

# **PRETEEN SUMMER CAMP MANUAL**

## **CAMP TOMAHAWK**

**Nashville/Murfreesboro, TN**

**United Church of God  
An International Association**

**COUNSELORS**

**ASSISTANT COUNSELORS**

**TEEN/JUNIOR LEADERS**

**Summer, 2008**

## **PURPOSE**

**All staff members share in the responsibility of achieving the primary purpose and goals of this camp. Whether you're a counselor, assistant counselor or teen leader, please read this manual and become familiar with our purpose and procedures. We will accomplish our goals to the extent that everything done at camp supports our overall purpose. Our success depends on each of us as individuals walking together in full agreement and harmony with the general guidelines described in this document.**

**HAVE FUN. . . by providing an opportunity for children to enjoy God's way of life in the recreational environment of an adult-supervised Christian Summer Camp.**

**HAVE FUN . . . by providing children with an opportunity to develop leadership skills as they interact with other children and adults in our camp environment.**

## **GOALS**

**Give campers the opportunity to:**

- 1. Enrich our children's relationship with God.**
- 2. Receive instruction in God's Word as it specifically applies to their age and maturity level.**
- 3. Experience being away from home in a safe environment that is conducive to Christian growth and education.**
- 4. Learn to communicate and interact with adults in a respectful and responsive manner. This would include referring to adult and teen staff as "Mr.," "Mrs.," "Miss", etc.**
- 5. Experience activities that will aid the youth in their spiritual, emotional and physical growth and development.**
- 6. Associate with and make new friends of the same age within the church.**
- 7. Develop new skills and work together in a spirit of cooperation and concern for others.**
- 8. HAVE FUN LIVING GOD'S WAY!**

**Give our teen leaders a chance to:**

- 1. Work with and under adult supervision**
- 2. Set a positive Christian example for our campers.**
- 3. Experience the joy and satisfaction derived from working together to meet the needs of others.**

**Give our adult staff a chance to:**

- 1. Work with and supervise pre-teens and teens in a positive Christian environment.**
- 2. Exemplify the joy and satisfaction that comes from living God's way of life.**
- 3. Encourage children to apply God's laws and commandments in resolving life's common, everyday problems.**

## A COUNSELOR'S GOALS

- 1. Help the campers have a joy-filled, exciting, rewarding and educational camp experience! The camp activities are designed for this purpose, but the counselor plays a key role in this process. It is the counselor's responsibility to make sure that *every child in their care is enjoying at least some aspect of their camp experience*. As stated earlier, *we are here to have fun . . . fun based on responsiveness to God's laws and respect for authority at all levels*. When dealing with large groups of children, this aspect of *fun* is important to emphasize and remember.**
- 2. Develop a close relationship with *each camper*. Counselors and assistant counselors alike must display a deep, personal concern and obvious support for each camper in their care by showing genuine love and understanding in all situations that arise. This leads to the development of mutual respect and cooperation between camper and counselor that make your job much easier. If any problems should arise, the camper will feel comfortable talking about them with a counselor who has shown them individual attention and care.**

**If you can achieve these goals, you are well on your way to success as a counselor!**

## A COUNSELOR'S JOB

As a counselor or assistant counselor, your job is to:

- Encourage and exhibit the application of “The Golden Rule”: ***DO UNTO OTHERS, AS YOU WOULD HAVE THEM DO UNTO YOU.***
- Be sure a counselor or assistant counselor is with the dorm/group at all times. Under no circumstances should any camper be without direct supervision. For example, a child who may need medical attention should be escorted to the nurse at the First Aid Station.
- Ensure that proper respect is shown toward everyone by everyone.
- Move your group from activity to activity in an orderly fashion, quickly and enthusiastically. ***Familiarize yourself with your activity schedule before the start of each day.*** Close attention to being “on time and in place” will make the camp experience a happier one for all concerned.
- Make SURE that all living quarters are kept in a neat and orderly condition.
- Support our instructors and activity coordinators and be ready to assist them upon request. Generally speaking, the children love it when their counselor and assistant counselor participate fully in each activity.

## **CAMPER CHECK-IN**

**The parents and/or guardians of our campers are entrusting their children to our care. This reflects the high level of trust they have placed in all of us as camp administrators. In order to maintain their trust and insure the safety of our campers, it is imperative that care, concern, and caution be exercised in these two important events: camp check in and camp check out. We request that these procedures be followed in every situation and circumstance. As administrators, we cannot afford to assume anything or take anything for granted in this regard. As counselors, you will be asked to be responsible for each camper under your care immediately after check in and until they check out.**

**We will review camper check-in details at our required staff orientation on Saturday evening.**

## **CAMPER CHECK-OUT**

**Here is a step by step outline of our procedures for camper checkout:**

- 1. Camper check-out will begin before dinner on Wednesday night in the courtyard or dining hall weather permitting. The time will be between 3:00 and 5:00 p.m.**
- 2. Once the parent arrives, they go to the Check-Out Table. The Campers will be signed out under their parent or guardian only. Make sure it either the child's direct parent or the person they have appointed to transport their child (this should be on their check-in document). The camper at this point is no longer under our care.**
- 3. The guardian of the camper will also check out their personal medications and secure them in their locked vehicles.**
- 4. Once the camper has checked out, he/she should go directly to their dorm and gather their belongings to take out of the lodge to their vehicle**
- 5. Be sure to remind them to check the Lost and Found Table and also to collect their crafts.**

**Counselors and Assistant Counselors should stay with their campers until their parents have picked them up. Any exceptions to this need to go through the director, so children will always have a counselor until their departure.**

**THINGS COUNSELORS WILL NEED TO BRING:**

- Toiletries for each day (Soap, Shampoo, Toothbrush, Toothpaste, Comb and Brush, etc.)
- Pillow and Pillowcase
- Single Size Bedding/Blankets if assigned to sleep in the dorm or living rooms
- Swimsuit (1 piece modest for women and girls)
- Sun Block
- Insect Repellant
- Clothes for each day including Tennis Shoes
- Sun Hat or Visor
- Clips for Glasses or Sunglasses
- Rain Coat
- Towels and Washcloths
- Old Shoes for Creek or Aqua Socks
- Flip Flops for Shower
- Flashlight
- Plastic Bag for Wet Clothes
- Regular bag for Dirty Clothes
- Disposable cameras or camera/film/batteries
- Lip Balm
- Backpack (will be VERY handy for all the moving about)
- Cell Phone (if you have one) Also please leave current # with Camp Director

**EXTRAS THAT MAY COME IN HANDY (NOT REQUIRED):**

- Small Kleenex packs (for pocket)
- Extra toothbrushes (for forgetful campers)
- Zip lock bags and/or a few extra Plastic Bags
- Masking tape
- Permanent Marker to sign shirts and label things
- Pen
- Alarm clock
- Small special gifts to help bond with your campers – no food

## **DO NOT BRING:**

**Radios**

**Tape or CD Players**

**Electronic Games**

**Knives**

**Firearms or weapons of any kind**

**Fireworks**

**Any gothic or dark materials (black nail polish, tarot cards, etc.)**

**Please review the guidelines posted for teens in the UCG Camp magazine for further guidelines.**

## **ADDITIONAL GUIDELINES:**

- **No medications are allowed in the dormitories or any space occupied by children (this even includes over the counter pain relievers such as Advil, aspirin or Tylenol. All medications need to be turned over to the First Aid Administrator upon check in. This is for the protection of our children. The only exception to this policy will be if your bag is locked and you are willing to sign a form saying it will be kept locked.**
- **For your protection and that of the children, we ask that no counselor hold or allow a child of camper age to sit in their lap.**
- **Please adhere to the discipline procedures should a problem arise and remember the chain of command before administering any punitive measures. If in doubt, assistant counselors need to discuss with discretion the problem with counselors. Counselors or Team Leaders need to bring any problems that are not easily handled to the camp Director.**

## **DISCIPLINE**

### **Philosophy**

**A certain level of order and responsiveness is essential in fulfilling our purposes and achieving our objectives. Maintaining appropriate supervision of our young campers is essential in our highly interactive environment. We encourage all campers to practice self-discipline, thus removing the need for additional measures. However, when discipline becomes necessary, we ask that you seek to be firm but fair, basing your response to the situation on The Golden Rule.**

### **Campers and Respect**

- 1. Campers are encouraged to respect authority... for their own safety and enjoyment and that of others. This includes conformity to general camp rules. On a personal level, campers are not to display hostility or disrespect toward other campers, counselors, camp administrators, workers and guests. Practical jokes or any other acts that may be construed as disrespectful toward authority are not allowed.**
- 2. Campers are encouraged to respect people. Our goal is to develop a spirit of cooperation, rather than competition between individuals and dorms. Respect and concern for one another's personal property is essential as we seek to reflect "The Golden Rule" in our conduct. This also includes respecting self. This respect is evidenced by courtesy, clean language, honesty, wholesome relationships with others, cleanliness and good grooming.**
- 3. Campers are encouraged to respect property. We will strive to keep the dorm neat and clean. We must be sure to take care of the facility to ensure it is not damaged. We will**

**strive to leave the property in at least as good or better condition than when we arrived.**

### **Guidelines for Preventing Problems**

- **Be prepared for the day. Anticipate and formulate “free time” activities and discussions.**
- **Spend as much time as possible with your campers, supervising their activities and their time in the dorm. Consider yourself part of their group!**
- **Be patient, fair and impartial in all your dealings.**
- **Look for early signs of friction between campers, such as loud or angry voices, pushing, teasing, etc. Attempt to diffuse conflict before it has time to develop. Be concerned for each camper, not just the ones in your dorm and be willing to help other counselors as the need arises.**
- **Accentuate the positive and be quick to praise, slow to wrath!**
- **Let your campers know the rules from the beginning and periodically restate them.**
- **Know when to overlook small things . . . Pray for wisdom and discernment in knowing when and how to intervene in situations.**
- **Above all, be consistent and avoid threats and/or threatening language.**
- **Maintain a sense of humor. Be able to laugh at yourself. The skillful and careful use of humor can help diffuse many situations. Ask God for wisdom in this area of your responsibility.**
- **Listen to your campers. Get all the facts before you make decisions or judgments.**
- **REMEMBER THE GOLDEN RULE ... (Matthew 7:12)**

## **DISCIPLINE PROCEDURES FOR MINOR INFRACTIONS**

**Minor infractions are defined as actions that do not affect the attitude, health or safety of the camper or others.**

### **EXAMPLES:**

- **Not paying attention**
- **Horseplay**
- **Poor Manners**
- **Argumentative attitude**
- **Failure to follow directions**

### **PROCEDURE:**

- 1. Mention the infraction to the group without mentioning any names. Make your comments a learning experience for everyone as you repeat the rules governing the misbehavior.**
- 2. Talk privately with the camper involved. Explain what he/she did wrong and calmly describe the action you will take if this behavior is repeated.**

### **DISCIPLINE SUGGESTIONS FOR REPEATED MINOR INFRACTIONS:**

- **Extra cleanup duties**
- **Missing part or all of an activity with a “time out”**
- **Walking or sitting with the counselor for a period of time.**

## **DISCIPLINE PROCEDURES FOR MAJOR INFRACTIONS**

**These are defined as any actions that can cause dissension among campers or affect the health, attitude or safety of the camper or others.**

### **EXAMPLES**

- **Repeated acts of misbehavior with no response to the counselor's correction.**
- **Intentional misbehavior or rebellion.**
- **Repeated attempts to talk or make excessive noise after "lights out."**
- **Failure to be in an assigned area or activity.**
- **Repeated improper, crude or vulgar language.**
- **Horseplay resulting in an injury to the camper or others.**
- **Blatant disrespect or rebellion toward any staff member.**

### **PROCEDURE**

1. **Bring the camper to the camp director. Be prepared to explain the details of the situation.**
2. **Upon due consideration, the camp director will administer discipline as deemed appropriate, including the involvement of the campers parents, dismissal from camp, etc. We ask all staff members for their support of these decisions. If for any reason you disagree with the director's decision, please discuss your disagreement with them privately. We need your input and support as we seek to apply the Golden Rule in these matters.**

## **ACTIVITY COORDINATORS**

**Your responsibility is just as important as the counselor's. In some way, it can be even more challenging! While the counselor spends all of his or her time with the same group and gets to know them well in short time, you must organize and control a group "on the fly" – not knowing each campers personality, skills, strengths, etc. While the counselor will generally just work with his or her group, you may have two or perhaps all four dorms to work with at the same time!**

**The key is preparation. The counselor and/or assistants will remain in the activity area, but the group is yours during the activity period. Give thought to the game or activity that the group will be doing. Study the schedule and be familiar with the size of the group and their ages. Make sure that the activity is age appropriate and will offer some challenges for the skilled, yet not overwhelming for the beginner.**

**Variety is an important key to giving our children a positive camp experience. To maintain interest, the second or third time you work with a group, try to offer a different activity or a new approach to an old activity. Do your best to make sure that everyone in every group derives some enjoyment from each activity.**

## **EMERGENCY ACTION PLAN**

- 1. All Counselors and Activity Counselors should have a cell phone or two way radio nearby.**
- 2. If an emergency occurs, immediately phone First Aid Administrator and Camp Director (keep this information on hand along with your schedule of the day's events)**
- 3. Emergencies include:**
  - a. Medical Emergencies**
  - b. Lost Camper**
  - c. Unidentified Stranger**
  - d. Out of Control Individual**
- 4. Emergency Action Team will Respond**
- 5. The Team will determine appropriate response**
- 6. All Counselors and Assistants should maintain their regular activities.**
- 7. In case of severe weather or tornado:**
  - a. The trumpet will blow a warning – loud and blasting continuously for half a minute**
  - b. Immediately take shelter in the dorms.**

**STAFF TRAINING VERIFICATION – CAMP TOMAHAWK  
2008**

**I have read the Youth Camp Staff Manual and understand its contents. I will strive to follow the principles contained in the manual.**

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**Date**

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**Printed Name**

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**Signature**