
Dance.....	The Lodge
Diving.....	The Chapel
DIY Crafts.....	Top of Enchanted Barn
Drama.....	Drama Room
Fencing.....	MM – Fencing Pavilion; TL – The Mark

Guitar.....	Ordinary Location
Gymnastics.....	The Mike
Knitting.....	Knitting Hut
Lacrosse.....	Ping Pong Pavilion
Mountain Biking.....	Bike Shop
Paintball.....	The Paintball Hut
PAWS (Puppy Camp).....	The Ranch
Pottery.....	Enchanted Barn
Riding.....	The Barn
Riflery.....	Riflery Range Hut
Rocketry.....	Rocketry Hut
Soccer.....	MM – Ping Pong Pavilion; TL – The Mark
Swimming.....	MM – The Chapel; TL – The Mike Porch
Team Sports.....	The Mark
Tennis.....	MM – Left Tennis Shelter; TL – Right Tennis Shelter
Wrestling.....	The Mark



Rainy day friends are best at camp

The Carolina Mountains are, on occasion, subject to long periods of rain, but this is an outstanding opportunity for our value ‘we care about details’ to shine. Our littles need help keeping feet dry; lines need to be cleared and dried; classes **MUST** meet in rainy day locations. Remember, do not dismiss campers to their next class if Thor Guard has gone off, and make sure they are wearing rain gear. These are the details that take an average camp experience and make it exceptional.

## ENVIRONMENTAL IMPACT

Camping involves outdoor living in a natural environment. It is quite difficult to maintain a natural setting in a living area with four hundred and sixty campers and staff. Through your efforts, however, and in cooperation with the maintenance staff, we provide our campers with as natural a setting as possible.

The camp buildings have been located to have minimal impact on the wilderness setting. Their color of Merri-Mac Green (yes, our special mix) helps them blend into the woody atmosphere. The maintenance personnel provide continuing year-round work to prevent erosion and permit the foliage to grow in a natural manner.

To protect this quality we need your help in the following areas:

1. Encourage your campers to dispose of all litter in the many trashcans that are strategically located around camp. This is especially important around the Trading Post area.
2. When you see litter on the ground, pick it up and put it in a trashcan or ask a camper to do it. We want our campers to develop the habit of helping to maintain their own environment.

3. Keep your activity areas neat, free from litter and lost and found articles (especially the Waterfront and Archery and Riflery Ranges). **This is very important!**
4. Immediately after an evening activity to which you are assigned, thoroughly clean up the area. In most instances one of the tribes will help you do this.
5. Prevent campers from causing erosion by walking on banks or destroying vegetation.

Neat grounds, activity areas and cabins help campers develop pride in their camp. This creates a greater feeling of confidence and enhances their performance in the activities, all of which will make your job more satisfying.

## WATERFRONT PROCEDURES

The waterfront can be a fun place to enjoy, and because it is so appealing to play near, all staff should pay extra attention when around it. Most emergencies and/or drownings happen to people who don't expect to even get wet. The following rules must be observed:

### A. Eligibility:

The following eligibility requirements apply to all campers and staff.

1. We recognize three levels of swimming ability.
  - a. Swim only in swim lanes and with PFD.
  - b. Swim in swim lanes without a PFD and with a PFD in all other areas.
  - c. Swim anywhere in lake
2. Levels are determined by the swim test. Buddy tags and swim bands are colored to indicate each participant's swimming ability.



Relaxing on Lake Doris

### B. Ratios:

1. Maximum number at the waterfront:  
60 campers
2. Maximum number at boating area:  
40 campers
3. The general rule is there will be at least two staff members at all times, one of whom will be a watcher and one a certified guard.
  - a. A minimum of 2 staff per 24 people - 1 must be certified.
  - b. A minimum of 4 staff per 25 - 40 people - 2 must be certified.
  - c. A minimum of 6 staff per 40 - 60 people - 3 must be certified.

### C. Protective Equipment:

1. Each active lifeguard will be wearing a hip pack and standing with a rescue tube.
2. A backboard will be readily accessible to the swimming area.
3. The Shepherd's Crook, or similar reaching device, may be used.
4. Any other equipment may be used at the direction of the Waterfront Director, providing the staff has been trained in its use.

### D. Safety Regulations:



### Getting on the Waterfront

1. The appropriate entrance and exit to the swimming and canoeing area is by the Boat House.
2. A staff member will be present to check in each camper at the Boat House by the buddy board. No one shall enter without checking in. The guard will ensure that each camper is marked on the buddy board and a swim band indicating the camper's swim level will be issued accordingly.
3. Enter the waterfront area or canoe dock when the head guard gives permission. A lifeguard will be present at all times the waterfront is open. This includes staff free swims.
4. All participants involved in an aquatic activity are informed of the waterfront procedures and safety regulations on their first class meeting and first free swim.
5. All rules and safety regulations will be in effect when the waterfront is open.

### Getting off the Waterfront

1. Never leave the waterfront by any other means than the Boat House exit, by the buddy board.
2. In order to leave, all waterfront participants must check out with the staff member at the Boat House, by the buddy board. No one shall leave without checking out and returning their PFD.



**Iroquois, Choctaw and Seminole Buddies**

### Buddy Rules

1. All campers have buddies during free swims. In every event the buddy board will be used.
2. Buddies must swim and play within 20 feet of each other.
3. All quiet during buddy checks.
4. Buddies check in and out together. If one buddy wants to stay, he or she needs a new buddy.
5. Everyone will have a buddy before they enter the waterfront. If no buddies are available, then use a counselor.

### Buddy Check Procedure

1. Ordinarily called by head guard every 15 minutes of free swim.
2. Head guard blows whistle long and loud, calls "buddy check" and everyone should be quiet.
3. Count buddies and match number with guard at beach. If they match, head guard will blow "all clear" whistle.
4. If a buddy cannot find their buddy at any time, a buddy check is called. If a buddy is not found, initiate the emergency action plan and missing camper procedure.
5. If a buddy is too far away from their buddy, have both buddies sit out for a few minutes.

### Activities on the Waterfront

1. Running, roughhousing, or pushing when on the docks is not permissible.
2. Do not talk to the guards except for necessary information.
3. No camper or staff will be on the blob or the blob platform without the supervision of a lifeguard and will follow blobbing procedures at all times.
4. No camper or staff will use the waterslide or the waterslide platform without the supervision of a lifeguard and will follow slide procedures at all times.



5. Everyone will be tested at the waterfront to determine swimming ability.
6. After being tested, the person will be told which activities they may participate in, which areas of the lake they may use and if there is any special equipment they may use.
7. If you see campers by themselves near the lake, invite them to participate in a group activity in another location.
8. There is no diving into shallow water (6 feet or less). The only diving from any dock shall be under the supervision of the waterfront staff.
9. Swimmers must dive off of the front of the board only. One bounce and one person on the board at a time.
10. Swim only within the dock boundaries unless permission has been given to go to the fire dock.

### Canoeing and Kayaking

1. Canoes and kayaks are used only with the permission of the waterfront staff. There is no age limit to participate in canoeing. You must be able to swim 100 yards.
2. On the first day of canoeing/kayaking class, participants are informed and instructed on safety rules and regulations, proper boarding and debarking, trimming and movement of the canoe, the use of lifejackets and self rescue in the event of capsize or swamping.
3. No capsizing without permission.
4. Before each day's first use the canoeing/kayaking staff will examine the canoes, paddles, skirts, and lifejackets. If repairs or replacements are needed, the proper person will be notified.

### Lifeguards, Waterfront Staff and Lookouts

1. All lifeguards/lookouts will be attentive to the areas they are positioned to watch, and located in positions from which they can continuously observe and readily assist participants. They know their responsibilities and will remain in position until relieved.
2. A whistle signals all on the waterfront to become silent immediately and to listen for instructions from the guard.
3. All swimming instructors who are not certified guards will be under the direct on-site supervision of a guard.
4. All waterfront equipment will be checked daily by waterfront director, or his/her assistant, and properly maintained.
5. During any waterfront use, including staff use, at least one lookout will remain out of the water at all times and be positioned in a manner to observe all swimmers.
6. All lifeguards and lookouts will be trained to maintain their supervisory roles, serving as guards and lookouts at aquatic sites away from camp.

## **E. Emergency Action Plan:**

### Instructions for responding to an injured swimmer

1. Lifeguard closest to accident or first to witness accident blows whistle three times and takes appropriate action also becoming primary rescuer.
2. Second closest lifeguard assists primary rescuer and becomes secondary rescuer. If secondary rescuer is the only other rescuer he will first direct other swimmers to beach and radio appropriate message to front office for nurse or additional help if needed.
3. Other guards/watchers present will be in charge of clearing waterfront of swimmers and directing them to beach area. He/she will also radio appropriate message to front office for nurse or additional help if needed.

### Whistle Blows

- 1 whistle blow: Attention; be quiet for further instruction
- 1 long whistle blow: Buddy-check; quiet for counting of buddy pairs
- 3 whistle blows: Emergency; all swimmers evacuate swimming area to beach

#### Missing Camper/Lake Search

The lifeguard in charge, usually the waterfront director, begins the deep-water search.

1. Begin the search in the area of the lake that the camper was last seen. If the area is not known, then begin in area #1 of the chart.
2. Once staff begins to arrive, have non-lifeguards begin the walking procedure through the shallow area, labeled #1. Appoint a captain to help the group stay together.
3. Have two teams of lifeguards walk/swim through the area #2 and #3. A captain (the senior most guard or waterfront director) located on the swim dock will help these groups stay together. He/She will also send relief staff when the guards become tired.
4. Another group of lifeguards will search area #4, with a captain helping the group from the canoe dock.

#### **F. Equipment Maintenance:**

1. The Waterfront Director will inventory and inspect all equipment at the beginning of the season.
2. He/She, or an agent, will also inspect all safety equipment to see that it is in place at the beginning of each day.
3. If something is broken or missing, a report will be given to the camp director immediately. If there is not a replacement immediately available, or if the loss does not allow proper ratios, then waterfront activities will be reduced to the point that all safety requirements are met.

#### **G. Safety Concerns Related to Area:**

1. Swimming under the docks will not be allowed.
2. Pushing off of docks and fire dock will not be allowed without permission.
3. Campers will try to catch frogs when there is no staff present; all staff must address this.
4. Rocks may not be thrown.
5. Campers and staff may not "dunk" campers.
6. Staff must obey **all** waterfront rules.
7. The Blob and Waterslide should only be used when trained staff are present.



A perfect day on Lake Doris

### III. Stuff we do during the rest of the day

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## DAILY SCHEDULE

7:00	Reveille	
7:30	TL Breakfast	
	MM Cabin Clean Up	
8:15	TL Chapel	
	MM Breakfast	
9:00	MM Chapel	9:00-10:15 TL Riding
	TL Cabin Clean Up	
9:30	MM Free (MM staff meeting)	10:15-11:30 MM Riding
	TL 1st Period	
10:30	MM 1st Period	
	TL 2nd Period	
11:30	TL Free	11:30-12:45 MM Riding
	MM 2nd Period	
11:45	TL Lunch	
12:30	TL Rest Time	
1:00	MM Lunch	
1:15	TL Free Time	
2:00	MM Rest Time	
2:30	TL 3rd Period	
2:45	MM Free	
3:30	TL 4th Period	3:15-4:30 MM Riding
	MM 3rd Period	
4:30	MM 4th Period	4:30-5:45 MM Riding
5:15	TL Supper	

6:00	MM Supper (TL staff meeting)
7:00	TL and MM Evening Activity
8:30	Tattoo
9:00	Jr. Taps
10:00	Sr. Taps

## CHAPEL

Chapel services are held every morning. The camp director will schedule staff and/or cabins to conduct the program each day and, when asked, will help in preparing the program. Staff members should disperse themselves evenly among the campers at chapel and not sit all together.

Chapels are to be uniquely Christian in nature. Toward this end, the Bible should be prominent in your message. Teaching God's word to children is both a weighty responsibility and a wonderful opportunity, and we want to help the counselors develop their gifts in this area.



## FREE PERIODS

During free periods campers may return to activities that they want to do extra work in, or generally relax. The Trading Post is open only during the free period after Rest Time.

Because of our free periods, we are able to provide a camper who wants to specialize in an activity with two extra hours of instruction per day in addition to his or her normally scheduled three hours per week. You may want to limit the number of campers who can participate in your activity during free time and reserve one of these hours campers who may be on a competitive level. This is a wonderful time to have campers test for bars.

Activity heads should try to schedule other staff in their activities during free periods to allow themselves and their assistants one free hour per day.

## TRIBES AND POINT SYSTEM

There are three tribes at Merri-Mac: Choctaw, Iroquois and Seminole. There are two at Timberlake: Iroquois and Seminole. These are the foundation of our camp spirit. The tribes are organized and run by the

campers themselves and are very important to each camper. Leaders are elected at the beginning of each session to help organize each group's activities and competitions. Campers compete individually and as teams to accumulate points throughout the session (listed below). By keeping personal or cabin points every day, each camper makes a contribution to the accumulation of points. At the end of each session the tribe with the most points is awarded the banner.



The tribe system exists for the purpose of teaching individual responsibility, personal health, respect for others, honesty and good sportsmanship.

**Personal/Cabin Points**

One point for each of the following:

1. Taps.....Complete quiet; everyone in bed.
2. Reveille.....No talking before the bugle.
3. Lost articles.....Anything held up in the dining hall or put in cabin mail bins.
4. Rest Time.....No talking, whispering, radios, sign language, passing notes. Reading and writing are permitted. Make it a restful period; it is needed.
5. Cleanliness.....Brush teeth twice a day (morning and night)
6. Cleanliness.....Take a shower every day.
7. Inspection.....Everything spic 'n span (individual chore and personal area. It will be marked on inspection sheet or a note left on the bed.)
8. Activities.....Attend all activities and be on time.
9. On time.....Be at every meal, chapel, classes, rest hour, etc. on time.
10. Water.....Drink a glass of water with each meal.

One counselor from each cabin must turn in a list of their cabin points every week on a designated day to the Program Director at staff meeting. You should keep them daily and total them up at the end of the week.

Perfect day:	10 pts.
Perfect week:	100 pts. (Bonus of 30)
Perfect Session:	4 weeks 500 pts. (Bonus of 100 pts.)
	2 weeks 250 pts. (Bonus of 50 pts.)

(Possible bonus points for 4 weeks - 220. If a camper loses one point, that is how much it costs their tribe.)

Tournament points and all other point system categories are tracked by the program directors. The final results of tribal points will be kept secret until Closing Ceremonies. No points are given for accomplishments in activity areas (This practice could lead to peer pressure within the tribe). Though one of our primary goals is to foster individual accomplishments and the pursuit of excellence, it should come from personal desire to develop to the fullest potential that God gave us.



## WHITE FEATHER AND LITTLE CHIEF

Once a week each camp meets together for their camp Council. Merri-Mac's White Feather and Timberlake's Little Chief programs are times for the staff to recognize campers who demonstrate remarkable growth and investment in camp. We also recognize growth in activities, adventure and character. Later that night, after the Council and evening activity, the staff will visit each camper in their cabin and describe the unique gifts and abilities that they have recognized God developing in them.



### IV. Stuff we do to keep campers safe

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#### SAFETY IN CAMP

Most of you have attained a relatively high level of performance in the activities that you will be teaching. Through the years you have undoubtedly seen accidents happen and probably suffered a few yourselves. Because of this you know how quickly and unexpectedly they can occur, and you have therefore become more safety conscious than many less skilled instructors. These are just a few of the points that you should constantly keep in mind:

- Always be where you are supposed to be, and stay alert.
- Insist that your campers follow established safety procedures and **follow them yourself**.
- Check all equipment, not only before each day's use, but also before use in each class. Help your campers develop this habit also.
- Where safety equipment is provided, use them at all times.
- Be sure that a camper is proficient at a basic skill before allowing them to progress.
- Anticipate the possibility of accidents. Often an alert instructor can see the potential for an accident developing. When you see this or even sense this, have the courage to stop.



- Notify the director immediately of any safety hazard that may exist or that you may see developing in your activity. If this involves equipment, do not use it until it is repaired.

Our *most prolific times for accidents* have not been in the participation of controlled risk activities but during *free times* and some evening activities where the campers are not under the direct instructional control of the staff. During these times, you can be easily tempted to rationalize that the rest of the staff is watching, so you can relax for a while. *It is your job to be with your campers during these times and to stay alert.*

## FIRST AID

In case of an in-camp injury you should perform only the first aid that is immediately necessary and send for one of the Camp Nurses or designated First Aid Person. Never assume that an injury is not serious. Making this type of a decision is the responsibility of our Camp Nurse. Finally, it is important to realize that in-camp time does not constitute a wilderness context and so does not allow for WFA's or WFR's to exercise wilderness protocols.

First aid supplies are located in the following areas:

1. The Wishing Well
2. The Camp Craft Hut
3. The Mike
4. The Boat House
6. The Mark
7. All camp vehicles
8. Each cabin

## ACCIDENT/INCIDENT REPORT FORMS

Accidents, beyond minor cuts and bruises and childhood scrapes, require that an accident report form be completed and filed with the Wishing Well staff. Other incidents, including close calls, should also be reported on this form.

Even though such an accident may not be serious, analyzing these forms can help alert the directors to developing hazardous areas and teaching methods.

## VERIFICATION OF CAMPERS' PRESENCE

You should check for absentees during the following times:

1. At each meal
2. At the beginning of each activity period
3. At the beginning of each rest hour
4. At the beginning of each evening activity (as able)
5. At tattoo each night

Should a camper be found to be missing, the office will be notified and the camper shall be asked to report to the assigned activity area. If this does not obtain results, a "missing camper procedure" may be initiated **when the director deems appropriate.**

On Opening Day, parents and other people you do not know will be in camp. It is mandatory once a

camper is checked into your cabin that you know where they are until dinner and evening activity. At this time all campers should be in camp and all non-camp people should be off the property. Regular procedures will go into effect at this time.

On Closing Day, parents and other people again will be in camp. Traffic increases and is hard to control. It is extremely important to keep up with your campers until approved transportation takes them home. If you are not sure, ask one of the directors.

You will know in advance of any campers arriving or departing by public transportation.

## **MISSING CAMPER PROCEDURE**

Upon determining that a camper is missing, the following procedure will be implemented:

1. An announcement will be made on the P.A. system that a missing camper check is underway, giving the name of the camper. All campers will return to their cabins, sit on their own beds, and the junior-most cabin counselor will make a bed check. This counselor will report the result of the cabin check to their cabin area director, who will send this information to the office. Should the cabin area director not be in camp, the senior-most counselor available in Tweedle Dum, Sunnyside and Greybeard will act as the camp division coordinator.
2. All lifeguards will report to the waterfront without taking time to change into bathing suits and perform the standard waterfront search and rescue procedure.
3. The senior-most available camp nurse will report to the Wishing Well and await instructions.
4. The remaining members of the staff will report to the front fence along Montreat Road and will conduct a search of the property including the Big House and activity buildings.

If, after one hour from the time the search is begun the missing camper is not found, the directors will call the camper's parents to inform them of the situation and to apprise them of what is being done. When the director deems it appropriate, the camp hostess will call 911, make a missing person report, giving a description of the missing camper.

## **MASS INJURY PROCEDURES**

Should an emergency situation involving mass injury occur, the following procedure will be implemented:

Campers and staff who are not injured should go to their cabins for a bed check and should remain there until notified by the hostess over the P.A. system.

There will be three aid stations set up in camp as follows:

Station #1 - Dining Hall (If this is unsafe, the Green)

The Junior Camp Cabin Area Director will be in charge of this area

Station #2 - The Mike (If this is unsafe, the road behind The Mike)

Timberlake Senior Camp Cabin Area Director will be in charge of this area.

Station #3 - Lodge with overflow into Sunnyside (If this is unsafe, the Archery Range)

Senior Hill Cabin Area Director will be in charge of this area.

Only people who have an injury need to come to the aid station. If a victim cannot be moved, keep him or her still, calm and treat for shock. Inform the Hostess Office of this person.

If reasonable, the most urgent victims will be transported to Station #1. By direction of the Cabin Area Director, any injured person who can walk to Station #1 should do so.

The most urgent victims will be transported to the hospital by way of camp vehicles or ambulance. If more transportation is needed, staff cars will be used.

Hostess should ensure that camp gates are open for emergency vehicles

Ordinarily a Registered Nurse and a Standard First Aid Person must remain at camp at all times.

In all areas, safety overrides all written procedures, but adhering to these procedures will aid in quick assistance. EMS will also be notified and assist if available.

## EMERGENCY COMMUNICATIONS

In the event of an injury or emergency, the hostess office will act as a communications center. The following patterns of communication will be observed:

1. Ordinarily in the event of an injury in camp, the senior-most staff member present or the most highly certified first aid provider will perform immediate first aid and then send another staff member to the office, or have them communicate by radio, to notify the nurse and directors. A staff member will then remain in the office at all times to man the P.A. system and the phones in connection with the emergency. This person will also handle normal camp communication so that it does not interfere with the emergency communications. This person will also call for community emergency aid if needed.
2. In the event of an emergency or injury out of camp, the senior-most staff member on the trip will assure the well being of the campers first and see that the office is called. The office personnel will then follow the procedure described in #1 above. Ordinarily the senior most staff member will remain present at the scene of the incident and the assistant will handle communication.
3. In the event that the public address and phone systems are not operating, support staff will patrol the camp to assure all is well. Should you need to communicate with the office, send the junior most staff member when it is safe to do so.
4. At the time that the director deems it appropriate, he will contact the parents or guardian of the campers involved.
5. All media inquiries will be politely referred to the camp director. No other staff may speak with media without the director's specific permission.

## CAMP-WIDE EMERGENCY MODES

In the event of a camp-wide emergency one of the following commands may be issued over the P.A.

### 1. **Shelter in Place**

This will be appropriate in instances when it would be unsafe to move to a safer location, such as an imminent thunderstorm.

- Campers and staff will seek nearest safe shelter.
- The senior-most staff members are in charge of their locations.
- Injuries are to be reported to the hostess as soon as safe to do so.
- Remain in cabin until hostess announces all clear.

### 2. **Return to Cabins**

This will be appropriate when we need to account for all campers.

- Campers and staff will return to their cabins where they will be counted.
- Cabin staff report to their Cabin Area Director, who reports to the hostess.
- Remain in cabin until hostess announces all clear.

### 3. **Hide and Cover**

This will be appropriate when there is an imminent threat to campers in the open, such as an active shooter on property.

- Campers and staff remain hidden.
- Hostess calls 911 immediately.

## **EMERGENCY VEHICLES**

In the event of an emergency, all camp vehicles may be used to transport injured campers.

The keys to these vehicles are ordinarily kept in the office. Because of their potential use as emergency vehicles, anyone using them for trips should be sure that they contain three fourths of a tank of gas (at the least) when they are returned to camp. They can be filled and gas charged to the camp at the Black Mountain Ingles.

In the event that the vans are out of camp when an emergency occurs, we reserve the right to use private staff cars. Because of such potential, we request that your gas tanks be kept at least half full at all times.

## **HAZARDOUS AREAS IN CAMP**

Though the directors and maintenance staff are engaged in an ongoing effort to minimize safety hazards throughout camp, there are still some areas that present some degree of danger, and both campers and staff should be aware of them.

1. Volleyball games and other exciting activities in the Mike...the campers who are sitting in the balcony have a tendency to jump and sit on the balcony rail. Staff members should be around to prevent this practice.
2. Although the trampoline is left in a half fold position when the gymnastics staff is not present, the other pieces of equipment, because of their weight, are left in place. This presents a potentially dangerous temptation to campers and staff who may come in The Mike during free time. No one, including staff, should mount any gymnastic equipment unless supervised by one of the gymnastic instructors.
3. The hazard on the lake is obvious. Everyone will swim only under the supervision of a waterfront instructor or a person designated by the waterfront director.
4. The steps between the upper and lower tennis courts do not have rails and are hard to see. All campers should be aware of this.
5. The equipment used by the maintenance crew can be hazardous to bystanders. All campers and staff should stay clear of this equipment while it is in use.
6. The steps of The Mike are slippery when wet and more accidents occurred here than anywhere else in years past. Warn your campers to be careful when leaving The Mike on rainy days.
7. Railings on porches throughout camp, especially the front railings of The Mike porch, should not be used as seating. People have fallen off from them before. Take special notice of when campers are waiting to go into The Mike for special events, and if someone is seated on or doing something unsafe on a railing, ask them to get down.

There are, of course, other hazards that are inherent in each special area. It is the responsibility of each activity director to acquaint the campers involved in his or her classes of the potential dangers of their sport.



# HIGH WIND, TORNADOES, CYCLONES, HURRICANES LIGHTNING AND HAIL PROCEDURES

All staff and campers will move to the closest indoor shelter (as follows if possible) and wait for “all clear.” Listen for the Camp-Wide Emergency Modes over the P.A. (see above).

Preferred locations include: The Enchanted Barn, Tucker Inn, The Mike, Milky Way, Drama Room, The Lodge, The Mark. All people in cabins should remain in cabins.

When in the shelter, stay clear of glass and possible flying objects. Everyone should be on the ground level of the shelters.

When the storm has passed, the senior-most staff member may choose to send everyone back to the cabins where a bed check will be made and the Cabin Area Director will report the results to the office.

The Hostess will inform the camp director and notify, if necessary, 911 and utility companies.

After everyone is accounted for, injured cared for, and weather conditions are safe, the Hostess will announce to resume normal activities.

## FIRE PROCEDURE - CABIN/ACTIVITY AREAS

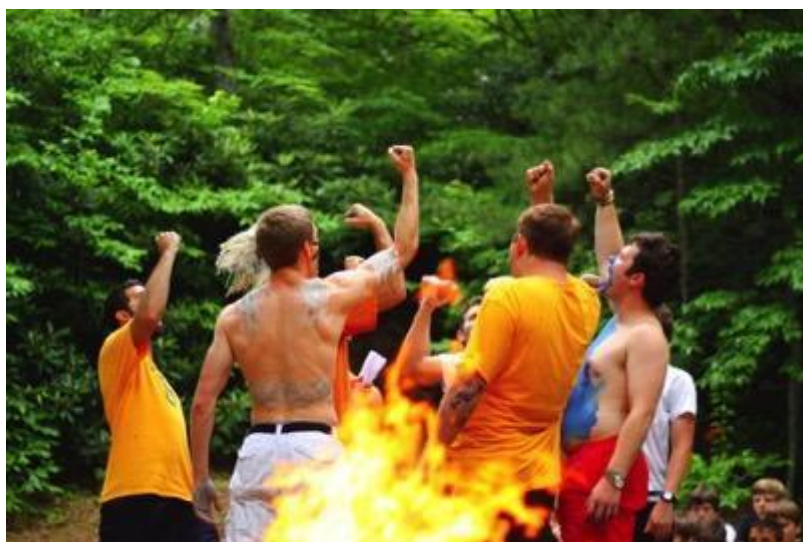
When a fire is detected in a cabin or near an activity area the staff will evacuate all campers quickly and quietly through the exit furthest from the site of the fire. Do not hesitate to use windows if doors are blocked by fire. If possible, the most senior staff member present will be the last to leave the building. Immediately upon evacuation of the building, the senior-most staff member will, if conditions permit, re-enter and use the nearest fire extinguisher to extinguish the fire.

Immediately upon evacuation of the affected cabin, one staff member will verbally sound the alarm by going to each cabin in the camp division and calling fire drill. The Cabin Area Director will send word to the office, and the Hostess will announce a fire drill for the appropriate camp division over the P.A. system. The Hostess will then call the Black Mountain Fire Department. Fire drills won't be for the entire camp, but only for the camp division affected by the fire.

In the event of fire in Jr. Camp, the Big House will also be evacuated. Upon evacuation of a camp division, the campers from that division will form by cabins in the following locations, and the roll will be taken.

Senior Hill  
Timberlake  
Junior Camp & the Big House

Lower Tennis Courts  
Bank by Riding Ring  
Mackey's Green



Any missing campers will be reported immediately to the camp secretary, and, if feasible, the Cabin

Area Director will re-enter the building where the fire is located to search for the missing camper.

Campers will not return to the cabin until directed to do so by an announcement from the camp director or the P.A. system.

Every cabin will have at least two exits. Cabins such as Little Dipper and Pluto, which do not have an additional exit, will have an exit sign over one of the screens. *Counselors will instruct campers during their first cabin talk to punch the screen out in the case of a fire.*

## **FIRE PROCEDURE – TUCKER INN/BIG HOUSE**

In the event of a fire in Tucker Inn, the kitchen or Big House, during a time when Tucker Inn is occupied, the senior-most staff present will direct the campers to leave the tables in single file. All will move to Mackey's Green and line up by cabins facing the barn with Junior Camp closest to the church.

The Big House and Tucker Inn have a central fire alarm. As soon as a fire is noticed, pull the alarm.

## **INTRUSION OF UNAUTHORIZED PEOPLE**

Every visitor must carry a visitor's pass validating that they have checked in at the office.

If a counselor knows of any unauthorized person on the property, he or she should immediately notify his or her director or the Hostess who will then investigate and determine whether the police should be notified. There will be no attempt by any campers to confront suspected trespassers. *It is the counselor's responsibility to ask any stranger, who is not accompanied by a staff member and is without a visitor's pass, to check in at the office. The counselor should then escort him or her to the office.*

Periodically the directors and maintenance director will meet and discuss the security of the property. Special attention will be given to the "back corner" and the barn gate.

## **CAMP SECURITY**

Every effort has been made to make camp secure from outside visitors. A fence surrounds a good portion of the property, lights are automatically turned on at night in the main camp areas, and at times we employ a night security guard. Still, in a camp we need to take basic security precautions.

1. No campers or staff should walk alone away from the main cabin area after dark.
2. When leaving for evening activities, turn on your cabin's lights so your campers will return to a lighted cabin after dark.

If you see a stranger, ask to see his visitor's pass. If they do not have one then find another counselor and together accompany them to the office to check in. Nighttime Strangers/Potential Trespassers

We also have a policy for dealing with strangers/potential trespassers at night because our normal policy, described in step #3 above, gets less practical as it gets later in the evening. Follow these steps if you see a stranger on property at night when other staff members are sleeping:

1. Before all else, make sure your campers are safe and supervised.
2. Make a reasonable attempt to see if it is a counselor, camper, or someone you know.
3. If your cabin is asleep, then *wake up two additional staff*. Do not disturb a sleeping cabin if at all possible. Leave one staff member to supervise the sleeping cabin.
4. With the other counselor, go get the security guard or a director.

Use good judgment. These steps should be followed carefully and calmly. Never physically interact with or attempt to restrain a stranger. If the situation gets any more complicated and a director is not present,

send a staff member to get a director, regardless of the hour. Do get as much information as possible about who they are, what they look like, and what they are doing on property.

## **V. Stuff we do to take kids out of camp**

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### **WILDERNESS TRIP REGULATIONS**

#### **1. Ratios**

Regardless of the size of the trip, there must be a minimum of two staff for each out of camp trip, and the camper staff ratio will not ordinarily be above 8:1 on the trail. An exception will be if a specific activity (i.e. adventure challenge, Mountain Biking, etc.), or published environmental standards mandate a different ratio. It is the responsibility of the trip director to learn of these restrictions and to assure that they are not violated. The Camp Director of either camp may grant minor exceptions to the staff to camper rule. Ordinarily, group size will be limited to 15 people.

#### **2. Leave No Trace**

One of the main focuses of all wilderness trips will be on low impact camping. Not only will the adage "pack it in, pack it out" be followed, but each trip will be charged with the responsibility of leaving the terrain in better condition than they found it. Environmentally disturbing items left by previous trail users will also be carried out by our campers whenever possible. The trip director will carry a suitable container for this purpose. In an effort to leave each site in a better condition than when we arrived, each site will also be brushed to remove footprints and large rocks that may have been moved will be returned. No fires will be lit except where fire pits already exist. When fires are used, wood for them must be found as deadfall and unused wood and ashes should be scattered upon leaving the area. Whenever possible left over food should be packed out. Additionally, we will concentrate impact in High Use Areas, spread our use of pristine areas, avoid places where impact is just beginning, and use fire responsibly per director and activity procedures descriptions.

#### **3. Sanitation**

Extreme caution will be exercised in all forms of sanitation. The recent burgeoning numbers of newcomers in our majestic wilderness areas have had a hideous impact. Sanitation is not a pleasant topic, but every camper and every trip leader, must for the sake of others, consider it openly, with his mind unblurred by prudery. With proper "cat sanitation," and due care and consideration in the choice of sites, no problem should arise. All sites utilized for this function will be located a minimum of 200 feet from any water supply, trail or campsite, when safe to do so. All toilet paper will be buried (not burned) as well as all feces. Only biodegradable non-detergent soap will be used on the trail.

#### **4. Trip Request and Appropriate Participants**

All trip leaders and guides will possess the technical skills necessary to lead the activity they are engaging in. These skills will be consistent with the ACA Standards. At least one of the staff members will be familiar with the route, hazards that may be encountered, points of interest that the campers will enjoy and benefit from seeing, and side trails to help that could be used in the event of an emergency. After planning the trip, the trip leader will review the proposed route and all portions of the "Trip Request Form" will be completed.

After obtaining approval for the trip from the camp director, the trip leader will file all of the above written plans with the camp hostess with a request for the required transportation, trail needs, and other equipment and supplies that may be necessary. Supplies will include properly sanitized utensils, food, water and (when necessary) purification tablets, an appropriate first aid kit, etc. All members of the trip will obtain the approval of the camp health director no more than 24 hours before the trip departure. In “regulated” wilderness areas the trip leader will be responsible for obtaining permission and/or permits from the appropriate agency.

Ordinarily the trip leader will announce the trip no later than the evening meal one day before the trip is scheduled. Certain exceptions may be made with the approval of the camp director. In any event the trip leader will select only campers and staff who are physically and emotionally capable of making the proposed trip.

## **5. Food and Water**

Ordinarily water will be obtained from a public water source, or will be purified by either: 1. chemical method), 2. boiling for 5 minutes, 3. camp director approved filter system. Food deemed to be perishable by the kitchen director will be packed according to his/her instructions. This will include all foods whose ingredients are capable of supporting growth of microorganisms (i.e. milk products, eggs, shell fish, poultry, etc.) Such food should be maintained below 40 or above 140 degrees. All eating and cooking utensils will be washed until sanitized before next use; for multi-day trips all utensils will be boiled at least once per day. All such equipment will be washed again by the kitchen staff in the kitchen dishwasher upon return to camp and then stored in a sanitary manner until their next use.

All requests for food from the kitchen will be made no less than 24 hours, and preferably 48 hours in advance. A friendly reminder the night before you leave is a good idea

## **6. First Aid Certifications Needed**

A staff member with the following certifications, or a more advanced appropriate certifications, must be present in the following circumstances.

- |    |                           |                     |
|----|---------------------------|---------------------|
| A  | <20 minutes to Hospital   | Basic First Aid/CPR |
| B. | 20-60 minutes to Hospital | Basic First Aid/CPR |
| C. | >60 minutes to Hospital   | WFA or WFR/CPR      |

If there is a certified WFR or WFA present, he/she may act in that capacity with attention given to the conditions necessary to institute wilderness protocol.

## **7. Equipment**

All equipment (flys, packs, stoves, etc.) will be inspected by the trip leader prior to each use.

The proper use of camp stoves will be taught in the backpacking classes and no one will operate these stoves unless they have been approved as an operator by a member of the backpacking staff. If campers use stoves they will be under the supervision of a staff member. In every event fuel will be held at least 15 feet away from stove. Proper stove use will differ according to model; each stove will only be used in accordance with manufacturer directions.

## **8. Safety and Emergency Procedures**

The buddy system may be used on trips in which case the leader may, at his discretion ask for a buddy count. The campers will be counted before leaving each location. Careful Counselors Constantly Count. Every

member of the trip will wear a whistle and will be instructed where and when to use it by the trip director, unless it is deemed unsafe to do so.

If a camper needs to be evacuated the first choice will be to hike the entire group to the road head. In the event of an emergency where the trip director deems it necessary to leave one or more members of the group on the trail and go for help, the following procedure will be followed: The campers will be counted. The campers to stay on the trail will be left with a senior staff member with provisions for a 24-hour stay. The senior staff member that knows the trail the best will take at least one staff member, or if appropriate an older camper, and go for help. The remaining staff member will keep the group together, preferably remaining in place, but hiking out if necessary.

In the event that a buddy check shows that a member of the group is missing a similar procedure will be followed. The departing senior staff member will re-trace the trail, periodically blowing a whistle and listening for a reply. All members of a trip will have been instructed that, if they have become separated from the group, they should not move and should blow their whistle periodically until a staff member comes to them.

Communication with the main camp in the event of an emergency or change in trip plans will be accomplished by a phone call to one of the camp directors. Contact numbers are included in each first aid kit. No communication will be made with a camper's parents or the media except through the camp director or someone appointed in his stead. The Directors will also contact the appropriate county sheriff and the Forest Service if appropriate.

## 9. Safety Talk

Campers will be given a safety orientation upon arrival at wilderness locations.

## 10. Aquatic Sites Away from Camp

An aquatic site will be defined as any event where a camper will be in water over his/her thigh. By this definition a river ford may be an aquatic site.



A perfect day for fun at Lower Creek Falls

- A. Upon arrival to any aquatic site campers and staff will be oriented to rules and boundaries of the area.
- B. Staff will access water and weather conditions to identify hazards and determine appropriate activities.
- C. Camper access may then be limited as appropriate. This may be based on the camper's swimming ability, or degree of staff training.
- D. Staff will ensure that the facility appears to be in good repair, and that in every event appropriate rescue equipment is available and in good repair.
- E. For any aquatic activity there will be at least two staff present, one of which will be out of the water as a trained



lookout and one of whom will be an adult and certified Lifeguard.

F. All staff accompanying campers to public aquatic facilities must be trained on written procedures that specify their supervisory roles and responsibilities.

### **11. Other Regulations**

All Forest Service regulations will be adhered to. All active Peregrine Falcon closures will be respected. Crowded areas will be avoided and group size will be limited based on the needs of a LNT ethic.

Authoritative Source: The Complete Walker 3.

## **OUT OF CAMP TRIPS IN CAMP-OWNED OR CAMP-SPONSORED VEHICLES FIRST AID & EMERGENCY MEDICAL CARE**

Camp staff remain responsible for all their care giver roles when out of camp, even when the trip is overseen by other contracted help. For example staff remain responsible for camper behavior and general safety during rafting trips.

Before transporting campers away from camp, you must do the following:

1. Complete a Trip Request Form.
2. File completed form with Hostess.
3. Know the location of the nearest medical facility to your point of destination.
4. Perform the safety inspection that is posted on the visor of the vehicle that you are using.

### **SUPERVISION RATIOS**

Campers will ordinarily be accompanied by two staff members. One will be the designated trip leader. Exceptions include trips to the Huckleberry and Rafting Trips, and for age, physical or mental needs that are not ordinary for the camp population. These exceptions will be considered by the director signing the trip form.

On normal out of camp trips a minimum staff ratio in a van will be two staff members to 10 campers. The staff should also be prepared with activities to engage the children during the trip. Activities should be appropriate to the age, mental ability, and physical condition of the campers. One person on all trips should have at minimum a first-aid certification.

Should an emergency malfunction occur in your vehicle while you are transporting campers, follow the following procedure:

1. If possible, remove the vehicle from danger of being struck by passing traffic.
2. If prudent remove the campers to a safe place where they are out of danger from being struck by passing traffic. This may require remaining in the vehicle until help arrives.
3. Place emergency warning markers behind the vehicle.
4. Call for help, or flag down a passing motorist and ask them to send help from the nearest filling station and to call the camp and notify the directors of your location. Female staff should not accept

a ride with a stranger for this purpose. At least one adult staff member will remain with the campers at all times. Of course, if a second vehicle is on the trip, its driver will go for help. If appropriate, one counselor may identify witnesses.

5. Notify the camp, and only the camp, when safe to do so. When on a trip any communication with the camp should be done through the Hostess, Director or Program Directors. The camp director, or his designated representative, will handle any contact with parents or media.

All camp vehicles leaving the Swannanoa Valley are equipped with an emergency first aid kit. Health forms will, in most circumstances, remain in the infirmary and be faxed to the appropriate hospital if needed. It is the responsibility of the camp nurse, working in conjunction with the trip leader, to assure that these kits and information are properly stocked and completed.

Any trip outside of the Swannanoa Valley will be supervised by a minimum of two staff members who are familiar with and capable of implementing the emergency procedures described in this section. Two such staff members in two different cars that stay together on a trip will be considered to be in compliance with this section. Trips in the Valley, to the doctor and to the Asheville Airport may be made with only one trained staff member.



Haley teaching anchors at The Chimneys

Should a minor injury occur on any trip, a staff member will administer first aid. Should a serious injury occur on a trip, a staff member will stay with the injured camper and the remainder of the campers while another staff member goes/calls for help. The next phone call should be to the camp. Staff should not speak with media or parents, but should instead direct all questions to the camp director. If there is no 911 service in the area, the trip leader will take the injured camper, and, if appropriate, everyone on the trip to the nearest hospital. The details of all such injuries will be entered in the infirmary logbook immediately upon the trip leader's return to camp. Should such injury require the aid of a doctor, an accident report will be filed.

If there is a Certified WFR or WFA on the trip then he/she may act in that capacity if he is in a technically defined wilderness context.

Should an emergency involve a traffic accident, one staff member, after assuring the safety of the campers and administering aid to any injured, will obtain the name and phone number of any witnesses to the emergency and who may be present and will make notes of any license numbers of other vehicles that may be involved. After these procedures, a staff member will notify the camp office giving to one of the directors details of the emergency.

All ratios will be met if each person is wearing a seat belt and a qualified driver is behind the wheel, though there will ordinarily be two staff on each trip (exception: trips to the doctor). It will be the Trip Leader's responsibility to ensure that these procedures are followed.

## COUNSELORS AND CARS

The majority of *camper fatalities* are the result of automobile traffic. This, coupled with the Directors' hope to create a pristine environment, makes our automobile policy extremely important.

Counselors should not drive through camp unless on a director-sanctioned camp task; *camp is a pedestrian environment*. When cars do drive on property, the speed limit at camp is 7 miles per hour. All roads, except the lower tennis court to the Big House, are one way, generally bearing right. All counselors must park at the Mountain View Lot or on Carolina Heights, unless they receive special permission of a director. It is supremely important that all staff parking on Carolina Heights pull their vehicles completely off the pavement onto the gravel so that no part of their car is sticking out onto the road. Central staff may park in the designated area in front of the Big House. No campers may ride in a staff member's car without the permission of a director.

All camp vans are ordinarily to be parked at the Manure Dump or Upper Lot.

All delivery trucks are to be notified of the route they are to take while on the property.

## VEHICLE SAFETY

- A. The first time that each child rides in a passenger vehicle he or she will be instructed on safety regulations. This will include: 1. Instructions to use seatbelts and not to remove them, 2. and instructions to obey the driver, 3. to remain seated, 4. evacuation procedures if in a bus.
- B. Camp vehicles will not be loaded beyond capacity, or number of seat belts.
- C. Children under 8 who weigh less than 80 pounds will be in a booster seat with a shoulder strap. Any other vehicles used will not be loaded beyond seat belt capacity.
- D. In all vehicles campers and counselors must wear seatbelts while traveling off the property.
- E. If two or more vehicles are traveling together, there will be no passing unless absolutely necessary. Also, they will remain a safe distance apart. If any driver behaves irresponsibly, he or she will be subject to discipline, including dismissal.
- F. Any people in wheelchairs will be belted into chair which will be locked in position and secured to vehicle.

## NON-PASSENGER VEHICLES

No camper or staff will ride in the back of a pickup truck or wagon where seats are not attached to the vehicle. The exceptions are slow moving "hay rides" (i.e. the Fourth of July parade and Christmas breakfast), and maintenance or operational needs (i.e., setting up cookouts or moving equipment).



## POTENTIAL CONTACT WITH STRANGERS DURING OUT-OF-CAMP TRIPS

During trips out of camp where strangers may be encountered either in the town or in the wilderness, the following procedure will be followed:

1. The campers will be buddied up as they are on the waterfront and the pairs will be numbered. Buddy checks will be taken periodically. Buddies must stay together at all times.
2. Staff will endeavor to keep the entire group in sight at all times. There will also be pre-determined check in times; these will be determined by the trip leader and based on specifics of location. Every camper will be supervised unless the camp director gives permission for this not to occur.
3. If the trip leader believes it is appropriate the campers will be instructed to not talk to any stranger, and, if separated from the group, to seek aid only from officials such as law enforcement officers, store employees, etc.
4. Should a camper be missing from the group, one staff member will initiate the search procedure. A second staff member will stay with the main group, keeping them together and in one place.
5. Upon arrival at area give campers an orientation defining boundaries, bathroom procedures and what to do if lost.

## **VI. Other stuff to help you do your job**

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### **YOUR RESPONSIBILITY AS A COUNSELOR**

Camp counseling is not an easy job; it is not a summer vacation. Your responsibility toward your campers continues twenty-four hours a day with the exception of your scheduled time off. Your exercise of these responsibilities will have an immediate effect on the safety and happiness of your campers, and it will also affect their growth and attitudes for the rest of their lives.

Through Merri-Mac's and Timberlake's many years of operation, our program has helped the Christian growth and given direction to thousands of campers. Many former campers have told the Directors of lessons learned at Merri-Mac and Timberlake that guide them in their mature lives.

These lessons, this growth, this strengthening of commitment, and happy love of a full adventuresome Christian life did not come from Merri-Mac or

Timberlake per se; these things come from all of the staff members who have been here before you, all of the counselors who have dedicated their summers to helping young girls and boys grow.

Continuing the program and Merri-Mac/Timberlake spirit that has been built by these former staff



**Austin getting the job done on opening day**

members is NOW YOUR RESPONSIBILITY.

## LOYALTY

During your stay with us you will probably see things that you feel could be improved upon. Please talk with your Camp Division Coordinator, Program Director, or Camp Directors concerning these things. Complaining to campers or fellow staff members is not allowed. It simply hurts the camp.

### **TELL ME ABOUT IT! (reporting camper/counselor concerns)**

Creating/protecting a safe camp environment involves awareness. Part of your job is to tell the camp director about anything that compromises the fun, growth, and well-being of a camper or another counselor or any behaviors that campers are exhibiting which suggest they are having difficulty adjusting to camp life.

Tell me about any camper who is

- Struggling with homesickness
- Isolating him or herself from the rest of the cabin, tribe, etc.
- Struggling to form friendships with other campers
- Eating very little or refusing to eat
- Bullying another camper physically or emotionally
- Repeatedly using profane or graphic language
- Having difficulty sleeping (trouble falling asleep, nightmares, bed-wetting, etc.)
- Refusing to adhere to camp rules (consistently late, neglecting assigned chores, etc.)
- Threatening to run away or to harm him or herself
- Displaying inappropriate behaviors
- Overly preoccupied with sexual matters

Tell me about any adult

- Who you feel is stressed or who you think could use some support or relief
- Who you feel is not taking care of him or herself
- Whose behavior with campers is inappropriate, including...
- Using profane or graphic language
- Initiating or encouraging inappropriate contact with campers
- Favoring one or several campers over others
- Participating with campers in breaking camp rules
- Being punitive in a way that is threatening or harmful
- Social Media presence that is inconsistent with the ideals of camp
- Making campers feel uncomfortable
- Whose behavior with another counselor is inappropriate, including
  - Using profane or graphic language
  - Initiating or encouraging inappropriate contact with counselors
  - Encouraging other counselors to behave inappropriately
  - Making another counselor uncomfortable



## BENEFITS FROM CAMPING

These benefits are beautifully expressed in the following excerpt from a letter that we received from a parent after the 1986 camping season:

The Merri-Mac experience affords our daughter the opportunity to be herself and explore her own identity, talents, abilities, limitations, and to experience these without the eyes of her mother, father, brother, sister or schoolmates watching her. She is freer to express herself, freer to succeed, more free to fail. It teaches her to cope. It teaches her independence. It teaches her cooperation. It broadens her ability to establish role models by her association with older campers and staff. In short, I believe that Merri-Mac may well be the most positive and ultimately educational experience in our daughter's life.

-Merri-Mac Parent

Timberlake Parents have expressed similar feelings:

While many "things" influence behavior and performance, we believe that Timberlake has been a major part of some very positive self-image and confidence building. From archery awards to being nicknamed "Timberlake" at home because he always wears his jersey, the result has been seen. We have always emphasized Christian principles in our home, but because you said them, our son now believes they are true. See what an impression your staff made on him; thank you.

We feel that both our boys came away with so much more than a camp experience. They came away beginning to see how Christ wants them to enjoy a balanced wholesome life from someone that Mom and Dad don't even know!

-Timberlake Parent

## A BRIEF HISTORY OF MERRI-MAC AND TIMBERLAKE

Merri-Mac was founded by Mrs. Alice McBride Coburn ("Macky") in 1945 and was named by her first Program Director, Dr. Mike Buie. Macky's husband built most of the buildings, with the exception of the Big House, during the early 1950's.

Macky was fond of saying that she founded Merri-Mac "for the Lord and for Southern Girls." This Christian faith is still the strength of Merri-Mac. Because of our modern transit system, Merri-Mac is no longer confined to camper recruitment south of the Mason-Dixon Line, but it is still committed to preserving the gracious deportment that was a part of the Old South.

In 1960 George Pickering bought Merri-Mac and through several outstanding directors preserved the Christian atmosphere and traditions that Macky had started.

In October of 1977 the Boyd family purchased the camp from the Pickerings and has since continued working to develop the property and program. In addition to this their vision has included offering excellence in instruction.





In 1983 Timberlake was started as a 10 day post camp, operating after the Merri-Mac girls had left. In 1986 Timberlake grew into a 4-week program that operated concurrently with Merri-Mac's first session. From there it moved to 6 and then 8 weeks of operation, with each session having about 30 campers. Finally, in 1992 Timberlake gained a full time director and began to expand its program to its current format. Timberlake's enrollment has also grown from about 30 boys to its current capacity of 105.

## GENERAL STAFF QUALIFICATIONS

Counselors for both camps must be men and women of outstanding Christian faith and character who have obtained a high degree of excellence in the activity that they will be teaching. They must present a neat, healthy appearance, and be in superior physical condition.

A Merri-Mac and Timberlake counselor must have a loving heart and possess a cheerful and winsome personality. He/She must have a keen sense of humor and be able to relate in a "give and take" situation with children of camp age, and also with adults.

He/She should be goal oriented, having direction in his/her life and be able to inspire campers toward establishing direction in their lives.

As an activity specialist he/she should be a good advertisement for his/her sport. As a committed Christian he/she must demonstrate a sincerity and depth of commitment. Toward this end, each counselor should be at camp for the simple purpose of bringing glory to God through working with his/her campers.

These ideas are best summarized in our three general staff qualifications: 1. Love Christ 2. Love kids 3. Love and be remarkably skilled in your activity.

Counselors-In-Training will ordinarily be at least seventeen years old at the start of the camping season and are not required provide a Christian testimony. Junior Counselors will have graduated High School and demonstrate a credible profession of faith, but JC's will not provide Christian leadership. Full counselors will ordinarily be at least eighteen years old by the start of the season, have completed one year of college and be prepared to serve in a ministry position.

## CELL PHONE POLICY

You are invited to bring your cell phone to camp, with some restrictions. You may use your cell phone *only* during your day and night off. Your phone *must remain in the cell phone cabinet at all other times*. so do not share your phone. As always, your primary focus in the summer is your campers.

## STAFF CONTACTS WITH PARENTS

Occasionally, especially on opening and closing days, you will have direct contact with parents. During these times you may be the *only* contact that the parent has with camp personnel, and the reputation of Merri-Mac and Timberlake rests solely in your hands. Be the first to introduce yourself and mention that you are their daughter's or son's cabin Counselor or C.I.T. or an Activity Director. If you know something nice about their son or daughter, say it. In any event, thank them for sharing their child with us.

Remember that the parents have entrusted their most precious possession to us. Let them know that



you appreciate this and help them feel secure in their trust.

Beyond opening and closing day procedures, no staff should initiate contact with a camper's parents without prior permission from the Directors. In the event a parent contacts a staff member, the staff member needs to have appropriate central staff talk with them.

## RELEASE OF PERSONAL INFORMATION

Our campers are given to us in trust by their parents. On occasion we have had requests for information concerning our campers from various agencies and individuals. No staff is authorized to give any information concerning campers or other staff. The dissemination of such information is to be given only at the direction of one of the Directors.

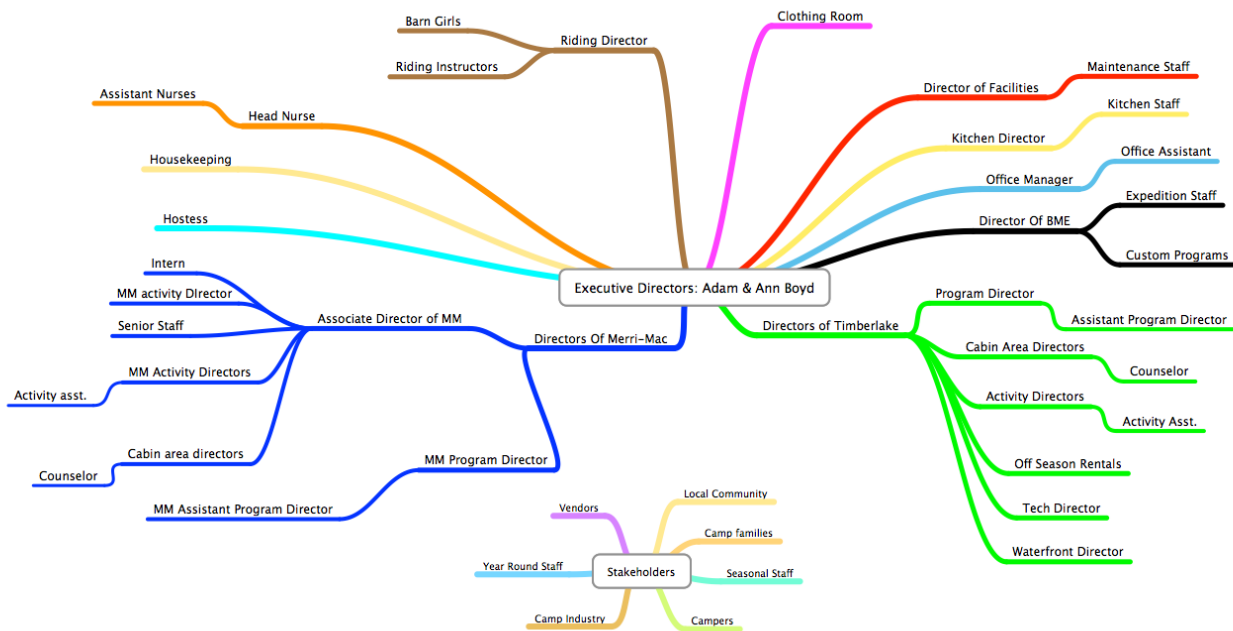
*No information is to be given to media, or on any social media platform without express permission of one of the Camp Directors.*

## THE KITCHEN

For hygienic reasons, no one is allowed in the kitchen or cooks' dining room except by invitation.

## ORGANIZATIONAL STRUCTURE

Camp's system of operating as a team of Directors has a strong advantage in that emergency decisions can be made more quickly by whichever Director is closest at hand. For general operation, however, each Director has specific areas of responsibility as shown on the following Organizational Chart. The lanes of administration shown on the chart may change on occasion, and you will be notified if this occurs. Please take this chart with a grain of salt – or several – as it overemphasizes hierarchy as opposed to the teamwork involved in camp. We are a camp family and not a rigid business organization. Any of the Directors are available to talk and share with you at any time.



## STAFF HEALTH

The benefits that you will give your campers will be negligible if you are sick or constantly tired. The same rules apply to *your* health as to the health of your campers. You need rest, healthy sleep times, good eating habits and good personal hygiene just as thoroughly as a competing athlete. Sleeping is part of your job so you should be in bed by 11:00 p.m. Use your days off for rest, not for riotous activities that will leave you fatigued the next day. Wash your hands regularly and practice good hygiene, even if you think you would be going overboard to keep this same level of hygiene away from camp.

## HALF-SESSION CAMPER

New campers arriving for the second two weeks of each session will be coming into a situation where friendships and patterns have already been established. This normally does not present a problem if the Counselors make a special effort to help the new camper join in.

Encourage old campers to welcome these arriving campers and help them feel a part of the Merri-Mac and Timberlake family.

## GENERAL DRESS

Both campers and staff are expected to maintain a neat, clean-cut appearance at all times. Merri-Mac and Timberlake are special places, and we do have an “official” dress code on opening days and an informal one at all other times. Because of foot injuries in our mountainous terrain, flip-flops and other sandals without heel straps are not allowed in camp outside of the cabin (Ex: Teva’s and Chaco’s are ok, Reef’s, Rainbow’s are not). Also, girls, please remember that one-piece suites are required and modesty is appreciated.



Things getting serious during the Gold Rush

## **VISITS BY PARENTS, RELATIVES, FRIENDS AND POLICY CONCERNING CAMPERS AND STAFF LEAVING CAMP**

Visitors must check in at the office and receive permission from one of the directors before proceeding further. If permission is granted, the person who is receiving the visit will be paged and asked to come to the front office. Most visits will be conducted on the front porch of the Big House, however, should the visitor receive permission to proceed through the camp, they will do so in the company of a staff member or their child. Under no circumstances may a camper leave the cabin or assigned activity area with anyone, including their parents, without the express permission of one of the Directors.

Only the Directors may grant permission for a camper to leave camp with anyone, including their parents. Each camper's file contains a permission form signed by the parents detailing the circumstances in which a youngster may leave camp. Every camper must be signed out every time they leave camp. At the end of the session, they must be checked out by office staff. A camper will be considered an absentee on the opening day of the session (or otherwise) if he/she is not on the property by Tattoo. At that time the Director will ordinarily call the camper's family.

With the exception of scheduled days and evenings off, staff members may not leave the camp property without the express permission of one of the camp Directors and all absences from the camp must be evidenced on the check-out sheet. **Leaving camp without permission may result in dismissal.**

### **SMOKING**

Campers or staff who smoke or indulge in other distasteful habits at camp may be dismissed from camp.

### **DAYS AND NIGHTS OFF**

All staff will have one day off per week, from after breakfast until 12:00 A.M., and a night off per week, from after dinner until 12:00 A.M. Taking this time away from camp is not only a privilege, it is an obligation. You need time away from your campers if you are to consistently do your job well and effectively. At the same time, there will be some days (opening day, etc.) when time off will not be available.

These days must be closely coordinated with the Camp Division Coordinator and Activity Directors to assure that all areas are covered with competent supervision. (This must also be finally approved by the Program Director.) You will have the same day off and night off each week so make your plans accordingly and look at the master schedule of special activities.

C.I.T.s will not be allowed to leave the immediate Asheville area on their days off without the approval of the Director.



### **GRATUITIES**

It is against our policy for you to accept such gifts, and you should politely decline, stating that it violates the standards of the American Camping Association.



# STAFF PERSONAL PROPERTY

In a situation where large numbers of campers and staff live together for a protracted period of time, there is a strong tendency to borrow and lend personal articles. This practice is forbidden at Merri-Mac and Timberlake among the staff members and is discouraged among the campers.

Articles requiring specific attention are as follows:

1. Jewelry and other valuable personal effects must be checked with the Directors on opening day and will be placed in the safe. You can get them for any special events that you wish. Avoid bringing it to camp if possible.
2. Personal vehicles may be driven only by the owner. You may not borrow a car for your day off. These vehicles will, however, be made available in the event of an emergency at the discretion of the Directors. Please keep gas tank at least half full while it is in camp for emergency purposes.
3. Personal firearms must be kept in the locked riflery closet and may not be removed except with a Director's permission. Other hazardous equipment such as bows, arrows, large knives, etc. must be stored under lock and key as directed by the Camp Director.
4. Amounts of cash over one hundred dollars belonging to staff should be kept in the safe.
5. *Pets and other non-camp animals are not allowed in camp without the specific permission of the Directors.* Cats are especially loathsome to the tireless few that labor to clean the mess that you are sure they will never leave.

## STAFF RECREATIONAL USE OF FACILITIES

Staff members are welcome to use the activity facilities during their free times provided that their own activity areas and cabins are covered and that the following stipulations are met:

1. The facility is not currently in use by campers.
2. Permission for the facility use has been obtained from the appropriate activity director i.e., the tennis director must approve use of the tennis court.
3. The same safety procedure is observed for staff as is required for campers. These procedures shall include, but are not limited to:
  - a. Certified lifeguard approved by the waterfront must be actively on duty, out of the water, and guarding during any use of the waterfront, including swimming, diving, canoeing, blobbing, water-sliding, and sunbathing on either dock.
  - b. Lifejackets will be worn by all staff while in a canoe or Kayak.
  - c. Buddy Tags and Sign In sheets will be used.
  - d. A staff member approved by the Ropes Course Director/ will be present during any use of the ropes course and Climbing Director for climbing elements.
  - e. A member of the archery staff must be present during any use of the archery range, and range procedure prescribed in the archery regulations will be observed.
  - f. A member of the riflery staff will be present during any use of the rifle range and the range procedure prescribed in the riflery regulations. No firearms larger than 22 caliber will be used on the range without the Camp Director's permission. Any privately owned firearms must be given to the Camp Director who will store them under lock and key away from the camp-owned firearms for use by the owners only with the Director's permission.
  - g. A member of the gymnastics staff who is approved by the gymnastics director will be present any time that the gymnastics equipment is in use.
  - h. No staff will enter the paddock without the express permission of the riding staff. No staff will ride any horse unless in the presence of a member of the riding staff and with the express



permission of both the riding director and the Camp Director.

- i. All Ropes Course and climbing elements are unavailable without the permission of activity head, a qualified instructor present and a certified belayer belaying.

## **FLASH FLOOD AND BREAKAGE OF THE DAM**

When the above situation occurs, the following procedure will be implemented:

1. The senior-most staff member will direct the remaining people to a point above the water flow.
2. The junior-most staff member will inform the hostess who will announce the situation to the camp by the P.A. system. She will then inform the Camp Director and call 911.
3. Junior Camp and the Big House staff will report to the "Mike." Everyone else will report to their cabins for a bed check and check for injuries.
4. The head cabin counselor will report his or her findings to the Division Coordinator who will inform the hostess in the "Mike."
5. Mass injury procedure and missing camper procedure would be followed if necessary, with the exception of no aid station at the dining hall and the Administration will be set up in the "Mike."
6. Transportation would be as stated in the mass injuries procedure and would use the back gate.
7. After everyone is accounted for, injured cared for, and weather conditions are safe, the secretary will announce to resume normal activities.



## **EARTHQUAKES AND LANDSLIDES PROCEDURES**

When the above situation occurs, the following procedure will be implemented:

The senior-most staff member will clear the area of people and direct them to a safe location.

The junior-most staff member will inform the secretary of the situation. The secretary will announce the situation on the P.A. system and direct the staff on what action to take.

After the earthquake and/or landslide, everyone will report to their cabins for a bed check and report results to the Camp Division Coordinator who will notify the office of their findings. If necessary, they will set up an aid station. If there is a missing camper, the secretary will announce for missing camper procedure.

After everyone is accounted for, injured cared for, and weather conditions are safe, camp will resume.

# STAFF AGREEMENT

By agreeing to work/volunteer at camp I am joining a community entrusted with the care and well-being of other people's children – the campers. I recognize that our most important responsibility is to safeguard the physical and emotional well being of the campers and staff. As such, I agree to adhere to and uphold the rules and policies of the camp community, including those outlined in the Personnel Policies, as well as the following:

## General

1. Keep any harmful materials (alcohol, cigarettes, fireworks, firearms, etc.) out of camp.
2. Leave my cell phone in my car or the staff lounge.
3. Take responsibility for my own well-being during camp, making sure to get enough rest and nutrition, and to let the camp director know of any wellness issue.
4. Keep all medications, prescription or otherwise, with the nurse.
5. Observe curfew and lights out.
6. Attend all meals, activities, evening activities, etc. as scheduled.
7. Treat all campers and fellow staff members with respect. If I have a conflict or concern I will follow the model of Matthew 18, going to the person first, then to a member of the senior staff, and finally to the camp director.
8. Report concerns and challenges to the camp director.
9. Observe and enforce all safety regulations for each camp activity.

## Camper Supervision

1. Observe the "Five Golden Rules" for supervising children.
  - a. Golden Rule: Everything must be done in the light of day and in eyesight of other staff. Never be alone with a camper.
  - b. Be within eyesight of my campers unless their privacy mitigates against this practice.
  - c. When out of eyesight, keep them within earshot.
  - d. Stop behavior that is "over stimulating" and potentially unsafe.
  - e. Report concerns about campers or fellow staff to a senior staff member or camp director.
2. Water fights, wrestling matches or other forms of "horsing around" can become over stimulating very quickly, so they must be supervised very carefully. Another staff member must be present if I participate.
3. I will not "friend" a camper via social media.
4. I will not post pictures of children on any social media without their parent's permission
5. I understand that I, through the camp, am a mandated reporter. If a child discloses to me that they have been physically or sexually abused I will share this immediately with the camp director

## Appropriate Behavior

1. Observe the rules of conduct when dealing with children, consistent with those outlined in the staff manual and with my training including
  - a. Never using physical or corporal punishment
  - b. Never touching a child when I am frustrated or angry
  - c. Keeping discipline private from the other campers
  - d. Always reporting any punishment to senior staff member and record on cabin card
  - e. Never hazing or humiliating a camper in any way

- f. Always speaking to campers as if their parents are standing next to me
  - g. Never being alone with a camper
  - h. Backrubs, if allowed, must be done in the presence of another staff member
  - i. Never tickling or teasing a camper to the point where they are out of control
  - j. Never talking about troubling details of my personal life with campers present
2. Follow approved guidelines for camper/staff contact, including:
    - a. Touch in safe places (shoulders, upper arms, upper back)
    - b. Never touch a child against his or her will
    - c. Never touch a child in a place on his or her body normally covered by a bathing suit, unless for a medical necessity, and then only in the company of another adult
    - d. When supervising showers, changing clothes, helping with medical needs, etc., be in the company of other campers or staff, and within earshot of one other adult.
    - e. Whatever I do with campers is in the light of day and never alone with a single camper.
    - f. I may not date or have any romantic relationship, or sexual contact with a camper or CIT.
  3. Report concerns I have about the conduct of campers or other staff to the camp director, including those who are
    - a. Threatening or punitive with campers
    - b. Using inappropriate language, gestures, or interest in sexual matters
    - c. Touching others in a way that doesn't seem right
    - d. Saying anything inappropriate
    - e. Making a camper or another staff member uncomfortable in any way
    - f. Singling out campers for special attention
    - g. Whose social media presence is inconsistent with their lives at camp

## **Exposure Control Plan**

This information is provided to camp employees in partial compliance with OSHA's Bloodborne Pathogen Standard. It is the intent of Merri-Mac/Timberlake to educate people about issues related to exposure to body fluids, to use management techniques and equipment to minimize exposure risks for employees, and to monitor individuals' use of these techniques. The camp recognizes universal precautions as an effective control measure. This describes the application and monitoring of potential sources of risk in the camp program, the steps taken by camp to protect employees, and the actions taken by camp if blood or body fluid exposure occurs.

**JOB CLASSIFICATIONS WHICH, BY VIRTUE OF JOB DESCRIPTION, INCUR THE RISK OF EXPOSURE TO BLOOD AND OTHER BODY FLUIDS:** nurse, nursing assistant

**JOB CLASSIFICATIONS WHICH, BY VIRTUE OF JOB DESCRIPTION, PROVIDE FIRST-AID CARE AS AN ANCILLARY TASK RATHER THAN A PRIMARY TASK:** Designated wilderness first aider in camp tripping programs, lifeguarding staff when on-duty at the waterfront.

**(ALL OTHER JOB CLASSIFICATIONS ARE NOT EXPECTED TO PROVIDE FIRST AID BUT RATHER REFER PEOPLE IN NEED OF HEALTH CARE TO THE NURSE/NURSING ASSISTANT.)**

Camp nurses and nursing assistants (NAs) can reasonably expect to come in contact with blood and other body fluids. The potential for exposure to transmitted diseases is greatest for these staff members. Consequently, the recommended exposure control plan involves the following practices:

Members of the camp health-care team are oriented to the potential for exposure by camp's health-care administrator. A record of who received the education and its content is kept for three years by the administrator. The orientation includes:

- Identification of risk areas: contact with bloodborne pathogens (e.g., hepatitis, HIV), contact with airborne pathogens (e.g., common cold, TB), contact with surface-borne pathogens (e.g., staph infections).
- Education about the nature of the risk: method of transmission, virulence of pathogens, resistance factors related to potential host, symptoms, and information sources which provide clues to potential risk areas.
- Work practices designed to minimize exposure:
  - Availability of personal protective equipment (PPE) – gloves, CPR mask, antimicrobial soap, (eye, nose, and mouth) shield, body fluid spill clean-up kits.
  - Double-bagging via red bag and disposal procedure for hazardous waste.
  - Screening individuals who come to the program.
  - Requiring participants to provide health information.
  - Use of universal precautions by staff.
  - Education for people working in risk areas: health-care team members, lifeguards, housekeeping, kitchen staff.
  - Hepatitis B vaccination for nurses: camp pays for vaccinations done by the local provider during the nurse's contracted time. Camp encourages unvaccinated nurses to get vaccinated.
  - DVD/video which teaches effective use of the CPR mask.
  - Sharps container provided which has biohazard label affixed.
  - Resource personnel to answer questions: camp health-care administrator, camp supervising physician, and State Dept. of Health epidemiologist.
- Behavior expected from employees to minimize risk:
  - Use of PPE:
    - ✓ Gloves are used when in contact with body fluids or providing skin treatment (e.g., applying medication to poison ivy, washing a rash).
    - ✓ CPR mask is used to provide CPR/artificial respiration.
  - Minimum 15-second hand washing with antimicrobial soap after: removing gloves, contact with potential risk, unprotected contact with any body fluid.
  - Minimum 60-second hand washing with antimicrobial soap after blood splash.
  - Use of body fluid spill clean-up kit.
  - Vaccination to protect from hepatitis B.
  - Sharps disposed of properly: no recapping of needles, all sharps (lancets, needles) placed in sharps container immediately after use, full sharps container given to Administrator for disposal through local hospital.
  - Participation in education about disease control.

- Immediate reporting suspected exposure (e.g., needle stick) to supervisor and Administrator.
- Performing job tasks in a manner which minimizes/eliminates exposure potential.

Evaluation of compliance with the camp exposure control plan as part of the camp personnel-management system.

### **Camp Counseling Staff**

While the potential for exposure to bloodborne pathogens is minimal for general counseling staff, it does exist. The camp health-care plan vests authority in general staff to respond to emergencies at the level of their training while initiating the camp emergency response system. Since camp emergency response occurs within minutes, the potential for exposure is limited and most likely confined to initiating CPR/artificial respiration and slowing severe bleeding.

In keeping with accepted practices, the camp health-care administrator educates camp staff during orientation about appropriate response practices:

- Staff are instructed to use a CPR mask for CPR and artificial respiration; masks are kept at the waterfront and health center.
- Staff are instructed to use gloves when potential for contact with blood or blood-tinged fluids exist. Gloves are in all first-aid kits. Staff members who want to carry a pair on their person may obtain them from the health center.
- Staff are instructed to respond in emergency situations to the level of their training per State Good Samaritan regulations.
- Staff are instructed to initiate the camp emergency response system immediately.
- Staff participate in a discussion of "emergency" to establish defining attributes of their response.
- Staff are educated to approach care of minor injuries from a coaching perspective and specifically directed to refer injured people to the camp health-care team if self-care is inappropriate or impossible.

## **HEPATITIS B VACCINATION STATEMENT**

(In response to the OSHA Bloodborne Pathogens rule [1992], which requires that employers provide access to the Hepatitis B vaccine to "all occupationally exposed" employees, this form has been used by some ACA camps. This form may be a piece of the camp's OSHA-required Exposure Control Plan your local OSHA regulating agency.)

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Hepatitis B virus (HBV) infection. I have been given information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.

**OPTION 1**

\_\_\_\_\_ has completed the following inoculations using:  
(name of employee)



- Recombivax-HB or  Enerix-B vaccine

Inoculation 1: Date Given at

Inoculation 2: Date Given at

Inoculation 3: Date Given at

OR

- See attached medical form for additional information
- Option 2

I understand that I have been given the opportunity to be vaccinated with the Hepatitis B vaccine at no charge to myself. By not returning this form to the director I am indicating that I am declining the vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Please check either Option 1 or Option 2 above, then sign and date below:

Employee Name (please print)

Employee Signature

Date \_\_\_\_\_

### **Post-Exposure Plan for Camp**

Camp employees who have a blood exposure incident are eligible for follow-up treatment. Follow-up is initiated by the employee who must immediately (within fifteen minutes) notify the camp nurse when a blood exposure incident occurs. The following plan is initiated. Records of the incident are maintained for the duration of employment plus thirty (30) years by the Camp Director and according to OSHA requirements (i.e., separate from personnel records). Camp administration debriefs each incident in an effort to identify ways to improve the camp's exposure risk.

<b>Time Line</b>	<b>Employee's Actions</b>	<b>Camp Nurse's Actions</b>	<b>Camp Director's Actions</b>
Within 24	Exposure incident	Notify camp director.	Determine

hours	<p>occurs. Report incident to camp nurse within 15 minutes of happening.</p> <p>Begin prophylactic treatment.</p> <p>Complete Workers' comp form &amp; incident report with camp director.</p>	<p>Begin 15-second scrub of area with bacteriostatic soap, followed by application of disinfectant.</p> <p>Contact supervising MD and refer client for assessment.</p> <p>Begin psychosocial support process.</p>	<p>source of contamination; initiate request to have source screened for infectious diseases.</p> <p>Notify insurance.</p> <p>Create incident report file with supporting documentation.</p> <p>Contact mental health professional for employee.</p> <p>Complete Workers' comp &amp; incident report form with employee.</p>
Within next 48 hours	<p>Continue medical follow-up, per MD orders.</p> <p>Begin counseling support.</p>	<p>Monitor client adjustment to situation; answer questions, as needed. Provide needed cares.</p>	<p>Follow testing of source individual as warranted.</p> <p>Consult with mental health professional to arrange post-camp therapy, per need.</p>
Beyond first three days	<p>Continue post-exposure prophylaxis, as directed by MD.</p> <p>Participate in review of incident.</p>	<p>Participate in review of incident.</p>	<p>Maintain contact with employee to follow incident.</p> <p>Lead review of incident.</p> <p>Review incident; adapt camp practices as needed to manage risk, and to minimize chance for repeat of situation.</p> <p>Maintain records for duration of employment, plus 30 years.</p>