

# Camp Policies & Guidelines

## Staff & Volunteers

### 1. Insurance

Make sure insurance information on the Registration Form is filled in completely, marking "N/A" if no information is available. The Camp Courtney insurance policy is secondary insurance. All medical treatments that take place at Camp will be filled in the following sequence:

**First: Camper's Major Medical Insurance – Second: Church Activity Insurance – Third: Camp Courtney Policy**

### 2. Leaving Campgrounds

Please let Camp office know if you are going to be off the grounds. Should you plan to take anyone from your group or a specific age group off the grounds for an activity, you must give a list of those participating to the Camp office. Please make sure you have parent/guardian's permission before taking anyone off the grounds. Youth and children are not allowed to leave the campgrounds without permission from Camp leadership under any circumstances. You are responsible for those in your care while off the campgrounds.

### 3. Staff and Volunteer Background Checks

Everyone applying to work or volunteer at camp must complete the information and sign authorization for a Background Check located on the Volunteer Application.

### 4. Registration Guidelines

Registration begins at 3:00 p.m. on the first day of your Camp week. The first meal will begin at 6:00 p.m. Campers will not be allowed in dorms before registering. Staff and volunteers will be available to help with Registration as needed.

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### 5. Camper Guidelines

All Staff and Volunteers should be familiar with all Camper Guidelines and be an example to the campers by following the guidelines.

**All campers** (including part-time campers) are expected to attend each class and service.

**Camper Dress Code:** Above all, we expect campers to dress in a manner that could be described as moderate. Extremes in fashion will not be allowed for boys or girls. And camper whose clothing, in the opinion of Camp leadership, violates the following rules will be asked to return to the dorm to change. Use the attitude, "when in doubt, don't." Please note that shorts are acceptable for all sessions and services.

The Camp will not permit the following clothing items:

- Extremely short shorts, miniskirts, or dresses.
- Backless tops, halters, spaghetti-strap shirts.
- Clothing with slogans or artwork not consistent with the purpose of Camp (i.e., beer ads, secular rock groups, tobacco ads, etc.).
- Bikini, string-type or questionable swimsuits

#### Cabin/Dorm/Grounds Guidelines

- Every camper, volunteer, and staff member must be responsible for his/her own bedding, clothing, luggage, and personal belongings
- Cabins are off limits during class sessions and services
- A camper should never be alone in a cabin. Volunteers and staff members should never be alone with a camper in a cabin.
- Money and valuables should never be left unattended.
- Campers are required to stay in their cabins each night, from the announcement of "lights off" until the morning, except for special emergencies. No lights or noises are permitted in the cabins during sleeping hours.
- Campers may enter another cabin only by permission of the dorm leader of the cabin and only during dorm leader's presence.
- Campers should check-in all medications and skateboards.
- NO paintball equipment is permitted in the dorms!
- Everyone should stay within the designated boundaries of camp. Areas beyond boundaries are off limits.
- A messaging center and two pay phones are available for camper communication.
- After evening services, campers are allowed in lighted areas around or near the Snack Shack, Tabernacle, and Administration Buildings. All other areas are considered off limits after dark unless otherwise stated. Group leaders are expected to supervise at this time.
- The First Aid Station is off limits to all campers not requiring treatment by the First Aid Attendant.
- Everyone should give respect to the campgrounds, permanent building, and facilities. Anyone defacing Camp property or the natural surroundings must pay for damages incurred and may be dismissed from Camp. Please notify Camp leadership immediately of any disrespect shown to Camp grounds and facilities.

## 6. Safety Guidelines

- a. There is absolutely no smoking permitted at camp.
- b. There will be absolutely no fires of any sort stated by campers.
- c. Do not tamper with fire alarms, fire extinguishers, or smoke detectors. This is a felony offense. If a fire occurs, report it to the Camp leadership or any Camp staff member immediately.
- d. Do not sit on or tamper with propane tanks.
- e. There will be no rock throwing, or any other activity that could cause harm to others.
- f. No glass of any kind (i.e., bottles, jars, or drinking glasses, etc.) are allowed on the grounds at any time.
- g. Shoes must be worn at all times outside the cabins to and from the swimming pool.
- h. Report all camper illnesses or injuries to the camp First Aid Attendant.
- i. Camp Courtney is a drug-free, alcohol-free, weapon-free environment. Use or possession of drugs, drug paraphernalia, alcohol, or weapons shall be grounds for immediate dismissal.
- j. Wristbands must be worn at all times. \$1.00 cost for replacement wristbands.

## 7. Camp Check-Out

All check-out and departure guidelines are to be followed on the final day of Camp before departing for home. Every group leader and camper is expected to participate in the Camp clean-up on the final day of Camp. This gives an opportunity to leave the Camp clean for the next group coming in. Your goal should be to leave the Camp cleaner than when you found it on your arrival. Your help and encouragement will insure that the next Camp will have a clean, pleasant facility to enjoy, and that your group will get started home on time.

- a. All campers are expected to participate in Camp clean-up on the final day of Camp.
- b. The last day of Camp will begin with a wake-up call at 6:00 a.m. Campers will pack their suitcases and move their gear out of the dorms before beginning their clean-up duties.
- c. From 7:00-8:00 a.m., each camper will participate in the cleaning of Camp, specifically their living area for the week. The area will be inspected by a member of the Camp leadership.
- d. When the clean-up assignments are complete and room has passed inspection, campers will be sent to dining hall for breakfast. Breakfast will be served from 7:30-8:30 a.m.
- e. Each room in Burris dorm must be cleaned according to the check-out sheet posted on the back of the door. Room key deposit will be returned after passing inspection.
- f. Cabins and Parrott Dorm campers must clean their respective bathrooms before breakfast.
- g. Camp is officially over at 8:30 a.m. after a gathering in front of dining hall for an ending prayer.