



# **Fort Hill Christian Youth Camp**

## **Policy / Procedure Manual**

**Spring 2015**



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## **Personnel (PER)**

### **PER-01: Trustees**

#### **Organizational Relationship**

An individual trustee has no authority to make decisions on matters of camp business except as a part of the body of the Board of Trustees. An individual trustee may be delegated the authority to make decisions on a particular matter by a motion of the board in a regular or special meeting. An individual trustee shall make no financial obligation in the name of Fort Hill Christian Youth Camp unless specifically authorized by the board.

#### **Primary Function**

In accordance with the Constitution and By-Laws, promote the purpose of Fort Hill Christian Youth Camp through a team effort with fellow trustees. Manage the affairs of the camp in a prudent manner and provide leadership for camp improvement and expansion.

#### **Performance Responsibilities**

1. Contribute financially to Fort Hill Christian Youth Camp each year.
2. Solicit donations and workers for the Camp.
3. Seek opportunities to advertise and promote the Camp programs.
4. Attend all Board of Trustee meetings unless excused. (See Article III, Section 5 of the Constitution).
5. Sincerely and diligently assume responsibilities delegated by the Board as a whole.
6. Participate in Camp improvement projects.
7. Make at least 2 (two) visits to the Camp during the regular camp sessions.
8. Recruit campers.



## **PER-02: Board of Trustee Meetings**

Regular Board of Trustee meetings will be held once a month except for the months of January and July. The place, time and date of each meeting will be established by the Board of Trustees.

Special Meetings may be called by the President or a majority of the Trustees.

The Secretary, or his designee, shall record the minutes of each meeting. These minutes shall be made available to the Board of Trustees within two weeks of the meeting.

## **PER-03: Staff Approval**

No person will be invited to work all summer at Fort Hill Christian Youth Camp without the prior approval of the Board of Trustees. This includes paid and non-paid positions.

**X-Ref:** ACA: HR.03

## **PER-04: Facilities Director**

The Facilities Director is responsible to the Board of Trustees and works under the supervision of the Board of Trustees as a unit. The Board President, however, will represent the Board on matters and decisions which must be made in the absence of the full Board of Trustees.

The primary function of the Facilities Director is to care for and arrange for physical improvements in the camp buildings, equipment and grounds and promote the camp throughout the brotherhood. A sampling of responsibilities follows:

1. Arrange for repair of buildings and equipment as necessary and/or as mutually agreed upon between the Public Relations & Facilities Director and the Board of Trustees.
2. Maintain a work list to be available to individuals and groups wishing to donate labor toward Camp improvement projects.
3. Organize work days.
4. Recruit volunteers for work details.



5. Coordinate the efforts of volunteer work crews.
6. After prolonged and careful study, make suggestions to the Board of Trustees re-garding facility expansion and site utilization.
7. Make recommendations to the Board in regard to the purchase of supplies and equipment.
8. Speak to congregations and individuals regarding the successes and needs of the camp.
9. Solicit donations for the camp.
10. Coordinate the food service program including the purchasing.
11. Other reasonable tasks as assigned by the Board of Trustees.
12. Record work completed and report to the Board of Trustees each meeting.

### **PER-05: Kitchen Supervisor**

A Kitchen Supervisor may be appointed by the Trustees who is responsible to and works under the direction of the Board of Trustees. During the regular camp sessions, the head cook is responsible to the Camp Manager.

The primary responsibility of the Kitchen Supervisor is to arrange for nutritious meals and supervise kitchen and dining room during Board of Trustee's authorized camp sessions. A sampling of responsibilities follows:

1. Orient and supervise cooks, dishwasher, and dining room help.
2. Order food and kitchen maintenance and cleaning supplies.
3. Plan the menu for each meal.
4. Keep an inventory of all food and kitchen supplies.
5. Report the inventory of food and kitchen maintenance supplies and cleaning supplies to the Board of Trustees during the December meeting each year.

### **PER-06: Camp Secretary**

The Camp Secretary is hired each spring by the Board of Trustees. The Camp secretary works under the direction of the Camp Manager but also supports the work of the Board of Trustees. A sampling of responsibilities follows:



1. Type and copy materials as required by Manager.
2. Maintain regular office hours including answering the telephone during the camp season.
3. Pick up mail and take mail to the mailbox.
4. Organize the registration process.
5. Sell concession cards and Camp supplies during office hours.
6. Keep records of receipts of income from concession stand, crafts and all other monies and report such to the Treasurer.
7. Maintain inventory records of all items for sale.
8. Accountable for the petty cash in the office; maintain detailed records of disbursements and receipts.
9. Other reasonable tasks as requested by the Manager or assigned by the Board of Trustees.

### **PER-07: Lifeguards**

There must be at least one certified lifeguard inside the pool area anytime the gate to the pool is unlocked. The lifeguard on duty will determine if it is safe to allow campers and/or staff in the pool. A sampling of the duties are:

1. Perform a safety check before anyone is allowed in the pool. This includes monitoring weather conditions and checking the physical facilities.
2. Exhibit diligent in watching for swimmers that may need assistance.
3. Supervise the activities allowing the swimmers to have a good time, but not allowing unsafe activities to continue.
4. The lifeguard has the authority to dismiss unruly campers and/or staff from the pool area.
5. Clear the pool area at the end of the designated swim period ensuring that no individuals remain in the pool area.
6. Upon departure, the pool area should be secured and made ready for the next swim session.
7. Must demonstrate their ability to the director of pool operations.

**X-Ref:** ACA: PA.03; ACA: PA.04; ACA: PA.17





## PER-08: Camp Manager

The Camp Manager is responsible to the Board of Trustees and is responsible for the staff and the campers. Camp Managers must be approved by the Board of Trustees.

The primary function of the Camp Manager is to obtain qualified staff and to organize and coordinate all activities that comprise the camp program. Some of the performance responsibilities are:

1. Attend the Board of Trustees arranged Managers Meeting or review his plans with a committee of Trustees at a time mutually agreed upon.
2. Provide the Board of Trustees the details of his camp program and the selected staff members.
3. Select all personnel for his week, except Board-employed / appointed personnel.
4. Assign and orient all staff regarding their specific duties and expectations (except those who are employed by the Board and given specific job descriptions).
5. Develop and implement a daily schedule.
6. Identify with the head cook the time of meals.
7. Supervise all personnel.
8. Have all staff members complete a staff application and a staff health form at the beginning of the camp session and complete an evaluation form at the end of the session.
9. Hold a group staff orientation meeting prior to the beginning of the camp session and hold staff meetings as required during the week. Arrange for supervision of campers during staff meetings.
10. Be available during the registration process to meet the parents, answer questions and resolve issues that arise.
11. Write an evaluation report including unusual happenings for submission to the Board of Trustees.
12. Organize a clean-up program involving campers and staff to ensure the camp facilities are ready for the next week.
13. Handle all staff and Camper problems. Consult with the President of the Board of Trustees as the need arises.
14. Report any abuse in accordance with guidelines adopted by the Board of Trustees.
15. Confer with the incoming manager regarding weekend supervision and the transition of management responsibilities.



## PER-09: Qualifications of Camp Personnel

1. All managers, teachers, counselors, nurses, maintenance workers, cooks, kitchen help, and all others working directly with the youth Camp program shall be members of the church of Christ. Exceptions shall be contractors or workers hired by the Trustees to do construction or maintenance, etc. Any other exceptions shall be an emergency or on a temporary basis.
2. No one shall be assigned duties or assume duties unless approval is given by the Board of Trustees.
3. Junior Counselors are optional, but if used they must be at least 16 (sixteen) years of age and should have success-fully completed the Counselor Training Program.
4. All Camp personnel shall prepare themselves for the task assigned before the time of the assigned duties.

No person will be invited to work at Fort Hill Christian Youth Camp unless they meet these qualifications.

## PER-10: Suggested Staff Positions

- |                              |   |
|------------------------------|---|
| 1. Counselors/Jr. Counselors | 2 per cabin (at least one adult)              |
| 2. Nurse                     | 1 Registered or Practical Nurse or equivalent |
| 3. Kitchen Supervisor        | 1   |
| 4. Caretaker                 | 1   |
| 5. Dishwasher                | 1   |
| 6. Cooks                     | 4   |
| 7. Dining Room Workers       | 3+ as needed                                  |
| 8. Manager                   | 1   |
| 9. Recreation Director       | 1 male 1 female                               |
| 10. Night Watchman           | 1   |
| 11. Crafts, Concession, etc. | 1 or more as needed                           |



## **General (GEN)**

### **GEN-01: No Smoking**

Smoking is prohibited on camp property. No smoking signs are to be posted as a constant reminder of this policy.

### **GEN-02: Pet Restriction**

In general animals pose a risk to campers and are a disruption to camp activities; therefore, domesticated animals or pets of any kind are not permitted on the camp property. Exceptions may be granted for service animals for special circumstances by the camp manger.

### **GEN-03: Telephone Usage**

A list of emergency contacts will be posted by each telephone. Usage of the camp telephone by campers and staff should be discouraged and limited to emergency phone calls only. It is up to the Camp Manager to enforce this rule.

**X-Ref:** OH: 3701-25-10

### **GEN-04: Designated Parking**

Parking is restricted to designated areas only and in general should not be near any cabin. All roads and walkways shall be open ad cleared while the camp is in use. General parking is available next to the swimming pool and in the RV parking area.

- The nurse can park one vehicle next to the health center.
- The manager can park a vehicle next to the managers cabin
- The cooks can park no more than three cars adjacent to Duer Hall.

All parked cars are to be locked at all times. Under no circumstances should campers have access to any parked vehicle.



**X-Ref:** ACA: TR.03; OH: 3701-25-04

## **GEN-05: Non-Passenger Vehicle**

It is the policy of Fort Hill Christian Youth Camp that all individuals (campers and staff) are prohibited from being transported in the back of pickup trucks, gators, or wagons not designated for passenger use, i.e., seats are not attached to the vehicles.

Exceptions will be made for:

- Wagons moving at or below 10 mph off public roads (hay rodes)
- Emergency situations where transportation is needed and time is of the essence.

All rental groups must abide by this policy as well.

**X-Ref:** ACA: TR.02; OH: 3701-25-10



## Camper Security (CS)

### CS-01: Camper No Shows

1. All registered “no-shows” will be contacted through the parent / legal guardian and/or emergency contact numbers by the camp secretary after registration is complete to determine if /when the absent camper will be brought to camp.
2. At mealtime a check is made at the table by camp staff. If a camper is missing the cabins are checked to locate the missing camper.

This policy is discussed at the staff meetings and during staff orientation at the beginning of each weekly camp session.

**X-Ref:** ACA: OM.13

### CS-02: Camper Release

Parents have entrusted us with their most precious possession – their children. We must do all we can to provide them the best care while they are our responsibility. Therefore, the following guidelines are intended to avoid any problems discharging campers.

- Campers are to be released only to an authorized person. Parents/legal guardians must complete and sign a form authorizing the release of the camper to anyone other than the custodial parent / legal guardian.
- If a custodian parent / legal guardian requests that a camper not be signed out to a non-custodial parent, such request must be in writing.
- When a last minute change occurs in who will be picking up a camper, the new instructions are to be verified with the camp director from an authorized person. Permission from the authorized person may be faxed to the camp office prior to pick-up.
- At no time will a camper be permitted to leave without prior authorization of the parent / legal guardian and the camp director.



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## Health Care

A staff member checks campers out to an authorized person on Saturday morning pick-up.

X-Ref: ACA: OM.13



**CS02: Camper Release Form**

Camper Name: \_\_\_\_\_, Cabin #: \_\_\_\_\_

- I affirm that I have notified the camper's counselor and/or camp director prior to taking my child from the camp grounds.
- I affirm that I have been authorized to pick up this camper and have notified the camper's counselor and/or camp director prior to taking this camper from the camp grounds.

\_\_\_\_\_ Date/Time: \_\_\_\_\_  
Signature: Parent/Legal Guardian/Authorized Person

- I hereby authorize the following persons to pick up my child for visiting day and/or at the end of the camp session.

Name \_\_\_\_\_ Relationship: \_\_\_\_\_

Name \_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature: Parent/Legal Guardian/Authorized Person

**X-Ref:** ACA: OM.13



## Health Care (HC)

### HC-01: Medical Advisory Board

The medical advisory board is comprised of a nurse, a physician and a FHCYC board member. The medical board is available for advice and consultation. The medical board reviews medical treatment procedures annually.

### HC-02: Medical History

All staff members and campers complete a health History form as a condition of camp attendance.

- The camper's health history form contains a description of exempted activities, record of past medical treatment, record of allergies, a statement attesting all immunizations are up to date and record of current medications, as well as a parent or guardian permission statement that authorizes both emergency and routine care.
- If a camper arrives without a health form, the child's parents are asked to complete one insofar as they are able.
- If the child's parents are not available, the HCA completes the form with the child and contacts the parent via phone to confirm gathered information.
- Parental signature for permission to treat is obtained with a hard copy sent via fax or mail.
- It is camp policy that a copy of an individual's health form accompanies any group that leaves the camp. These are usually carried by the person responsible for the group's health care.

X-Ref: ACA: HW.05; ACA: HW.20; ACA: HW.23; ACA: HW.25





### HC-03: Parent notification

During registration, notices will be provided to parents which indicate the parents will be contacted if:

1. In the opinion of the camp HCA (Healthcare Administrator) and manager an illness or injury requires more attention than the camp can provide.
2. A camper's situation is not progressing as expected.
3. The camper is too ill to participate in the planned program for three hours.
4. The HCA believes the camper should be taken off site for diagnosis or treatment.

### HC-04: Screening

Screening is conducted by the health-care team upon staff and campers within 24 hours of arrival.

- It is expected that campers and staff arrive for their camp experience in good health.
- The camp reserves the right not to admit an ill or injured person.
- The practice is a risk-management strategy to:
  - Protect the camp community health information for each person
  - To obtain up-to-date and complete health information for each person
- Significant findings from the screening are acted upon as warranted by the situation.
- Parents and/or staff are notified of potential health concerns identified in the screening process.

**X-Ref:** ACA: HW.05

### HC-05: Special Needs

Parents, prior to enrollment shall be notified that the camp has limited capacity to accommodate children with special medical needs.

Parents whose children have special medical needs must contact the camp manager to determine if those particular needs can be accommodated at the camp.

**X-Ref:** ACA: HW.13



## HC-06: First-Aid Station

A first-aid station is located on the camp grounds and contains basic first-aid treatments, some over the counter medications and an Automated External Defibrillator (AED). Beds are available in order to temporarily quarantine a camper if it becomes necessary. A staff member must be present at all times when a camper is in the first-aid station.

**X-Ref:** ACA: HW.17; ACA: HW.18; OH: 3701-25-10

## HC-07: Health Care Administrator

The Health Care Administrator (HCA) is a registered nurse or licensed physician recognized by the state of Ohio responsible for providing first-aid and nursing services and for monitoring the health and sanitation conditions of the camp.

A sampling of the duties of the HCA are:

1. Oversee the screening and health check of incoming campers and staff
2. Collect and secure any medication that campers may require. Ensure that each camper receives their medication at the prescribed times.
3. Medication must be dispensed from the original pharmacy container with instruction for use, and must refer to the individual being treated. In the event that a parent sends meds without labels or prescribing information, the HCA will arrange with the parent for a new supply of appropriately labeled medication.
4. Use of "as needed" medication is supervised by the HCA. The rationale for giving a particular medication must be documented. The camp recognizes that most over-the-counter medications can be administered by people educated to do so but the decision to use over-the-counter meds in the camp setting requires assessment by the HCA.
5. Organize and store the medical history forms for all campers and staff that are on site. These forms are confidential and must be maintained in accordance with HIPPA standards.
6. The HCA reviews the forms and shares any information with counseling and/or kitchen staff if necessary for the individual's wellness. Staff must treat any and all disclosed information in confidence.
7. In addition to the health forms, the HCA is responsible for maintaining a complete, confidential and up-to-date activity log with notes regarding treatment and documentation of dispensary of medications.



8. At the end of the camp week, the health forms and records are kept in a permanent, secure place for the period of statutory limits as defined by the Stand of Ohio, currently seven years beyond the age of 18.
9. In addition to the activity log, the camp makes use of incident reports to document unusual situations. The camp Manager determines when to initiate the incident report and is charged with maintaining documentation, as well as apprising the camp Board of Trustees.
10. Provides guidance to the staff in first-aid procedures.

The HCA has the responsibility to determine when outside medical attention is needed and to communicate with to the parents when appropriate.

The health care team is comprised of camp staff selected by the HCA to assist in the management of the First-Aid station. The camp manager is responsible for the total health care program.

**X-Ref:** ACA: HW.02; ACA: HW.19; ACA: HW.21; OH: 3701-25-10

### **HC-08: Camp Staff Responsibilities**

It is reasonable for parents to assume that their child will return home in good health. Consequently, it is the responsibility of the entire camp staff to help monitor the health status of campers and refer them to the HCA as needed.

- Often campers will not self-report that they are injured or sick, so be watchful for changes in behavior and probe to find the cause. Escort the camper to the HCA if you feel it is appropriate.
- Be safety minded and stop unsafe activity. The best treatment for an injury is to prevent it from happening.

### **HC-09: Emergency Transportation**

One staff vehicle shall be inspected and designated as the emergency transportation vehicle should one be necessary. This vehicle should only be used to transport campers/staff to outpatient clinics. For serious injuries licensed and trained personnel as would be available by contacting 911 should be utilized.

**X-Ref:** ACA: TR.01



## Camp Operations (CO)

### CO-01: Tuition

Full tuition rates shall be established each year by the Board of Trustees. This includes tuition / fees for camp weeks and all Board of Trustee sponsored retreats and/or events.

### CO-02: Scholarships

No child will be denied camp privileges due to a lack of ability to pay the fee. Funds will be collected each year to pay for campers whose parents and/or guardians cannot afford the fee.

### CO-03: Registration Day

#### 1. Arrival

Upon arrival campers and parents should proceed to the registration area which will be marked with appropriate signage.

#### 2. Registration

The registration process is organized and managed by the camp secretary. All campers must check in and proceed through the various stations in the specified sequence. **All campers must complete the registration and screening process before placing personal items in the cabins.**

#### 3. Unpacking

Each manager will designate the parking area to be used during the transfer of personal items to the cabins.

#### 2. Parent Departure

After vehicles are unloaded, the drivers should either leave the campgrounds or park in the designated parking spaces. All non-staff parents are encouraged to leave the camp grounds within 45 minutes of the close of registration.



### CO-04: Attendance Records

A list of the name and address of all campers and staff members shall be kept in a permanent file. These records are for camp use only and are not to be distributed to any outside party. A record of baptisms that take place at camp will also be kept on a permanent basis.

### CO-05: Daily Schedule

Each Manager shall issue a daily schedule. While there are some required elements such as Bible classes, worship services, meals, etc.; the manager has flexibility in when these activities take place. Please reference the Managers Manual for a sample schedule. It's up to the manager and his staff to see that the schedule is followed.

### CO-06: Personal Property

In order for Fort Hill Christian Youth Camp to be a pleasant experience for all, certain rules must be followed by all. The following items are prohibited from camp:

- **Tobacco, Drugs & Alcohol.** No form of tobacco, illegal drugs or alcohol are to be used or kept on camp property.
- **Weapons.** No firearms, fireworks or personal knives are permitted on the camp grounds
- **Vehicles.** All cars / vehicles brought to camp must be parked in the designated parking spaces and remained locked at all times. Campers who bring cars / vehicles to camp must give the keys to the camp manager until ready to leave the camp grounds.

This policy is to reviewed at camp staff meetings.

**X-Ref:** ACA: OM.04



## **CO-07: Safety Orientation**

Staff and camper orientation should be comprehensive regarding regulations and expectations. The following non-exhaustive list must be incorporated during staff, camper and rental group orientation.

- Camper and staff rules and regulations will be strictly enforced.
- Campers of staff are not to leave the camp grounds without the permission of the Camp Manager. The Camp Manager must know where staff and campers are at all times.
- The following areas are off limits to campers unless authorized to enter or permitted by the schedule: kitchen, dining hall, swimming area, special activity area, creek area, parked cars, tool workshop, maintenance barn or buildings not in use as part of the schedule.
- Swimming is prohibited unless a certified lifeguard is on duty. This includes staff.
- Shoes must be worn at all times on the camp grounds.
- No firearms or fireworks are permitted on the camp grounds.
- Pranks and activities after curfew will not be tolerated.
- Horseplay in cabins, raiding of other cabins, etc. will not be permitted.
- Throwing campers or staff in the creek or swimming pool is absolutely prohibited.
- All staff and campers are to be in bed by the scheduled lights out time. Managers are responsible for enforcement of this policy and can make exceptions as deemed necessary.
- Smoking on the camp grounds is prohibited.
- No form of tobacco, illegal drugs or alcohol are to be used or kept on camp property.
- Shaving cream and water fights are not permitted. Shaving cream damages the finish on the cabins.
- Cleanliness and respect for grounds and property are expected.
- No food is permitted in the cabins.



- Food and utensils are not to be taken out of the kitchen / dining hall without the permission of the Camp Manager or the Head Cook.
- In the event of an electrical storm, all campers and staff should be under cover. Trees are **NEVER** safe shelter during a storm.
- Discuss and rehearse disaster / emergency plans.

**X-Ref:** ACA: OM.06; ACA: OM.08; ACA: OM.09; ACA: HR.14

### **CO-08: Kitchen is Off-Limits to Campers**

No campers can be behind the serving line of the kitchen unless they have been assigned a duty by the head cook. This is a violation of the local health code and will be strictly enforced.

### **CO-09: Visitors**

All visitors are required to register at the camp office and are expected to abide by the camp rules. Visitors are expected to pay for all meals.

Overnight visitors are highly discouraged; however, exceptions can be made by the Camp Manager.

### **CO-10: Baptisms**

Fort Hill Christian Youth Camp desires to accommodate any request a camper has to be baptized. However, it is up to the Camp Manager to contact the parent / guardian to obtain permission. This must take place before the baptism takes place.



## **CO-11: Discipline**

All members of the camp staff are responsible for camper control. The Camp Manager is ultimately responsible for any discipline. Unusual or severe problems of camper control shall be reported to the Board of Trustees by the Manager.

Under no circumstances should a staff member strike a camper and under no circumstances should meals be withheld as a means of discipline.

**X-Ref:** ACA: HR.17

## **CO-12: Security Duty (Night Watchman)**

During the Camp season:

1. A night watchman shall be designated each camp week to patrol grounds in accordance with designated check points and schedule. Night patrol will begin at scheduled lights out and continue until dawn.
2. Visitors will be requested to leave grounds or be established in assigned sleeping quarters by no later than 30 minutes after scheduled lights out.
3. Pranks will not be tolerated.
4. Activities after lights out will not be tolerated.
5. Camper and staff rules and regulations will be strictly enforced.

All visitors shall check in with the Manager. Lodging, if required, shall be arranged by the Manager. Visitors are constrained to the same rules and regulations as the staff. This policy is to be reviewed at camp staff meetings. Rental groups will be advised of this policy.

**X-Ref:** ACA: OM.07





## Swimming Pool (SP)

### SP-01: Swimming Prohibition

Swimming is prohibited in the absence of a certified lifeguard. **Absolutely no swimming** is authorized unless a certified lifeguard is on duty.

### SP-02: Pool Safety Procedures

1. At the beginning of the week the lifeguards must go over safety rules and regulations for pool use.
2. Lifeguards must be present for all swimming activities. No camper or staff is permitted to swim unless lifeguards are on duty.
3. A minimum of one (1) lifeguard one one (1) designated adult spotter plus two (2) other adult staff for every sixty (60) campers.
4. The pool is the responsibility of the lifeguard on duty.
5. Lifeguards must be seated in the lifeguard's chair except during emergencies.
6. Lifeguards must remain on duty, never leaving their position during swimming periods.
7. No radios or technical devices are permitted in the pool area to distract sounds for help
8. Lifeguards and spotters must give a constant watch at all times of camper and other swimmers.
9. Every person entering the swimming pool must comply with the lifeguard's plan for checking in and out of the pool.
10. Campers must swim in groups of two (2) or three (30 buddies. Campers will be counted every 10 to 15 minutes or more often if deemed necessary.
11. The deep area must be clearly marked with a buoy line.
12. Swimmers are not to hang on buoy markers.
13. Pool and deck areas will be kept clean from harmful objects.
14. Deep water swimmers must pass swimming test to achieve deep water status.
15. There will be a break between consecutive periods so camper can rest and lifeguards cool off.



16. No horseplay or dunking of swimmers.
17. No running on decks.
18. No shoving or pushing others off of pool deck.
19. No diving into shallow end of the pool.
20. Failure to abide by rules will result of loss of swimming privilege.
21. The lifeguard must have the following items: These items must be stored at the pool building during camp session.
  - a. Body board
  - b. Whistle
  - c. First aid kit
  - d. Flotation ring
  - e. Water safety pole

**X-Ref:** ACA: PA.07; ACA: PA.08

### **SP-03: Staff Swimming**

In general, staff only swimming is discouraged, but may be allowed at the camp managers discretion, with the following restrictions:

- A certified lifeguard must be on duty for staff swimming at the pool or staff swims are not allowed.
- Lifeguards must be out of the water and lifeguards or lookout must be in the lifeguard chair watching swimmers when staff swims.
- Staff must follow the same rules as the campers.
- Staff members may swim during the period the campers swim.

**X-Ref:** ACA: PA.17



## High Risk Activities (HRA)

### HRA-01: High Risk Activity Safety

1. No campers are allowed in the athletic equipment building where athletic equipment is stored without adult supervision.
2. The following activities have limited access and must always be used in the accompaniment of trained staff personnel.
  - a. ▪ Swimming pool and surrounding area
  - b. ▪ Climbing wall
  - c. ▪ Giant swing
  - d. ▪ Low ropes courses
  - e. ▪ Archery range
3. All games are to be supervised by qualified staff members.
4. All campers and staff must wear shoes.
5. All campers must use the equipment properly and only for what they were designed.
6. While playing a game on the ball diamond, all campers must be behind the backstop
7. All campers must walk around the backstop while a game is in progress.
8. During dodge ball, there is not throwing at the head of the opponents.

This safety policy will be discussed during staff and camper orientation and special activities will be posted on site.

**X-Ref:** ACA: DD.25

### HRA-02: Personal Sports Equipment

No personal sports equipment are permitted to be brought into the camp. All sports equipment provided by the camp will be locked in the sports building. The activities director will supervise all use of equipment and will make sure all equipment is secure.



### **HRA-03: HRA areas off limits**

All of the high risk activity areas (zip line, rock climbing wall, giant swing, low ropes course) are strictly off limits outside of the scheduled activity time.

### **HRA-04: Zip Line Policy**

#### **Proper training**

The staff needs extensive hand-on guidance and periodic rechecks in order to run the zip line in a safe manner. The meticulous details that need to be followed in running the zip line properly aren't something that can be picked up in the ten minutes or so prior to the group's arrival.

The potential for accidents to occur on the zip line is much greater when the rules are not followed. Goofing off will not be tolerated. Procedures for use will be enforced at all times by all participants, especially staff, regardless of whether the person is a camp or retreat participant or staff.

#### **Upkeep and maintenance**

The zip line corridor must be kept clear at least ten (10) foot on each side of the cable. It must be free of trees, tree limbs, overhanging branches and additional new growth obstructions. This must be maintained through periodic clearing.

Industry standards will be practiced in all aspects of the functioning of the zip line. Adjusting the cable land attachment hardware, manipulating the equipment, fudging on the height suggested, etc. are only to be done by certified individuals to prevent injury and life threatening accidents to occur.

#### **Special attention to the critical points of activity.**

Redundancy can cause staff to become complacent after long periods of time. It is important to keep your full attention to the job you are doing, harnessing, sending, line roping or retrieving.

Horseplay, bullying, mistreatment or intimidation of the participant during their ride will be cause for immediate notice and discipline.



## **Facilities (FAC)**

### **FAC-01: Outside Group Use of Camp Facilities**

Fees for the use of the camp will be established by the Board of Trustees and reviewed annually. In addition, the group will sign a contract outlining the terms and conditions of renting the camp.

**X-Ref:** ACA: OM.14

### **FAC-02: Risk Management**

1. Two times each year (May and November) the Facilities Manager shall review all buildings and the camp grounds to assess the condition relative to health and safety issues. He shall provide this report to the Board of Trustees. Monthly maintenance logs shall be kept.
2. Each manager shall report and health or safety issues to the Board of Trustees in his weekly report.
3. During the staff orientation meetings, the managers will discuss health and safety issues with the staff.
4. The Facilities Manager and designated trustee will review the insurance policy with the insurance provider on a regular basis.
5. Signage to warn unauthorized personnel will be posted.
6. The Board of Trustees requires signed contracts for all rental groups
7. The Board of Trustees shall engage the services of a registered dietitian and a certified food protection manager to ensure healthful and safe menus.
8. The camp treasurer shall be a Certified Public Accountant

**X-Ref:** ACA: PD.24



### FAC-03: Playground Policy and Procedures

1. The playground area will be thoroughly checked weekly, on Saturday, between camping sessions by maintenance personnel.
2. Any broken or damaged equipment found during daily use should be reported immediately to the Facilities Director's office.
3. And damaged or broken equipment will be repaired promptly or the equipment will be removed from service until repairs are made.
4. Playground surface area has adequate mulching.
5. Playground area will routinely be checked for the following:
  - a. Any loose, damaged or missing supports, anchors or footings.
  - b. Loose or missing nuts, bolts, or other connectors
  - c. Broken or missing rails, steps, rungs or seats.
  - d. Bending, warping, rusting or breakage of any component.
  - e. Worn swing hangers and chains.
  - f. Worn bearings.
  - g. Lack of lubrications on moving parts.
  - h. Protective end caps missing from bolts and tubes.
  - i. Exposed mechanisms such as joints or springs that could result in pinch or crush injury.
  - j. Sharp edges or points due to wear or breakage.
  - k. Deformed hooks, shackles, rigs, links, etc.
  - l. Splintered and deteriorated wood
  - m. Crack or holes in surfacing materials.
  - n. Trash in area. (particularly glass or cans)
6. Campers are to be carefully supervised while using playground equipment.

**X-Ref:** ACA: SF.10; OH: 3701-25-10



### **FAC-04: Hazardous Materials Procedure**

All hazardous materials such as gasoline, kerosene and oil based products are brought on the campus in authorized containers and stored in sealed containers in the garage (barn).

Access to this facility is limited to authorized maintenance personnel only.

Paint with labels is brought onto the campus in their original containers and stored in the basement of Duer hall. Only authorized maintenance personnel or staff under their supervision has access to this area.

Chemicals used for cleaning in the kitchen and bathrooms are stored in the basement except those open containers currently in use. Use of these chemicals are supervised by a counselor or other responsible adult. Access to supplies in storage is limited to authorized personnel only.

**X-Ref:** ACA: SF.02; OH: 3701-25-10

### **FAC-05: Power Tools**

All power tools must be used in wood shop or signed out.

1. No camper or novice will be allowed to use power tools.
2. All tools must be used by only those trained in using them. You must talk to Jack or Matt if not sure how to use power tools.
3. You are required to wear appropriate safety gear.
4. You must clean and put away tools in proper place when done.
5. You must inform Jack or Matt if tools are not working properly or broken.
6. You must inform Jack or Matt of any project you want to take care of. (In writing and inform completion of project.)
7. Anyone bringing power tools must provide their own safety gear.

**X-Ref:** ACA: SF.08



## Emergency Procedures (911)

### 911-01: Swimming Pool Emergency Procedures

To implement in case of a drowning, presumed drowning or accident:

- A. Lifeguards and their staff will:
  - a. Clear swimming pool, immediately
  - b. Use walkie-talkie to contact office/manager
  - c. One (1) person will notify the HCA and their staff to report to swimming pool 4) Swimming area will be searched.
  - d. If body is found in water, artificial respiration will be given.
- B. Camp manager, HCA and sex appropriate counselor will:
  - a. Report to the swimming pool
  - b. Assist in giving artificial respiration
  - c. Make sure the following forms accompany the victim to the hospital:
    - i. Health Examination record
    - ii. Camper insurance Forms
  - d. Call ambulance if deemed necessary by the HCA. Phone is available at pool building. Camp manager will assign someone to meet emergency personnel at entrance gate.
- C. In case of drowning or serious injury only the Camp Manager will contact the Board President who will release any information to the media.

Report location to emergency personnel:

**FORT HILL CHRISTIAN YOUTH CAMP  
13500 FORT HILL ROAD  
GO 5 MILES NORTH OF SINKING SPRING ON ST. RT. 41  
TURN LEFT (WEST) ONTO FORT HILL ROAD, 1 MILE OFF ST. RT. 41 PAST FORT  
HILL STATE PARK**

**This policy will be discussed at all staff meetings and reviewed during orientation.**





## **911-02: Emergency Communications**

Due to the decentralization of programs, a walkie-talkie is needed for communication with the Healthcare Administrator (HCA) only at the pool, at High Risk activities and on hikes off of the camp property. For other incidents, a staff member will be sent to the HC to request medical attention if needed. Once the medical staff has been notified, then the incident should be reported directly to the camp manager.

The Healthcare Administrator will contact EMS if needed and will contact the parents and/or guardians.

The camp manager will contact other public officials, if needed.

The president of the Board of Trustees is to represent the camp in all media relations.

**X-Ref:** ACA: OM.11

## **911-03: High Risk Activity Emergency Procedures**

The Healthcare Administrator (HCA) should be contacted immediately and all activity at that location should be stopped.

If the injury is due to a fall, the injured person should not be moved until the HCA or their designated first aid responder has assessed the injury and deems that moving the individual will not cause further injury.

The Healthcare Administrator will contact EMS if needed and will contact the parents and/or guardians.

The camp manager will contact other public officials, if needed.

The president of the Board of Trustees is to represent the camp in all media relations.

**X-Ref:** ACA: PD.23



## 911-04: Search and Rescue

It is the policy of Fort Hill Christian Youth Camp for all counselors to know where their campers are at all times and to be with them during their activities.

**Campers should be instructed during orientation that if they think they are lost they should make a noise (clapping, whistling, etc.) in a series of 3 for example clap – clap – clap <pause> clap – clap – clap <pause> etc..**

In the unlikely event it's discovered that a camper or other individual appears to be lost or missing, the following procedure will be followed:

- I. Notify the camp manager immediately
  - a. It is the discretion and responsibility of the camp manager as to when to notify parents, guardians, or emergency contact for the missing person.
  
- II. The following people will meet for immediate conference:
  - a. Camp Manager
  - b. Missing persons counselor or immediate supervisor
  - c. Lifeguards
  
- III. Gather the following facts
  - a. Recent activities – where the person was last seen (i.e., creek area, swimming pool, woods, etc.)
  - b. Did anyone witness the person leaving the camp property
  - c. Attitude and/or mental state of the person when last seen
  - d. Any other pertinent information
  
- IV. Signal: If it is determined that the person has been lost in the woods, regular tolling of the bell or honking of horns will be used to indicate to the lost person the direction he/she should take towards camp.



V. Search crews:

- a. Search crews with sound devices (and lights at night) will be organized as quickly as possible.
- b. The lifeguards and staff will be actively involved if there appears to be any possibility of an accident in the creek area or swimming pool.
- c. At the discretion of the camp manager, bloodhounds may be hired and used immediately. Consult county or highway patrol regarding how this may be carried out.

VI. Officials: In case a runaway situation appears possible; local, county and state law officials are to be notified and their direction followed.

**X-Ref:** ACA: OM.10

### **911-05: Incident Reporting**

At the request of the camp manger or HCA, a staff member may be required to provide input on the incident report. The incident report should detail the circumstances of the event, persons involved and outcome of the event.

**X-Ref:** ACA: OM.05



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