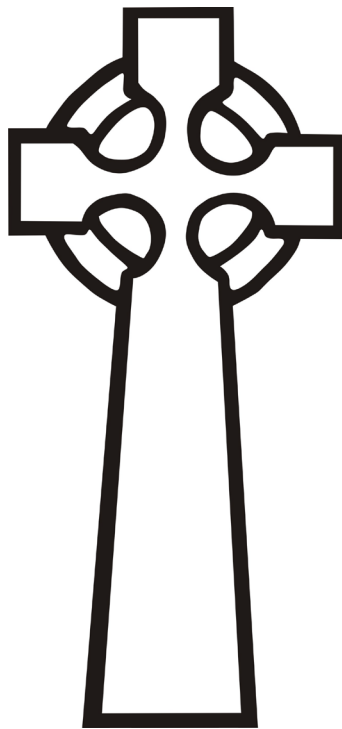


Camp Wingmann Counselor Handbook &



**Camp Wingmann Policy and Procedures &
Rules and Regulations**

Emergency Procedures

A. Lost Camper

It is rare to have an actual 'lost camper'. Many times the camper in question has just returned to a cabin, is taking a walk, or has just not communicated their whereabouts to a counselor. However, there is always the need to be concerned if someone is not present with your group when they should be. This situation requires calm thinking and quick response.

- At first notice of a missing camper, the counselor should check with their counselor and with their cabin mates. If feasible, they can then check the cabin, bathrooms, and the area around the event.
- Check with cabin counselors concerning homesickness, illness, unusual behavior or events, etc.
- If a camper is still not located, the counselor should report immediately to the Assistant Directors and the Executive Director. Then following will happen:
 1. Director with one volunteer will take the camp vehicle with a cell phone and check the ball field, ropes course, perimeter of camp on road, all while calling out the camper's name. They will then return to the camp office if camper is not found.
 2. Assistant Director, with a cell phone, will take one volunteer and check the lakefront building, lakefront area, Duplex, cottage, and the Lodge... all while calling out the camper's name. If camper is not found they will return to the camp office.
 3. Head Counselor/ Assistant Director #2, with cell phone, and one volunteer and check all cabins, the chapel, the mess hall and gym all the while calling out the camper's name. If camper is not found they must return to the camp office.
 4. The nurse needs to stay in the camp office and monitor the phone. The nurse will also check all medical forms for that camper.
 5. When all have reported back to the camp office, if the camper has not been located, the Executive Director will contact the child's parents and the sheriff's department. The Chaplain and Assistant Directors will keep things calm and camp running as usual. All other staff and counselors should continue program and activities as planned.

B. Emergency Procedures: Lightning Storms

Lightning is a quick and deadly force of nature. Central Florida is the lightning capital of the world. Every year people are killed by lightning. Whenever there is a storm, it is best to use extreme caution and to be safe. Equipment and activities can be replaced, people cannot. It is important to remember that while a fast response to a lightning storm is needed, it should not occur at the expense of safety. Panic never works and is, in fact, very dangerous. Whenever you see a lightning strike or hear thunder, you should begin to put a plan into action. It is important to remember that storms have their strongest lightning on the leading edge of the storm, and the strikes happen often before the rain begins to fall. Do not wait until the storm is in full swing before making a decision. When enacting a lightning plan, be calm and assertive. Give clear directions and remember to take a head count of all present. In all storms, stay away from bodies of water, open fields, and all tall trees (the only safe place is in sturdy building). Do not use phone, showers, computers, metal objects (such as aluminum boats, golf clubs, etc.). Where to go and what to do:

- If at the Lake (Swimming): At the first sign of lightning or after hearing thunder, clear the swimming area. All swimmers must immediately get out of the water and in to the lake front building. Take a head count. Do not leave until the storm has passed. Do not go near the water or

use a phone unless absolutely necessary. If the storm continues for a long period of time the Directors will come and instruct you and where you are to go.

- If you Kayaking, Sailing, or Canoeing: At the first sight of lightning or after hearing thunder, blow the whistle to clear the lake. Use sign of paddle held straight in the air as a sign to clear the lake. Gather all campers and counselors in lake front building and take a head count. Do not go near the water or use a phone unless absolutely necessary. If the storm continues for a long period of time the Directors will come and instruct you and where you are to go.
- If you are doing Field activities (Ropes, Archery, Ball Field, Sports, etc.): At the first sign of lightning or the sound of thunder, clear the fields and go to the gym. Do not gather in the woods or under trees... go to the gym and take a head count. Stay until Directors give the all clear.
- Louttit Lodge, Gym, Cabins, Water Front Buildings, Chapel: These are the 'safe places' we can go to. If a storm occurs while gathered in these places you are to stay until the storm has passed. Keep everyone calm and wait it out. Take a head count.

The key to dealing with storms is to remain calm and keep the campers and yourself safe. Make sure you have everyone in your group. If you are paying attention to your surroundings then you will not be caught off guard.

C. Emergency Procedures: Fire Drills

Main Camp Area:

In the event of an emergency fire, the main camp bell will ring continuously. Upon hearing this, cabins and buildings should be evacuated as follows:

- Those in all Cabins, Yates Hall (the ol' Mess Hall), Chapel, Duplexes, Cottage, Gym, and Lake Front building will go, with their groups, to the cross by the lake. Have the groups sit down in a circle, take a head count and keep everyone calm. **Counselors are to send one runner to alert the executive director of fire alarm.** Stay there until the Directors give the all clear to return to your area.

Louttit Lodge:

- If the fire alarm goes off, everyone must evacuate the building immediately. Lead everyone out of the building and gather at the flag pole in front of the Lodge and do a head count. All kitchen staff are to gather in a circle, again do head count. The Assistant Director will send a runner to to the Director's house. Again, once all are evacuated, **If the executive director is not present then the assistant director, will send a runner to get him/her immediately.**
- The Assistant Director will then go to each group to ascertain that all are present, including the nurse. Everyone is to stay outside by the flag pole in their groups and remain calm until the Director gives the all clear.

D. Emergency Procedures: Hurricanes

- If a hurricane is threatening Florida and is within 2 days of reaching Camp Wingmann, the staff will call all parents to come immediately to pick up their children. When all campers have been picked up, all staff will then be sent home. This evacuation of camp will occur no less than 24 hours prior to the possible arrival of the storm. **Summer Camp cannot and will not stay to 'ride out' the storm.**

E. Emergency Procedures: Tornadoes

Tornadoes create a very dangerous and immediate situation. The Directors have weather apps on their phones with warnings and the office has a weather radio. The weather is monitored with the weather bureau 24/7. Here is what to do if a tornado warning is issued:

- Campers and staff will gather in the Lodge and sit, with the doors closed, in the inner halls of the wings until the danger has passed.
- Secondary shelters for the old part of the camp are the hallways of the Rectory and Retreat House with all doors closed. These are used if reaching the Lodge is not possible due to time or severity of the weather conditions.
- If you are caught in a cabin with no warning and no time to seek other shelter, then have everyone get under the bunk beds and cover their heads.

F. Emergency Procedures: First Aid

This is not intended to be a replacement for the course in first aid. This is a resource of what to do in certain situations. The main thing to remember is to keep yourself and those around you calm while still responding to the situation at hand. Panicking can be just as harmful as what is going on. Here are some basic guidelines for first aid situations that may arise around the camp.

- For small scrapes, cuts, bits, scratches, bumps, and bruises: Clean affected area with soap and water and use a band-aid. If in doubt call the nurse.
- If injury needs attention beyond step I and the person is fairly ambulatory (is able to walk) and is lucid (not dizzy, feverish, hobbling, etc): Take them to the nurse for attention. Examples of this would be a badly scraped knee or elbow, or a cut on the hand.
- For more serious injuries (i.e. severe bleeding, broken bones, unconsciousness, dizzy, possible head injury): Keep the person still and apply basic first aid (pressure to wound, non-movement (watch for signs of shock). Send for nurse immediately. Do not try and move them.
- Snake bites and allergic reactions (bee, wasp, hornet, or scorpion stings, and spider bites): These require immediate attention. Get the nurse or get the camper to the Lodge as quickly as possible. If the camper has medication with them (asthma inhalers, epi-pens) then use as directed.
- Heat Stroke or Heat Exhaustion: Get the person out of the sun and keep them still. Fan them and give water in small amounts. Send for the nurse immediately.
- **In case of a camper throwing up in the cabin:** Contact nurse and keep the camper calm. If it is possible, take the camper to the nurse at the Lodge.
- **To clean up vomit:** Use No-Vom (kitty-liter with Lysol) this is found in the labeled milk jugs or in the 2 liter coke bottles in each cabin and various areas around the camp. **When cleaning vomit please use plastic gloves.** Generously pour the no-vom on the vomit and allow it to soak up as much as possible... let it stand for a few minutes. Use the 'special broom' and dust pans that are designated for this purpose to sweep up the no-vom. These 'special' tools are located in the laundry room at the Lodge. **Do not use the vacuum cleaner to clean up the no-vom!**
- Once it is cleaned up, the broom and the dustpan **MUST** be washed and sanitized in the mop sink in the room with the water heater at the Lodge by placing the broom in a bleach solution and spraying down the dustpan with bleach and then rinsing.

In the case of out of camp trips, all leaders should have their cell phones, which is used in emergencies. All staff are trained in basic CPR and first aid and should respond to any emergencies they see. All life guards are to be certified in CPR with all certifications on file in office.

General Policies and Procedures

A. Waterfront Policy

Trout Lake is an awesome place for our campers to enjoy water activities. But with any lake in Florida there are dangers and concerns which must be addressed. It only takes a second for someone to disappear under water and be in serious trouble. These policies are in place for the safety of all participants. ***Failure to abide by these can result in being banned from all lake activities.***

- The head life guard is in charge, with other life guards next in authority. They can and will boss everyone at the waterfront. Obey them.
- In case of an alligator sighting all swimmers are to immediately leave the lake. We do not wish to alarm swimmers and create panic so if sighted alert lifeguard with the word “puppy in the water” and then aid in getting everyone out of the lake.
- All rules listed on signs are in effect at all times.
- Under the horseplay rule, no one pushes anyone off either dock.
- There is no running on the docks.
- No kayaking or canoeing with a counselor accompanying group. This means that a counselor has to be kayaking or canoeing.
- When campers are in the water, life guards are to never take their eyes off swimmers... even if life guard is engaged in conversation.
- Life guards are to ensure that campers follow the ‘buddy system’ when campers are to swim. This means each camper is swimming with another person in arms length.
- Life guards are to stop any behavior which they deem unsafe or risky.
- If the lifeguard sees lightning or hears thunder, no matter how distant, they are to order everyone out of the water immediately. This includes boaters.
- In case of lightning and/or thunder lifeguards with counselors can take swimmers to the gym and if lightning and/or thunder is not seen or heard for 15 minutes then they can resume lake activities.
- All life guards are to be Red Cross or YMCA current certification. A copy of said certification must be on file in the office prior to them serving as lifeguard at Camp Wingmann... this includes fall and spring season activities.
- **No swimming, kayaking, canoeing or any other water activity is to be done after dark.**

B. Ropes Course Policies and Procedures

Our ropes courses, both low and high elements, offer campers a chance to learn the art of team work and to challenge themselves mentally and physically. While it is a lot of fun this can be a very dangerous activity if done incorrectly. These are put in place to ensure that everyone has a fun and safe experience.

- The Lead Ropes Course Facilitator is in charge, with other ropes course facilitators next in authority. Obey them.
- Safety is paramount... it is the most important thing. Facilitators are to stop any behavior they deem risky or unsafe. ***Be alert!***
- If a facilitator sees lightning or hears thunder, no matter how distant, all rope activities are to cease. Take everyone to shelter in the gym. If lightning is not seen and thunder not heard for 15 minutes then rope activities can resume.
- No one is to go on the high rope elements unless at least two Camp Wingmann facilitators are present and in charge of the activity.
- All Facilitators are to be trained by a designated senior ropes leader. That person is hired to lead training by the Executive Camp Director. Trainers are to have at least one year of leading ropes experience in order to be considered.
- Facilitator to camper ratio must not exceed 12 to 1.

- High Ropes gear must be used and inspected by facilitator. *After the participant has put on gear it must be inspected at least twice to ensure it is on and working properly.*
- Nobody is to be forced or pressured to go on the high rope elements. While we encourage and challenge everyone to push their boundaries we are not to belittle or demean anyone who refuses to go.

C. Wildlife Policy

At Camp Wingmann we have some really cool and beautiful wildlife. Some are harmless... while others... not so much. These policies are put in place for everyone's safety and for the safety of the wildlife.

- Do not touch any wild life. You may observe but stay back a safe distance and do not bother them.
- Do not kill the snakes. *It is not your job or responsibility to deal with nuisance wildlife, including snakes. Report all sightings of snakes to the director and let him deal with it.* Believe or not the nonpoisonous snakes are our friends and help us control rodents. Please leave all snakes alone.
- If you see a raccoon, possum, or foxes out in the daytime, stay away from them and report it to the director. They are not normally day time animals and it could be an indicator that they have rabies.
- If you see bats out, day or night, leave them alone as well. They often are carries of rabies.
- We have many types of birds here. Give them space and leave them alone. You can observe them... better yet you can learn their names and their calls.
- Any alligators observed are to be reported to the director. Gators six feet or more in length will be removed by the Florida Wildlife Commission. Before reporting a sighting to the Director please make sure you are not mistaking a cattail plant or turtle. *Even if you suspect an alligator report your suspension to lifeguards by telling them you thought you saw a puppy by the water. This is our code word to avoid panic. They will have everyone come out of the water.*

D. Policies concerning Visitors and Parents of Participants

Visitors

- All visitors are to report directly to the camp office upon arrival. If a counselor sees a stranger around the camp, they should ask that person to report to the office and direct them to there.
- If a counselor wants to have a visitor come during a camp session, *they must clear it with the director before the invitation is issued.*
- If the visitor is staying for a meal or meals then it is expected that they will pay the going rate for that meal. Normally we do not offer any facilities for overnight visitors. However, at the discretion of the executive director, volunteers may be allowed to stay provided a space can be found.

Parents and Campers

- At opening day (normally at registration) parents are asked to list the names of the persons who are authorized to pick up the camper. On the closing day, or at any other time, only the designated parent or guardian on that list can sign for that child. *A camper will not be released to anyone who is not on the check out list. If there are misunderstandings, you must refer to the Registrar, Executive Director, or the office manager.*
- There are to be no parent visitations during a camp session. They are welcome to come and observe the closing but it is a serious distraction when a parent visits during the session. *If there are misunderstandings then you must refer them to the director.*

E. Smoking and Alcohol Rules

All camp staff are expected to live by a code of conduct at Camp Wingmann that prohibits the use of tobacco products (including any vapor products), alcohol in any form, illegal drugs of any kind.

- Smoking or 'Vaping' is prohibited at Camp Wingmann. There are no designated smoking areas on the grounds. If there is a question let the Executive Director deal with it.

- Camp Wingmann is an alcohol free zone. The only alcohol allowed on campus is the wine used strictly at the Eucharist. If there is a question let the Executive Director deal with it.
- Any medications brought on campus must be cleared with the nurse on duty for that week or weekend.

F. Firearms, Fireworks, Weapons

- It is prohibited to be in possession of the above items as well as firearms, fireworks, or other explosives.
- Weapons are prohibited.

For rules A and B... violations can result in immediate dismissal of employment and/ or being asked to leave Camp Wingmann.

G. More General Rules for Camp Wingmann

- Personal pets are not allowed. The only exception will be seeing eyes dogs or teaching animals (such as snakes and other reptiles). These exceptions must be cleared by the Executive Director and be caged or harnessed appropriately.
- Personal sports equipment, valuables and belongings are not insured by Camp Wingmann and are the sole responsibility of the owners. You are asked to keep all valuables that you might use (i.e. personal archery bow, basketballs, jewelry, electronic equipment, etc) either in your vehicle or just leave them at home. *Camp Wingmann can not be responsible for damage, theft, or loss of any personal items.* Personal equipment use needs to be approved by the Executive Director.
- Staff and clergy families may use the lakefront and swimming area during their free time provided there is a certified lifeguard present and on duty. There is absolutely no swimming at any time unless a certified lifeguard is on duty.
- All boating activities (kayaking, sailing, canoeing, any kind of boat) requires the use of a life jacket. The life jacket must be of appropriate size and properly worn and secured. No exceptions.
- All staff should submit proof of personal medical insurance or sign a 'no health insurance' waiver. All staff must also complete all health and medical release forms to be on file in the office.
- Incident reports will be kept by the camp nurse concerning all injuries and visits. A medical loge will be present and kept. Should a counselor witness an accident or other incident, an incident report should be filled out and given to the camp nurse. Forms are available in the first aid room or in this packet.

H. Rules Concerning Vehicular Traffic

- All personal vehicles are the responsibility of the owners. Staff vehicles should be parked in the Lodge parking lot, and should not be used unless authorized by the executive director.
- At absolutely no time should there be a camper in a vehicle belonging to a staff member. Any exceptions must have written consent from the parents or guardian of the camper. This is also true of siblings or family members.
- Any vehicle which comes on camp property during regular camp sessions should be driven at no more than 10mph. A counselor has the authority to stop a fast moving vehicle and remind the driver of the presence of children on camp grounds.
- Counselors should be aware and make campers aware that an active road does run through the camp. They should always check for traffic and moving vehicles before crossing the road and going through "the jungle".
- Please maintain the 10mph speed limit at all times... even on the 'days off'. We have not only people on the campus but also wildlife.

Camp Wingmann Counselor Handbook

TIPS ON BEING A



SUPER COUNSELOR

1. Hiring Policy:

All potential employees will

- Submit a written and signed job application which includes a pledge of good, moral conduct and permission to conduct background checks.
- Have an interview with the Camp Director
- Have three references to be checked
- Have background checks by:
 - FDLE
 - Local Law enforcement
 - Sex offender registry

+ Sign an employment Contract

2. Required Training of Staff

Every counselor will receive training in the following areas:

- How to be a counselor
- Camp Wingamann rules and regulations
- Camp Wingmann policy and procedures
- Adult Sexual Misconduct Prevention (Safeguarding God's Children, etc)
- Chile Sexual Abuse Prevention (Safeguarding God's Children, etc)
- Basic First Aid and CPR Training

3. Staff- Camper Relationships

- There will be no romantic or sexual relationships between staff and campers at Camp Winmann period! If a staff member is caught engaging in this their employment for the summer will be terminated.

4. Staff- Staff Relationships

- No public displays of affection (PDA's). There is an exception for married couples.

- Any relationship that develops can only be pursued on times when staff is off. Pursuing personal relationships takes the attention off the campers and on to yourselves.
- There will be no sexual misconduct among the staff.
- No relationships are allowed between counselors and junior counselors and no relationships are allowed between staff and the CIT's.

5. Staff Week and Weekend Conduct

- Females will stay in A-Wing and Males will stay in C-Wing. B-Wing is for female kitchen staff and female nurses.
- No visiting of halls or rooms or cabins of the opposite sex. Everyone deserves their privacy.
- Dress appropriately when you come into the rotunda.
- **Staff under eighteen** must first have written parents permission (on file with the office), and the Director's permission to leave campus. **This includes Saturdays off.**
- Curfew for all counselors, including Saturdays, is 11 p.m. We are insisting that everyone be on campus by 11 p.m.
- **Wal Mart Runs and other shopping:** *Please plan accordingly...* try and go as groups and only shop on the weekends and **not during camp.**
- During staff week, camps, and off days there will be no sneaking into the kitchen (this includes pantry closet, freezers, and refrigerators) for snacks. On the weekends between sessions, you will be told what is available for food. We try and budget our food purchases for the camps but we will make sure that there is food for you to snack on!
- If you watch movies or play video games we ask no R-rated movies and no violent video games. Please, also, turn off the projector when finished... the bulbs for those are incredibly expensive.
- **Please clean up after yourself and maintain clean and stocked bathrooms.** We do have guests that come to visit or to volunteer and we want the place looking good.
- **Washer and Dryer:** Please do your laundry on the weekends. Do not leave your laundry in the washer or dryer, remember you are sharing the appliances. Also, please use your own laundry products.
- Keep your rooms clean and picked up. Parents see these rooms from time to time and we need to set the example.

6. Use of Camp Equipment and Vehicles

- The Tahoe may only be driven by Fr. Deke and Mrs. Sindy for insurance reasons.
- Golf carts may be driven by staff only with permission of the director. They are not for personal use and may not be taken off campus. After use, they must be returned.
- Unsafe or reckless driving of the golf carts is not allowed.
- ***Any damage that is caused to the Golf Cart or to any other equipment on campus must be reported to the director.***
- All powered tools including saws, trimmers, mowers, blowers, etc can only be used by staff with permission of the director.
- All personal vehicles are to be parked in one of the designated parking places at all times during the camp sessions.

How to Get in Trouble

(Not an inclusive List!)

1. Failing to adhere to rules and regulations and the policy and procedures. These are in place to establish a safe and productive working community!
2. Yelling at campers to 'Shut up'
3. Popping ANYONE with towels.
4. Throwing anyone off the docks into the water (horseplay at the lake).
5. "Rough- Housing" with campers.
6. Use up something and not replenish it or tell anyone we are out.
7. Going into the kitchen area during camp sessions.
8. Playing games and ignoring your campers (e.i. basketball). Involve your campers in your sports.
9. *Leaving your cabin at night with the Jr. Counselor in charge.*
10. Being out in the rotunda of the Lodge at night after lights out (or on the porch of the cabins). This includes the kitchen crew! You need and those around you need the sleep!
11. Going into a cabin or wing of the opposite sex.
12. Using a golf cart without permission.
13. Driving a personal vehicle during camp sessions.
14. Using inappropriate (cussing or otherwise foul) language.
15. Telling dirty or inappropriate jokes.
16. Telling ghost/ scary stories or not stopping campers from doing the same.
17. *Allowing your campers to keep their phones after lights out or during the daily activities.*
18. Sleeping late and/ or avoiding work. This includes sleeping while Jr. Counselor is leading cleaning detail.
19. Putting your personal needs ahead of the campers.
20. Sitting on the ping-pong table with others and not participating with the campers.

How To Get Fired

(Again, not an inclusive List)

1. Endangering a camper or anyone's safety in anyway.
2. Having more than a "Friend" relationship with a camper, C.I.T., Jr. Counselor, or camper.
3. Having a sexual relationship with another counselor, C.I.T., Jr. Counselor, or camper.
4. Not fulfilling your duties, being lazy, late to work, not watching after the campers. Showing up late for work.
5. Not knowing where your campers are at all times or leaving campers unattended.

Tips for being the best counselor you can be.

1. Be Prepared

- Know how you want something to be done.
- Let the campers know how you want it to be done.
- Make sure the campers are doing it that way.

2. Be Alert

A. Within the cabin:

- As the adult you need to be alert at all times. This includes a **WIDE** variety of situations.
- Make sure you know where your campers are at all times.
- Try and anticipate possible situations and/or problems. For example, 'Will this interaction lead to a fight?' 'Are someone's feelings hurt?' 'Will this get out of hand and/ or become dangerous if I don't get involved now?'
- Stay aware of your surroundings. For example be aware of weather conditions... are your campers drinking enough water? Does it look like a storm is approaching?

B. With individual Campers:

- Do not take campers anywhere alone unless it's a dire emergency... and even then call the nurse or other adult to meet you.
- Are your campers taking real showers? Are they changing their cloths regularly? Are they taking care of personal hgiene?
- Are your campers using the restroom on a regular basis. (This is really important for you elementary kids who might be embarrsed about using the bathroom.)
- Are they eating properly? Encourage your campers to eat a balanced diet (not just the desert stuff for example).
- **Here is a biggie: Are your campers drinking enough water? Are you drinking enough water?**
- Is everyone being included in all activities?

3. Remember have a sense of humor... be careful but have fun!

- Camp Wingmann is about finding God, making friends, and having fun!
- If the campers aren't having fun... neither will you. And if you are not having fun... neither will they.
- Attitude is everything! Do not be sarcastic with campers you do not know. Foster a positvie attitude.
- Don't be over bearing... be cool, chill out! However, do not become one of the campers! ***You are the adult- you are in charge and that means that you are responsible for their safety!***

4. Deal with all camper issues immediately

- No camper deserves to be outcast or ridiculed. Deal with any situations where kids are being bullied, left out, touched inappropriately, threatened, etc. If it is appropriate up issues again at the cabin devotions. *What does it mean to live in community under Christ?*
- However, keep issues private when it's private. Not all situations are group teaching opprotunities!

5. Be Fair with all concerned

- Remember all campers have paid (or where paid for) all at the same amount. Just because you may know one of your campers well does not mean that you should spend all your time reacquainting yourselves. Bottom line: **DO NOT PLAY FAVORITES!**
- If you know some of your campers from past camps or whatever use those relationships to help other campers into the cabin environment. They will respect you all the more as a leader if you do this... remember they will be looking to you as the leader.

6. Be the adult... Be the Leader God has called you to be!!

- Lead by example. Maintain a positive attitude, even when you may not feel so positive. For example, if you complain about the food- so will your campers. If you whine about how tired you are... so will your campers. They are looking to you as the leader. *Remember... it may be week four for you but for the campers that week... its week one!*
- Leave gossip and rumors out of your daily life at camp. If you are gossiping or partaking in rumors about fellow campers it can lead to hurt feelings and broken community. Your campers will follow your lead so just don't do it. Gossip in any form takes away from the reason of why you are here.

7. Be Consistent

- Think before you speak... mean what you say and say what you mean.
- Follow the rules of the camp and the cabin and set the example. If you don't do this consistently then they won't.
- Do not yell at your campers or tell them to 'Shut Up'. Use the "God is good..." method of getting your groups attention.

8. Remember... Be Positive!

- The summer program at Camp Wingmann is designed to be a time and place that is 'set apart'. We are striving to make this a safe place where kids can come to know and grow in Christ. Your campers have not come here to be yelled at or belittled (many of them get this kind of treatment in their homes or schools).
- If you are prepared, consistent, and yes, have a sense of humor, you will not need to yell at your campers.
- If you find yourself in a position where campers are not listening to you... then wait. Make it clear that they are using up their time (i.e. canteen, swimming, etc.). If you need to speak to the camp director or the assistant director for ways of improving responsiveness in the cabin.
- DO NOT get caught up in the heat of the moment and never argue with a kid... set the rule and be firm in following through. Again, NO YELLING! One way of getting the attention of your campers is to have your sit out on an activity.

**BOTTOM LINE: KNOW WHAT IS GOING ON WITH
YOUR CAMPERS—THAT IS YOUR JOB!**

Code of Conduct for the Protection of Children and Youth

Read and initial each item to signify your agreement to comply with the statement.

I agree to do my best to prevent abuse and neglect among children and youth involved in church activities and services.

I agree not to physically, sexually or emotionally abuse or neglect a child or youth.

I agree to comply with the policies for general conduct with children and youth defined in the *Policies for the Protection of Children and Youth from Abuse*.

I agree to comply with the Guidelines for Appropriate Affection with children and youth.

In the event that I observe any inappropriate behaviors or possible policy violations with children or youth, I agree to immediately report my observations.

I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with the *Policies for the Protection of Children and Youth from Abuse*.

I understand that the church will not tolerate abuse of children and youth and I agree to comply in spirit and in action with this position.

ACKNOWLEDGMENT, RELEASE AND SIGNATURE

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or choosing me for a volunteer position or for my discharge if I have already been hired or chosen.

I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender and predator registry or other qualifications for my employment or volunteering. I also authorize _____ Parish to request and receive such information.

If selected, I agree to be bound by _____ Parish's policies and procedures, including but not limited to its *Policies for the Protection of Children and Youth from Abuse* and **Code of Conduct for the Protection of Children and Youth**. I understand that these may be changed, withdrawn, added to or interpreted at any time at the _____ Parish's sole discretion and without prior notice to me.

I also understand that my employment or volunteering may be terminated, or any offer or acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of _____ Parish or myself.

Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between myself and _____ Parish for employment, volunteering or the providing of any benefit.

I have read and understand the above provisions.

Signature/ Date

Witness/ Date