

POTOMAC YOUTH CAMP

12

SOMETHING NEW

CAMP MANUAL

Summer Camp Manual

Introduction

Congratulations! You have been selected to be a volunteer staff member at camp! What do you do now? The next few pages will help you know what to expect, what is expected of you, and how you can have an enjoyable and rewarding ministry experience while at camp.

Camp Philosophy

Camp provides a week-long environment that fosters spiritual growth, learning to live in harmony, making new friends, and having fun. Camp will:

- ◆ Provide learning opportunities that lead the camper to accept Christ as Lord and Savior.
- ◆ Promote spiritual maturity and encourage practical Christian living.
- ◆ Help the camper understand the benefits of the Spirit-filled, Spirit-controlled life.
- ◆ Enable campers to enjoy a wholesome, fun time in an outdoor setting.

Camp will not solve all the problems of the camper. The problems he or she brings to camp will not magically disappear at the end of one week. However, as the Holy Spirit works through the camp staff and you as a coach, the camper will go home better equipped to deal with his problems and lead a life that glorifies the Lord. Campers will also develop a new understanding of the Word and learn to seek the help and guidance of the Holy Spirit.

Preparing Yourself For Camp

Don't just rely on what you may already know, take a little time to prepare.

Prepare yourself by doing some study in the Word. Keep in mind the major questions teenagers are asking today, as well as the conflicts they face. Familiarize yourself with scriptures that will help you address these issues. .

Prepare yourself by examining your own attitudes. Youth need unconditional love, and practical answers, not judgment and condemnation. Before coming to camp, ask God for a burden and concern for the youth you will be encountering, and for a God-given understanding of the challenges they may be facing.

Prepare yourself physically. Camp is a very active time. You will be on the move for most of the day, and participating in sports and other strenuous activities with your campers. There will be little time for rest. You'll be blessed to get six hours of sleep each night. Be sure to arrive at camp fresh and rested. If you do, you will be less irritable and much more fun to be around.

During this week of camp, you will have the opportunity to demonstrate the life of Christ. You will not only tell others what Christian living is all about but you will also show them. The campers will look to you as an example to follow.

Campers do not want someone to be like them; they want someone to be like.

Camp Staff Guidelines

Requirements:

Camp staff members should be dedicated Christians, emotionally and socially mature, and in good health. Federal and state legislation in many areas have begun to impose certain minimum age requirements for camp staff. The general age standards accepted in this district for coaches are 21 years old; and 18 years old for "coaches in training".

General Guidelines:

- ◆ Be friendly and relaxed with the campers; be available and approachable at all times.
- ◆ Be a good listener. A coach may do their best counseling with a closed mouth. There may be a problem in the camper's life that has never been verbalized. Listening may bring it to the surface. Do not show surprise or shock at anything a camper says.
- ◆ Win the right to be heard by respecting and showing true concern. Be a good listener. Be available. Do not pry or pretend to have all of the answers.

Attitude

1. Remember, you are not a policeman; you're a mentor and coach.
2. Have faith in each camper and communicate that confidence.
3. Also realize that the attitude you present is what will be returned to you. If you have a generally unhappy or grumbling attitude, your campers will be the same way. If you are positive and happy, you will have happy campers.
4. Carry a burden for each of your campers and sincerely pray that each will be saved, filled with the Spirit, and wholly committed to

Christ before leaving camp. For some campers, YOU may be the greatest spiritual influence in their lives.

Above all else, maintain an attitude of LOVE. There is no greater human force to break down resistance, bridge all gaps, and effect an eternal change in youth.

"Counseling" Campers

Since most camp staff members do not have a degree in psychology, realize your weaknesses and do not pretend to have all the answers. If Jesus is in a staff member's heart, the main ingredient for giving trustworthy guidance is present. Here are a few additional pointers:

- ◆ Have a heart of love and an open, honest spirit of sharing. Do not pretend to be perfect. Be sensitive to the campers' needs.
- ◆
- ◆ Be careful not to solve your campers' problems for them. Guide them into the Word of God where the Holy Spirit can speak to them and where they can find principles for making right choices. Your campers cannot take you home to solve their problems - but they can take Christ, who promised never to leave or forsake them. (Hebrews 13:5).
- ◆ Not all problems have a spiritual origin, but the camper will not find a permanent solution until they are in proper relation to Christ. Lead them to the point where the Holy Spirit can affect an inner change in their life.
- ◆ Try to find out why a camper acts the way they do (particularly a problem camper). Rather than automatically disciplining or treating a manifestation of behavior, seek its cause.
- ◆ Be shock-proof. Campers may try to shock you with real or fanciful stories to see if you will condemn them. Disagree with what has been done, but do not reject them. Accept the person; reject the sin.

- ◆ Commit your campers to the Lord. Trust Him to work in their lives, to give insight, motivation, and change. You might make the camper conform, but only the Holy Spirit can bring about the needed inner change.

Spiritual Leadership

The key to confidence in spiritual leadership is preparation. If you have thought through the way you will respond to basic situations (such as leading a camper to Christ), you will be much more comfortable in the actual situation. Trust God to guide you in your leading. Four areas are especially important in preparing for a group-leading situation:

1. Know how to lead people to Jesus (Admit-Believe-Confess).
2. Know how to answer hard questions. Don't be afraid of tough issues. Use the Bible as your authority. If you don't know, admit it but say, "let's see if we can find out." (You are always welcome to ask questions of the administrative staff as well! Don't feel you have to figure it out on your own.)
3. Know how to apply God's principles to real issues. If God is going to be meaningful in their lives, they have to see Him as relevant in their daily experiences. Without being "preachy," help them see that God has the answer to the problems they are facing. Show them principles in the Bible that relate directly to their needs. Help them learn how to apply God's Word to their own needs.
4. Know how to discuss spiritual issues naturally. Kids often see God as someone they can talk to only in a church service or on their knees when all is quiet. They need to see Him as One who is vitally interested in their baseball games, their skits, their fun times, and their relationships. Be creative in your approach, and allow the conversation to be as natural as with any other subject. Make Christ a part of the camp day, not just the evening service.

Camp Staff Responsibilities

Before Camp

Before you arrive at camp it is your responsibility to read the camp manual and be familiar with the policies in it.

Registration & Orientation

All camp staff members must register and attend the orientation session on Sunday.

- ◆ **Mandatory staff orientation begins at 6:00PM. eaten dinner before you arrive.**
- ◆ Registration will take place in the Adams Building, (by the flagpole).
- ◆ At registration you will receive your rooming assignment (*The camp cannot accommodate the youth from your church on Sunday night.*)
- ◆ You will also receive a name tag. For security purposes, your name tag **MUST** be worn for the duration of camp.
- ◆ Once registration is complete, no one should leave the grounds without first being given permission. Staff members should see the appropriate Dean, and administrative staff members should see the Camp Director. If you are in need of a supply, check with the Camp Office, we may have just what you need!

First Day/Camper Registration

There will be a mandatory staff meeting Monday morning at 10:00AM. Brunch will be served directly following the meeting at 11:00AM. After lunch you need to be in your assigned post by 12:30PM. Campers will start arriving around noon, and the registration process officially begins at 1:00PM. These are your responsibilities in regard to the camper registration process:

- ◆ Be in your assigned area 15 minutes before registration begins.
- ◆ Greet the campers as they arrive, and introduce yourself to them and their parents. **You are one of the first impressions they will have of camp, so make sure it is a friendly and positive one.**

- ◆ Help campers find their room (if necessary), and make sure that they have registered. Also make sure they have given all medications (prescription AND over-the-counter) to the nurse.
- ◆ **Do not grant any requests for a student to transfer to another room.** This is against camp policy.
- ◆ Get acquainted with each of your assigned campers. This is more than saying "hello", it is asking questions and learning who they are as individuals.
- ◆ You will be given a list of the campers in your rooms. You **MUST** check your list and turn it into the office **BEFORE** you go to bed Monday night.

Daily Responsibilities

You will be given a schedule of events during orientation. The schedule will provide you with the exact time and location of all activities for each day you are at camp. Here are the general responsibilities associated with those activities:

- ◆ **Staff Meeting**—There is a brief, but mandatory staff meeting first thing each morning. During these meetings you will be provided with information about the day, given a chance to ask questions, and express any concerns you may have.
- ◆ **Groups, Teams & Points**—Coaches oversee rooming groups. Rooming groups consist of the campers that have been assigned to the staff member. They are the campers you room near. Several coaching groups are combined to form a team. Campers participate in most activities with their team. Teams earn points for many different things, from sports competitions, to team spirit, to room cleanliness. It is your job to help your campers get excited about earning points. At the end of the week, the team with the most points wins bragging rights, and a t-shirt

customized just for them (each member receives a shirt).

- ◆ **Meals**— We would encourage coaches to eat with their students at least one meal a day. Staff can eat 30 minutes before every student meal time.
- ◆ **Activities**—Coaches should actively participate in all activities, leading their team by example and cheering them on. If you become ill and cannot participate in an activity, contact the appropriate Dean who will arrange relief for you.
- ◆ **Room checks**—While you and your campers are out on the sports field the administrative staff checks all rooms for cleanliness. Staff members AND campers are expected to keep their rooms clean and orderly - and they are rewarded for doing so. Rooms receive a rating, and their rating each day affects their points total. Extra points are given to rooms that also decorate according to camp theme. It is your responsibility to make sure campers are living up to general cleanliness standards.
- ◆ **PYM News/ Youth Alive Training**—Each afternoon campers attend either PYM news or Youth Alive Training for 40 to 50 minutes. **This is your chance to take a break.** During this time you are allowed to return to your room for a little quiet time. However, you **MUST** escort your assigned campers to their proper locations **BEFORE** you take a break yourself. Make sure they know where to go once this activity is over.
- ◆ **Assembly Times & Evening Services**—Groups have assigned rows in the Adams Building. Coaches should always sit in their assigned row! At the beginning of every session the coach should take a head count of their campers and immediately report missing campers to Security. If campers are permitted to change seats during the service, coaches must stay in their assigned row. It is

your responsibility to monitor and keep the youth sitting in your rows under control.

- ◆ **Snack Bar & Staff Refreshments**—Immediately following the evening service campers are allowed free time at the snack bar. Use this time once again to connect with your students.
- ◆ **Curfew**—Curfew is called after campers have had free time at the snack bar. When curfew is called all campers and staff members are expected to return to their rooms. Campers are not allowed to go anywhere but their rooms once curfew is called. The only exception to this would be any group that has been assigned to clean-up duty, which the group leader is informed of in-advance.
- ◆ **Lights-Out**—Between 10 and 30 minutes after curfew is “lights-out”. Coaches are informed of how long until lights-out when curfew is called. After lights-out all campers should be in bed, quiet, and with their lights turned off. Campers must be in their assigned rooms—they are not allowed to have “sleep-overs” in other rooms. For no reason except an emergency should campers be allowed to leave their room after lights-out (when sharing a common bathroom, campers may go to the bathroom). The Deans and security will be around after lights-out to check on the students and deal with discipline issues, however coaches should also check on students to make sure they are in bed before they retire for the night.
- ◆ **Medications**—All campers are required to turn both prescription and over-the-counter medications into the nurse upon arrival. The nurse will provide each coach with a schedule of when his or her assigned campers are to report to the nurse for medication. **It is the coach’s responsibility to make sure that the camper arrives for their medication on-time.** Campers that repeatedly miss their medication times WILL be sent home for their own safety.
- ◆ **General Considerations**—During the week of camp it is the coach’s responsibility to look out for their campers’ physical and mental well-being. Make sure your campers are eating properly, drinking plenty of liquids, and being included in group activities. Emphasize hygiene—make sure campers bathe regularly.
- ◆ **Attitude**—Your attitude is contagious! Be upbeat and excited about every activity, even if you don’t feel like being excited! Be positive! The attitude you set is what you will see in your campers—you set the tone.

For the Close of Camp on Friday

One coach will be assigned as the Dorm Supervisor who will oversee the clean-up process. They must approve room cleanliness before accepting the other coach’s forms. It is the primary responsibility of coaches to clean-up any mess or trash that their campers do not. The Dorm Supervisor may need to help where a coach has not done this.

- ◆ It is the responsibility of each coach to see that the rooms of their campers are clean. This should be completed before the morning service.
- ◆ Campers should take down all decorations, pick-up all trash from the floor, thoroughly clean their bed, bunk, and bathroom areas, and leave the room in a clean condition.
- ◆ If cleaning supplies are needed, they can be requested at the youth camp office. Campers also must pick-up all trash from their dorm area.
- ◆ Before the morning service, campers should have all of their belongings packed and placed outside their door. Bed linens (where applicable) should be pulled-off and left in a pile on one bed. Rooms should be clean, and trash bags should be tied off and placed by the door (inside).
- ◆ Coaches also need to survey each room for damage. Damaged property should be reported to the youth camp office before the service.

- ◆ Medications—Campers should pick-up their medication immediately after the morning service. The nurse will have a station set-up in the Adams Building to facilitate this process.
- ◆ After the service campers will promptly load their belongings into their transportation home.

Medical Guidelines

Health Care Policy

It is our policy to insure that each camper has an opportunity to enjoy his camp experiences to the fullest without being hindered by a physical injury or condition. We insure this by:

1. Allowing adjustment of the program to their individual abilities and need. The assessment of a need for adjustment will be done by the camp nurse as well as the camp administrative team.
2. Protecting them against avoidable health hazards in the camp environment.
3. Supplying them with prompt and adequate medical and nursing care as needed. This includes having on staff a registered nurse and/or an individual currently certified in American Red Cross Standard First Aid and CPR who are available 24 hours per day. It is our policy to give assurance to parents, home communities, and the community in which the camp is located that proper precautions will be taken to protect everyone concerned whenever communicable disease exists or threatens.

Medication & First Aid Policies

The official camp nurse is the ONLY staff member who is allowed to give campers any form of medication. Coaches are not allowed to provide any camper with over-the-counter medication or any form of medical treatment. In the event of an unexpected medical need or emergency, notify the closest security staff member who will immediately contact the nurse and coordinate the location of treatment.

Coaches will be given a list of medications that their campers will be taking while at camp. These medications will be disbursed by the nurse on a schedule that will coincide with the camp schedule (i.e., no medications will be scheduled during activity times or after curfew). **It is the coach's responsibility to see that campers come to the First Aid Station for their medication!** This is a very important responsibility. If a student routinely fails to take their medication, for their own safety they will be sent home.

Campers are not allowed to stay in their rooms unsupervised for any reason. If a camper tells you that they are too ill to participate in an activity then they should be escorted to the nurse. If a camper is physically unable to participate in an activity the nurse will do one of two things, depending on the severity of the case:

- 1.) The camper will receive a note from the nurse excusing them from participating (in such case they are still to stay in the area of the activity).
- 2) The nurse will arrange for the student to stay in the First Aid Station.

Many teenagers are not yet attune to the needs of their body, and as a result they can feel ill simply from becoming dehydrated or from not eating enough. **Make sure all the campers eat three meals per day and drinks plenty of fluids.** Discretely monitor them at meal times, ask about the food... don't wait until they're sick and dehydrated to find out they haven't eaten! Remind your campers that free drinking water is ALWAYS available on the grounds (and at the sports field).

And finally—NO BARE FEET. Shoes must be worn at all times!

Code of Conduct

For Camp Staff

You have a responsibility to the Camp Director. He coordinates the total staff. The ultimate responsibility for camp rests with him.

He expects you to know your job and do it. He will expect you to pitch in where extra help is needed. Don't wait to be told to do something - volunteer. Bring complaints and questions to the right authority rather than discussing them with other staff members.

You also have a responsibility to the rest of the staff. Assume your share of the load - even the unpleasant tasks. A word of appreciation to the kitchen staff will brighten their day. Avoid coach cliques. This is not a time for romance either! Do not gossip about other staff members. Pray for each other. All coaches and all staff must attend the morning meetings.

You have a responsibility to all the campers. You will be their friend, their guide, and their authority. You are responsible for their health and safety. Encourage good table manners. Enforce quiet hours - they need their sleep. You should report any sickness or accidents to First Aid. Make sure the campers have a good time. At all times remember: camp is for the campers!

For the Campers

For your reference, an exact copy of the Code of Conduct is included on the following page. Please take time to learn it. Prior to camp, all youth and their parents sign a form stating that they have read and agree to the Code of Conduct (the rules of camp). Therefore, "I didn't know" is never an acceptable excuse for breaking the rules. It is your responsibility to make sure that your assigned campers uphold the Code of Conduct. Do not approach campers in an overly authoritarian manner. The best results are achieved by helping them see the reasons behind the rules. Here are a few points we would like to emphasize:

Respect for Property

Good-natured, harmless pranks are to be expected; a little flexibility can be exercised

here. However, **ABUSE OF PROPERTY of camp or campers will not be tolerated**, and charges will be billed to parents. Specifically, soaking carpets, mattresses, or belongings with water, etc., is prohibited. Also, dismantling beds and other equipment, use of fireworks including smoke bombs, and any other activities, which will result in unnecessary costs for replacement and labor, are prohibited.

Government/Camp Statement

No fireworks, firearms, weapons, tobacco products of any kind, alcoholic beverages, drugs, or profanity are allowed on the campgrounds. Possession will result in dismissal from camp.

Visitor Policy

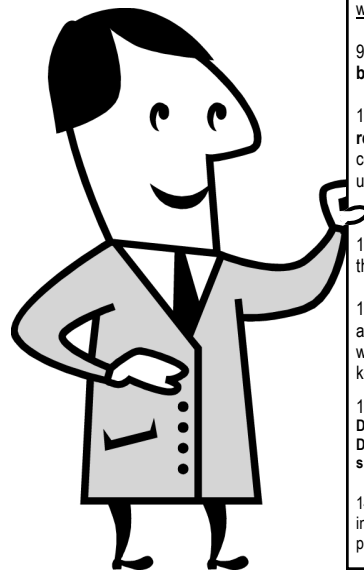
We strongly discourage visitors, in an effort to limit distractions, that would lessen the impact of our student's camp experience. Youth Groups are not permitted. Camp is only opened to registered students & staff. Parents and/or guardians may be permitted for the evening service ONLY with the permission of the Camp Director.

For Your Information

This is an **exact** copy of the Conduct Code from the Camp Application. Each student signed their application stating that they have read and agree to abide by this set of rules.

You may use this Code of Conduct to show campers who say "I didn't know that."

EVERY camper AND their parents must have signed this release form to be accepted to camp!



Conduct Code

This code will be observed by everyone at all times, beginning immediately upon arrival at the campground until departure from camp.

1. All cars will be parked behind the Adams Building on Monday and remain so until dismissal on Friday - **Keys must be turned in at registration.**
2. **Camper & Staff Identification Policy:** Everyone will wear a wristband on their wrist beginning at registration, throughout the entire day/night/week, until after camp is officially dismissed. **One will be received - replacements will be \$1 each!** Wristbands are required to enter campground, chapel, sports field & cafeteria!
3. **No one is to leave the campgrounds** at any time, with anyone, without specific prior permission from the camp director or DYD.
4. **Visitor Policy:** We strongly discourage visitors, in a effort to limit distractions, that would lessen the impact of our student's camp experience. Youth Groups are not permitted. Camp is only opened to registered students & staff. Parents and/or guardians may be permitted for the evening service **ONLY** with the permission of the Camp Director.
5. Everyone will adhere to Government/Camp Regulations: **NO alcoholic beverages, illegal drugs, fireworks, pornographic materials, tobacco products, weapons (including knives, scissors, sharp objects).** Possession will result in dismissal.
6. **Things not to bring:** barber shears, computers, televisions, video games. These will be confiscated.
7. **Cell Phone Policy:** We do allow cell phones to be brought to camp. They are only to be used in the room at free time and after curfew. They are **NOT ALLOWED OUTSIDE** of the room, PYM is not responsible for lost, stolen, or broken phones. We will strongly discourage bringing cell phones to camp if possible.
8. By law, **Prescription Medications** must be in their original Prescription Bottle with **students name.** Over the counter meds must also be in their original container - unmarked medication will be confiscated. All Prescription Meds (except inhalers) must be turned in at Registration. **Camp staff will NOT dispense any over-the-counter medications and campers should bring all meds or personal items you'll need during the week!**
9. We reserve the right to **inspect the contents of all cabins, rooms, and personal belongings.** The staff reserves the right to hold/ or dispose of improper contents.
10. Everyone must observe **Christian conduct, courtesy, personal cleanliness, and respect for all authority, fellow campers and their personal property.** *Lack of cooperation, disrespect for people/property, unnecessary roughness, attitudes that are unwholesome and violations of this Conduct Code, will result in **expulsion** from camp, anytime, day/night, **at the expense of the parents, no refund given!**
11. Members of the **opposite sex** are prohibited to **enter/visit each others rooms** (even if they're related or from the same church). **NO ONE is allowed in off limits areas!!**
12. Daily schedule must be observed. **Attendance and participation is required for all:** activities, classes, clubs, devotions, meals, services and special events, etc. Each camper will perform duties as part of the privilege of being here. Rooms and area grounds must be kept clean. Ample time is given each day to do so.
13. The **Dress Code**, as stated in this brochure, will be enforced at all times. **Shorts & Dresses must be fitting at waist, length: below extended arms & fingertips (NO EXCEPTIONS)!** Dressier casual wear (pants, jeans, dresses, shorts) may be worn to the PM service. No athletic shorts may be worn to the evening service.
14. **Potomac Youth Ministries** may photograph campers/members of their family, individually or in group photos, and PYM may use such photographs or video for promotional publicity, historical purposes, and the like.

SIGN →

CAMPER: I agree to adhere to the Conduct Code & understand that willful misconduct or any breach of the Conduct Code will subject me to dismissal from camp, at any time day or night, at my parent's expense. I have read and agree to abide by the dress code. **I know that shorts & skirts must be fitting at waist, length: below extended arms & fingertips.**
 Camper's Signature: _____

← **REQUIRED**

SIGN →

This is an EXACT copy of the rules from the application. Each student signed their application stating that they have read and agree to abide by this set of rules.

PARENT: I have read & agree with the Conduct Code. Furthermore, I give the following **EMERGENCY TREATMENT PERMISSION** whereas I have

← **REQUIRED**

Dress Code

We have a dress code because we have students and staff from various backgrounds with a wide variety of standards. We also want campers to be able to focus on God and have fun without any unnecessary distractions.

Campers and staff camp are to dress modestly at all times. Camp staff is expected to strictly adhere to the policy to set the example for the campers. When a camper is not dressed appropriately, **it is the coach's responsibility to approach the student and have them change their attire to meet the dress code standard.**

It is important that SHORT, SKIRT, and DRESS lengths be longer than extended arms & fingertips. Shirt straps must be 2" wide or wider. No excessively tight, form fitting, or revealing clothing is permitted. Clothing should cover undergarments and the midriff at all times, **especially while doing activities on the sports field.**

Mentioned within the Code of Conduct is the Dress Code. A detailed dress code is also included in the camp registration form. We are providing it here for your reference. Please take the time to learn it.

Female coaches—WE REALLY need your help to enforce and maintain the dress code as most of the violations are with female campers. The Bible says in 1 John 2:10, "Whoever loves his brother lives in the light, and there is nothing in him to make him stumble." It is extremely important that we instruct our girls that by dressing provocatively, we are helping our brothers in the Lord stumble in their walks with God. Please help us by communicating to the girls who have dress code issues.

READ	DRESS CODE - <i>Modesty is enforced</i>	READ
<p>ACCEPTABLE DAY-WEAR: athletic clothes, long, loose shorts (fitting at waist - length: below extended arms & fingertips), tops that don't reveal undergarments or midriff (moving or standing still), tank shirts for guys ONLY on the athletic field, one-piece bathing suits for girls at the pool (and may ONLY be worn under shorts & dark t-shirt when on the athletic field). Footwear is mandatory at all times! Tennis shoes must be worn on the field.</p>		
<p>ACCEPTABLE EVENING-WEAR: Dressier casual wear (pants, jeans, dresses, shorts) may be worn to the PM service. No athletic shorts may be worn to the evening service. SKIRTS must also meet the length requirement of shorts! (see above) Sleepwear must be modest.</p>		
<p>UNACCEPTABLE CLOTHING: Any garment that supports alcohol, drugs, rock groups, occult, sex, tobacco products, violence or questionable designs are prohibited! Daytime shorts that are too short (must be fitting at waist - length: below extended arms & fingertips.) Anyone wearing unacceptable attire will be asked to change!</p>		

This is an EXACT copy of the rules from the application. Each student signed their application stating that they have read and agree to abide by this set of rules.

What to Bring

- Bible, pen, notebook
- Nice clothes for evening services
- Clothes for sports and recreation
- Casual Clothes
- Athletic Shoes
- Sweater or jacket and an umbrella or raincoat
- Bedding and pillow
- Towels and washcloths
- Soap, shampoo, toothpaste, toothbrush, and other toiletries and personal items.
- Sunscreen (a MUST on the athletic field!)
- Prescription or over-the-counter medications you need - all must be in their original container.
- Camera (optional)
- Flashlight
- Alarm clock
- Fan (optional)
- An extension cord may be useful if you are bringing a fan, hair dryer etc.
- Spending money

What Not Bring

Valuables such as jewelry should be left at home. Items taken cannot be the responsibility of the camp, but proper supervision is always designed to curb the possibility of things being taken from rooms.

Other Considerations

Some coaches also bring items out of consideration for their campers. Many coaches will bring note paper or stationary to put campers' names and team names on doors, or to write notes to welcome them when they arrive and encourage them throughout the week. Some also bring goodies to share. As mentioned before, extra points are given during Room Check for rooms that have been decorated according to the camp theme for that year. Coaches can also earn these extra points - so you may choose (though are not required) to also bring decorations.

Dealing with Challenges

It is our goal that camp be a fun and positive experience for leaders and campers alike. To help accomplish this, we are including a few points of advice on how to successfully deal with challenges that can occur at camp. First, there are a few general principles to uphold when dealing with most challenges:

- ◆ Do not act hastily — especially not on second-hand or hearsay information. Be sure you have accurate information before you act.
- ◆ Get the facts. Listen to what the camper means, not just what they say; probe the incident's background and circumstances.
- ◆ If a camper is in trouble, they may need help and love more than a stern lecture.
- ◆ Handle problems discretely and confidentially. Teenagers, especially younger teens, are highly sensitive of how they appear to others. Strive not to embarrass a teen in front of their peers.
- ◆ Seek to solve the problem in a constructive way. It may be an opportunity for a camper to grow spiritually, develop his sense of responsibility, discover and change a bad attitude or habit. Offer encouragement with discipline.

Coaches must also remember that many behavioral problems cause conflicts. In a Christian camp, knowing how to use the Bible in counseling is very important. The apostle Paul spoke of the Bible's ability to serve in counseling. The whole Bible was given to us by inspiration from God and is useful to teach us what is true and to make us realize what is wrong in our lives; it straightens us out and helps us to do what is right. It is God's way of making us well-prepared at every point, fully equipped to do good to everyone.

Keeping the above principles in mind, here is advice on how to handle more specific situations:

The Homesick Camper - Help the camper become well-acquainted with their roommates; provide opportunities to show abilities and

talents; take a personal interest in them and let them know it; assign them special jobs to do. Homesickness generally fades after the first night away from home, so put forth a little extra for them during the first 24 hours and it will likely pay-off in the long run.

When a camper is not handling camp and room responsibilities - Divide responsibilities evenly between your campers; set the example by doing your share; compliment campers on a job well done; appeal to their sense of justice, fair play, and team spirit. Be persistent, do not allow anyone to shirk their responsibilities.

When your team members form cliques and exclude others - Help campers realize that new friends are always worthwhile. Promote group activities. Look for opportunities where youth must break-out of their clique and participate with others (these are a regular part of team activities).

Camper is not participating in the activities and/or services - Be an enthusiastic example of involvement. Often teens want to participate but are timid, feel left-out, or may be intimidated by the event. Encourage the camper, and help them to fit in with the group. Enforce the camp program; it is your responsibility to have your campers in the proper place at the proper time.

Misconduct in the tabernacle and/or altar services - A gentle word of instruction usually takes care of difficulties such as: excessive male-female contact, talking, sleeping, etc. If the behavior persists, or becomes a distraction to other campers, notify a Dean who will handle the situation from there.

An Uncooperative Camper - Uncooperative attitudes on the part of some campers may disrupt the program of activities or prevent a spirit of unity and fellowship from developing. It is extremely important to help the camper change their attitude. If an uncooperative

attitude is one of the camper's normal characteristics, they are going to have a rough time throughout their life. Begin to help by listening. What is the problem? Are their interests being neglected? Are their needs going unmet? Help the uncooperative camper understand that membership in the group is important. Anytime one joins a group, one must sacrifice some personal interests for the benefit of the group, but this may be a foreign concept to the teen. Group membership requires some surrender of rights, but it has many rewards which far outweigh this temporary adjustment. Help the camper to see and recognize them.

A Conflict of Personalities - Personality conflicts may develop between campers. The conflict may be the result of prejudice, bias, misinformation, or a prior history. Personality conflict can potentially grow into larger problems if not dealt with. Work to resolve the problem as soon as possible.

Approach the campers individually and try to discover the root of the problem. The first reason given is rarely the real one—keep listening. Sometimes while the camper is sharing the reason, they will see it is not as important as was first thought.

The conflict may have no personal basis. The camper may just remain offended by someone with whom they have had a bad experience. If there is an honest conflict, try to get the campers to discuss it and try to lead them to the point of experiencing the joy of forgiving and being forgiven. If they still will not be reconciled, ask them to consider the good of the group above their own personal feelings.

If a leader has a personality conflict with a camper it is always their responsibility to get beyond it, to treat that camper equally, and to look out for the camper's well-being first. Never should a camper be able to sense any dislike on the part of a staff member.

Camper is caught with or turns in illegal drugs, fire crackers, tobacco, or other paraphernalia - No actions are taken against a teen who voluntarily turns these items in. Take the item(s), and do not condemn. Turn in the item(s) discreetly to the Youth Camp Office who will notify the appropriate Dean or Camp Director, who will handle the situation from there. Continue to love the camper and ask God to do a mighty work in his life. *Do not broadcast such events, even to other staff or campers. In most cases, possession will result in being sent home.

Discipline & Rebellion Problems (including violation of rules) - This may or may not be a serious offense. Do not act too hastily or overreact to the situation. Youth may simply have misunderstood the rules, or they may have had a rebellious or mischievous intent. Discern between the two, and treat them accordingly. In both situations love is the key—but at the same time enforcement of rules is a must. Do not allow repeat violations to occur. If you need “back-up”, do not hesitate to ask one of the Deans to give you added support with the camper. This is especially advised for repeat or serious rules violations. In extreme cases, coaches can also request the assistance of security staff members.

Handling a Case of Abuse

If a camper confides in you that they are being or have been abused, whether physically or sexually, you need to exercise extreme care in handling the situation. It is imperative that you follow the guidelines provided below:

First, be aware that:

- ◆ Child abuse is a crime; it is our Christian, professional, and legal responsibility to report it.
- ◆ By law, cases of abuse MUST be reported.
- ◆ Any suspected, observed, or disclosed abuse needs to be reported to the Camp Director (only) IMMEDIATELY.

- ◆ Reports of abuse will be kept in strictest confidence, and the one reporting it has no fear of liability.
- ◆ Always take the word of the camper. Children do not lie about abuse incidents, especially sexual abuse (most youth do not have the knowledge to create details of sexual acts). The very few children who have fabricated abuse experiences have been detected by investigators.

In your response, make sure to:

- ◆ Stay Calm. Be a good listener. Take the youth seriously.
- ◆ Go to a public place where you can still talk privately.
- ◆ Explain that he/she must trust you to do what is right with the information they have shared (or are about to share).
- ◆ Try to keep your feelings to yourself. At the same time, let them know you are sorry that this happened.
- ◆ Reassure them that telling someone was the right thing to do, and a brave thing to do.
- ◆ Assure them that the abuse was not their fault. Communicate God’s care for them. Use scriptures such as Psalms 139, Song of Solomon 4:9, etc.
- ◆ Pray that they will be made strong. Explain that they need to do everything they can to stop it, which could mean they have to go to court, etc.
- ◆ Explain our procedures—The next step will be for you and the student (or you alone if the camper is reluctant) to go to the Camp Director and the District Youth Director. From there appropriate measures will be taken consistent with legal guidelines.

Inform the appropriate camp leadership IMMEDIATELY!

- ◆ Respect the individual’s privacy, tell ONLY the Camp Director or District Youth Director.

- ◆ When at all possible, with the student, repeat the situation to the Directors. The Directors will serve as a filtering system to confirm what has been reported.
- ◆ The Director will need the following information:
 - The abused student's name and age/birth date
 - The parent/guardian's name.
 - The abuser's name, address, phone number, and relation to the youth.
 - The names and ages of other siblings in the home.
 - The youth's pastor's name.
- ◆ Once this information has been obtained, the District Youth Director will contact Child Protective Services.

Once you have reported all of the information to the Director, your responsibility ends. He will handle the situation from there. Our goal in dealing with abuse cases is to protect the victim, correct the abuser, and restore healing and right relationships with God to those involved.

Appropriate Physical Contact

All camp staff members are to be very cautious about being physical with campers (and other staff), especially with members of the opposite sex.

The following guidelines may seem like common-sense, but it never hurts to be reminded. Most of the instructions have come out of necessity from actual situations at past camps.

- ◆ In a one-on-one situation with a camper (or even a fellow staff member) - always stay in view of others. Never put yourself in an unsupervised situation (i.e. where you cannot be easily observed by others).
- ◆ Be aware that touching can be easily misinterpreted, especially by teenagers. Showing emotion or affection is not discouraged, however, unusual displays can be confusing and alarming. Be careful

where and how you touch a camper or fellow staff member.

- ◆ Back rubs, neck rubs, and similar actions (even to apply sun block) are discouraged.
- ◆ Never touch a camper out of anger, or when disciplining.
- ◆ Do not joke or "mess around" in a way that could offend or be misunderstood by campers. "Mooning", "wedgies", and "swirlies" are legally considered assault and may result in prosecution.
- ◆ It is inappropriate to allow a camper to sit on your lap or "hang" on your neck/shoulders.
- ◆ Prolonged or extended hugging is to be avoided. This occurs more easily at altar times, so be especially aware at those times. Hugging members of the opposite sex is also not recommended (a "side hug" is recommended).
- ◆ Public displays of affection are not allowed among campers, and therefore should also not be done by staff members. Focus your full attention on your responsibility of being a coach.
- ◆ Counsel and pray only with campers of your gender—this includes during times of altar ministry.
- ◆ Do not encourage "crushes" by campers on coaches. Do not write or encourage writing "love letters" to other campers or staff.

Working With Disabled Campers

Working with a disabled camper is no more difficult than with any other camper. If you have never been around the disabled, however, it may seem awkward, and/or there may be some considerations you should keep in mind.

- ◆ Approach the disabled as people not as cripples. Even though a person's body is impaired, there is still a human being living inside who needs to be treated as such. Treat the person as if there were no disability present, at least in terms of relating and having a conversation.

- ◆ Don't ever push someone in a wheelchair unless they request your help. It is very dehumanizing.
- ◆ There is a tendency for us to be uptight and uncomfortable around disabled people. Being more relaxed and natural around them really helps. Disabled people don't want pity or sorrow, but do appreciate love understanding.
- ◆ When meeting a disabled person, don't draw attention to the disability or make a big fuss. It makes them feel uncomfortable.

It is important when speaking to a handicapped person for a long period of time to try to be at the same eye level. For example, a person in a wheelchair, is always be looked down at by a person standing up. This makes both parties uncomfortable. A disabled person appreciates it when a person sits down and talks to them at the same eye level. Try sitting down sometimes and have everyone else stand up and talk to you. You'll get an idea as to how it feels.

- ◆ An appropriate response is to ask, "Can I help you?" If they request help, then give it. If not, stand patiently by and allow the person to do their best, even if it means watching them struggle.
- ◆ Don't ever pat them on the head or touch their face like you would a child. You'd never do that to a peer—doing it to a disabled person is awkward.

Don't make a scene in praying for a disabled person in a service. Being a disabled person in a Charismatic church can be very difficult because they can become the group's project. Always ask permission before you pray for someone and when you pray, do so quietly and lovingly, not drawing undue attention to the person. When a disabled person comes forward for prayer, do not automatically assume it is for healing. Ask what the request is. It may be different from what you would presume.

- ◆ Put yourself in the place of a disabled person. Try to feel what he feels and see what they see. This will give you empathy in dealing with other handicapped people and help you in deciding which actions are loving and appropriate.

Guidelines for Follow-up

The primary responsibility of follow-up lies with the youth leaders and pastors from each camper's own church. As a staff person you are responsible to follow-up on young people only from your own church.

Here are some tips to help with follow-up:

- ◆ Within two weeks of coming home, write a card or letter to each of your young people. Make yourself available to them. Keep in mind that as a relationship builds with these young people you are working *with* your youth leader and pastor.
- ◆ Become involved with your youth program. You are in a much better position to affect a young person's life if you become involved in the things they do at church, school, etc. It shows that you care past camp.
- ◆ Communicate. Many times you may know of needs or concerns that your youth leader or pastor may not. It is your responsibility to communicate those needs to them. Note: Don't allow yourself to be forced into playing personalities against each other. Talk to the leaders placed over you by God.
- ◆ When a young person makes a new spiritual commitment, spend some time with them. Talk, teach and guide. Commit yourself to be a discipler.
- ◆ Invite them to church, if they don't go already. Take time when you are home to do this with a phone call or visit. Meet their parents.
- ◆ Commit yourself to them to pray for them.
- ◆ Follow-up is only as good as the quality of the time you spend with young people before camp closes. Take time to get to know them, learn their names, and be a consistent Christian example before them.

Directions to Pine Creek Camp

1796 Back Creek Road
 Gore VA 22637
 Steve Fountain,
 Camp Director
 Pine Creek Camp Office
 (540) 858-2842
 Fax (540) 858-2774

I-66 West I-81 North toward Winchester.

Take exit 310, Route 37 toward Winchester Medical Center. Get off on Route 50 West.

Go approximately 8 miles to Gore. On right you'll see a *small* sign pointing left that says "Gore." Just past the *tiny* U.S. Post Office---turn LEFT onto Rt. 751 (Gore Road) and travel 0.4 mile to Rt.704 (Back Creek Road---on curve just past Gore Grocery).

Turn LEFT on Rt. 704 and travel 3.3 mile to Pine Creek Camp, 1796 Back Creek Road to house and red barn on RIGHT. Driveway immediately forks – take the right hand side up the mountain to camp office.

