

Policies and Procedures for Camp Ten Trees Summer Camp Sessions

Section 1 – Summer Camp Volunteer Personnel: Policies and Procedures

1.1 Establishment of Personnel Policies Regarding Summer Camp Volunteers

The Camp Ten Trees Board of Directors has ultimate authority and responsibility for Camp Ten Trees activities. The policies contained in this handbook reflect the general position of Camp Ten Trees. Any contracts (when appropriate) will define the relationship between Camp Ten Trees and its volunteers. In those instances, the contract requirements will take precedence over these policies.

The Camp Ten Trees Camp Director (hereafter “Camp Director”) has full authority and responsibility for the management and the affairs of the summer camp sessions, when in session. The Camp Director also has overall responsibility and authority for volunteer management at and during the camp sessions and shall delegate specific responsibilities and authority to volunteers as appropriate.

Every summer camp volunteer is expected to be familiar with these policies and should consult with the Camp Director on questions of interpretation before decisions are made or actions are taken. All volunteers will sign that they have reviewed and understand these policies prior to commencing volunteering at a camp session.

1.2 Selection of Summer Camp Volunteers

All volunteers must have prior experience applicable to their volunteer roles, undergo a background check by Camp Ten Trees, and adhere to all Camp Ten Trees policies and procedures. All volunteers in supervisory roles must have at least two years of prior camp or equivalent experience. Cabin Counselor volunteers must be at least three years older than the youth they will be directly supervising. The Camp Director may make exceptions to this age rule, in consultation with the Camp Ten Trees Executive Director (hereafter “Executive Director”). If made, exceptions will be made on a case-by-case basis. The Camp Director may restrict the age of volunteers from being within a certain range of the ages of the campers of the session for which they are volunteering.

All volunteers must have valid CPR and First Aid certification before the first day of volunteering at camp. Copies of all relevant certifications must be given to the Camp Director prior to beginning of camp sessions. The Camp Director may make exceptions to this policy, in consultation with the Executive Director, as long as the minimum ACA standard regarding CPR/First Aid certifications among camp staff is met.

The following is the screening process for an applicant’s placement in a volunteer role at a Camp Ten Trees summer camp session.

- A. Verification of Prior Employment/Volunteering – At least two checks of work or volunteer experience (or if not enough of these are provided, then school history) will be completed for all new applicants. At least one such check will be completed for all returning applicants. For supervisory role applicants, verification is made of previous employment or volunteering specifically as related to the potential Camp Ten Trees role.
- B. Reference Checks – At least one check of an acceptable personal reference will be done for all applicants.
- C. Verification of Degree/License/Certification – Copies of licenses and certifications will be required for health care volunteers, waterfront volunteers, archery volunteers, and others as decided by Camp Ten Trees. Random spot checks will be done to verify education/training history, and supporting documentation of it, supplied by health care, specialist, supervisory, and other applicants.
- D. Background Verifications and Criminal Background Checks – Satisfactory background checks are required for all volunteers. These may include state, national, international, FBI, and/or private investigator checks.
- E. Personal Interview – All applicants will complete an interview. Personal interviews will be conducted by the Camp Director. These may take place in person or remotely via phone and/or video chat per the discretion of the Camp Director. The Camp Director may also involve Camp Ten Trees volunteers and/or the Executive Director in interviewing applicants.

1.3 Placement and Dismissal of Summer Camp Volunteers

Recruitment, placement, dismissal, evaluation, and supervision of summer camp volunteers is the overall responsibility of the Camp Director. Placement and dismissal decisions by the Camp Director are subject to review by the Executive Director and/or Board of Directors, as necessary or as requested.

1.4 Parents/Guardians of Current Campers as Summer Camp Volunteers

Generally, no parent/guardian of a current camper may serve as a summer camp volunteer during the camp session in which that camper is at Camp Ten Trees. Such individuals may apply to volunteer for a camp session not attended by that camper. Exceptions may be made by the Camp Director.

1.5 Summer Camp Volunteer Training

All summer camp volunteers will receive at least 48 hours of training in advance of the camp sessions. Training will include relevant topics mentioned throughout these policies and procedures. A portion of this training will be done on-site to familiarize summer camp volunteers with the site and its features and to practice emergency procedures. Most of this training will be achieved for the vast majority of volunteers via the mandatory summer camp volunteer training held prior to camp sessions. At the Camp Director’s discretion, volunteers may be excused from this mandatory training. Generally, these exceptions are made only when the summer camp program or a particular camper’s participation would be severely compromised should a particular role go unfilled and when that role can only be filled by a person who is unable to attend training. When these exceptions are made, the Camp Director will work with the person in question to ensure that the person is fully prepared to volunteer.

1.6 Evaluations of Volunteers

All summer camp volunteers must be evaluated during (or immediately after) camp sessions. It is a cooperative responsibility of all volunteers to work together to ensure that this happens. Each volunteer should ensure that she/he/ze is evaluated by her/his/zir supporting/supervising volunteer or by someone else with whom the volunteer has been working closely. All volunteers will be evaluated by the same criteria using an evaluation template included at the end of the summer camp volunteer handbook.

1.7 Supervision of Volunteers

All summer camp volunteers work under the overall supervision of the Camp Director – and designated Coordinators and other volunteers in support/supervisory positions during camp sessions – unless specifically contracted or directed differently.

1.8 Compensation of Volunteers

Summer camp volunteers are not compensated financially for their work.

1.9 Supplies Expense Reimbursement

Volunteers are encouraged to use supplies already owned by Camp Ten Trees, rather than requesting new supplies. In order for a volunteer to be reimbursed for supplies purchased for camp sessions, the volunteer must make a request, at least four weeks in advance, for those supplies and must receive a confirmation from the Camp Director that the organization will cover the cost of the supplies. If the request is granted, the volunteer will then also need to provide a receipt in order to be reimbursed for the agreed upon supplies.

1.10 Meal Reimbursement

Generally, no meal reimbursement is provided. When summer camp volunteers are leaving camp sessions on Camp Ten Trees business overnight or longer, the organization may provide meal reimbursement up to \$25.00 per day with prior approval from the Executive Director. Reimbursement will only be provided when a receipt for the meal is provided by the volunteer. Food consumed during travel to and from training and the camp sessions is not eligible for reimbursement. All volunteers are expected to pay their own share when food is ordered-in as a convenience or when eating out (for example, during volunteers’ daily breaks). Meals are provided to summer camp volunteers at training and during camp sessions, free of charge.

1.11 Lodging Reimbursement

Generally, no lodging reimbursement is provided. When summer camp volunteers are leaving camp sessions on Camp Ten Trees business overnight or longer, the organization may provide reimbursement for necessary lodging expenses with prior approval from the Executive Director. Reimbursement will only be provided when a receipt for the lodging is provided by the volunteer. Lodging is provided to summer camp volunteers at training and camp sessions, free of charge.

1.12 Travel Reimbursement

Volunteers may make requests for travel assistance funds to support their travel to/from mandatory camp training and their travel to/from camp sessions for which they are volunteering. The “Travel Assistance Request Form” must be used to make these requests. Granted travel assistance funds can be used to cover the following traveling costs as long as receipts are provided: gas, plane tickets, train tickets, bus tickets, costs of transportation to and from the airport/station (vans, taxis, etc.), luggage checking costs (i.e. the cost to check your bag when traveling by plane), and, for people traveling by road longer than 480 miles, lodging (campsites, motel, hotel, etc.) costs. No other costs (food, camping gear, toiletries, personal items, etc.) are covered by this fund.

1.13 Tips/Gratuities

Volunteers are not to accept any tips or gratuities from the parents, guardians, etc. of campers.

1.14 Insurance

During the summer camp sessions, accident medical insurance carried by Camp Ten Trees covers volunteering-related injuries/illnesses. During the summer camp sessions, general liability insurance carried by Camp Ten Trees provides liability coverage for each volunteer when carrying out assigned summer camp session volunteer responsibilities as long as the volunteer is not negligent in carrying out those responsibilities.

1.15 Health Services

Health care services are provided for campers and are staffed by health care providers who are members of the summer camp volunteer team. Volunteers with acute health care needs may access health care services for campers and should consult with health care providers about the best time to do this. Volunteers with health care needs that are not acute should address them elsewhere – for example by using first aid kits, by accessing off-site health care services when appropriate, or with camp’s health care providers at a time deemed appropriate by those providers. The cost of volunteers’ prescriptions, doctors’ or hospital visits, and other health care needs are the responsibility of volunteers themselves and will not be covered by Camp Ten Trees.

1.16 Free Time and Breaks

All summer camp volunteers are to have at least two (2) full hours of free/break time during every 24-hour period. These two hours may be consecutive or may be broken up into no more than three separate blocks of time. Overnight sleeping time does not count as free/break time. Volunteers will work with their supporting/supervising volunteers to schedule these daily breaks. Volunteers must take their assigned breaks. Volunteers choosing to leave the site during break time must officially sign out before leaving and sign in upon returning.

Anyone volunteering for more than seven consecutive days must take a full 12-hour break. Generally, this applies only to summer camp volunteers who volunteer for more than one camp session, and these volunteers will take this 12-hour break between camp sessions, unless otherwise arranged with the Camp Director.

1.17 Phone Use

On-site phones are prioritized for Camp Ten Trees business. If, at anytime, a person requests a camp phone for official camp business, any personal call must end immediately. Failure to comply with this policy may result in loss of ability to use camp phones at any time. All volunteers’ personal calls, whether made by cell phone or the onsite phones, must be made in volunteer-only areas, in the parking lot, or off-site. Volunteers’ long-distance calls must be made using personal phone cards or personal cell phones. Volunteers’ cell phones are to be kept away from access to campers and always out of sight of campers and can be used during break time only, except in the case of a camp emergency. Campers are not allowed to have or use cell phones or use the on-site phones without the permission of the Camp Director. Please note: many cell phones do not receive reception at the camp-site.

1.18 Leave Request and Notification of Absence

A summer camp volunteer who wants to leave the site beyond their break time for any reason must communicate this request in person directly to the Camp Director and receive approval before leaving. Requests to leave the site must be made at least 24 hours prior to the absence, when at all possible. Every reasonable effort to meet the needs of volunteers requesting absences will be made, but approval cannot be guaranteed.

1.19 Free Speech

Camp Ten Trees is sensitive to the need to guard the free speech rights of volunteers. Camp Ten Trees welcomes the expression of diverse views within the organization and supports the people’s rights to express their views on whatever topics they wish to discuss. However, when it is reasonably foreseeable that the public expression of individual views may be perceived as statements of Camp Ten Trees policies, and when the views expressed diverge from the policies, practices, etc. of the organization or deal with controversial issues not covered by Camp Ten Trees policy, individuals should take care to distinguish their views from those of the organization. Camp Ten Trees expects the exercise of good judgment in recognizing such circumstances and in making these distinctions.

When considering what topics are appropriate to discuss with children/youth, Camp Ten Trees encourages all volunteers to consider the social and emotional development of the children/youth with whom they are speaking and how the conversation will impact those children/youth and their families and communities.

1.20 Confidentiality

Camp Ten Trees volunteer information, camper information, and the site of the camp sessions are kept confidential and not made public. No volunteer or camper shall divulge any information about Camp Ten Trees volunteers or campers unless specifically authorized to do so by the Camp Director or Executive Director. All volunteers must sign the confidentiality policy. Any and all queries about the site, campers, volunteers, or any other potentially confidential information must be referred to the Camp Director or Executive Director.

1.21 Media Contact

All members of the press who enter camp are to be referred to the Camp Director. No summer camp volunteer, except at the direction of the Camp Director, may speak to any member of the press regarding the Camp Ten Trees organization, the summer camp program, campers, or other volunteers even if such contact occurs away from the site of the camp sessions. If asked any question by the media, volunteers are to respond with “no comment” and to refer the media contact to the Camp Director or Executive Director.

1.22 Community Relations

Volunteers are asked to be sensitive to the people in the communities near the site at which we hold our camp sessions. Each volunteer represents Camp Ten Trees in his/her/zir dealings with local communities (whether or not that volunteer intends to do so). Volunteers should remember to maintain confidentiality as outlined above and to be aware of their behavior in relationship to local communities, both at and away from the site.

1.23 Grievances

These grievance procedures should be followed for both operational problems and interpersonal difficulties. Operational problems include, but are not limited to, situations related to administrative procedures, interpretation of policy, and scheduling of breaks.

The Camp Director and summer camp volunteers are expected to treat each other with respect and to follow policies and procedures. In case of a grievance, volunteers are first expected to speak directly to the individual(s) whom the grievance concerns. Unless he/she/ze is part of the grievance, the supporting/supervising volunteer of each of the aggrieved volunteers should be informed of the situation and collaborate to provide mediation. Failing resolution, the aggrieved volunteers may appeal to the Camp Director. Camp Ten Trees requires the aggrieved volunteer(s) to make written documentation (record) of the situation via Incident Reports (Policy 2.18, p. 48). Decisions of the Camp Director shall be final and binding. If volunteers have a grievance with the Camp Director or do not agree with a grievance decision of the Camp Director, they may bring grievances to the Executive Director.

1.24 Harassment, Discrimination, and Abuse

Camp Ten Trees forbids and will not tolerate harassment, of any kind, wherever it might occur, whether involving volunteers, campers, staff, visitors, or any other individuals.

Camp Ten Trees expects all volunteers to accomplish their work in a respectful manner. Harassment of anyone in the camp community is a form of discrimination and is not permitted regardless of volunteering, working, or personal relationship. This includes, but is not limited to, harassment related to actual or perceived sexual orientation, religious affiliation, racial or ethnic identity, gender identity, disability, and/or family make-up.

Harassment includes unwanted, unwelcome, or unsolicited remarks, gestures, sexual or physical suggestions, or physical contact. It also includes the display or circulation of written materials or pictures derogatory to any identity-based groups.

Engaging in any act which discriminates against another volunteer or camper because of actual or perceived race, color, national origin, sex, sexual orientation, gender-identity, religion, creed, marital or veteran’s status, age, the presence of physical, mental or sensory handicap or any other basis is prohibited by local, state or federal laws and will not be tolerated. Harassment is improper and illegal and is grounds for immediate dismissal.

Camp Ten Trees considers ANY sexual behavior (verbal, written, acted, or otherwise) by an adult toward a minor to be abuse and will not tolerate it and will take steps to prevent it.

Any volunteer or camper who experiences conduct of this sort, or feels that the Camp Ten Trees environment has become a hostile or offensive place, should immediately bring the matter to the attention of the Camp Director. It is the responsibility of the Camp Director to investigate allegations promptly and to assure the volunteer or camper that no retaliation will be allowed due to their report.

1.25 Separation from Volunteering

It is the intention of Camp Ten Trees to maintain a stable, responsible summer camp volunteer team to pursue its goals and objectives. Nevertheless, the following types of separation from volunteer placement may be initiated and carried out by the Camp Director. Upon separation, all volunteers will surrender any keys, equipment, papers, or other organizational property to the Camp Director.

Resignation from Summer Camp Volunteering

Voluntary separation initiated by any summer camp volunteer can be done for any reason. The volunteer must give the Camp Director at least two weeks written notice on intention to resign his/her/zir summer camp volunteer role. The resigning volunteer may be required to reimburse Camp Ten Trees for any expenses incurred as part of their role prior to such resignation (e.g. volunteer t-shirt, certification, travel assistance).

Mutual Agreement

Whereby both parties, Camp Ten Trees Camp Director and a volunteer, find it would be mutually beneficial to end the volunteer’s relationship, a departure date is informally agreed upon within a reasonable time period, generally by or before the end of the current camp session.

Reduction in Force

Reorganization, finances, or camper enrollment may require volunteer role elimination. In such cases, Camp Ten Trees will give as much notice as possible.

Dismissal

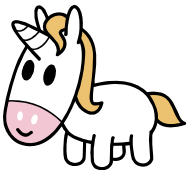
The Camp Director, for cause, may dismiss any summer camp volunteer at any time. This dismissal is not contingent on past use or non-use of other forms of disciplinary action. Among other reasons, dismissal without prior notice may occur due to a volunteer’s failure to abide by any Camp Ten Trees policy; however, the following policies (when not followed) and actions are more likely to result in immediate dismissal:

Policies:

- Leave Request and Notification of Absence (1.18)
 - Community Relations (1.22)
 - All-Camp Rules (2.1)
 - Behavior Management (2.5)
 - Dating and Sexual Conduct (2.7)
 - Child Abuse and/or Neglect (2.11)
- Confidentiality (1.20)
 - Harassment, Discrimination, and Abuse (1.24)
 - Camper Supervision (2.3)
 - Dress Code for Summer Camp Sessions (2.6)
 - No Tolerance (2.9)
 - Destruction of Property and Graffiti (2.15)

Actions:

- Absence from supervision of campers
 - Causing physical harm to others
 - Gross neglect of duties, including consistent disobedience or insubordination
- Conviction of a felony
 - Stealing



The Camp Director will decide what information, if any, is provided to the rest of the summer camp volunteers as to the reasons for dismissal of the volunteer. The Camp Director may make dismissal decisions based on information provided to them by campers and other volunteers. This information may not be shared with the dismissed volunteers for purposes of protecting campers and volunteers. Summer camp volunteers will comply with the decisions of the Camp Director regarding issues of dismissal of volunteers. If a volunteer believes that he/she/ze was unjustly discharged, he/she/ze may appeal to the Executive Director after the camp sessions end so that future placement may be possible.

Unsatisfactory Performance

Notice of dismissal for unsatisfactory performance will follow only after a set time during which there has been a process of attempting to overcome performance deficiencies.

Section 2 – General Program: Policies and Procedures

2.1 All-Camp Rules

Throughout this handbook, and in the policies section specifically, are rules that apply to volunteers and campers. The following is a general, simplified set of rules to be shared and discussed with campers on the first day of camp and posted, at minimum, in the main area of camp visible to all campers and volunteers. These establish safety and social interaction norms for a loving, engaging environment for campers. Volunteers are expected to follow the rules (except where “Camper Only”) and to guide and support campers in consistently following the rules.

- Stay on trails.
- Wait for permission from a lifeguard before going onto a dock.
- Keep shoes and clothes (tops and bottoms) on, except at the Waterfront and when inside cabins (if applicable, depending on the discussed and agreed upon norms of your cabin group).
- Include others.
- Give and receive feedback.
- Steward the site.
- Camper Only: Stay within range of adults. This means, stay within sight and hearing range of supervising adults at all times, or within hearing range while on single-file trails (with the exception of when using a truddy of three campers, only when necessary and only with the permission of an adult).
- Camper Only: Use the truddy system (Policy 2.2, p. 43).

These rules will be discussed with campers on the first day of camp, and posted, at minimum, in a main area of camp visible to all campers and volunteers.

2.2 Truddy System

Aside from special circumstances explicitly described here or in other Camp Ten Trees policies, all campers will use the Truddy System during participation in camp sessions. This means that whenever campers go anywhere outside of their cabin group they should move in a group of at least three people. A truddy may be three campers...or two campers and one volunteer...or two volunteers and one camper. Two campers should never be alone together. One volunteer should never be alone with one camper.

Special Circumstances Regarding Truddy System:

Private Conversations – If a private conversation is needed between one volunteer and one camper for discipline or because a camper wants to share something confidentially, those conversations may be had one-on-one as long as both the volunteer and the camper are clearly visible to other volunteer(s) and/or camper(s) (e.g. they are one-on-one but are off at a distance).

Post-bedtime Bathroom Use in Cabin Areas – If a camper needs to use the bathroom after bedtime (i.e. in the middle of the night while their cabin mates are sleeping), the camper should wake their cabin counselor. In this situation, the cabin counselor does not need to send two other campers to accompany the camper to the bathroom. Instead, the cabin counselor needs to get out of bed and simply wait --awake and waiting in the cabin doorway, on the front step, etc.-- for the camper to return.

During Medical Care – All attempts should be made to administer medical care to campers in a way that protects the campers’ privacy and safety while still administering the medical care in the main medical care room and/or in the presence of others. However there may be special circumstances in which a camper’s needs for greater privacy for medical care may be accommodated. For example, if the attending medical professional volunteer deems it safe to do so, the camper may administer a treatment themselves in the bathroom; or, a medical team member may provide a treatment in a room more private than the main medical care room if in the presence of another medical team member. If, due to the medical treatment needs, safety, and confidentiality of a camper, a doctor-and-patient-only situation is absolutely warranted, the attending medical professional may act under their level of training as is appropriate for the situation.

2.3 Camper Supervision

Camp Ten Trees summer camp volunteers are responsible for supervision of campers while on duty. “On duty” includes all time other than (a) a volunteer’s scheduled daily two-hour break time and (b) a volunteer’s 12-hour break between sessions. All volunteers who are in the presence of campers are considered "on duty" for the purpose of camper safety; i.e., if a volunteer sees a potentially unsafe situation or a situation necessitating a response, that volunteer must respond. In cases of emergency, all volunteers on camp property (including in the parking lot) may be asked to be "on duty," even if on their breaks.

Supervision of campers involves, but is not limited to, the following:

- Maintaining, upholding, and following all Camp Ten Trees policies and procedures;
- Encouraging and embodying the Camp Ten Trees Values of Courage, Health, Inclusion, Play, Stewardship, Family, Acceptance, Integrity, and Leadership and the Camp Ten Trees Commitment to Social Justice;
- Supporting fellow volunteers and asking for help when needed; and
- Other responsibilities as detailed in the volunteer training.

2.4 Ratios for Camper Supervision

Volunteers (adults) shall maintain the following minimum ratios. When in mixed age groups, the ratio will be set based on the age of the youngest camper in the group:

Minimum Adult to Youth Ratio at Camp Ten Trees	
Camper Age	Volunteer (Adult) to Camper (Youth) Ratio
8 years old	1 Volunteer: 6 Campers
9-14 years old	1 Volunteer: 8 Campers
15-17 years old	1 Volunteer: 10 Campers

Greater supervision by volunteers is required during the following activities or in the following locations:

Adult to Youth Ratio at Camp Ten Trees for Special Activities	
Activity/Location	Minimum Number of Volunteers (Adults)
Hikes/Walks beyond the shaded area shown on the map below	Double the Minimum Ratio
Overnights	Double the Minimum Ratio
Any Activity that a Volunteer, using good judgment, decides has greater physical and/or emotional risk than most camp activities	Double the Minimum Ratio, or more if needed (for example, one-on-one spotting)

THIS MAP HAS BEEN REMOVED.

The location of the Camp Ten Trees summer camp sessions is confidential. This map has been removed so that this draft of Camp Ten Trees policies may be shared outside the community of the Camp Ten Trees board, staff, volunteers, and campers.

Exceptions may be made to supervision ratios only if determined by the Camp Director to be needed and safe.

Procedure for Correcting Ratios:

1. Any volunteer who notices that ratios are not being met needs to immediately work with other volunteers to ensure that the ratio is met. This may include locating a volunteer who is supposed to be present, asking an additional volunteer to help out, reducing the number of campers, and/or asking a supervisor or rover for help in solving the problem.
2. One of the volunteers involved in attempting to solve the problem must complete an incident report and alert the Camp Director of the situation within 24 hours to help avoid future problems (policy 2.18).

2.5 Behavior Management

Camp Ten Trees expects behavior management and discipline strategies that emphasize positive reinforcement, redirection, prevention, and the development of self-discipline in both cabin groups and during activities. All cabin groups will review the All-Camp Rules and discuss, develop, and establish cabin group norms on Sunday when they first meet. All activity sessions will begin with a review of rules and expectations. For Activities A or B, this is during the beginning session of that activity. For all other activities, this will occur at the start of the activity.

Summer camp volunteers are expected to inform the Camp Director of all major and/or ongoing behavior management and discipline challenges. When in doubt, err on the side of over-informing the Camp Director.

Volunteers should complete an Incident Report Form when camper behavior leads to restriction from activities, when behavior has caused physical harm to the camper or to others, if behavior involves bullying, if behavior involves oppressive (e.g. racist, sexist, transphobic, etc.) behavior towards others, or whenever else it is critical for the Camp Director to know about the behavior and/or the organization to review and consider the behavior during any review of incidents related risk prevention planning. When in doubt, check in with the Camp Director or just complete a form. Always inform the Camp Director when you complete an Incident Report Form. See “2.18 Incident Reports” for more information and for clarification on how and when to complete an incident report.

At no time will discipline, behavior management, or adult interactions with campers include any of the following: depriving a camper of sleep, food, restroom privileges, or other basic needs; placing a camper alone without supervision; or subjecting a camper to ridicule, shaming, threats, excessive physical exercise or restraint, corporal or physical punishment (i.e. striking, biting, kicking, squeezing, etc.), or anything else that would compromise a camper’s physical or emotional safety. A volunteer observing another volunteer doing any of the above actions must stop the situation immediately, inform the volunteer and campers involved that these are not acceptable actions at Camp Ten Trees, make sure the camper(s) are safe, and then inform the Camp Director.

The Camp Director will regularly observe and/or evaluate the program, volunteers, and camper groups to ensure that the camp environment is not contributing to behavior problems.

2.6 Dress Code for Summer Camp Sessions

Aside from special circumstances explicitly described here or in other Camp Ten Trees policies, all campers and all adults (volunteers, staff, guests, etc.) will be clothed during participation in camp sessions. “Clothed” means wearing some sort of shoes as well as something “on bottom,” such as shorts, pants, skirt, etc., and something “on top,” such as t-shirt, tank top, sweatshirt, etc. All campers and all adults will refrain from wearing clothing that features offensive language or pictures. Anyone who is unsure as to what constitutes offensive language or pictures should see the Camp Director for support/clarification.

Special Circumstances Regarding Dress Code:

- Within Cabin Spaces** – A cabin group may establish different dress code norms for campers for within the private space of their own cabin IF this is accomplished through conversation(s) facilitated by the cabin counselor(s).
- Within Shower Spaces** – Adults may not use shower spaces (including individual showers, shower house, or any other shower space) at the same time as campers. While taking showers, campers are not required to wear any clothing. While taking showers, adults (volunteers, staff, guests, etc.) are not required to wear any clothing.
- While Swimming or Boating** – Campers are not required to wear shoes while engaging in swimming or boating activities. Campers must always wear something “on bottom” when engaging in swimming or boating activities. Some examples include: swim trunks, a swimsuit bottom, shorts, etc. Campers may wear whatever feels most comfortable to them “on top” when engaging in swimming or boating activities. Some examples include: nothing, a swimsuit top, a sports bra, a t-shirt, a swim shirt, etc.
- Adults are not required to wear shoes while engaging in swimming or boating activities. Adults must always wear something “on bottom” when engaging in swimming or boating activities. Some examples might include: swim trunks, a swimsuit bottom, shorts, etc. An adult must also wear something “on top” while engaging in swimming or boating activities if that adult would be expected to do so in most public pool environments. Adults who are unfamiliar with public pool environments and/or who are not always sure what is expected of them in those environments should see the Camp Director for support/clarification.

2.7 Dating and Sexual Conduct

There will be no sexual conduct of any kind during camp sessions or on camp property, including the camp parking lot. All campers, volunteers, the Camp Director, the Executive Director, and visitors will adhere to this policy. Sexual conduct includes any touching which is being used for sexual stimulation. It does not include hand-holding or dancing (in a non sexual manner) between campers or between volunteers. Volunteers must, at all times, act in a manner which represents the expectations camp has towards campers’ behavior. Any sexual conduct which is in violation of this policy may be reason to dismiss the volunteer(s) or camper(s) from Camp Ten Trees immediately. Dating among campers is allowed, so long as this policy is followed and so long as camper behavior is not exclusive of others in the camp community. Camp Ten Trees has no rules against dating among volunteers. Volunteers are expected, regardless of their relationships with other volunteers, to follow this policy, to not exhibit behavior that is exclusive of others in the camp community, and to not allow their attention and focus to be pulled away from their responsibilities as a volunteer and serving the campers.

2.8 Use of Controlled Substances

Controlled substances are defined as those substances controlled by Federal, State, or local law. This includes but is not limited to alcohol, marijuana, tobacco, narcotics, and non-narcotic “street” drugs. Summer camp volunteers are prohibited from being under the influence of controlled substances. “Under the influence” shall be defined as the use of any controlled substance, or being legally drunk, within twenty-four hours prior to any contact with a Camp Ten Trees youth. It also includes the drinking of any alcoholic beverage, regardless of amount, within six hours prior to any contact with a Camp Ten Trees youth. A limited exception to this policy, regarding tobacco use, is outlined in “2.10 Tobacco Use.”

2.9 No Tolerance

Camp Ten Trees practices a “No Tolerance” policy on all non-prescription controlled substances. This means that no non-prescription controlled substances are allowed at camp sessions or on-site at any time, including in the camp parking lot. Anyone, including summer camp volunteers, found in possession of a non-prescription controlled substance or under the influence of a non-prescription controlled substance will be immediately expelled from the camp property.

2.10 Tobacco Use

Use of tobacco at Camp Ten Trees is restricted. No smoking/tobacco use is ever allowed in any camp building or on-site except in the upper parking lot. Volunteers may use tobacco only in this upper parking lot and only when it is not accessible to campers and must dispose of all tobacco refuse in a (non-indoors) garbage receptacle not near campers. After tobacco use, volunteers should make every effort to eliminate the smell of tobacco/smoke on their person before returning to contact with campers, i.e. wash hands and face, brush teeth, change clothes, etc.

2.11 Child Abuse and/or Neglect

All summer camp volunteers all mandated reporters. If abuse or neglect is disclosed by a camper or suspected by a volunteer, the volunteer is required to report the abuse to the proper authorities within 24 hours. This includes disclosures of any physical or sexual abuse that has taken place at Camp Ten Trees or elsewhere. Abuse in any form is not tolerated at Camp Ten Trees and appropriate authorities will be contacted. If there is ever a question about whether or not to report, contact the Mental Health (Sunshine) Team or the Camp Director immediately.

All volunteers need to be sensitive to each person’s need for personal space (i.e., not everyone wants a hug). Appropriate touch is encouraged. A good approach is to ask, “Can I give you a hug?” and to respect the answer.

Child Sexual Abuse

Child sexual abuse includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered non-consensual, whether or not the child has allegedly consented, and is always prohibited.

Summer camp volunteers are not to engage in inappropriate touch. A quick hug or pat on the back is most often acceptable, but a prolonged hug or embrace may not be acceptable. Use good judgment. Asking before any kind of contact, such as a quick hug or pat on the back, is encouraged.

Child-Abuse Complaints

- 1. Any suspicion of abuse or any observed actions that are unacceptable behavior according to the above guidelines should be reported immediately to the Camp Director.
- 2. The Camp Director will notify the appropriate authorities.
- 3. The Camp Director will take appropriate internal action.

In the event that there is an accusation of child abuse, Camp Ten Trees will take prompt and immediate action as stated above. Washington State mandates child-care providers report information they have learned while in their child-care provider roles regarding suspected child abuse. Mandated reporters are generally granted immunity from prosecution for reporting what they have learned. Campers should be informed of the summer camp volunteers’ obligation to report incidents or suspicion of abuse/nonconsensual conduct.

Camp Ten Trees will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved. In the event the reported incident(s) involve a volunteer, the Camp Director will, without exception, suspend the volunteer from Camp Ten Trees. The authorities and parents or legal guardians of the child involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency.

Whether the incident or alleged offense takes place on or off camp property, it will be considered related to the individual’s role as a Camp Ten Trees summer camp volunteer.

Reinstatement (or selection as a volunteer in the future) of the summer camp volunteer will occur only after all allegations have been cleared to the satisfaction of the Executive Director and Board of Directors. All summer camp volunteers must be sensitive to the need for confidentiality in the handling of this information and therefore, should only discuss the incident with the Camp Director or Executive Director.

2.12 Site Hazard Risk Reduction

Any outdoor camp-site may present several potential hazards to both campers and volunteers. When and where possible, these hazards will be eliminated. Remember that health and safety are of primary importance at Camp Ten Trees. The following outline describes potential hazards and the prescribed methods for dealing with them. When appropriate, these procedures should be explained to campers.

Waterfront

Waterfront areas constitute a serious potential hazard. For this reason, no campers are allowed in or near waterfront areas without the presence of a summer camp volunteer who is certified by a nationally certifying body in CPR/AED and First Aid. Absolutely no one will be allowed on the Boat Dock, Swim Dock, any other dock, or in the water anywhere without the presence of an on-duty lifeguard.

Animals

All domestic animals on the campgrounds are vaccinated for rabies. To be safe, volunteers and campers must assume that all wild mammals (raccoons, chipmunks, rabbits, etc.) are carriers. If contact is made, notify the camp medical volunteers immediately. Medical volunteers will fill out an Incident Report Form.

Poisonous Plants

Camp Ten Trees is fortunate to use a camp-site with few poisonous plants. Campers and volunteers should avoid indiscriminate eating of plants. Always check with those who know the local flora and fauna.

Woods

No campers are allowed in the woods without at least one volunteer (or truddy, when in route to a counselor or activity). Because of the presence of brush and tree roots, no one should run in the woods. When traveling through the woods, all campers and volunteers should travel on trails only. Campers and volunteers should alert the Camp Director and the Site Manager of any hazardous trail conditions.

The Camp Road

The road around the perimeter of the camp-site is graveled and hilly. The road is off limits to unattended campers. The road should not be a common path of travel, even for attended campers. Volunteers should do their best to stick to the trails, whenever possible, instead of taking campers via the road. Be alert for cars and be sure campers know to move aside when they meet a car.

Broken Glass

Our summer camp community should make every effort to keep the camp-site grounds clean; however, since it seems some glass will always escape even the most diligent efforts, shoes must always be worn at camp.

Vehicles

Driving in camp during the camp sessions will be kept to an absolute minimum. No vehicle should exceed the speed of five miles per hour in main camp. Only volunteers with specific permission from the Camp Director may drive a vehicle on the camp road. Anyone who is going to drive on the camp road during camp sessions must make an announcement to this effect over the walkie prior to beginning the trip. Only emergency vehicles should use the camp road after dark. Any exceptions may be made only by the Camp Director.

Attractive Nuisances

An attractive nuisance is something, either natural or human-made, that may attract youth but that is dangerous and could cause an accident. Attractive nuisances will be handled using common sense and communication. Any new/previously unnoticed attractive nuisances will be addresses as the need arises.

The following known attractive nuisances will be regarded in the following ways:

- Climbable Rocks:** Campers may climb a rock only when it is dry and if they take caution and do not point their heads towards the ground.
- Docks:** Campers and volunteers may only go out onto a dock when a lifeguard is on-duty and they have been granted permission by that on-duty lifeguard. See “4.3 General Waterfront Rules.”
- Logs Over Water:** Campers and volunteers are not allowed to go out on logs over water.

2.13 Facilities

All volunteers are responsible for care of camp buildings and equipment. Vehicles are not available for personal use without prior approval of the Camp Director. Unauthorized use of resources is prohibited.

2.14 Camper-Owned and Volunteer-Owned Equipment

All equipment on-site, regardless of ownership, will be used only in compliance with camp policies and best practices for the use of such equipment. For volunteers, these policies will remain in effect whether or not campers are present. Neither the organization nor other volunteers or campers are responsible for loss of or damage to volunteer-owned or camper-owned equipment. Without explicit written permission from the Camp Director, no person may bring any of the items listed below onto camp property.

- | | | |
|------------------|----------------------------|--|
| -Pets | -Power tools | -Undeclared medication |
| -Scuba equipment | -Firearms or other weapons | -Sharp objects (including pocket knives, scissors, etc.) |

Campers will be advised of this policy in the “What to bring/not bring to camp” list. If inappropriate equipment is brought to camp by campers or volunteers, it will be labeled and stored at the discretion of the Camp Director.

2.15 Destruction of Property and Graffiti

Intentional destruction or damage of camp property is prohibited. Graffiti is prohibited. Campers and volunteers will be held accountable for any damage caused and may be subject to immediate dismissal from camp sessions.

2.16 Use of Camp Stoves and Handling of Liquid Fuel

Any volunteers or campers who will be using camp stoves or flammable liquids will first be instructed in their proper use and care, based on the following guidelines, and will be supervised until competency is demonstrated.

1. Liquid fuel must be stored in strong, non-leaking metal containers only. Containers must be tightly closed during transport and when lighting stoves. Keep liquid fuel and stoves away from fires to avoid explosions.
2. If using a portable camp stove, make sure the fuel tank cap is securely fastened before traveling.
3. Set up your camp stove on a solid level surface away from all flammable items. Make sure all campers and adults know where the stove is located and to take caution if walking nearby.
4. When filling your camp stove, use a funnel, if available, to prevent spills. Do not overfill your stove.
5. Before lighting your stove, be sure any spilled fuel has evaporated and the fuel tank cap is secure.
6. Follow the instructions that come with the stove to pump and/or light properly.
7. Never use a camp stove in a tent or an enclosed space.
8. Once finished, or if at any time a problem ensues with the camping stove, or if you see liquid fuel burning, immediately turn off the burner valve. Wait for the stove to completely cool before handling or attempting to determine the problem. Always wait for the stove to be completely cool before refilling fuel.

2.17 Sharp Objects

Sharp objects, including but not limited to scissors, knives, cutting tools, needles, and tweezers, are to be kept in non-camper areas or in locked containers when not under the director monitoring and supervision of adults.

Safety pins will not be considered sharp objects and do not need to be locked up. Volunteers are to use good judgment about where to store containers of safety pins, especially when living in cabins near campers.

Sharp objects used for activities must be stored in Arts & Crafts or Cougar Lodge. Be aware that knives are also in the kitchen on-site. If a volunteer finds a sharp object elsewhere on-site they should immediately take possession of that item, return it to the appropriate area listed above, and tell the Camp Director. Volunteers working directly with campers who have current self-harm concerns will be advised. Additional safety plans around the use and storage of sharp objects and related objects (i.e. tacks) may be developed based on the needs of that camper.

A locked box of sharp objects may be transported to and from an activity location as needed but must be returned to one of the appropriate storage areas (see above) immediately after the activity. When needed for camper activities, sharp objects will be counted by one or more supervising adults before, during (every 5-10 minutes), and after the activity period and then returned to their locked container and original storage area.

Scissors and other sharp objects may be borrowed from Arts & Crafts, upon request, if verbal permission is given by the Arts & Crafts Specialist. The Arts & Crafts specialist must also record, in a written log, who is borrowing the materials, what is being borrowed, when the materials are scheduled to be returned, and when the materials are actually returned. To avoid confusion, this request and recordkeeping must take place in person.

Any time a sharp object is missing, supervising adults must recount the sharp objects and search for the missing sharp object. If the object is not found within five minutes, the adults need to stop the activity at hand and engage campers in a further search for the object. If the object is not found in the next ten minutes, the activity may resume but the adults will continue searching for the object until the end of the activity, including a search of camper bags. If the object is not found by the end of the activity, the Camp Director must be alerted, and names of all campers and adults at the activity must be recorded and provided to the Camp Director. The Camp Director will ensure that the Medical and Mental Health Teams are aware of who may have the sharp object. If the object is not returned or found by the next Magma-Lava (a lunch time update meeting for all volunteers), the Camp Director will announce the missing object and instruct volunteers in both the ongoing search for the object and about any safety concerns or warning signs of which to be aware with regards to camper self harm or the harm of others.

If a camper returns a sharp object or is discovered to have a sharp object, an adult will take the object and talk with that camper about camp's policy. They will also talk with that camper about their personal safety. If potential self-harm or harm of others is suspected, a Mental Health volunteer will meet with the camper to discuss a safety plan for remaining at camp. If the camper cannot agree to a safety plan or the Mental Health volunteer determines that the camper cannot safely remain at camp, they will alert the Camp Director who will determine next steps.

2.18 Incident Reports

An Incident is any event which is not consistent with the routine operation of camp sessions or the routine care of a particular camper, volunteer, or visitor to the camp. It may be an accident, a situation which could have resulted in an accident, or a disruptive conflict. Volunteers should use their best judgment in determining if something is an Incident. Each time an Incident occurs, an Incident Report must be made by at least one involved volunteer.

If you are unsure whether an event was an Incident, and thus requires an Incident Report, ask the Camp Director or simply complete an Incident Report. To make an Incident Report alert the Camp Director to the Incident and complete an Incident Report Form. The Camp Director must be informed within 24 hours of the Incident. Incident Report Forms must be completed within 48 hours of the time of the Incident or by the end of the camp session; whichever is sooner. If needed, ask for extra coverage or time off in order to complete the Incident Report. Blank Incident Report Forms will be stored in a central location (Cougar Lounge, unless otherwise specified) and will be accessible to all volunteers. Completed Incident Report Forms must be handed in person to the Camp Director, or to the Camp Director’s designee should the Camp Director be off-site.

Special Requirements for Medically Related Incident Reports

An Incident Report Form is to be used by the Camp Ten Trees Medical Lead volunteer to document any camper, volunteer, or visitor illness or injury which requires attention from an outside physician or hospital emergency room staff. This form will also be used for any Incident which, in the judgment of the Medical Lead or Camp Director, requires special documentation. For example, the Incident Report Form will be used to document all instances in which a visitor (authorized or not) to the camp is injured or becomes ill; in all instances in which a visitor to the camp receives first aid or medical treatment from a volunteer; and in all instances in which anyone at all is injured or becomes ill while doing something contrary to camp rules or common practices.

Multiple Witnesses

If witnesses disagree about the Incident, or if the Camp Director requests it, each witness to an Incident will write and sign individual accounts. These will be attached to the Incident Report Form.

Annual Incident Review

Once a year, within the three months following the summer camp sessions, all Incident Reports will be reviewed by an organizational team consisting of, at minimum, the Camp Director and the Executive Director. During this review, recommendations will be made for any additional follow up needed on the Incidents as well as steps that can be taken to prevent similar situations from occurring in the future.

Section 3 – Specific Program Area: Archery Policies and Procedures

3.1 Volunteer Eligibility for Archery Instructors

Instructors must attend an Archery Certification Course or provide documentation of archery expertise. Instructors must be familiar with archery skills, equipment, and program safety regulations needed for camper instruction. All volunteers using the archery range must be oriented to the archery policies and procedures.

3.2 Camper Eligibility for Archery

Archery will be offered to all campers who are able to follow policies and procedures.

3.3 Supervision of Campers at Archery

Two volunteers (one of whom is a certified Archery Instructor) are required for the first eight campers and then one volunteer for each additional eight campers. Non-instructor volunteers assist Instructors to ensure all safety rules are followed. The archery range and equipment may be used only when an Archery Instructor is present.

3.4 Archery Safety Rules and Expectations

- Equipment is locked up when not in use; the Archery Instructor keeps the key. If there are multiple Archery Instructors, they will decide how to maintain safe possession and use of the key. Their decision will be shared with the Camp Director and the Coordinator of Core Activities.
- An Archery Instructor will give all volunteers and campers a safety orientation the first time they shoot each camp session. This will include safety rules, proper shooting techniques, and safe arrow retrieval. Safety rules will be posted at the archery range and must be clearly visible to all volunteers and campers.
- No more than two campers may shoot at a single target at any given time.
- Campers will stay behind the firing line, retrieving arrows only after all shooters have finished and the Archery Instructor has given them permission to go forward.
- Arrows should never be aimed anywhere except down range (i.e., toward the targets).
- One long blast of a whistle means STOP; do not fire any arrows or move anywhere.
- The Archery Instructor(s) will establish verbal commands for the nocking of the first arrow, commencement of shooting, and retrieval of arrows.

3.5 Emergency Procedures at Archery

A first aid kit and emergency radio will be kept at the archery range at all times. In the event of a medical emergency beyond the scope of the certified volunteers present, follow the “First Aid/ Emergency Procedure.”

Section 4 – Specific Program Area: Waterfront Policies and Procedures

4.1 The Waterfront Manual

All summer camp volunteers receive basic Waterfront policies, procedures, and risk reduction techniques via this handbook. All Waterfront Volunteers will also be given a copy of the “2013 Camp Ten Trees Waterfront Manual.” Waterfront Volunteers include Waterfront Leads, Lifeguards, and Boating Specialists. It is the responsibility of the Waterfront Volunteers to read the complete 2013 Camp Ten Trees Waterfront Manual prior to their first 2013 camp session with Camp Ten Trees. The Waterfront Manual is reviewed and updated annually; therefore, returning Waterfront Volunteers must read it in full each and every year they volunteer for Camp Ten Trees.

4.2 Volunteer Eligibility for Lifeguards

All Lifeguards must be certified as lifeguards by a nationally recognized certifying body. In addition, all lifeguards must demonstrate skills in rescue and emergency procedures specific to the camp-site’s aquatic areas and the activities of Boating and Swimming. These skills will be practiced and documented on-site prior to camper arrival.

4.3 Waterfront Safety Rules and Expectations

- No camper is allowed near the water at any time without the permission of a volunteer and without being in that volunteer’s line of sight.
- No one (campers or volunteers) is allowed in the water, on the Swim Dock or Boat Dock (i.e., Waterfront), or on any other dock in camp, at any time, without a certified lifeguard on duty.
- Cabin Counselors and/or Rovers must stay at Waterfront to assist in supervision whenever their campers are at Waterfront outside of normal activity rotations.
- Any volunteers at Waterfront who are not acting as lifeguards are responsible for supervising camper behavior at Waterfront so that lifeguards may guard or instruct.
- A team of volunteers will be trained in Waterfront Missing Person(s) Procedures. In the case of a missing person at Waterfront, volunteers not trained in these procedures will supervise campers and follow instructions provided by Waterfront Volunteers and the Camp Director.
- Any accident or injury that occurs at Waterfront must be reported to a Waterfront Volunteer and a Medical Team Member immediately and must be documented within 24 hours.
- Campers and volunteers must follow all the rules for the Waterfront, Boating safety, Swimming safety, and specific to their appropriate swimmer levels.

4.4 Swimming Guidelines

- At least one on-duty lifeguard must be watching from out of the water per every 25 youth or adults.
- If youth are in the water, at least one trained lookout, certified in age appropriate CPR/AED and First Aid, will be on-duty and watching from out of the water per every 25 youth or adults. This lookout is in addition to the lifeguard.
- Lookouts will be trained by one or more Waterfront Volunteers prior to performing their lookout duties.
- Swimmers may swim only in water areas at or below their abilities as determined by the Camp Ten Trees swim check.
- All campers and volunteers will attend a Waterfront orientation before their first times using the Waterfront at camp. This orientation will include Waterfront safety rules, expectations, and procedures as well as individual swim checks for each camper and volunteer.
- Swimming is allowed only in the roped off area unless permission is given by Waterfront Volunteers.
- One long blast of a whistle means that all swimmers must exit the water.

4.5 Swim Checks

- All campers and volunteers will take a swim check prior to engaging in any Waterfront activities.
- All campers and volunteers must begin the swim check by wading into the water and fully dunking under.
- Swimmer Levels:

Swimmer Level	Swimming Requirement	Treading Water Requirement
Green	Dunk head underwater	None
Purple	Continuously swim 25 yards	2 minutes
Orange	Continuously swim 100 yards	5 minutes

4.6 Boating Guidelines

- At least one on-duty lifeguard must be watching from out of the water per every 25 youth or adults. If possible, at least one on-duty lifeguard must be guarding from a boat nearby a majority of the boaters.
- If youth are in the water, at least one trained lookout certified in age appropriate CPR/AED and First Aid will be on-duty and watching from out of the water or from a boat per every 25 youth or adults. This lookout is in addition to the lifeguard.
- All campers and volunteers will receive an orientation to boating prior to boarding any small crafts. This orientation will cover boating guidelines, procedures, safety concerns, and simple rescue methods.
- All groups using small crafts must be in the visual range of a certified lifeguard.
- Personal Flotation Devices (PFDs), such as life jackets, which are safe for use, must be worn at all times by all individuals engaged in boating activities. Only the certified, on-duty lifeguard is excepted from this policy and he/she/ze must have at least one safe PFD readily available for use if necessary.
- Canoeing will be offered to youth ages 9 and up who pass the purple swim test.
- Funyaking will be offered to youth ages 10 and up who pass the purple swim test.
- Kayaking will be offered to youth ages 12 and up who pass the orange swim test.
- Campers who are 8 years old and/or green level swimmers may canoe only with a volunteer or trained Counselor-in-Training (C-I-T) and only when that volunteer or C-I-T is a swimmer of level purple or higher.
- Boats may be summoned to the dock with a signal clearly communicated to boaters during orientation.

4.7 Lookout Training and Responsibility

- Volunteers supporting Waterfront activities must be trained as lookouts prior to performing their lookout duties. This training can occur in an all-camp training or through one-on-one coaching from a Lifeguard or the Waterfront Lead.
- A lookout is a designated volunteer used as a “second” for Waterfront activities. Lookouts can help the Waterfront team to provide a comprehensive program for a large number of campers by maintaining the ratio of volunteers to campers at one to eight (or six to one, if campers are all 8 years of age).
- Lookouts are most effective when located in positions where they can constantly observe and be ready to assist participants.
- All lookouts are encouraged to read the “2013 Camp Ten Trees Waterfront Manual” prior to performing their lookout duties.

4.8 Waterfront Closures

The Waterfront, as well as all other docks and shores or trails within 5 feet of the water, may be closed due to the following safety concerns. Closures will be announced to the entire camp community. During these closures, all campers and volunteers are to stay clear of all such areas unless otherwise directed by the Waterfront Lead, directed by the Camp Director, or in order to provide emergency services.

1. Extremely high winds
2. Limited visibility
3. Thunder and/or lightning heard and/or sighted within the last 30 minutes
4. At the discretion of the Waterfront Lead due to safety or other concerns

4.9 Non-Lifeguard Observation of Waterfront Emergencies

All volunteers should be watchful for emergencies when at or near Waterfront. If you spot an emergency at or near Waterfront, and you are not a certified lifeguard, alert a lifeguard immediately. Waterfront emergencies include, but are not limited to the following:

1. A missing person in the Waterfront area
2. A near drowning
3. A boating accident

Section 5 – Specific Program Area: Overnights, Trips, and Excursions

5.1 Camper Supervision during Overnights, Trips, and Excursions

Out of camp, a volunteers-to-campers ratio of at least one-to-eight will be maintained. However, a minimum of two (2) volunteers must be present at all times, regardless of the number of campers. Campers and volunteers will remain in general proximity (within sight and hearing range) to each other to provide maximum supervision. No camper may leave the group without a volunteer’s permission. Campers away from the group must have a truddy. Their whereabouts must be decided with a volunteer prior to leaving the larger group. If intermingling with the public, campers are to stay with their truddy.

5.2 Separation from the Group during Overnights, Trips, and Excursions

As a risk reduction technique, rendezvous point(s) and time(s) will be established in advance. If campers are separated from the group, they should head to the rendezvous point. Volunteers will check the rendezvous point when it is reported that someone is missing. If a camper is reported missing, volunteers may call emergency services for assistance after checking the rendezvous point, or immediately if foul play is suspected. If a camper is missing, the main camp-site is to be called and the Camp Director notified immediately.

5.3 First Aid/CPR Requirements for Overnights, Trips, and Excursions

If the overnight, trip, or excursion off-site is more than 30 minutes away from emergency services, at least one volunteer with Wilderness First Aid and CPR/AED or higher emergency medical skills (such as an MD, RN, or Wilderness First Responder) must be with the group and on duty at all times.

5.4 Orientations for Overnights, Trips, and Excursions

All campers and volunteers participating in out of camp programming must receive orientation that includes specific information and training on how and where to obtain medical and emergency assistance on the trip.

5.5 Cell Phone Use during Overnights, Trips, and Excursions

When leaving the main camp-site, volunteers should bring at least one fully charged cell phone. The phone should be used only for emergencies or for reporting back to the Camp Director, or designee, at the main camp-site.

5.6 Risk Reduction and Off-Site Emergencies during Overnights, Trips, and Excursions

To avoid emergencies, a risk reduction plan will be made for any off-site programming involving campers. This plan will be made with the input of, at minimum, the Camp Director and the summer camp volunteers leading the overnight, trip, or excursion. For hiking trips, this plan must include a full walk-through of the exact trail to be taken and a visit to the campgrounds to scope out potential hazards and to test cell phone coverage for the trip.

In general, if an emergency occurs, the volunteers must contact the Camp Director to determine the best next steps. In the case of a severe injury, volunteers are to follow their level of training to address the incident and seek emergency medical services if needed. The Camp Director should also be contacted as soon as possible.

If, during the time of the emergency, there is no cell phone coverage, an adult who is not needed to handle this emergency should find cell phone coverage in the safest possible way and then call the Camp Director. If no cell phone coverage can be found, volunteers must use their best discretion to provide for the safety of campers.

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You do not need to sign and return this page from the handbook. This page is here for your reference. You do need to sign and return the form provided to you in the packet.

Please Note:

The Camp Ten Trees Summer Camp Volunteer Handbook 2013 and Policies and Procedures for Camp Ten Trees Summer Camp Sessions are designed to clarify, generally, the relationship between the Camp Ten Trees organization and summer camp volunteers and should not be considered as a contract or a guarantee of volunteer placement.

Before you sign below, be certain you have a complete understanding of what these Policies and Procedures will demand of you. Proper expectations and communication are a must for a successful and enjoyable experience as a Camp Ten Trees summer camp volunteer. Contact the Camp Director with any questions.

Also, Camp Ten Trees is committed to engaging community input on all aspects of the Camp Ten Trees organization. If you would like to provide input regarding any aspect of the summer camp sessions, including Policies and Procedures or other information presented in the Handbook, contact the Camp Director or the Executive Director. There is also currently an ad-hoc committee reviewing the policies of the Summer Camp Volunteer Handbook and making recommendations for future versions of the Handbook to the Camp Ten Tree staff and board. For more information, email info@camptentrees.org.

STATEMENT OF ACKNOWLEDGMENT

I acknowledge receipt of the Camp Ten Trees Summer Camp Volunteer Handbook 2013, including the Policies and Procedures for Camp Ten Trees Summer Camp Sessions, and understand that these documents (including any corrections discussed at volunteer training) supersede all prior documents and any other verbal or written agreements. I have read and understand these documents. I shall endeavor to embody the Camp Ten Trees Mission, Values, and Commitment to Social Justice throughout my time as a summer camp volunteer. I understand that Camp Ten Trees has the right to dismiss me as a volunteer for any reason, including but not limited to my failure to comply with these Policies and Procedures.

Signature: _____

Printed Name: _____

Date: _____

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