



### **Policies and Procedures**

Center Lake Bible Camp  
4200 W. 20 Mile Rd.  
Tustin, MI 49688

### **Mission Statement**

Armada Police Athletic League Camp is a program made possible and run by volunteer staff for junior high youth. The program is designed to instruct, encourage, and have fun. In doing so, an environment is created where every child and staff member may feel welcome, important, and special. May this always be our goal.

Copies of this handbook can be found for public viewing on our website – [ArmadaPALcamp.org](http://ArmadaPALcamp.org)

For inquiries regarding PAL Camp, please visit [armadapalcamp.org](http://armadapalcamp.org) and fill out a contact form. All responses will be handled in a prompt and timely manner. You can also direct any questions to our Facebook page. Our social media team will also respond in a timely fashion.



## **R 400.11107**

### **Pre-Camp Procedures**

*Registration is open regardless of race, creed, color, or national origin. All registrations are accepted on a first come first serve basis. Once camp is full, potential campers are placed on a waiting list.*

#### **I. Registration**

- A. Camp registration date to be set for some time in April, coordinating with Armada Middle School for their available dates.
- B. An advertisement in the Armada Times/Voice Newspaper is placed. Advertisements must state that transportation services are provided by SMART to receive funds to pay for buses.
- C. Social Media Sites such as Facebook and the PAL Camp Website will be updated with registration information.
- D. Parent group email from the previous camp year will be notified by email about PAL Camp Registration, date and time.
- E. All current camp staff and board members are encouraged to attend registration, which includes meeting and greeting parents and campers, taking tuition, and answering questions.

#### **II. Orientation**

- A. An orientation session is held to introduce staff and kids and parents, inform kids of cabin placement, retain any tuition balances still owed.
- B. All staff members are encouraged to attend orientation.

#### **III. Pre-camp Cabin Meeting**

- A. All cabins are expected to hold a pre-camp cabin meeting together at own designated place and time.
- B. Pre-camp meetings are to discuss cabin projects for theme of camp that year, camp policies, camper questions/concerns about camp, learn names, etc.

## TYPICAL P.A.L. CAMP SCHEDULE

### SUNDAY

11:00 P.M. Load truck  
12:00 P.M. Leave for camp  
2:00 P.M. Rest stop/Snack  
4:00 P.M. Arrive at camp  
Unload Truck  
  
5:00 P.M. Welcome Barbeque  
6:30 P.M. Swimming Test  
  
8:00 P.M. Introductions/Rules/  
Welcome to camp concert  
9:30 P.M. Snack/settle in  
10:30 P.M. Lights Out

### SATURDAY

7:30 A.M. Rise and Shine  
  
8:30 A.M. Load Truck  
  
8:45 A.M. Cabin/Grounds Clean-up  
  
10:00 A.M. All Camp Brunch  
12:00 P.M. Rest Stop/Snack  
2:00 P.M. Arrive home

### MONDAY - FRIDAY

7:30 A.M. Rise and shine  
8:00 A.M. Flag raising  
8:15 A.M. Breakfast  
9:00 A.M. Cabin clean up  
(Junior Staff Meeting)  
  
9:45-10:45 A.M. Block Class #1  
11:00-12:00 A.M. Block Class #2  
12:15 P.M. Lunch  
1:00 P.M. R and R (Sr. Staff Meeting)  
1:30 P.M. All Camp Activity  
  
3:00 P.M. Free Time  
4:30 P.M. Cabin Option  
5:15 P.M. Dinner  
7:00 P.M. Concentration Class  
  
8:15 P.M. Canteen  
  
8:45 P.M. All Camp Activity  
  
10:30 P.M. Lights Out

## **CAMPER RULES**

1. Campers should respect fellow campers as well as staff.
2. There is to be no physical contact between campers.
3. It is expected that the program schedule is to be observed by every camper **WITHOUT EXCEPTION!**
4. Dress should be appropriate for the various activities in the camp program. Bathing suits should be worn only when down at the waterfront. Campers are to wear shoes at all times, except when swimming or taking showers.
5. The chapel is off limits to the camper unless it is being used for an organized activity.
6. Every camper is expected to respect the beauty of the camp. There will be no defacing of trees, buildings, furniture, or other camp property. Campers are expected to deposit all waste in proper containers.
7. Every camper is expected to keep his bed and personal belongings in order. He/she should also share in general cabin and grounds clean up.
8. Swimming shall be permitted only in designated areas, at scheduled times and under the supervision of a lifeguard.
9. Boating shall be permitted only in designated areas, at scheduled times and under the supervision of a lifeguard. No boats are to be beached in other than designated locations.
10. Campers should remain on the camp grounds at all times.
11. There is to be **NO** profanity at camp.
12. Campers are to obey not only their counselors but all staff and leaders in camp.
13. Smoking, alcoholic beverages, or any drug of any sort is not allowed at camp or on the camp grounds. Any violation of this rule shall result in dismissal from camp and violators will be sent home.
14. Camp is a Device Free Zone. This includes: Cell/Smartphones, tablets, iPods, iPads, Kindle, and other EReaders

## **Camp is a Bully Free Zone**

### **What is Bullying?**

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Verbal, physical, and social bullying is not tolerated at camp. Violators will be sent home.

### **Electronic Devices**

For over 30 years, Armada PAL Camp has been device free. Over the last few years, Cell/Smartphones, tablets, iPods, and other devices have become very popular. Statistically, since electronic devices have become so popular, kids are spending less time outside as they once did.

It is PAL Camp's belief that camp is a unique opportunity to be device free and interact with the beautiful setting of Center Lake Camp. All staff members will have cell phones in the event of an emergency, or needing to correspond with another staff member. Other than that, you will not see our staff members with electronic devices either.

PAL Camp is a week to connect with nature and be disconnected from their devices.



## R 400-1009

### I. Staff Application Process

- A. All Staff must be at least 18 years of age.
- B. All potential staff must fill out an application, to be reviewed by the Director and/or Assistant Directors that includes: work history, camp experience, and at least three credible references.
- C. A reference check will be done on all new staff by the Director and/or Assistant Directors.
- D. All staff over the age of 18 must have a Criminal History Background Check (ICHAT)
- E. All Staff over the age of 21 must be cleared with the Central Registry Division of the Michigan Department of Human Services for a Child Abuse/Neglect background check.
- F. A roster of all current staff will be kept by the Director and Assistant Directors.
- G. All staff members will be evaluated in all areas including:
  - Good Character Traits Such as: Integrity, honesty, responsibility, compassion, and upstanding behavior within the community.
  - How well he/she interacts with campers, parents, and fellow staff members.
  - Qualifications for class instruction, which includes prior experience, occupation, certifications, and interest.

### II. Staff Training

- A. ALL STAFF MUST ATTEND A MINIMUM OF THREE (3) STAFF TRAINING SESSIONS.
  - First Meeting – Pre-camp All Staff Meeting – To be scheduled approximately four to six weeks before camp.
  - Second Meeting – To be held the Saturday before camp begins at Center Lake Bible Camp – Mandatory
  - Third Meeting – To be held on Sunday of camp at Center Lake Bible Camp. – Mandatory
  - All Staff will have digital access to the staff handbook. If necessary, a hard copy of the handbook will be provided.
  - C.P.R. is encouraged for all staff. If interested, a session will be organized for basic training.

*If unable to attend a meeting, contact training coordinator prior to meeting for scheduling of a make-up session. Sessions will cover camp policies, camp procedures, staff introduction, staff duties and descriptions, and counselor training.*

### **III. Staff Camp Rules**

- A. Attend meetings pertaining to camp program and activities.
- B. Participate, cooperate, and give input to camp program.
- C. Guard health and safety of campers.
- D. Know “good touch, bad touch” policy and adhere to it.
- E. Know camp policies (emergency, etc.) and adhere to them.
- F. Show equality to all campers and staff members.
- G. NO PROFANITY IS ALLOWED FROM STAFF AS WELL AS CAMPERS.
- H. If problem with cabin, other staff member, or program, discuss this with Camp Director or Assistant Camp Director.
- I. Have respect for campers as well as other staff members.
- J. A “night out” is offered for staff on various nights. Camp policies and expectations are to be followed at this time as well. Discretion is up to staff member as to time allotted for night out, but full participation is expected following day.
- K. Preparation for activities, cabin and full camp is expected.
- L. No smoking, alcohol, or drugs of any sort are allowed at camp, including staff. Violation of this rule may result in termination of staff qualification.

### **IV. STAFF DESCRIPTIONS**

#### **Description and Chain of Command**

##### **1. Director:**

Responsible for the daily operation and administration of the camp; and the care, safety, and protection of campers. He/she may be not less than 21 years of age, have not less than eight weeks full-time experience working with youth, and a minimum of four weeks experience working on a full-time capacity at an organized camp or related program. He/she shall be familiar with the administrative responsibilities of this post including coordinating program, staff training, staff placement, and staff supervision at camp. The Camp director is accountable to the PAL Board.

##### **2. Assistant Director**

Assists director in all of the responsibilities of that post. He/she shall have the full responsibilities of the director in their absence. He/she shall not be less than 21 years of age, have no less than eight weeks experience working with youth programs, and shall have no less than four weeks full-time experience working with youth in an organized camp setting. May have involvement as instructor and/or counselor when needed.

### **3. Camp Medical Director/Nurse**

Responsible for the attention to care and wellbeing of campers and staff. Shall organize and distribute existing medical prescriptions, and attend to any medical emergency or incident. Responsible for ensuring medical supplies are adequate in number and quality.

#### **Qualifications**

- Licensed physician, registered nurse, or licensed practical nurse
- Completed training and certification, which is equivalent to requirements as set forth in the American National Red Cross manuals, numbered 322345 and 321292. Manuals are permanently located at camp.
- Accountable to Camp Director

### **4. 8<sup>th</sup> Grade Director**

Responsible planning and facilitating the 8th grade high adventure program, which includes strengthening teamwork skills, communication, and leadership skills in a risk free environment. This includes but not limited to: ropes course, paint ball, 50' climbing wall, off site/overnight canoe trip, and a field trip to Traverse City.

### **5. Senior Counselor**

Responsible for the day-to-day supervision and care of a cabin of campers, seeking to know each individual to meet the physical and emotional needs of that camper. Duties include demonstrating leadership in running the cabin, fully participating in camp program by creating and participating in games and skits, attend daily staff meetings, assist in training of junior staff members, and be responsible for weekly assigned duties.

#### **Qualifications**

- Be at least 19 years of age
- Have some experience working with children or youth
- Have good health and emotional maturity
- Like working with children
- Be able to assess and understand needs of campers, and place those needs and camp ahead of personal desires
- Respect camp property
- Demonstrate patience
- Demonstrate leadership qualities
- Be able to organize and lead assigned camp class
- Accountable to director and/or assistant director

### **6. PLT Advisors**

Advisors are responsible for the day-to-day direction of service staff, high school age students who service as interns. Provides direction oversight for the service staff providing assistance in an internship of the overall operations of camp.



## 7. Junior Counselor

Assists Senior Counselor in day-to-day care of campers and all program needs while at camp. He/she must demonstrate strong leadership abilities and have some experience working with youth in an organized setting.

### Qualifications

- Be not less than 18 years of age
- Be able to take on responsibilities as deemed necessary for campers and staff
- Be able to aid and participate in organizing camp classes
- Demonstrate leadership qualities
- Attend daily staff meetings
- Enjoy working with children
- Enjoy outdoor activities
- Demonstrate patience
- Accountable to director, assistant director, and senior counselor

## 8. Counselor-In-Training (C.I.T.)

Responsible for assisting senior and junior counselors and camp program when and where necessary. He/she will NOT have direct control or responsibility over campers. Is expected to participate in camp program and learn qualities of being camp counselor through meetings and hands on training.

### Qualifications

- Must be of high school age and best if attended PAL camp 8<sup>th</sup> grade year
- Show mature qualities and leadership abilities
- Be willing to participate in program activities
- Enjoy outdoor activities
- Enjoy working with children
- Respect authority
- Accountable to director, assistant director, and counselors

## 9. Waterfront Director (R 400.11405 Certified Aquatic Supervisor)

Adult with completed training and certification as a **Lifeguard Instructor** or **Water Safety Instructor**, including advanced lifesaving and cardiopulmonary resuscitation as set forth in the American National Red Cross manuals numbered 655730 and 652161, which are adopted by reference in **R 400.11403**. Responsible for giving direction in all waterfront activities, including initiating a strict and efficient safety program for entire camp in keeping with the State Regulations for camp water safety. Shall be responsible for operating program of swimming instruction per Red Cross direction. Responsible for overseeing the testing and evaluation of the swimming abilities of all campers and staff members. Shall oversee all lifeguards and waterfront staff being certain waterfront is not accessed until all scheduled staff is present. Responsible for all waterfront maintenance, inventory, and improvements.

### Qualifications

- Minimum of 18 years of age
- Have current Water Safety Instructors certification
- Enjoy working with children
- Have minimum one-year camp waterfront experience
- Demonstrate emotional maturity and stability
- Accountable to camp director

### 10. Lifeguard

Responsible for lifeguarding all swim periods under the direction of the waterfront director, while aiding in beach cleanup and maintenance. Shall aid in overseeing of swim abilities of campers and staff, and be willing to aid in swim instruction when necessary. Shall keep all equipment, boats, and boating equipment neat and in proper working order.

### Qualifications

- Be at least 16 years of age
- Have current lifesaving certificate
- Enjoy working with children
- Demonstrate emotional maturity and stability
- Accountable to waterfront director

### 11. Boating Supervisor

### Qualifications

- Be minimum 16 years of age
- Have current lifesaving certificate
- Have training and experience in boating safety
- Enjoy working with children
- Have good teaching abilities
- Demonstrate emotional stability and maturity
- Accountable to waterfront director

### 12. Aquatic Observers (R 400.11407)

- **An aquatic observer shall be a person not less than 16 years of age who has received training from a certified aquatic supervisor.**
- **There must be (1) aquatic observer for up to 20 campers and (1) additional aquatic observer for each additional 10.**
- **Aquatic observers must not engage in an activity that will distract them from their duties. Duties include the following:**
  - **assist lifeguards with observation and swimmer control**
  - **be prepared with appropriate dress and supplies**
  - **how to properly check for hazards**
  - **awareness of waterfront rules and enforcement strategies**
  - **personal safety including self-rescue strategies**
  - **what to watch out for, including but not limited to, cramps, seizures, exhaustion, and horseplay**

### **13. Class Instructors**

Teach lessons as directed according to camp program. Responsible for creating class schedule, outline, and organizing materials for each class. Pre-camp preparation is necessary. Lesson plans are to be provided to the Director or Assistant Director. Block Class instructors need to plan one lesson to cover 10 different groups of campers during the week, Monday – Friday. Concentration Classes will require four different lesson plans to be taught to the same group of campers Monday – Thursday.

#### **Qualifications**

- Be at least 18 years of age
- Have camp counseling experience
- Enjoy working with children
- Have good teaching abilities
- Be motivated, organized, and enthusiastic
- Demonstrate emotional maturity and stability
- Accountable to camp director

### **14. Camp Service Staff**

PAL Leadership Team members who are responsible for a given task as directed by the Center Lake staff, PAL Director, or Assistant Director. Each service staff member will be assigned but not limited to two duties not to exceed 4 hours. Duties may include the following: food service, kitchen & dining hall maintenance, lounge & lobby maintenance, basement recreation room maintenance, restroom maintenance, grounds maintenance, chapel maintenance, and horse stable and barn duties.

#### **Qualifications**

- Be a member of the PAL Leadership team
- Be at least 15 years of age
- Have a positive attitude
- Demonstrate emotional maturity and stability

#### **Service Staff Guarantees:**

- Will be given ample R & R time
- Will be given free time to take part in all camp open & monitored areas such as the waterfront
- Will be allowed to take part in all camp activities involving campers and counselors



## R 400.1111

### **I. Number of Staff**

- A.** Daytime: At any one time, from 7:00 A.M. \*until 9:00 P.M. there will be one adult Staff member for every 10 campers or a fraction thereof on duty, on site. (See “High Adventure” activity statements for staff ratio for each specific activity)
- B.** Evening: At any one time, from 9:00 P.M. until 7:00 P.M. \*\*, there will be one adult Staff member for every 14 campers or a fraction thereof on duty, on site. No camper group will be established where a staff member cannot hear or see said group
- C.** General: At no time will there be less than two adult staff members on duty.
- D.** All camper groups leaving the main campsite will have at least two adult staff members. Staff shall have first aid and CPR training.

\*There are the camps up and awake hours.

\*\*These are the camp’s normal sleeping hours

### **II. Weekly Assigned Duties**

Prior to camp, specific duties needed during the week of camp shall be assigned. Each staff member is responsible for attending their assigned duties and filling in when necessary. The duties that will be assigned by the Director, Assistant Directors, Waterfront Director, or PLT Directors are distributed prior to the camper’s arrival at camp.

#### **A. Canteen:**

Senior Staff must be present at canteen time and distribute candy and sodas to campers, ensuring everyone gets one candy and one soda in reasonably organized fashion.

#### **B. Buddy Board: (Assigned by Waterfront Director)**

Waterfront buddy board duty necessitates serious organization. Responsibilities include organizing tags during free time so that all persons on waterfront may be accounted for, counting tags when buddy checks are done, and ensuring no one enters waterfront without being accounted for with a tag in the proper area. In the case of waterfront emergency, the counting of tags and determining unaccounted for camper while working with waterfront director is necessary. Two persons shall be assigned per free time to work buddy board, and at least one person should have previous buddy board experience. (See emergency procedures for further information)

#### **C. Waterslide: (Assigned by Waterfront Director)**

Two staff members shall be appointed to waterslide duty during free time. One will be at the top of the slide and one will be at the bottom. Responsibilities include being familiar with and ensuring swimmers obey all waterslide rules, aiding in buddy check counts, maintaining waterfront (cleanliness, organization, etc.), and taking direction from waterfront director when necessary. Waterslide attendants will report to the waterfront director during buddy checks.

**D. Blob:**

Three staff members (Assigned by Waterfront Director), including one lifeguard, will be appointed to this area. Responsibilities include one staff member to accurately and securely put lifejackets on campers, and escort campers to the ladder. Platform attendant will provide instructions on how to jump, land, crawl to the end of the blob, and the position in which the camper must sit. Once positioned accurately, the lifeguard will give thumbs up. The person jumping onto the blob must announce he/she is blobbing. Blob attendants will report to the waterfront director during buddy checks.

**E. Boating and Canoeing:**

Three staff members, including one lifeguard in a boat is assigned to this area. Two staff will remain on the beach, checking in and checking out campers. Beach attendants will ensure that all boaters have the appropriate size lifejackets and that they are accurately and securely fastened. Boaters will be escorted to their boat, canoe, or kayak. Beach attendants will report to the waterfront director during buddy checks.

**F. Fruit/Juice:**

A CIT or PLT member (Assigned by PLT Director) is usually appointed to distribute fruit and juice during free time. Responsibilities include ensuring everyone receives fruit/juice that requests it, all fruit/juice is consumed that is taken (ie. not wasted), and cleanliness of the camp is maintained.

**G. Bus Captain:**

A CIT or PLT member (Assigned by PLT Director) shall be appointed bus leader. Responsibilities include ensuring all campers and staff are present on bus prior to departures and reporting to director. Counselors shall account for the presence of their cabin and report to bus leader.

**III Additional Staff Responsibilities**

**A. Departure from home: (Nurse, PLT Director, CITs, & PLT)**

All CIT Staff should gather their cabins and ensure the following is accomplished:

- PLT will assist in carefully loading luggage onto the truck.
- CIT staff in their cabin should remain with cabin.
- Any medications, medical information, etc. is taken care of with nurse.
- All pertinent information/questions are taken care of with parents.
- A bus captain will be designated. A minimum of one staff member from each cabin will be placed with their respective cabin on a bus. The staff of each cabin will be responsible for accounting for their cabin being present and will report this to bus leader upon each departure.

**B. Departure from camp:**

- All staff should ensure for departure:
- All campers have luggage gathered and placed out at designated location for loading onto truck prior to attending breakfast.
- Account for lost items, noting anything not found or claimed with lost and found box.
- CABINS AND GROUNDS SHOULD BE AS CLEAN OR CLEANER AS WHEN ARRIVED.
- All campers should be accounted for, on the bus, and cabins checked in with bus leader at departure time.



## R 400.11113

### **Behavior Management**

- A. Camp rules are to be discussed at orientation with parents present, at pre-camp meetings, at Sunday's Welcome Assembly, and as a cabin on Sunday night.
  - Campers are to be made aware of the consequences of breaking a rule.
  - Consistency is important. Enforce all rules at all times.
  - Listen carefully to the camper to hear all sides of a situation before administering any consequence.
  - Help campers understand and develop positive alternative behaviors, which are appropriate to replace the unacceptable ones.
  - Use positive methods of intervention so that the camper does not become defensive or even deny ownership to breaking the rule.
  - Use acceptable/realistic consequences of rule breaking.
  - Consequences must be appropriate and not too harsh.
- B. Consequences may be given by the following:
  - Senior Counselor in Charge of Camper's Cabin
  - Assistant Director
  - Director
- C. Phone calls home are to be done on an as needed basis determined by the director and assistant directors.
- D. Junior Counselors who are in charge during a particular behavior should report information to the senior counselor, assistant director, and director.
- E. A consequence may NOT include the following:
  - Depriving a camper of food or sleep;
  - Placing a camper alone without staff supervision, observation, and interaction
  - Subjecting a camper ridicule or threat.
  - Subjecting a camper to excessive physical exercise or excessive restraint.
  - Subjecting a camper to hazing or the practice of rituals and other activities involving harassment.
- F. Periodic evaluations of program/staff/camper groupings shall be conducted to insure that the camp environment is not contributing to behavior problems. The Director, Assistant Directors, and senior staff may do this.
- G. If restraint is required to protect a camper from him or herself or to protect others from the camper, only those staff who have received training may implement restraint.
- H. Staff are encouraged to be a role model. Do not expect campers to follow rules if the staff does not.

## Homesickness Policy

Occasionally, homesickness is a problem at the base camp. It is very contagious and can spread before your eyes. Here are some strategies you can follow:

**Prevention is the Best Medicine:** Planning activities that help campers get to know other campers and showing them around the camp grounds helps campers get familiar with the facility and the people and makes them feel more at home.

**Don't Smother:** If someone is homesick, don't be alarmed. Show positive attention and not excessive sympathy. Try to "nip it in the bud" as the whole cabin can be affected.

**Quiet & Shy:** Immediately locate the camper that is excessively quiet and shy or the camper that doesn't seem to connect with his or her peers. Establish a positive relationship quickly.

**Ice Breakers:** Ice-breakers and get-to-know-you games provide campers and staff with a way to get to know the likes and dislikes, skills, talents, attitudes, and personalities of the people that they will be spending time with during their stay.

**Learn their Names:** Learning names may seem like a simple thing, but when someone calls you by name, you instantly feel like you belong.

**Keep 'em Busy:** During down times, campers tend to think about home and focus on the fact that they aren't there. Rest hour, early morning, and before bedtimes are times when campers may get homesick because these are times when they are used to being with their families. Try to keep their minds on other things. Play some quiet games, pass a story around, or write a group letter that you can copy and mail home to parents.

**TLC:** Homesick campers might just need a little extra care. Spend a little extra time with them or ask your co-counselors or other staff member to take a special interest in the camper.

**Phone Calls:** Don't let the camper ever call home....If homesickness is severe, inform the camp director or someone else in authority. A call come will be made at their discretion.

**All Alone:** Do not leave campers alone. Keep the campers busy...This is necessary for their physical and emotional safety.

**Don't make promises you can keep:** Kids can be devious when it comes to getting something they want, and counselors must be sure they don't make promises that they can't or aren't willing to keep. Sometimes when you're trying to get a child to stop crying, you may promise a phone call home or something even worse.



## R 400.11115

### **Child and Adult Protection Plan**

#### **Definitions:**

1. **Child Abuse** - Harm of threatened harm to child's health or welfare by a person responsible for the child's health or welfare which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment.
2. **Child Neglect** - harm to a child's health or welfare by a person responsible for the child's health or welfare which occur through treatment, including the failure to provide adequate food, clothing, shelter or medical treatment.
3. **Child Safety Plan:**
  - A. A staff member, who has reasonable cause to suspect child abuse, or neglect, shall report it immediately to the Camp director, who in turn will call the Department of Social Services.
  - B. The reporting staff member shall file a written report within 72 hours. \*That report shall be made available to the Family Independent Agency (FIA).
  - C. A staff member will not lose his job for making a report of suspected child abuse or neglect.
  - D. The confidentiality of the person making the report and the child involved will be Protected.
  - E. Separation of an alleged perpetrator from campers until the incident is resolved, until the threat is removed, or as long as necessary to protect the safety and welfare of the campers.
4. **The written report shall include the following:**
  - A. Name of child
  - B. Description of the abuse or neglect
  - C. Name of the child's parents, guardian and those he/she resides with.
  - D. Age of the child
  - E. Information which might establish the cause of the abuse or neglect and the manner in which the abuse or neglect occurred.
5. The written report shall be sent by mail to the county in which the child suspected of being abuse or neglected is found.
6. The camp will continue from this point to act according to the provisions of Act 238 of the Public Acts of 1975.
7. A copy of Act 238 shall be available in the camp office at all times.





## **R 400.11117**

### **Roster of Campers; Records**

1. Camp shall maintain an accessible and current roster of all campers, including PAL Leadership Team and Counselors in Training in both digital and hardcopy formats.
2. The following people will have access at all times: Director, Assistant Directors, Health Directors, Camp Nurse, and Waterfront Director.
3. The following information will be included in the rosters:
  - a. The camper's name, age, and home address
  - b. The authorized person's name, address, and phone in case of emergency.
  - c. Identification of any special needs, limitations, and adaptations necessary to meet the needs of the camper.

### **Child release policy**

No camper shall be released from the camp to any individual other than the mother, father, or legal guardian as indicated on the signed camp registration form except in the case where an individual or individuals have been specifically designated on the camper registration form and signed by a parent or legal guardian.

The camper registration form ensures a plan that a camper will not be released into the custody of another person without a signed statement of permission by the child's legal guardian. The plan will contain the following:

- a. When the camper is to be released in the event a camper leaves prior to our departure date.
- b. Any person picking up a child directly from Center Lake Bible Camp must meet the administrative staff at the camp office. At that point, the administrative staff member must check identification to ensure that the person picking up the child is the same person on the application and emergency forms.
- c. Campers are to be released only to those people identified on the application and emergency form.
- d. Upon arrival at Armada High School, Senior and Junior Staff members will release the camper to the child's legal guardian or designated person in writing.



**R400.11119**

## **HEATH SERVICE POLICY**

This health service policy has been written in consultation with, and reviewed annually by a licensed physician.

### **1. Observation/Health Screening:**

1. A camper shall be screened within the first 24 hours after initial arrival at camp the camp. A health screening should include the following:
  - Body observations
  - The checking in of prescription and nonprescription drugs and medications.
  - A review of the camper's health history statement.
  - A discussion with the camper concerning current health needs.
  - An observation of the camper's physical state, paying particular attention to potential contagious diseases and possible abuse or neglect. Any and all unusual physical conditions will be logged.
  - Any sign of abuse or neglect will be reported to child protection services 855-444-3911.
2. Special limitations or conditions shall be noted and counselor and/or appropriate staff informed.
3. Counselors shall be responsible for observing campers over the week and reporting any changes or problems.

### **2. Consultation Services:**

1. The camp doctor is Jonathan Dennis DO.
2. Phone number during normal hours is 231-832-8560
3. After hours phone number is 231-920-6686
4. The doctor can be called at any time.

### **3. Emergency transportation services:**

1. The camp will have the capability to provide emergency transportation utilizing a camp staff vehicle.
2. The camp will call 911 if needed for emergency transportation.
3. The camp's hospital is Munson Hospital, 400 Hobart Street, Cadillac, MI 49601.
4. The hospital's phone number is 231-876-7200.

### **4. First aid and Health Care Supplies:**

Camper's will turn in all prescription and nonprescription medications to the nurse at drop off, however, the following dispensary of first aid supplies and medications are kept at hand: Band-Aids, various sized bandages, antibiotic ointment, bacitracin ointment, hydrogen peroxide, 91% alcohol, anti-itch ointments, Chloraseptic Throat Spray, throat lozenges, eye wash/rinse, Benadryl, antacid tablets, simmer ear drops, ibuprofen, acetaminophen, Pepto-Bismol, Orajel, Milk of Magnesia.

**5. Drug and Medication Storage and Administration:**

All campers and staff medications and drugs must be turned into the health office. Drugs and medications must be in the original container with dosage and frequency clearly marked. The health officer is responsible for keeping all medications and drugs under locked storage. Cabin counselors will send appropriate campers to the health officer for each AM or Late PM meds.

**6. Field Trips Away from Camp:**

All campers will be screened by the health officer prior to leaving on a trip. Cabin counselors will check out all the required forms from the camp office. A first aid certified staff member will accompany group and check out a first aid kit from the health officer. Any treatments or meds dispensed on the trip will be recorded. All parties will check back in with the health officer upon return to camp. The health officer will review the trip treatment log for any follow-up that should be done.

**7. Daily Observation:**

It is the cabin counselor's responsibility to be aware on a daily basis, of each camper's physical state. Any changes in appearance, appetite, activity level, or health habits are to be reported to the health officer. The health officer will question staff regularly to ascertain the condition of their campers.

**8. Authorized Person Notification:**

The camp director or the health officer will make all contacts with a camper's authorized person(s). Such notifications are to occur as follows:

1. Immediately in the event of death.
2. Immediately following admission to a hospital or visit to emergency room.
3. The day following an overnight stay in the camp's health center.
4. As directed, in writing, by the camper's authorized person.

**I. Staffing:**

1. The camp's health officer will meet requirements set forth by Rule 400.11121 and will live on the campgrounds.
2. A staff member with "Responding to Emergencies" first aid and CPR will accompany all groups of campers leaving the main campsite.
3. When more than 50% of the campers leave camp, for the same location, the health officer will accompany the group.

**J. Preventing Disease Transmission:**

Staff with primary health care responsibilities will know and follow the proper procedures for handling injuries, cleanup of spills, and for sanitizing the facility and equipment.

**K. Suggested Standing Orders See attached.**



## **R400.11122**

### **Health Care Staff**

#### **1. Camp Medical Director:**

1. Licensed physician, registered nurse, or licensed practical nurse that has completed training and certification which is equivalent to the requirements as set forth in the American National Red Cross manuals numbered 322345 and 321292. These manuals are to be permanently located in the camp office.
2. Medical Director shall reside in medical facility during camp and be available 24 hours a day.

#### **2. On Call Health Care Consultation Services:**

1. Camp doctor on call 24 hours a day. Commitment must be signed and dated each year.
2. His/her phone number shall be posted in the camp office/dispensary.

#### **3. Emergency Health Service:**

1. Munson Hospital in Cadillac is used for all emergency care services.
2. The hospital's commitment to serve must be signed and dated yearly. Directions to the hospital are to be posted in the camp office/dispensary. Transportation in case of emergency is supplied via a vehicle, which shall be available. This is in conjunction with Center Lake Bible Camp's emergency health service.

## **R400.11123**

### **Supplies and Camp Facility:**

#### **A. First aid and health care supplies:**

1. Kept on hand as necessary. Supplies shall be constantly monitored and ordered when required.
2. All non-prescription drugs shall be kept in the locked medicine cabinet or the dispensary refrigerator.

#### **B. Camp facility**

A nurse's station, which is accessible 24 hours a day, contains two beds for patient isolation, if deemed necessary.

## R 400.1125

### **Health Requirements for Staff:**

- A. Camp shall maintain a health form for each staff member and shall maintain and safeguard any health information received in a manner consistent with confidentiality requirements.
- B. Ill staff member should report to dispensary immediately and other staff notified to cover duties.

## R400.11127

### **A. Camper Health Requirements:**

- 1. Camp shall maintain a health history statement for each camper and minor staff person. The statement must be signed by a parent or guardian and give camp consent to emergency medical or surgical treatment of the camper and minor staff person and to routine nonsurgical care.
- 2. A review of a camper's health history statement begins after the camper registration in April. Upon review of the camper's medical forms, the nurse may contact the parent/guardian of the camper with questions or concerns regarding a camper's health. Significant medical conditions and histories shall be documented prior to camp and kept on file.
- 3. Health History forms must include the following: prescription and nonprescription medications taken, immunization status, physical limitations, allergies, behavioral considerations. Camp shall maintain and safeguard any health information received in a manner consistent with the confidentiality requirements.
- 4. See section R400.11119 for health screening.

### **B. Prescription Drugs and Standing Orders:**

All prescriptions and other medications shall be collected from campers and counselors prior to departure for camp. Such drugs shall be administered per doctor's orders at required times. They shall be stored in locked cabinet or dispensary refrigerator. All medications must be in the original containers.

### **C. Standing Orders**

Established by the camp doctor, and shall be reviewed on annual basis. Orders shall be kept on file for reference

## **D. Recordkeeping:**

### **1. Health form**

Reports immunizations, allergies, exposure to contagious disease, current medication, precautions to be observed, and permission for emergency medical treatment while at camp through the "Power of Attorney."

- Camp shall maintain camper health records for three years from the last day the camper is in attendance.
- Camp shall follow any instructions provided by a camper's physician or authorized person to meet the health and behavioral needs of a camper.

### **2. Medical Log**

- Log kept by Medical Director to record medical information for week of camp.
- Log lists date, name, ailment, treatment, and prescription drug administration for each time administration occurs.
- Entry is to be signed with initials of person making entry.
- It is the responsibility of counselors to document any camper with special medical needs.

## **SUGGESTED MINIMUM STANDING ORDERS**

### **1. ABRASIONS, SCRATCHES, CUTS**

- Clean with soap and water.
- Apply antiseptic approved by camp physician. Apply sterile dressing if necessary.
- If bleeding is severe or cut extensive, apply sterile dressing and direct pressure to control bleeding and call physician if bleeding continues.

### **2. SPLINTERS**

- Clean skin with soap and water.
- Superficial splinters may be removed with sterile needle or forceps.
- Apply antiseptic approved by camp physician.
- All other splinters should be referred to a physician.

### **3. INFECTIONS**

- Infected fingers, infected wounds, boils, etc.
- Apply hot saline solution or warm wet dressings or soaks.
- Report to physician.
- Take temperature. If elevated, give infirmary bed care and report to physician at once. (Thermometers should be thoroughly cleansed with soap and water before and after use and allowed to remain in alcohol when not in use. Use thermometer probe covers.)

#### 4. **SPRAINS, STRAINS, AND FRACTURES**

- Turned ankle- severe swelling, bruising, pain (Rest, ice, compression, elevate.).
- Report to physician. Use cold bath or ice bag for 24-48 hours.
- Apply thin towel between ice and skin for 15-20 minutes or until skin is numb.
- Do not pack in ice. (**FRACTURES**) Splint to immobilize any suspected fracture in an approved manner with the least possible disturbance.
- Call physician at once. *MAKE NO ATEMPT TO REDUCE FRACTURES!*

#### 5. **HEADINJURIES**

- If any head injury is accompanied by dizziness, unconsciousness, headache, nausea, vomiting, change in pulse rate, severe nose bleed, or other symptoms.
- Put to bed, keep warm and quiet.
- Elevate head of bed and do not allow to sleep.
- Check level of consciousness every 1-2 hours.
- Report to physician at once.
- CAUTION: Do not move person with severe head or back injury. Call EMS for transport to hospital.

#### 6. **BRUISES AND BUMPS**

- Apply cold compresses or ice.
- Consider possibility of fracture or deep injury if tenderness or pain is severe and treat as sprain or fracture until medical advice is available.

#### 7. **FOREIGN BODY IN EYE**

- Remove with sterile cotton swab if possible.
- **If irritation persists or foreign body is not easily removed, apply dry protective covering to BOTH eyes and see physician at once**

#### 8. **BLEEDING**

##### A. Arterial, venous

- First use pressure with sterile dressing over wound (not tourniquet) to stop bleeding.
- If bleeding is on an extremity, elevate that extremity. If arterial or severe, see physician at once.

##### B. Nose Bleed

- Sit patient erect with head forward. Gently compress nostril with thumb and forefinger against nasal septum.
- Apply cold compress to nose and back of neck/head.

## **9. BURNS**

- First aid treatment.
- Use cold compress or ice pack if skin is not broken.
- Consider burns as serious injuries and the areas burned as open wounds.
- If possible, remove clothing that might come in contact with the wound.
- Call the physician at once. If he cannot be obtained at once and the area of burn is EXTENSIVE, cover with sterile compresses and bandage loosely. Give the patient an abundance of fluid. For those burns, which produce a slight reddening of the skin over a small area, a number of ointments (antiseptic) are available which give adequate relief.

## **10. SUNBURN**

### **A. Prevention**

- Warn counselors and campers to avoid long exposure of un-tanned skin during first days incamp and to wear head coverings.
- Recommend to counselors that lotion containing sunscreen ingredients be used freely before long exposure.

### **B. Treatment**

- Apply lotion or approved soothing ointment.
- Give an abundance of fluids if SEVERE EXTENSIVE SUNBURN is received and see physician.

## **11. SWIMMING ACCIDENTS**

- See current American Red Cross First Aid text. Prevention
- Nurse will report to counselor all campers whose physical condition, as determined by physician, does not permit swimming.
- Counselor in charge of swimming must be thoroughly trained and competent in methods of supervision, life saving and resuscitation.
- Any swimming accidents must be reported to the nurse and physician called at once.

## **12. POISONING FROM POISON IVY, POISON OAK, AND POISON SUMAC**

### **A. Prevention:**

- Teach counselors and campers to know and avoid the plants.
- After exposure wash all exposed areas of skin with soap and water thoroughly.

### **B. Treatment:**

- Apply solution approved by camp physician.

## **13. INSECT BITES AND STINGS**

- Remove stinger if still present.
- Do not use tweezers.
- Scrape with edge of credit card.
- Apply ice or cold wet compresses.



#### 14. ELEVATED TEMPERATURE

- Put to be in infirmary. Note other signs of symptoms.
- Report of physician.
- Medicate with acetaminophen or ibuprofen

#### 15. THE PHYSICIAN SHOULD BE CALLED AT ONCE

For diagnosis and treatment of following conditions if necessary after examination. The parents will be notified according to policies of camp management.

- A. Abdominal pain and tenderness with or without nausea, vomiting or fever.
- The patient should be put to bed and kept warm and quiet under close observation until seen by physician.
- B. Diarrhea
- Infirmary bed care and isolation.
  - If any case of diarrhea develops, the counselors should be notified to watch for and report any other cases.
  - Check diet-may be caused by too much fruit or other laxative foods.
  - Recheck sanitation of food, milk and water and health of food handlers.
  - Call physician regarding diagnosis and treatment of patient and for investigation and advice concerning sanitation problems.
- C. Earache
- Temperature is elevated or earache is persistent, call physician. Chronic discharging ears: If discharge from ears is discovered after admission to camp, isolate until seen by camp physician.
  - Do not allow swimming.
  - Wipe canal with dry cotton as often as necessary to keep ear clean.
- D. Sore Throat
- Report to physician and use or alter following treatment as directed: Isolation in be in infirmary.
  - Take routine throat culture if desired by attending physician.
  - Take temperature every four hours.
  - Soft diet and fluids freely.
  - Symptomatic treatment, including gargle with baking soda or salt and warm tap, may be routinely used by nurse according to **physician's** orders and advice.
- E. Considered suggestive of communicable disease:
- Fever 100 degrees or more, sore throat, congestion nasal discharge, cough, vomiting rash, inflamed eyelids, discharge from ears, skin lesions, including those suggested such as scabies or impetigo, or pediculosis, Isolate patient and call physician.
  - The common cold is a source of potential danger and such cases should likewise be isolate.

**16. MICELLANEOUS**

Conditions to be treated routinely by nurse according to physician’s orders and advice.

A. Constipation (48 hours)

- Milk of magnesia
- Prevention - diet, regularity

B. Menstruation

- For pain - external heat, acetaminophen or ibuprofen 4-6 hours as required, normal activity.
- Instruction regarding personal hygiene.

C. Enuresis

- Every case should be reported to the nurse and camp medical and administrative staff who will “then work out plan for management

D. Toothache

- Rinse mouth thoroughly with warm saline, or baking soda and water.
- or benzocaine ointment

**17. THE UNDERNOURISHED**

The nurse should give special supervision under the physician’s direction to the diet, rest and activity program of children who are below par in weight, energy, and health. Correct food habits at mealtime and given extra nourishment between meals, adjust activities or increase rest periods so that child does not become over-fatigued.

**18. SCABIES, IMPETIGO, RINGWORM, AND PEDICULOSIS**

The policy regarding exclusion of children with these conditions from camp will be decided by camp director and physician. Camp physician will prescribe treatment of such as in camp. If occurrence of these conditions is expected to be common, the camp physician may prefer to give routine standing orders to the nurse at the beginning of camp.

R 400.11119 Health Policy including Standing Orders

Date: \_\_\_\_\_

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Dr. Stacey Stefansky  
 29425 Northwestern Hwy. #125  
 Southfield, MI 48034  
 248-557-6500



**R 400.11131**

## **Nutrition and Food Service**

### **A. Meals:**

1. Breakfast: Includes a fruit/vegetable, bread or alternate, and milk and juice.
2. Lunch: Includes a meat, poultry, or fish; vegetable/fruit; bread or alternate; and milk and juice.
3. Dinner: Includes a meat, poultry, or fish; vegetable/fruit; bread or alternate; and milk and juice.
4. Alternates are available within each food group, such as peanut and gluten free options. Menus may be provided upon request.

### **B. Service:**

1. Service is buffet style. Counselors are encouraged to be certain a balanced meal is eaten by the campers.
2. Special diets: Campers with special dietary needs are to be reported to the Health Director. The Health Director will take note and report these needs to the Food Service Manager. Any special diet orders accompanying the camper should be followed. Special food brought by the camper should be stored in the refrigerator or designated special area.
3. Seating: ALL STAFF SHOULD EAT WITH CAMPERS AT A TABLE. When division of cabins is necessary due to table space, one staff member should be present at each table.
4. Clean up: A person at each table will be designated to remove trays, glasses, and silverware.
5. Scrap food should be discarded, and dishes and trays should be placed in designated area for camp kitchen staff to clean. Tables should be wiped down with provided. During clean up, only person designated to clean up should be up from the table. Chairs/Tables: Before existing the dining hall, chairs should be turned over and placed on the tables. This allows the camp staff to sweep the floors.

## **Daily Routine (General)**

### **A. Mornings:**

1. Flag Raising: All campers and staff are to be present on Flag Pole Hill for morning flag raising and pledge.
2. Breakfast: All campers and staff are to attend breakfast and be dressed appropriately.
3. Cabin Clean –up: All campers and staff are expected to keep cabins in decent order. A list of necessary items to be attended to and to be evaluated on for cabin points will be supplied.
4. Staff meeting: During cabin clean up, there may be a staff meeting to discuss program occurrences, changes, problems, etc. Junior or senior staff will meet at separate occasions, so available staff member should be with cabin doing cabin cleanup.
5. Block Class Rotation: All staff will be assigned to a class or program duty. It is expected that each staff member assigned to a class prepare activities pertaining to their class FOR THE ENTIRE WEEK. If you have trouble with ideas, ask around for assistance. CLASS ATTENDANCE IS MANDATORY, AND ROLL SHOULD BE TAKE PRIOR TO EACH CLASS. If a camper is not in attendance, the location of the camper must be determined.

### **3. Mid-day:**

1. Lunch: The bell will sound for everyone to gather for lunch. Appropriate dress is expected in the dining hall.
2. R & R: All campers are expected to be IN THE CABINS and quiet. A STAFF
3. MEMBER SHOULD BE IN THE CABIN AT ALL TIMES.
4. All Camp Activity: All Camp Activity: An activity such as Capture the Flag, Buffalo Stampede, etc., will be planned. Everyone is encouraged to participate, with staff possibly taking on individually assigned roles.
5. Free Time: Campers are allowed to participate in most activities available on the campgrounds. The waterfront will be staffed and open unless weather or safety concerns deem inappropriate. Some staff may be assigned duties. During free time, such as buddy board, fruit/juice, or lifeguarding. Campers should be encouraged to partake in some activity.
6. Cabin Option: Cabins may decide each day an activity to do together during cabin option. All campers should participate, so compromise may be needed. If several activities are desired, encourage compromise and reassurance that all activities can be done over the course of the week.

### **4. Evening:**

- A. Dinner: Dinner is run as other meals, where bell will be rung to gather camp.
- B. Cabins usually find dinner an opportunity to gain points by performing short skits, singing songs, or dressing up pertaining to the camp theme. Evening activities will be announced and elaborated on after cleanup is done.
- C. Canteen: Every camper receives for canteen each day one candy/fruit and one soda. Staff members shall be assigned to work canteen prior to camp.
- D. Evening Activity: An evening activity such as bonfires, talent shows, etc. will be held each night.
- E. Bathroom Duty/Lights Out: Following the evening activity, campers are to take care of restroom duties and settle into the cabins. It is up to the counselors to ensure everyone is accounted for and stays in the cabins once this is taken care of.
- F. Staff Night Out: Staff members are allowed a "night out" of the cabin. Usually senior and junior counselors rotate nights, with counselors in training getting one night out during the week. Prior to leaving the cabin, the staff should ensure the campers are in the cabin and the other counselors staying in the cabin that night are present. The camp staff will leave a snack for the counselors, and the dining hall lounge will be open. Counselors are expected to stay within the campgrounds on nights out. Discretion is up to the counselors on timeframe, but full participation in camp schedule is expected the following day.



## R 400.11133

### **8<sup>th</sup> Grade Program, High Adventure Policy**

#### **Mission Statement**

The Armada Police Athletic League is committed to seeing that our young people succeed in every aspect of life. During the campers' fourth and last year of camp, they have earned the "right of passage" privilege of taking part in fun, high adventure activities in a great outdoors setting. We are committed to building confidence and character into our 8<sup>th</sup> grade campers by strengthening teamwork skills, communication, and leadership skills in a risk free environment.

The following high adventure opportunities are provided strictly to the 8<sup>th</sup> grade campers:

- Off Site Hiking & Canoe Trip
- 50-Foot Climbing Tower
- High Ropes Course/Zip Line
- BMX Bikes
- Skateboard Track

#### **Off Site Camping / Hiking Trip**

The health officer prior to leaving on a trip will screen all campers. Team leaders and 8<sup>th</sup> grade facilitator will check out all of the required forms from the Assistant Director and Health Officer. A first aid certified staff member will accompany the group and will have a accessible first aid kit at all times. Necessary medications will be dispensed on the trip and will be recorded. All parties will check back in with the health officer upon return to the camp. The health officer will review the trip treatment log for any follow up that should be done. The 8<sup>th</sup> grade facilitator will also inspect all hiking packs to determine if they are packed properly meeting the individual needs of each camper.

1. Transportation will be a licensed employee of the Center Lake Bible Camp.
2. Campers will be supervised at all times.
3. A member of the Center Lake Bible Camp and or a trained staff member of the Police Athletic League will be the offsite leader of the trip.
4. Campers and staff will wear life jackets at all times during the canoe trip.

### **Skate Park Policy**

This policy was adopted and modified from Center Lake Bible Camp.

1. The activity leader must be a Center Lake staff member/ adult who has completed summer staff training.
2. Staff the camper ratio will not exceed 1:8.
3. The skate park is open to those campers and team leaders who are in the 8<sup>th</sup> grade program only.
4. Center Lake staff member must walk and inspect park daily, and report any problems to Program Director.
5. Skate boards, pads, bikes, and helmets should be inspected daily before being given to a camper, with any problems reported to the Program Director.
6. Campers must wear a helmet, knee pads, elbow pads, wrist protection and close toed shoes when riding on the skate park.
7. Team leaders must remain with the campers during the entire activity.

### **BMX Bike Track Policy**

This policy was adopted and modified from Center Lake Bible Camp.

1. The activity leader must be a Center Lake staff member/adult who has completed summer staff training.
2. Staff the camper ratio will not exceed 1:8.
3. The skate park is open to those campers and team leaders who are in the 8<sup>th</sup> grade program only.
4. The Center Lake staff member must walk and inspect the track daily, and report any problems to Program Director.
5. Bikes and helmets should be inspected daily before being given to a camper, with any problems reported to the Program Director.
6. Campers must wear helmet and close-toed shoes when riding the BMX track.
7. Team leaders must remain with the campers during the entire activity.

### **Climbing Tower Policy**

1. Opening Wall: At the beginning of each day the instructor will complete the following tasks:
  - A. Secure the area by doing the following:
    - Check holds for tightness
    - Clean tower area
    - Check tower and climbing area for possible hazards.
  - B. Set-up Protection - Hang top protection will include:
    - Check that each system has two or more anchor points.
    - Check that each system has two carabineers reversed and opposed.
    - Check the water knots on each piece of webbing.

- C. Hang Robes
  - Set-up belay anchor stations by doing the following:
  - Check the belay carabineers (locking)
  - Check ATC for proper functioning
  - Check the water knots on each piece of webbing
- D. Set out harnesses and helmets
  - Check for wear
  - Check for proper functioning

2. Running Wall Procedures:

- In the climbing zone there will be a 1:1 ratio of climbers to belayers
- All climbers, regardless of age must wear a harness and helmet when climbing.
- All harnesses and helmets will be checked for proper fit prior to climbing.
- All climbers will be tied using a Figure 8 follow through. (No other knot is acceptable)
- All trained belayers will lock into the belay safety system in order to belay.
- All climbers will use commands as a safety precaution before and during climbing.

3. General Safety Precautions:

- All protection systems, and use of climbing equipment will follow the general standards for climbing.
- All Belayers will be trained and approved by the head wall instructor/Director of CLBC.
- Necessary medical personnel will care for, all injuries according to the severity.
- Climbing will not be allowed if:
  - A. Raining or if wall is wet
  - B. Thunder is present
  - C. Equipment is not in good condition
  - D. Climbers fail to comply with rules.

### **Ropes Course Policy**

This policy was adopted and modified from Center Lake Bible Camp.

- The activity leader will be a Center Lake staff member/adult who has completed high ropes course training to the satisfaction of the Director and/or program director.
- The staff to campers “up in the course” ratio will not exceed 1:6
- High ropes course is open to the 8th grade campers and all PAL staff.
- Qualified Center Lake staff members will visually inspect the course daily and report and problems to the director.
- The Center Lake Camp will provide the equipment used.
- Campers must wear a helmet, harness, and be on static or dynamic belay setup when on the course.
- Team leaders must remain with the campers during the entire activity.



## R 400.11491

### **High Adventure Activities – Target Sports and Trail Rides**

#### **RIFLERY, (0.22 AND B.B.)**

##### **1. Staff:**

- Adult activity leader shall be present for all riflery activities who has had training or experience in conducting such activities.
- Whenever possible, the activity leader shall have instructor training equivalent with that provided by the National Rifle Association.
- Activities leader shall be capable and responsible for implementing the safety policies described in this manual.
- At no time shall the staff to camper ratio fall below 1 adult per 12 campers.
- At all times there shall be at least 1 C.I.T or Jr. Counselor present to assist the instructor.
- The instructor shall not leave the range while a class is in progress.

##### **2. Area (Riflery Range):**

- Rifle range shall be marked by danger signs on all approaches.
- Arrangement of range shall be as required by State Regulations.
- Shooting distances: 50, 75, and 100 feet.
- No shooting shall occur off the range, except in the case of B.B. gun use.
- When such use is preferred, it shall be accomplished in accordance with suggested procedures per Daisy Corporation.
  - A. Pedestals shall be available along with appropriate ground covering for position firing.
  - B. Activity instructor shall be responsible to maintain and inspect the range before and after each shooting session.

##### **3. Rifles, Guns, and Ammunition:**

- 0.22 rifles shall be of the rim fire type only and maintained in good condition.
- B.B. guns shall be single shot guns with single cocking action.
- If a gun should malfunction, it shall be removed from service until repaired.
- All ammunition, rifles, and guns shall be kept in a locked storage area. Ammunition should be kept in locked storage separate from guns when possible.

##### **4. Camper Requirements:**

- 0.22 rifle use is to be used by campers in teen years or older.
- B.B. guns shall be used by younger campers.
- Length of range used by age groups at discretion of activities leader.



## **5. Safety - Gun Use:**

- All guns shall be left resting on the pedestals with actions before targets are put up or changed.
- Muzzle of guns shall always be kept toward target area when on the firing line.
- A gun shall not be cocked until the camper is in the shooting position and is aiming at a target.
- The camper shall keep his finger out of the trigger guard except when they are ready to fire.
- Guns should be unloaded and the action opened upon completion of shooting and before moving away from the firing line.

## **6. Camper Participation:**

- Safety rules shall be discussed and demonstrated to all campers in the shooting program.
- Campers shall be kept 20 feet to the rear of the firing line.
- Talking shall be kept at a minimum and shall be done in hushed tones whenever firing is being permitted.
- Recognized firing commands shall be used and 100% obedience must be required.

## **ARCHERY POLICIES**

### **1. Staff:**

- An adult activities leader shall be present for archery activities that has had training or experience in conducting such activities.
- Leader should have specific instructor training from a national archery association whenever possible.
- Activities leader shall be capable of and responsible for implementing safety rules given in this manual.
- At no time will the staff to camper ratio fall below 1 adult per 12 campers
- At all times there shall be at least 1 C.I.T or Jr. Counselor present to assist instructor.
- Instructor must not leave the range while class is in progress.

### **2. Area (Archery Range):**

- Archery range shall be marked by danger signs on all approaches.
- Arrangement of range shall be as required by state regulations.
- Shooting distances shall be set according to the ability of participants, but at no time shall firing line be staggered – where one archer is in front of another archer.
- Range configuration shall not be changed without discussion with Camp Director.

### **3. Bows, Arrows, and Accessories:**

- Bows used shall be of solid construction and maintained in good shooting condition.
- Arrows shall be of wood or aluminum construction and maintained in good shooting condition.
- Finger tabs and arm protectors shall be used by all archers that are on the shooting line. The equipment shall be kept in good condition at all times and replaced when worn out or fallen into disrepair.
- All bows, arrow, and accessories shall be stored in a cool, dry, locked storage area.

### **4. Camper Participation:**

- Use of archery equipment shall be limited only by the size and strength of the camper/archer.
- Range length shall be set for the age group participating at the end of his/her camping experience.
- Awards for successful shooting shall be given to the participants at the end of camp to the discretion of the activity leader.

### **5. Safety, Equipment Use:**

- Safety is responsibility of every participant. Each camper should look to reminding fellow archers of any safety offense.
- An arrow should not be nocked until after the signal is given to shoot.
- Arrows should be checked before each shooting for loose tips, nocks, and feathers.
- They should be of proper length for archer using them.
- Bows should be drawn for shooting only.
- Safety equipment like finger tabs and arm protectors shall be used whenever the archer is shooting.
- Bows and arrows are to be used on the archery range only except in the case of flu-flu shooting. In this case, shooting shall be done in a wide open area with no non-archer campers in area and shall be done in accordance with standard safety rules.
- The archer shall stand behind the shooting line until the signal is given to retrieve arrows. Upon signal, all archers shall then go and retrieve arrows.
- The shooting line shall be straddled by each archer.
- All participants not shooting shall be behind the shooting line by 10 feet. No one shall be in front of the shooting line even to the extreme right or left at any time during shooting.

## **TRAIL RIDING POLICY**

### **1. Basic Rules:**

- Campers must be given basic instruction on horse handling prior to trail ride.
- Two instructors should be with every trail ride; chief instructor is to ride at rear of the group.
- Give a warning command prior to execution of command.
- Set the pace according to the ability of the least experienced rider or slowest horse.
- Always walk the horse up and down hills and upon approach of a blind turn in the road or trail.
- Help the horse by leaning forward on upward hills and backward on downward hills.
- Use the flank turn when crossing highways so that all horses cross at one time.
- Require campers to keep their horses at a collected gait on trail.
- Inspect all trails and bridle paths prior to their use by campers.
- In case of emergency, chief instructor is to return to camp with group. Assistant instructor is to remain with injured camper until help arrives.
- Have horses walk upon approaching stable.

### **2. Horseback Riding Safety - Camper Policy:**

- No one is allowed at the corrals without permission from a wrangler.
- When leading a horse, always lead from the horses left and always use a lead rope.
- Never run or shout when near the horses.
- When approaching the horses, move slowly and speak to them so as not to startle them.
- Always approach a group of riders at a walk. Always mount and dismount from the left.
- Always enter and leave corral at a walk.
- Do not let your horse eat on the trails.
- Treat your horse with respect.
- Campers must have basic instruction on handling horses prior to a trail ride.
- Do not feed horses other than hay and grain.

### **3. Instructor Policy:**

- For beginning riders, hold the horse during mounting and dismounting.
- Keep very young and inexperienced riders on a lead line until confidence and ability are developed.
- Know all horses and make assignments to campers on the basis of camper ability, not likes or dislikes.
- Make certain the horses are well shod and that the track is in good condition prior to every riding time.
- Avoid overcrowding the riding ring or corral.
- Insist that campers waiting around the riding ring or corral be quiet when campers are mounted in the ring.
- Determine the length of riding periods by riders' ability. Beginners should not exceed 45 minutes.
- Have two instructors in the ring or corral with all beginners' groups.
- Be alert at all times.



**R 400.11143**

### **Transportation Policy Statement**

The Armada Police Athletic League utilizes Armada Area School Buses for all transportation to and from camp, as well as transportation to off-site destinations such as Sleeping Bear Dunes, Manistee River Trail, and Red Bridge Entry Point.

### **Drivers and Vehicles**

Armada Area Schools provides a qualified and certified bus driver as required by the State of Michigan Department of Education.

### **Vehicle Inspection and Maintenance**

Vehicle inspection and maintenance is in accordance with state law as required by the State of Michigan Department of Education.

### **Camper Supervision**

Campers are supervised by the PAL Adult Leadership Team members, who accompany the buses to and from camp.

### **Loading, Unloading, and Evacuation**

Campers shall be helped in and out of buses by Armada Area Schools Bus Drivers and Adult Leadership Team members. Campers shall be instructed to use front entrance only. Evacuation shall be interacted through all exits that are clear for use.

### **Haywagons**

Rides are provided by qualified Center Lake Bible Camp staff members. Armada PAL Camp Senior and Junior Counselors must chaperone and supervise their campers at all times. No fewer than 2 counseling staff members per cabin will accompany their campers on such rides.

### **Emergency Vehicle**

There will be a minimum of two vehicles available at all times for emergency us



R400.11145

## Traveling Groups – 8<sup>th</sup> Grade Off-Site Trip

### Off Site Camping/Hiking Trip Policy

The health officer prior to leaving on a trip will screen all campers. Team leaders and the 8<sup>th</sup> grade facilitator will check out all of the required forms from the Assistant Director and Health Officer. A first aid certified staff member will accompany the group and will have a accessible first aid kit at all times. Necessary medications will be dispensed on the trip and will be recorded. All parties will check back in with the health officer upon return to the camp. The health officer will review the trip treatment log for any follow up that should be done. The 8<sup>th</sup> grade facilitator will also inspect all hiking packs to determine if they are packed properly meeting the individual needs of each camper.

1. An off-site itinerary and pre-established check-in times will be provided to camp administration.
2. In the event that a check-in report is not received, emergency authorities will be notified and authorized personnel will travel to that location.
3. No less than one adult staff members per group of eight campers will accompany the off-site trip.
4. Campers will be supervised at all times by the offsite facilitator and counselors.
5. A trained staff member of the Police Athletic League will be the offsite facilitator/leader of the trip.
6. The Off-Site Facilitator will be in contact with the Camp Director and/or Assistant Camp Directors at all times via mobile phone.
7. A vehicle will remain at the off-site location in the event of an emergency.
8. A certified lifeguard will be present during the canoe trip.
9. Campers and staff will wear life jackets at all times during the canoe trip.
10. Center Lake Bible Camp and The Armada Police Athletic League will provide all off site gear (tents, canoes, back packs, & cooking gear, etc.).
11. Upon returning to camp, campers will receive a mandatory *Rest & Relaxation* period.



## R400-11149 EMERGENCY POLICIES

**Site; emergency procedures, plans; use of facilities and fire drills.**

### **1. General:**

- A. Chain of command during emergency: Director, Assistant Director, Camp Medical Director, child's Senior Counselor, other Senior Counselor, Child's Junior Counselor, Other Junior Counselor
- B. Staff on scene of emergency shall return to general camp population when relieved by higher authority. If highest authority at problem area, stay until relieved by higher authority. Summon help if needed.
- C. Avoidance of problem area by everyone is necessary unless needed to assist higher authority.
- D. Outside medical help will be summoned by Director, Assistant Director, or Camp Medical Director when needed.
- E. Counselors are to keep campers away from problem area and follow particular emergency protocols.
- F. Camp Program will go on as scheduled unless otherwise notified by Director.
- G. Assistant Director and Camp Medical Director shall make decisions in absence of Director.

### **2. II. Lost, Missing, or Runaway Camper Procedure**

#### **A. Search**

- Waterfront: Searched as if waterfront emergency. (See waterfront emergency procedure)
- Buildings and cabins will be searched by director appointed staff members.
- Woods area will be trampled by a team of staff searchers moving through vertical line.
- General Camp population shall remain in designated location and accounted for with staff members.

#### **B. Michigan State Police**

- If search fails to produce results, the Michigan State Police will be notified
- (775-2433) – Cadillac Post.
- Office staff receptionist shall be responsible for placing call and describing the camper. Tracking dogs will be requested for search.
- Diving and scouting will continue.

#### **C. Parental Notification**

Missing camper's parents shall be notified if the initial staff search fails to find camper and police have been notified. They will be asked to:

- Provide help in giving suggestions as to location of camper
- Phone friends and relative to determine if lost person has been found.

### **3. Fire Procedure**

- Fire procedures will be explained to all camp staff during staff training.
- Fire procedures will be explained to all campers on the day of arrival.
- A fire drill will be practiced within 24 hours of camper arrival.
- Alarm will sound and local fire station will be notified.
- All campers and counselors will report immediately to the upper ball diamond. In case of fire near upper ball diamond, all persons should report to Staff Cabin area.
- Counselors will assemble campers by cabin and take count. Any missing camper must be reported to Camp Director. Assistant Director shall count staff.
- All other staff not involved in organizing campers shall aid in controlling the fire but not at risk of personal injury.
- Normal activities shall resume when fire authorities give all clear.

### **4. Tornado or Severe Weather Procedure**

- All severe weather procedures will be explained to all staff during staff training.
- All severe weather procedures will be explained to the campers within in 24 hours of arrival.

### **5. The severe weather procedures are as followed:**

- Alarm will sound.
- All campers and staff will report directly to the basement of dining hall.
- Counselors will organize campers by cabin and take count.
- Any missing camper should be reported to Camp Director.
- Assistant Directors shall count staff.
- Normal activities shall resume when weather has passed.

**\*\* Waterfront Emergency Procedures in Waterfront Policies can be found in the waterfront section of this manual.**



## Waterfront Policies

### GENERAL WATERFRONT RULES

1. Swimmers/boaters are to stay outside the gate until guards signal.
2. Entrance to waterfront is to occur through the boathouse.
3. Buddy tags must be placed on proper location of participation on Buddy Board.
4. Buddy Board policy as specified further shall be followed by all persons.
5. Campers are not allowed on dock.
6. No candy, soda, or food of any sort is allowed on beach. A waste receptacle is located at waterfront entrance.
7. Do not distract the lifeguards.
8. Yell for help any time there is an emergency.
9. No one is allowed at water's edge anywhere on camp except at the waterfront when it's open.
10. Swimming and wading programs shall not be conducted during the hours of darkness.
11. Headfirst diving shall not be allowed anywhere except on floating raft.
12. No bikinis or revealing swimsuits are allowed.
13. Visitors to the camp may use the waterfront. They shall be assigned buddy numbers and are to be briefed on the waterfront policies.
14. Shoes must be worn upon leaving waterfront.
15. All boaters must wear life preservers and keep them tied and buckled at all times.
16. Keep beach clean – take towels, shoes, etc. when you leave, and place all life preservers, oars, tubes, etc. in designated locations in neat fashion.





## R 400.11405

### Certified Aquatic Supervisor

Adult with completed training and certification as a **Lifeguard Instructor** or **Water Safety Instructor**, including advanced lifesaving and cardiopulmonary resuscitation as set forth in the American National Red Cross manuals numbered 655730 and 652161, which are adopted by reference in **R 400.11403**. Responsible for giving direction in all waterfront activities, including initiating a strict and efficient safety program for entire camp in keeping with the State Regulations for camp water safety. Shall be responsible for operating program of swimming instruction per Red Cross direction. Responsible for overseeing the testing and evaluation of the swimming abilities of all campers and staff members. Shall oversee all lifeguards and waterfront staff being certain waterfront is not accessed until all scheduled staff is present. Responsible for all waterfront maintenance, inventory, and improvements.



## R 400.11407

### Lifeguards/Aquatic Observers

Lifeguards must be at least 16 years of age and be American Red Cross certified in Lifeguarding, First Aid, CPR/AED, having received training from a certified aquatic supervisor. They are responsible for lifeguarding all swim periods under the direction of the waterfront director, while aiding in beach cleanup and maintenance. Shall aid in overseeing of swim abilities of campers and staff, and be willing to aid in swim instruction when necessary. Shall keep all equipment, boats, and boating equipment neat and in proper working order.

1. There must be (1) aquatic observer for up to 20 campers and (1) additional aquatic observer for each additional 10.
2. Aquatic observers must not engage in an activity that will distract them from their duties. Duties include the following:
  - Assist lifeguards with observation and swimmer control
  - Be prepared with appropriate dress and supplies
  - Know how to properly check for hazards
  - Awareness of waterfront rules and enforcement strategies
  - Personal safety including self-rescue strategies
  - What to watch out for, including but not limited to, cramps, seizures, exhaustion, and horseplay

## Boating Supervisor

Must be at least 16 years of age and be American Red Cross certified in Lifeguarding, First Aid, CPR/AED. They are responsible for lifeguarding all swim periods under the direction of the waterfront director, while aiding in beach cleanup and maintenance. Responsible for supervising boating activities during skill classes and free time. Shall be responsible for maintaining boats and boating equipment.



**R 400.11409**

## Swimming Area and Equipment

### 1. Area:

1. The following areas shall be clearly delineated:
  - a. "Red" area:
    - Shallow area enclosed by wooden dock
    - Roped off area at foot of waterslide
  - b. "Blue" area:
    - Deep area roped off from wooden dock out to floating raft.
2. Swimming qualifications shall be enforced as described further for "red" and "blue" swimmers, where "red" swimmers are not to swim in any blue area.

### 2. Equipment:

1. The following minimum equipment shall always be present on the beach:
  - Emergency air horn
  - Reach pole
  - Ring buoy, rescue tube, or other flotation device with rope attached of sufficient length for the area it is to be used.
  - Backboard
  - First aid kit



## R 400.11411

### Aquatic Procedures

#### Swimmer Testing and Qualifications:

1. Camper Testing, All campers are tested the Sunday of arrival.
2. Each camper shall be tested for swimming capability and given qualification status. The following categories shall apply.
  - a. "Blue" Swimmer: swim minimum 35 feet any stroke without stopping, tread water for 3 minutes.
  - b. "Red" swimmer:  
Person attempting blue swimmer status that does not complete testing with proficiency.  
Any person deemed non-swimmer or not participating in test.

#### Swimmer Status

- Upon completion of testing, red swimmers are notified of their status thoughtfully, as not to embarrass or have them stand out. All campers will be noted as blue or red swimmers on all paperwork.
- When red swimmers check in, their buddy check in tags are marked red. The Waterfront Director and lifeguards/aquatic observers are notified when a red swimmer has checked in. Aquatic observers positioned at the beach are responsible to ensure that red swimmers stay within their designated area.

#### Buddy Board

#### Number and Tag Policy

1. Every staff member and camper shall receive a buddy board number corresponding to a tag with that respective number.
2. Anytime a person enters the waterfront, their buddy board number should be placed in use on the board for their area. The participant is engaged and removed when they have left the waterfront.
3. Free Swim:
  - A. Every swimmer shall pair up with a "buddy".
  - B. Buddy's tags shall be paired together and placed on a hook on the buddy board.
  - C. Buddies shall stay in the swimming areas pertaining to qualifications. If a blue swimmer is paired with a red swimmer, BOTH swimmers shall remain in red area.

- D. If one buddy leaves waterfront, a new buddy must be found and tags changed for remaining swimmer/boater.
- E. A lifeguard may be appointed as a buddy only if no camper is available.
- F. A person shall report immediately to lifeguard if not able to locate their buddy.
- G. Buddy checks shall take place every 10 minutes.

## Buddy Check

1. Every 10 minutes there will be a buddy check.
2. PROCEDURE
  - A. Waterfront Director shall blow whistle.
  - B. All swimmers shall take hand of their buddy and hold them up to be counted.
  - C. SWIMMERS ARE TO STAY IN ONE LOCATION AND NOT TALK UNTIL COUNT IS COMPLETED.
  - D. Lifeguards shall count the number of buddies in their designated areas and report number to Waterfront Director.
  - E. Buddy board operators shall count up number of buddies documented on buddy board.
  - F. Waterfront Director shall add up numbers reported by lifeguards and report this number to buddy board operators.
  - G. Waterfront Director Number and buddy board operator number shall match to continue.
  - H. IN EVENT NUMBERS DERIVED BY WATERFRONT STAFF AND BUDDY BOARD OPERATORS DO NOT MATCH AFTER COMPLETION OF COUNTING TWICE, WATERFRONT EMERGENCY PROCEDURES SHALL BE FOLLOWED.
  - I. If numbers are matched, Waterfront Director shall blow whistle and swimming shall resume.

## Buddy Board Number Records

- a. All staff and camper buddy numbers shall be displayed on master list in boathouse near buddy board.
- b. A roster for each block class will be provided as well as the block schedule for the week.
- c. A waterfront assistant will manage all the rosters, so that there is an account of which campers are to be in the swimming area.



## **WATERFRONT EMERGENCY PROCEDURES**

### **General Camp Population**

1. Air horn on beach will sound when determined someone is missing and announcement made to go immediately to cabins.
2. All staff not designated to waterfront and campers are to return to cabins and resign to bunks quietly.
3. Senior counselors are to count campers. If senior counselor is assigned to waterfront, junior counselor is to take count.
4. Assistant director shall come to cabin to check if all persons are accounted for.
5. REMAIN IN CABINS UNTIL NOTIFIED BY ASSISTANT DIRECTOR OR DIRECTOR.

### **Buddy Board Staff**

1. When Waterfront Director has determined emergency procedures are to be enacted, buddy board operators should close outer boathouse door and be certain no one enters the waterfront or exits without checking out.
2. All persons on waterfront should gather in a QUIET, ORDERLY fashion to check out of boathouse. Remind campers to do as such.
3. All persons on waterfront should check out of waterfront by passing through the boathouse, telling buddy board staff their numbers as they exit.
4. Buddy board staff should place numbers as people pass through boathouse in bucket kept in boathouse.
5. If a number or numbers are left on buddy board after all persons have been checked out of waterfront, proceed with the following:
  - a. Determine from master list which person(s) had a tag remaining on board
  - b. Assistant Director checks cabins for account of all campers. Check with assistant director when they return from cabin checks to determine if anyone is missing from cabin.
  - c. If person or persons are missing from cabin and their tag/tags are left, inform Waterfront Director and Camp Director of the name(s) of the person or people unaccounted for.
  - d. If all campers are accounted for in cabins and tags remain on the board, check specific person(s) in cabins who belong to the remaining tags.
  - e. Inform Waterfront Director and Director of results of tag count and person match.

### **Waterslide Staff Member**

1. Ensure all swimmers are cleared safely from slide area and beach and sent to cabins.
2. Unless otherwise directed, return to cabin to aid with campers.

### **Lifeguard Staff/Aquatic Observers**

1. Any lifeguard not present on waterfront at time of emergency shall report to waterfront to aid in emergency procedures as appointed by Waterfront Director.
2. Lifeguards shall enact search appropriate for their assigned areas:
  - A. Boats:
    - Lifeguard assigned to boats shall ensure all boats are brought quickly and safely to shore.
    - When all crafts are accounted for and campers removed from beach, join in aiding search/sweep of “blue” area of waterfront.
  - B. “Red” area:
    - Enact sweep of both “red” areas – shallow area encased by dock and roped section below waterslide.
    - When finished with sweep of “red” area, join in aiding search/sweep of “blue” area.
  - C. Raft and “blue” area:
    - Enact search/sweep of “blue” area. Start in area along dock and together move towards opposite rope, being certain all ground is covered.
    - When raft area is reached, be certain all area under raft is searched.
3. If swimmer found in water, enact appropriate rescue procedures and inform Waterfront Director.

#### **Camp Medical Director**

1. At sound of air horn, report to waterfront and aid in any manner as needed.
2. Bring designated ambulance vehicle down to waterfront.

#### **Assistant Directors**

1. Report to waterfront to help in clearing campers from beach and sending everyone to cabins.
2. Quickly gather accounts of campers by reports from each senior staff member at each cabin.
3. When all cabins checked, return to waterfront and report any missing person or all persons accounted for to buddy board staff.
4. Remain at waterfront and aid in any manner needed.

#### **Director**

1. Upon sound of airhorn, announce to camp there is a waterfront emergency and to return to cabins until further notified.
2. Report to waterfront and give direction to waterslide staff to bring emergency vehicle if needed.
3. Aid in any manner necessary.
4. If camper is determined missing, enact search of grounds and contact Osceola County Rescue Squad.
5. When location of camper not determined, notify police and parents.

THERE IS TO BE ONE EMERGENCY DRILL PER CAMP WEEK, WHERE ONLY BUDDY BOARD STAFF AND WATERFRONT DIRECTOR ARE AWARE IT IS A DRILL.