Camper Discipline and Behavior Management

Read on to learn more about some common camper needs and challenges as well as the basic tools for handling camper behavior. This is one of the most requested types of information from volunteers! Guiding campers and holding firm, clear boundaries can be one of the most challenging experiences at camp as well as one of the biggest opportunities to create a magical, safe environment and to grow camper skills in communication and connecting with community. It’s also good to know that, like all summer camps, we have had challenges with bullying. The following information is designed to help prevent and address behavior concerns like bullying.

Camper Care

Camper behavior has many roots. It is not expected that one week at summer camp will “cure” all behavioral challenges. As a summer camp volunteer, understand that children and youth bring their pasts with them in their behaviors. If you can determine the root of the behavioral challenge, it may give you clues on how to deal with it. Knowing and supporting campers’ basic needs is a great way to head off behavior challenges. Similarly, challenging behavior may be a result of these needs not being met.

Basic Human Needs

**Affection** – Liking others and being liked; Loving and feeling loved
**Power/Freedom** – Independence, responsibility, and feeling like one has choices and influence
**Recognition** – Respect, affirmations, and acknowledgement of self/identities
**Security** – Knowing the rules/guidelines; having a sense of interdependence, belonging, and safety
**New Experiences** – Healthy risk-taking behaviors, creating, trying new things, and skills building

Basic Camper Needs In A Group Setting

★ To have a sense of belonging:
  * A feeling that no one objects to my presence
  * A feeling that my whole self, including all my identities, is sincerely welcome
  * A feeling that I am genuinely needed

★ To have a voice in group planning
★ To contribute to human welfare, a value existing both within and beyond the group
★ To share in making group rules and to then live and work with the group toward goals
★ To have those rules upheld and/or hold others accountable to those rules
★ To have challenging responsibilities within ability and development range
★ To be kept informed about the schedule, daily activities, themes, and all-camp activities
★ To know what is expected, so as to work/contribute confidently
★ To have positive role models and mentors

Two Things to Keep in Mind

1. Campers are not mini-adults. Expect them to want to have fun and be active!
2. Expect campers to test your limits; but know they still want and need limits, structure, and boundaries.

Some Common Reasons for Surface Behavior Challenges

★ A desire for recognition/attention: it may be better to be infamous than unknown.
★ Frustration: unsatisfied needs or desires often cause children/youth to “lash out.”
★ Homesickness: being scared and nervous can lead to frustration or a desire not to participate.
★ Illness/exhaustion: no one is at their best when sick, tired...or hungry!
★ Conflict with another camper/volunteer: this can cause folks to be defensive.
★ Outside conflicts: problems with family, friends, and more can follow campers to camp.
★ Established behavior patterns: lessons learned at home won’t be forgotten at camp.
Provide Structure Without Becoming a Drill Sergeant

1. Establish clear expectations right away. (e.g. Cabin Guidelines, Arts & Crafts Rules, Dining Hall Procedures)
2. Balance structure with a reasonable amount of freedom. (Example: Make sure campers know what they can do and not do at the Waterfront relative to safety and staying together. You might organize one group game at Waterfront to allow for some community/together time but let them participate as desired and have free swim time as well. If they are getting bored with their free time or are starting to have behavior challenges, switch things up; perhaps start a new game or offer to get everyone together to get the snack if it’s ready.
3. Reinforce and encourage desirable behaviors. (Thanks, everyone, for participating in that song, that was AWESOME!)

Time-Tested Strategies
★ Be the kind of person you want your campers to be – obey the rules yourself!
★ Know as many campers as possible by name. Know something about them. Build relationships.
★ Be friendly. Always show interest in what individual campers are doing and their progress.
★ “One pat on the back is worth two slaps in the face.” Praise good qualities and actions.
★ A sense of humor is extremely valuable. Use it frequently.
★ Maintain your poise at all times. Don’t let the campers “get to you.”
★ Don’t take misbehavior personally. It is a choice the camper is making.
★ Every child/youth has needs; her/his/per/zir behavior will give you clues as to those needs.
★ Keep in mind that misbehavior is seldom intentional. Try to find the cause.
★ Try to see the camper’s side of the situation. Discuss it with them until you understand.
★ Distract, distract, distract! One of the best methods to avoiding “bad” behavior is to stay busy!
★ Show your disapproval of behavior through your speech, facial expression, and action.
★ Being close when you notice a potential problem can keep it from actually occurring.
★ Enlist other leaders (volunteers and campers) to provide role models.
★ Allow natural consequences to occur if the results are NOT too severe.
★ Withhold privileges (e.g. participation in a particular activity) if behavior does not change.
★ Send a camper to “time out” to allow the camper time to cool down and think about behavior change.
★ Have a group meeting to discuss and resolve generalized problems.
★ Remain with your campers during meals and free time.
★ Avoid getting campers over-tired, keyed-up, or tense.
★ Be willing to admit when you’re wrong and ask for forgiveness.
★ Sometimes it is best to simply ignore behaviors, rather than reward or punish, which may actually provide attention to encourage the behavior. Ignoring behaviors usually works best for campers who seek attention by clowning around.
★ Sometimes, giving the child attention or affection, which has been lacking, may solve the problem. Giving the child some form of responsibility or encouraging a special interest or talent may result in improved behavior. Often the activity, if it is at her/his/per/zir own physical, emotional, and intellectual level, is enough to correct the situation.

What to do When Campers Don’t Follow the Rules
★ Give the camper one warning; make it clear that the behavior is outside the Code of Conduct.
★ Give the camper a chance to explain; circumstances may not be fully known to you.
★ Be consistent and impartial.
★ Stay cool and calm; keep strong emotions in check.
★ Avoid lecturing or embarrassing the camper; discipline in private in whenever possible.
★ Stress that the behavior is the problem, not the camper’s personality. Help the camper to identify acceptable alternatives to the problem behavior.
★ Once the disciplinary time/conversation is over, get the camper re-integrated into the group activity.
★ Follow the camp behavior management policies for discipline problems that continue after this point.
If a Camper Continues to Behave Inappropriately . . .

★ Use your best judgment.
★ Stay calm and maintain composure.
★ Keep all campers in sight, while working with camper who is behaving inappropriately.
★ Contact your immediate supervisor, Sunshine Team Members, or other volunteers for support.
★ Use this handbook and the behavior management steps on the following pages to help you.
★ Complete and submit an Incident Report to the Camp Director, as soon as possible.

Bullying, Fighting, & Stealing

Some behavior situations are especially challenging and can be overwhelming or make it difficult to decide what the best course of action is. Getting support from other volunteers is key for any of these situations. Here are additional tips and guidelines for handling three of these challenges.

The Bully or Show Off

To deal with children acting as bullies or showing off for the group, first help the child to be confident in you as a leader. Being dominating, overly critical, or too demanding on the child’s performance can break this confidence. Make sure to continue to build this child’s confidence in areas of strength and healthy, positive behavior – instead of only criticizing bad behavior. It can be helpful to talk with the child about the rights of others and respect they deserve. Let thecamper know others will be more accepting of her/him/per/zir if their behavior is more positive. Demonstrate compromise in your actions as a way of role modeling. In group activities it can help to place this child in competition with others of equal or greater strength and ability. Essentially, the bully or show off requires understanding and patience combined with placement of the child in groups that lend to her/him/per/zir development of leadership traits in honest competition with other youth. If bullying behavior persists, get the Sunshine Team involved and inform the Camp Director.

Fighting

Serious fighting often evolves from what starts out as “fooling around.” Keep a close eye on horseplay to keep it from getting out of hand. If a fight breaks out, separate the combatants AT ONCE. Let your voice show calm, mature authority. Attempt to give them time to cool down. Do no allow any angry verbal exchanges and physically remove combatants to a “safe distance” from each other if necessary. Fights that involve serious contact (hitting, kicking, biting, and punching) require both combatants to visit Serenity (the Health House), where they can be checked for injuries. Be sure to complete an Incident Report Form after a fight.

Once combatants have regained composure, try one or more of the following:
1. Calmly discuss the situation separately with each individual. Emphasize resolving the problem, not placing blame. Aim for a mutual “shake hands and make up” plan.
2. Hold a face-to-face hearing where each participant describes her/him/per/zir version without interruption. Attempt to help each see the other side. Then reconcile differences, make up, and forgive.
3. Allow the individuals to discuss the situation privately IF you are sure the anger has dissipated. You can help mediate if they wish.
4. Invoke a logical consequence if clear provocation can be established or if this is a repeat offense. (See the steps outlined in the Behavior Management Policy, p 14.)

Stealing

Try to prevent stealing by establishing an atmosphere of trust within all members of the group. Discuss openly the need to respect each other’s bodies, space, and property. Establish group rules and define sanctions for rule infractions. Always discourage campers from leaving valuables out in the open. Campers should not be bringing items that are highly valuable to camp and are not allowed to bring any technology related item beyond a disposable camera. If campers bring items that are not allowed, let them know they are not allowed and ask for them to give you the item so you can keep it in a safe place. Let the camper know their possession will be kept in a safe place and returned to them at check-out. Then bring the item to the Camp Director to be placed with other “contraband” items. If you are not sure about whether or not the item is allowed, check in with your Area Lead and/or the Camp Director to decide what to do next.
If stealing still occurs:
1. Give the offender opportunity to return the article anonymously, without punishment.
2. You may need to play detective if the item is not returned and the offender is still not identified. Be cautious in seeking group cooperation in order to avoid the offender being ostracized.
3. If you have evidence to identify an offender, deal with the camper privately. Give her/him/per/zir a chance to make restitution and make a plan together to avoid repeat behaviors.
4. If evidence is lacking as to the offender’s identity, try handing out sheets of paper to each member of the group. Have them write either “I did not take it,” or “I did take it and I’m sorry,” and sign their name. Give them the opportunity to secretly place the papers in your custody. Deal with the offender privately later.
5. If you have determined that stealing has occurred, fill out an Incident Report Form.
6. If the problem persists, get support and follow camp procedures including informing the Camp Director.

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**Behavior Management – Camp Policy**

Camp Ten Trees expects behavior management and discipline strategies that emphasize positive reinforcement, redirection, prevention, and the development of self-discipline.

**Basic Steps for Behavior Management**

1. Discuss rules with campers and identify out-of-bounds areas.
2. Discuss the consequences of breaking any rule.
   a. Quiet time
   b. Restriction from activity
   c. More restrictive adult supervision
   d. Conference with Camp Director
   e. Conference with parent/Camp Ten Trees volunteers/ Camp Director
   f. Removal from the camp environment
3. Enforce all rules, at all times, with consistent application and without malice.
4. Inform the Camp Director of all major and/or ongoing behavior management and discipline challenges, including those involving an Incident Report Form. Err on the side of over-informing the Camp Director.
5. Fill out an Incident Report Form when camper behavior leads to restriction from activities, when the behavior has caused physical harm to themselves or others, if behavior involves bullying, or if camper behavior involves oppressive (e.g. racist, sexist, transphobic) behavior towards others. When in doubt, check in with the Camp Director or fill out a form anyway. Always inform the Camp Director when you fill out an Incident Report Form.
6. At no time will discipline include depriving a camper of sleep, food, or restroom privileges; placing a camper alone without supervision; or subjecting a camper to ridicule, shaming, threat, corporal punishment (i.e. striking, biting, kicking, squeezing), or excessive physical exercise or restraint.
7. Periodic evaluation of the program, volunteers, and camper groups will be done to ensure that the camp environment is not contributing to behavior problems.

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**Supporting Campers in Following the Rules**

Remind campers that camp rules are established for safety and to ensure that we have a common standard of behavior. As volunteers, we need to show the campers that we see the need for following the rules ourselves. Do not contradict the established rules and guidelines, this is confusing and frustrating to campers and may contribute to additional behavior challenges.
Consequences for Camper Behavior

The above basic steps include some examples of clear, simple consequences. Delivery of those consequences must be a creative, caring effort on the part of the volunteer, and must be seen as such by the camper. Always suggest positive alternatives to unacceptable behavior before it gets out of control. If a consequence is needed, the consequence should be related to the inappropriate behavior. For example, if a camper “trashes” an area, the campers should then clean that area. Sunshine Team Members can be contacted and asked to help at any point in the process of dealing with camper behavior. Often their early involvement can prevent further challenges. In order to provide a loving, engaging environment for all youth, including youth with behavioral challenges, we must hold all youth accountable to the established rules and expectations.

When a camper continues to have difficulties meeting expectations around behavior, the Cabin Counselors, Rovers, Area Leads, and others involved in supporting the specific camper will determine how best to counsel and guide the camper, when to integrate a behavior contract, and when to involve a parent/guardian(s). All volunteers are strongly encouraged to inform the Sunshine Team and/or the Camp Director early in the discipline process. The Camp Director must be informed when a behavior contract is made and when volunteers believe the best course of action is to contact a parent/guardian and will take part in the decisions regarding contacting the parent/guardian(s). If behavior challenges continue, the Camp Director, in collaboration with the volunteers and camper, will determine whether to send the youth home.

<table>
<thead>
<tr>
<th>WE NEVER DENY OR COMPROMISE:</th>
<th>Meals, Sleep, Physical Health/Safety, Emotional Safety.</th>
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</thead>
<tbody>
<tr>
<td>WE NEVER:</td>
<td>Hit, Slap, Spank, Shame, Call Names…or allow campers to do so.</td>
</tr>
<tr>
<td>WE NEVER IMPOSE:</td>
<td>Push-ups, Cleaning the bathrooms, Eating something unfavorable, Removing clothing, Dares, Hurtful pranks, Unsafe activities, Embarrassing activities, or Hazing.</td>
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</tbody>
</table>

If you observe another volunteer struggling with behavior management and/or doing something that may be unintentionally harmful, be compassionate and step in as needed to support the camper and then the volunteer. If you’re not sure what to do, talk to the volunteer, your supervisor/support person, or the Camp Director. If at any time you observe a fellow volunteer doing one of the above actions that “we never” do, stop the situation immediately, inform the volunteer and campers involved that these are not acceptable actions at Camp Ten Trees, make sure the camper(s) are safe, and then inform the Camp Director.
Camp Ten Trees Policies and Procedures

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

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

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

1.1 Summer Camp Volunteer Training
All camp volunteers will receive at least 48 hours of pre-camp training, including relevant topics mentioned throughout these procedures. A portion of this training will be done on-site to familiarize volunteers with the site, its features, and emergency procedures. This training will be achieved for the vast majority of volunteers via the mandatory summer camp volunteer training held prior to camp sessions. At the Camp Director’s discretion, volunteers may—in very rare circumstances—be excused from this mandatory training. Generally, these exceptions are made only when the summer camp program or a particular camper’s participation would be severely compromised should the person in question be unable to volunteer at camp due to an inability to make the training. When these rare exceptions are made, the Camp Director will work with the person in question to ensure that the person is fully prepared to volunteer.

II. General Personnel Policies

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

When considering what topics are appropriate to discuss with any youth, Camp Ten Trees encourages its volunteers to consider social and emotional development of the youth and/or the group they are talking with, how the conversation will impact the youth and their families, and to overall use good judgment.

6.0 Phone Use
On-site camp phones are prioritized for Camp Ten Trees business. Long-distance calls must be made using a personal phone card or personal cell phone. If, at anytime, a person requests the phone for official camp business, any personal call must end immediately. Failure to comply with this policy may result in loss of ability to use office phone at any time. All personal phone calls must be made in volunteer-only areas, the parking lot, or off-site.

Cellular phones are to be kept away from access to and the sight of campers and can be used during break time only. Please note: most cell phones do not receive reception while on the camp property.
III. Volunteer Policies During Camp Sessions

1.1 Adult to Youth Ratios for Camper Supervision
Volunteers (adults) shall maintain the following minimum ratios based on camper age:

<table>
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<tr>
<th>Camper Age</th>
<th>Volunteer (Adult) to Camper (Youth) Ratio</th>
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<tbody>
<tr>
<td>8 years old</td>
<td>1 Volunteer: 6 Campers</td>
</tr>
<tr>
<td>9-14 years old</td>
<td>1 Volunteer: 8 Campers</td>
</tr>
<tr>
<td>15-17 years old</td>
<td>1 Volunteer: 10 Campers</td>
</tr>
</tbody>
</table>

Volunteers (adults) shall maintain the following minimum number of volunteers per 8 campers, of mixed ages, during the following activities or in the following locations:

<table>
<thead>
<tr>
<th>Activity/Location</th>
<th>Minimum Number of Volunteers (Adults)</th>
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<tbody>
<tr>
<td>Main Camp</td>
<td>1</td>
</tr>
<tr>
<td>Hikes out of Main Camp</td>
<td>2</td>
</tr>
<tr>
<td>Overnights</td>
<td>2</td>
</tr>
<tr>
<td>Swimming/Boating</td>
<td>1 Volunteer and 1 Certified Adult Lifeguard</td>
</tr>
<tr>
<td>Archery Range</td>
<td>1 Volunteer and 1 Certified Archery Instructor</td>
</tr>
</tbody>
</table>

Exceptions to Supervision Ratios:
- Night Watch: A night watch, consisting of 1 volunteer, must be in effect in all cabins after campers have been in bed and quiet.
- Other: As deemed appropriate by the Camp Director.

2.0 Incident Report Policies
An incident is any event which is not consistent with the routine operation of the camp or the routine care of a particular camper, volunteer, or visitor to the camp. It may be an accident or a situation which might result in an accident. If you are unsure about whether or not to fill out an Incident Report Form, ask the Camp Director or fill one out. Blank Incident Report Forms will be stored in a central location (Cougar Lounge unless otherwise specified) and will be accessible to all volunteers. Completed Incident Report Forms should be handed in person to the Camp Director. If this is not possible, complete forms should be handed to a Coordinator who will deliver the form to the Camp Director as soon as possible.

2.0 Incident Reporting - Conflicts
Fill out the Incident Report Form whenever there appear to be any volunteer-to-camper or camper-to-camper conflicts. This is to include, but not be limited to, suspicion of abuse, fighting, and serious violations of camp rules.

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

2.2 Multiple Witnesses
If witnesses disagree about the incident, or if the Camp Director requests it, each witness to an incident will write and sign individual accounts. These will be attached to the Incident Report Form.
3.0 Use of Controlled Substances
Controlled substances are defined as any substance controlled by Federal, State, or local law. This includes but is not limited to alcohol, marijuana, tobacco, narcotics, and non-narcotic “street” drugs. “Under the influence” shall be defined as the use of any controlled substance or being legally drunk within twenty-four hours prior to any contact with a Camp Ten Trees youth. It also includes the drinking of any alcoholic beverage, regardless of amount, within six hours prior to any contact with a Camp Ten Trees youth.

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

3.2 Tobacco Use
Smoking of tobacco at Camp Ten Trees is restricted. No smoking is allowed under any circumstances in any camp building or anywhere on the camp property except for the outer camp parking lot. A camp volunteer may smoke only in this outer parking lot when not accessible to campers and must dispose of all smoking refuse in a (non‐indoors) garbage receptacle not near campers. Volunteers are asked to not return to direct contact with campers smelling of tobacco smoke. Persons found in violation of the tobacco policy will be dismissed and asked to leave the property.

V. Dating and Sexual Conduct Policy
There will be no sexual conduct of any kind during Camp Ten Trees camp sessions or on camp property, including the camp parking lot. All campers, volunteers, the Camp Director, the Executive Director, and visitors will adhere to this policy. Sexual conduct includes any touching which is being used for sexual stimulation. It does not include hand-holding or dancing (in a non sexual manner) between campers or between volunteers. Volunteers must, at all times, act in a manner which represents the expectations camp has towards campers’ behavior. Any sexual conduct which is in violation of this policy may be reason to dismiss the volunteer(s) or camper(s) from Camp Ten Trees immediately.

Dating among campers is allowed, so long as this policy is followed and so long as camper behavior is not exclusive of others in the camp community. Camp Ten Trees has no rules against dating among volunteers. Volunteers are expected, regardless of their relationships with other volunteers, to follow this policy, to not exhibit behavior that is exclusive of others in the camp community, and to not allow their attention and focus to be pulled away from their responsibilities as a volunteer and serving the campers.

VIV. Safety Policies and Procedures
1.0 General Camper and Volunteer Safety Rules
These rules, including the following “Additional Camper-only Safety Rules” (VIV. 1.1) will be discussed with campers on the first day of camp, and posted in at least the dining hall (or main area of camp).

1. Wear sturdy shoes.
2. To be on any dock, including the Swim Dock or Boat Dock (the Waterfront) there MUST be a lifeguard present, on-duty, and you must have their permission.
3. Stay on trails.
4. Use safe fire practices.
5. No gum is allowed.
6. Be safe and use your head.
1.1 Additional Camper-only Safety Rules
1. Go near the water only with an adult volunteer’s permission and within their line of sight.
2. Use the truddy system at all times.

2.0 Archery Policies and Procedures

2.1 Volunteer Eligibility
Instructors must attend an Archery Certification Workshop or provide documentation of archery expertise. Instructors must be familiar with archery skill, equipment, and program safety regulations needed for camper instruction. All volunteers shall be oriented to the policies and procedures of the archery program.

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

2.3 Supervision of Campers
Volunteer-to-camper ratio will be two volunteers, one of whom is a certified Archery Instructor, to 8 campers and then one volunteer to each additional 8 campers. Non-instructor volunteers shall assist Instructors to ensure safety practices are being followed. The range and equipment may be used only when an Archery Instructor is present and safety rules are in practice.

2.4 General Safety
Equipment is kept locked up when not in use; the Archery Instructor keeps the key. If there are multiple Archery Instructors, they will decide how to maintain safe possession (away from campers) and use of the key and their decision will be shared with the Camp Director and the Coordinator of Core Activities.

An archery instructor will give all volunteers and campers a safety orientation the first time they shoot each session. This will include safety rules, proper shooting techniques and safe arrow retrieval. Safety rules will be posted at the Archery Range and clearly visible to all volunteers and campers at the Archery Range.

No more than two campers per target shall shoot at one time.

Campers will stay behind the firing line and retrieve arrows only after all shooters have finished and the Archery Instructor has given permission to go forward.

Arrows should never be aimed anywhere except down range (toward the targets).

One long whistle blow means STOP; do not fire any arrows or move anywhere.

The Archery Instructor(s) will establish verbal commands for the nocking of the first arrow, commencement of shooting, and retrieval of arrows.

2.5 Emergency Procedures
A first aid kit will be kept at the archery range at all times. If the first aid need is beyond the kit, or for supervision reasons, the injured camper(s) may be taken to Serenity (the Health House).

In the event of a medical emergency requiring more than first aid:
- Blow one long whistle blast so that all shooting stops.
- Send a volunteer, with details of the situation, to the nearest phone (outside the Kitchen)
- Call 911, and then report the incident to the Camp Director and medical volunteers.
- Perform first aid as needed until help arrives, DO NOT MOVE THE VICTIM.
- The person with the highest medical training shall be in charge of the victim.
- Volunteers not providing first aid shall keep the other campers calm and remove them from the immediate area of the victim.
- Fill out an Incident Report Form.
3.0 Waterfront Policies and Procedures
All camp volunteers will be provided with the policies and procedures as well as risk reduction techniques related to the Waterfront in this handbook. All waterfront volunteers will be given a copy of 2012 Camp Ten Trees Waterfront Manual. Waterfront volunteers consist of: Waterfront Leads, Lifeguards, and Boating Specialists. It is the responsibility of the waterfront volunteers to read the complete 2012 Camp Ten Trees Waterfront Manual prior to their first session with Camp Ten Trees. The Camp Ten Trees Waterfront Manual will be reviewed and updated annually; therefore, returning waterfront volunteers must read the manual each year they volunteer for Camp Ten Trees.

3.1 Volunteer Eligibility
All waterfront volunteers must be certified as lifeguards by a nationally recognized certifying body. In addition, all waterfront volunteers must demonstrate skills in rescue and emergency procedures specific to the site’s aquatic areas and activities guarded, including boating and swimming. These skills will be practiced and documented on-site prior to the arrival of campers.

3.2 General Waterfront Rules
1. No camper is allowed near the water at any time without the permission of a volunteer and without being in that volunteer’s line of sight.
2. No one (campers or volunteers) is allowed in the water, on the Swim Dock or Boat Dock (Waterfront), or any other dock in camp, at any time, without a certified lifeguard on duty.
3. Cabin Counselors and/or Camp Rovers must be on the Waterfront to assist in supervision whenever their campers are on the Waterfront outside of normal activity rotations.
4. Non-waterfront volunteers are responsible for supervising camper behavior at the Waterfront so that waterfront volunteers may lifeguard or instruct.
5. A team of volunteers will be trained in Waterfront Missing Person(s) Procedures. In the case of a waterfront missing person, volunteers not trained in this procedure will supervise campers and follow instructions provided by waterfront volunteers and the Camp Director.
6. Any accident or injury must be reported to a Medical Team Member and a waterfront volunteer immediately and must be documented.
7. Campers and volunteers must follow all the rules for the Waterfront, boating safety, and their appropriate swim level.

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

3.4 Swim Checks
1. All campers and volunteers will take a swim check prior to engaging in any waterfront activities.
2. All campers and volunteers must begin the swim check by wading into the water and fully dunking under.
3. Swim levels:

<table>
<thead>
<tr>
<th>Level</th>
<th>Swim requirement</th>
<th>Treading water requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pink</td>
<td>Dunk head underwater</td>
<td>None</td>
</tr>
<tr>
<td>Green</td>
<td>Continuously swim 25 yards</td>
<td>2 minutes</td>
</tr>
<tr>
<td>Blue</td>
<td>Continuously swim 100 yards</td>
<td>5 minutes</td>
</tr>
</tbody>
</table>
3.5 Boating Guidelines
1. At least one on-duty lifeguard must be watching from out of the water per every 25 youth or adults. If possible, at least one on-duty lifeguard must be guarding from a boat nearby a majority of the boaters.
2. If youth are in the water, at least one trained lookout certified in age appropriate CPR/AED and First Aid will be on-duty and watching from out of the water or from a boat per every 25 youth or adults in addition to the lifeguard.
3. All campers and volunteers will receive an orientation to boating prior to boarding any small crafts that will include boating procedures, safety concerns, and simple rescue methods.
4. All groups using small crafts must be in the visual range of a certified lifeguard.
5. Personal Flotation Devices (PFDs), such as lifejackets, that are safe for use must be worn at all times while boating with the exception of a certified, on-duty lifeguard who must have at least one safe for use PFD readily available.
6. Canoeing will be offered to youth ages 9 and up who pass their green swim test.
7. Funyaking will be offered to youth ages 10 and up who pass their green swim test.
8. Kayaking will be offered to youth ages 12 and up who pass their blue swim test.
9. Campers who are 8 years old and/or campers who have pink swim bands may canoe only with a volunteer or trained Counselor in Training (CIT) with a green swim band or higher.
10. Only campers and volunteers who have passed their green or blue swim test may boat outside the roped area.
11. Boats may be summoned to the dock with the use of the air horn.

3.6 Lookout Training and Responsibility
1. Volunteers supporting Waterfront activities must be trained as lookouts prior to performing their lookout duties.
2. A lookout is a designated volunteer used as a “second” for waterfront activities.
3. The presence of a lookout enables the waterfront to provide a comprehensive program for a large number of campers, maintaining the ratio of campers to volunteers at eight to one or six to one if the campers are all 8 years of age.
4. Lookouts are most effective when located in positions where they can constantly observe and be ready to assist participants.
5. All lookouts are required to read the waterfront manual prior to performing their lookout duties.

3.7 Waterfront Closures
The Waterfront, as well as all docks and shores or trails within 5 feet of the water, may be closed due to the following safety concerns. Closures will be announced to the entire camp community. During these closures, campers and volunteers are to stay clear of all such areas unless otherwise specified by the Waterfront Lead or the Camp Director or in the case of providing emergency services.
1. Extremely high winds
2. Limited visibility
3. Thunder and/or lightning have been heard and/or sighted within the last 30 minutes.
4. At the discretion of the Waterfront Director due to safety or other concerns.

3.8 Waterfront Emergencies
Waterfront Emergencies include, but are not limited to:
1. A missing person in the waterfront area
2. A near drowning
3. A boating accident
***IF YOU SPOT AN EMERGENCY, LET A LIFEGUARD KNOW IMMEDIATELY***

In the event of a Waterfront Emergency:
1. All swimming and boating activities will be stopped.
2. All uninolved campers and volunteers follow directions by waterfront volunteers and leave the immediate area unless directed otherwise by waterfront volunteers.
3. The on-duty lifeguard not providing direct service to a victim, or the Waterfront Lead, will call on the radio for all waterfront volunteers and a Medical Team Member to report to the area or direct another volunteer to do so. If a radio is unavailable, a volunteer will get these volunteers to the area as soon as possible.
4. In the case of a missing person, a volunteer will be asked to sound the all-camp alarm.
5. Notify the Camp Director or their designee that a Waterfront Emergency is taking place.
6. If necessary, waterfront volunteers should begin a search of the area.
7. A Waterfront Missing Person(s) underwater search or a search with motorboats may be implemented under the direction of the waterfront volunteers.
8. The waterfront volunteers, Medical Team Members, or Camp Director will call 911 if necessary.
9. First Aid/CPR will be provided, if necessary, by the person with the highest level training available.
10. The volunteer providing First Aid will watch for symptoms of shock and/or hypothermia and treat the victim(s) within the scope of their medical training.
11. Once the victim(s) have been found and/or provided emergency health services, the emergency must be documented in an Incident Report Form.
12. After the emergency the Incident Report Form and situation should be reviewed by the Camp Director, waterfront volunteers, and other involved volunteers to determine how the emergency could be prevented in the future if possible.

4.0 Overnights, Trips, and Excursions
Out of camp, supervision will maintain at a adult/youth ratio of at least 1 adults to every 8 campers, but a minimum of 2 adults at any time. Campers and volunteers will remain in general proximity (within view and ear shot) to each other to provide maximum supervision. No camper may leave the group without a volunteer’s permission. Campers away from the group must have a truddy (group of three). Their whereabouts are to be decided with a volunteer, prior to leaving the group. When intermingling with the public, campers are to stay with their truddy. Rendezvous point(s) and time(s) will be established. If campers are separated from the group they should head to the rendezvous point. Volunteers will check the rendezvous point when it is reported someone is missing. If a camper is reported missing, volunteers may call emergency services for assistance after checking the rendezvous point, or immediately if foul play is suspected. If a camper is missing, camp is to be called immediately, and the Camp Director should be notified immediately.

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

4.2 Trip Orientations
All campers and volunteers going on trips out of camp must receive an orientation that includes specific information and training on how and where to obtain medical and emergency assistance on the trip.