



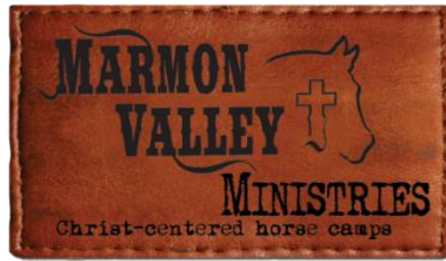
Marmon Valley Ministries

Summer Staff Manual

2019 Edition

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Our Purpose

Marmon Valley Ministries exists to proclaim the Gospel and help young people experience joy in Christ through farm-style camps and horsemanship activities.

Statement of Faith

1. We believe the Bible to be the inspired word of God, infallible, authoritative, and sufficient for all matters of faith and conduct. (2 Timothy 3:16, 2 Peter 1:20-21)
2. We believe in the triune God: God the Father, God the Son, and God the Holy Spirit. (Matthew 28:19, 2 Corinthians 13:14)
3. We believe Jesus Christ was God in the flesh, born of a virgin, lived a perfect life, died as a substitute for our sins, arose after three days in the grave, ascended into heaven, and is coming again to receive His elect. (Isaiah 7:14, 1 Corinthians 15:3-4, 1 Thessalonians 4:13-18)
4. We believe in the total depravity of man, the reality of sin, necessity of the new birth, and salvation by grace through faith in Jesus Christ. (Romans 1:18-32, John 3:3)
5. We believe that salvation is solely by God's sovereign grace through faith alone, apart from any works or any religious rituals. (Ephesians 2:8-10, Galatians 3:1-4)
6. We believe in the finished work of the Lord Jesus Christ, who died on behalf of spiritually dead sinners once and for all. (Ephesians 2:1-9, John 1:12)
7. We believe in the Person of the Holy Spirit and His work of conviction, regeneration, and sanctification, who indwells every believer equipping them with gifts for service and witness. (1 Corinthians 12:13, Romans 8:9-11, Hebrews 2:1-4)
8. We believe the two distinct, complementary genders of male and female together reflect the image and nature of God. Since gender is divinely appointed rather than socially constructed, God desires all people to express their gender in accordance with their biological sex. (Gen. 1:26-27)
9. We believe that marriage is defined between one man and one woman. (Gen 1:27,28; Gen 2:24,25; Matt 19:4-6)
10. We believe God created sexual activity and blessed it within the covenant of marriage. Any form of sexual activity outside of marriage is sin. (Gen 1:27-28; Ex 20:14,17; Matt 19:4-6; Rom 1:18-32; 1 Cor 6:9-20)

Hiring Policy

Marmon Valley Ministries employs without regard to race, color, sex, national origin, age, disability, or veteran status. As a Christian camp we operate as an equal opportunity employer in all areas except religion, as it is essential to our purpose for our staff to be aligned with our statement of faith.

Camp Program Goals and Desired Outcomes

GOAL 1: To proclaim the gospel and encourage every camper to receive Christ by grace alone through faith alone.

OUTCOMES:

1. Each camper will hear/participate in a one-on-one with one of their counselors during which they will hear the gospel and be encouraged to develop a growing relationship of obedience and faith with Jesus Christ.
2. Each camper will participate in daily organized Bible Study, and evening teaching programs that are designed to help them understand and respond to the gospel.
3. Each camper will participate in a program where they will be encouraged to share publicly the decisions and/or growth commitments made that week.
4. Some campers, by God's irresistible grace, will come to faith in Christ.

GOAL 2: To encourage campers to develop a Christ-centered, Bible-centered worldview that positively impacts the way they think, desire, and behave.

OUTCOMES:

1. All campers will be introduced to Bible study practices that will help them interpret and apply the Bible in their own life.
2. All campers will see staff model a life that believes the Bible is completely sufficient and authoritative in all matters of life and faith.
3. All campers will be encouraged to live according to the commands, promises, and truths of the Bible. Specifically, to trust Christ for salvation.
4. Some campers will demonstrate growth and change in their worldview by beginning to make decisions that are consistent with God's will as revealed in the Bible.

GOAL 3: To encourage the development of Christ-like interpersonal relationships and leadership skills among campers

OUTCOMES:

1. Every cabin will participate in ice breaker activities to help campers become comfortable with others in their cabin
2. All campers will participate in cabin/group activities which teach them to effectively work and interact in a Christ-like manner.
3. Every cabin will participate in at least 3 group discussions
4. Every camper will interact with peers in a bunkhouse environment where unity and conflict resolution is taught and modeled by staff.

GOAL 4: To help campers develop Christ-like character through experiential learning that enables campers to understand themselves, their heart, and their God-given gifts and abilities.

OUTCOMES:

1. 80% of campers will participate in challenge course activities where they will work together, utilizing skills and abilities of fellow group members to accomplish their goals.
2. Some campers will demonstrate leadership during horseback riding and challenge activities.
3. Counselors and instructors will facilitate group discussion during and after adventure/challenge activities to help campers understand their hearts, their sin, and the power of Christ to enable growth and change.
4. Campers will learn something about what Christ-like character is and how it is developed through repentance and humility.

GOAL 5: To develop in each camper an appreciation for God's creation, animals, and an understanding of good stewardship practices.

OUTCOMES:

1. Every cabin will participate in at least one study or discussion about God as creator of the world and everything in it.
2. Every camper will experience some level of horsemanship.
3. Younger cabins will experience daily animal chores.
4. Riding Instructors will use at least one illustration from their horseback riding experience to demonstrate truths about God's creation and our responsibility.
5. To involve campers in the camp recycling program by providing recycling receptacles as such.

GOAL 6: To encourage campers to learn new skills or improve upon existing skills.

OUTCOMES

1. Each "skilled" activity will be staffed by a trained instructor who is able to teach skills, techniques, or ideas to campers
2. The horsemanship will be organized so as to provide increasing challenge to participants.
3. Each cabin will attempt as many new activities as possible during "Afternoon Activities"
4. All campers will achieve growth in some skill while at camp

1.

Staff Policy Manual

1.1 Lifestyle and Relational Policies

A. Personal Behavioral Practices

Whether on duty or off duty you are called of Christ to be His Ambassadors. Strive for the highest integrity of behavior while serving here this summer. **Possession or practice of any of the following is not permitted and will result in immediate dismissal:**

a. Alcoholic beverages

No one serving on staff may participate in the consumption of alcoholic beverages whether at camp or away from camp. While the Bible does not forbid drinking in moderation in accordance with the laws of the culture, we believe that it is a bad example to portray to campers. Please refrain from such activity.

b. Tobacco

Likewise, Marmon Valley Ministries is a smoke free facility, no tobacco products are permitted.

c. Drugs

The inappropriate use of pharmaceutical drugs or the use and possession of illegal drugs is strictly prohibited at camp.

d. Firearms

While we understand firearms have their place and are not inherently bad, summer staff are not permitted to possess firearms or ammunition at camp. If for some reason you need to store a firearm or ammunition during the summer camp season, it must be locked at one of the full-time staff homes. At no time will firearms or ammunition be stored in cabins or other areas campers frequent.

e. Sexual activity and/or Harassment

In accordance with Scripture's mandates, extra-marital sexual activity is prohibited, including any form of sexual harassment. Sexual harassment includes verbal, physical, written, or any other expressions of lustful, sensual behavior toward another person (camper, staff, or guest).

f. Homosexual behavior

Marmon Valley Ministries holds to the Biblical position that homosexual activity is sinful and willful. No such activity or behavior is permitted from any staff member.

B. Relational Practices

Your relationships with each other and with full time staff are seen by other staff and campers alike. Strive to make all of your relationships magnify Christ.

a. Relationship to Christ

Marmon Valley is used by God in direct proportion to the quality of its staff. We need to be so rightly related to Christ and so personally acquainted with Him that we reflect Him in our very attitude and manner as well as our actions.

b. Relationship to People

You have chosen to come here and serve people, not just visitors but the staff you work with, too. In carrying out Christ's command to "love your neighbor as yourself," we desire to demonstrate a Christ-like love to everyone. While it is easier to love others as long as they respect and show love back, Christ loved all even though they hated Him to His face. We are called to love, not be loved.

c. Relationship to your Job

Remember that you have come to MVM primarily to help operate the camp for the fullest enjoyment of all who come here. You have come to serve. Ask God to continue to show you how you should do this. There is a poor, better, and best way to do every job.

- **Problems and Confrontation**

If you have a conflict with someone please follow the principles outlined in Matthew 18:15-20. If you have a problem that you need help resolving, go to your immediate supervisor for Biblical guidance. *If a brother sins against you, go and show him his fault, **just between the two of you.** If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church (MVF leadership in this case), treat him as you would a pagan or a tax collector.* Matthew 18:15-20. (Also see Galatians 6:1-3). Ephesians 4:29 *Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.*

Gossip: Sharing private information with those who are neither part of the problem or solution.

Slander: Sharing the truth with design to hurt instead of for the purpose of restoration.

- **Dating Policy**

Dating relationships with other staff members are not permitted while working at Marmon Valley Ministries. Dating relationships often prove to be a source of distraction and dissension among the staff. We request that your summer employment end before pursuing a relationship. We believe that your desire to work at MVM indicates a wholehearted concern for the lives of young people and a burden for the mission our camp operates under. You will be most effective if, during your employment, you commit to being single, set apart for Christ alone. The exception to this policy is for staff members that begin the summer already in a relationship with another staff member. In this case, the following dating policies apply:

Dating Guidelines:

- Minors (under the age of 18) are prohibited to date
- Camp Director is informed of the relationship.
- Commit to honoring Christ and fulfilling all work requirements first
- Establish accountability with a Godly individual who will confront sin
- Do not spend obvious sums of time with that person
- Do not be inappropriately close physically, flirt, kiss, hold hands, hug, no cohabitation, etc.

- **Friendship & Affection**

We want you to build deep friendships and encourage each other throughout the summer. You will be each other's greatest support. "A cheerful heart is good medicine." However, it is important to be aware of the message physical affection sends to our campers. **What you do in moderation the campers will do in excess.** Please refrain from the following while on campgrounds:

- No front hugs or lingering embraces between guys and girls.
- No kissing or holding hands.
- No back rubs between guys and girls.
- We encourage high fives and fist bumps! Have integrity - Don't do anything in private that you wouldn't do in public.

1.2 Personnel Policies

A. Attire for Various Areas of Camp

Our goal is to honor Christ in our dress just as we would in other areas of life. Use discretion and wisdom as you dress because not only are you representing God and Marmon Valley Ministries, and you will also be modeling Christ-likeness before the campers. Good personal hygiene practices are expected at all times from all staff members. Certain work areas of camp do have specific requirements as noted below:

a. Stables

Plan to dress professionally when you work in the horse area. Professional dress may include: cowboy hat or riding helmet, button-down shirt or polo shirt, jeans or breeches, cowboy boot or other type of riding boot. Staff are required to wear helmets while horseback riding when they are working for MVM. Please do not wear t-shirts, shorts, sweats, or excessively tight or baggy or low cut pants, as they are not conducive to good horsemanship. Try the thrift store first if you need to buy clothing for the stables. Clothing worn during the horse program may get quite dirty or muddy depending on the weather. MVM will provide a cowboy hat for each staff member. These hats are part of your uniform on Saturday and Sunday when parents are here, and anytime you are in the stables. Other accessories that you may wish to bring, although they are not required include: a saddle slicker or rain jacket for rainy days as well as chaps, jodhpurs, and the like. If you own a saddle that you would like to use this summer, you may bring it, but usage will depend upon the horsemanship director's approval. (We want to be sure it fits the horse you are riding.)



b. Non-Stables

Counselors will spend their afternoons with campers enjoying several afternoon activities together. Although some activities require specific attire (i.e.: swimming) most of the afternoons you will be able to wear shorts, t-shirts, and tennis shoes or sandals. Dress comfortably and dress as a good role model. The following guidelines may be helpful as you plan.

- Sleeveless shirts should not be loose fitting around the arms.
- Shirts should not be cut so short that they expose your midriff (in any department at camp).
- Guys are to wear shirts at all times except when swimming, showering, etc..
- No bare feet (it can be very dangerous on the Farm) except at the lake, in bed, and in showers.
- No *short* shorts or low-rise hip-hugger style pants are to be worn at camp. (No cracks! 😊)
- Women are to wear bras at all times except when swimming, showering, sleeping, etc.

c. Kitchen

Kitchen staff may wear the same "Non-Stable" attire outlined above. However, sandals are not permitted in the kitchen, close-toed shoes are required. Also, you will need to keep long hair pulled back. Kitchen staff must wear a hat or hairnet when working in the kitchen. Dirty boots and attire from the horse area are not to be worn when working in the kitchen. For certain staff schedules, this may require changing clothes before reporting to work in the kitchen.

d. Swim/Lake

While most of our camp experiences do not segregate boys and girls, we do try to separate guys and girls at the lake. The lake is however, in a central location to other activities, so we would like all campers and staff to wear appropriately modest swim suits while at the lake.

e. Saturday/Sunday Uniforms

During Sunday registration and Saturday check out, all staff members are to wear their staff uniforms. Staff shirts will be issued at staff training along with a cowboy hat. You will need to have a clean pair of blue jeans and boots to complete the uniform. Blue denim skirts are permitted for women if they don't have horse responsibilities. You will be responsible for the care and upkeep of your shirts and hat. Replacements will be issued at your expense.

B. Communications Policies

a. Personal Cell Phones

Cell phones are permitted at camp but; **usage is limited to emergencies, work communication, and time off.** Personal cell phones can be carried with you while on the job, but they must be off or on vibrate, including texting, etc. No calls, texts, etc. can be taken or made during your work hours. You may not be on your phones at all (Facebook, Instagram, Snapchat, Games etc.) while you are on duty. This includes at night after lights out. You may contact the office or full-time staff with your phone in an emergency or for necessary communication; otherwise phones should not be used. Failure to comply will result in discipline as outlined in the section on staff discipline.

b. Staff WIFI

To use the staff WIFI, you must stop in the office during normal office hours and obtain a personalized access code. We cannot guarantee that the WIFI will be available because it can be spotty and unreliable at times. This WIFI is only to be use on your time off. As a form of accountability, the system records when it is used and what websites are accessed.

c. Email

Email messages can be received through the camper mail program on the website. Marmonvalley.com -> Summer Camp -> Send Camper Mail. Emails are printed each afternoon and distributed at the evening mail call.

d. Mail

Outgoing mail needs to be in the mailbox outside the office by 9AM for same day mail. Incoming mail is delivered to you during evening mail call or dropped in your staff "mail box."

To receive mail, encourage people to address it as follows:

Marmon Valley Ministries
ATTN: Your Name
7754 State Route 292 S
Zanesfield, OH 43360

e. Media

Personal laptops, iPods, iPads, etc. are only permitted to be used during your time off. Music and movies are not permitted to be played with campers. Remember, we want the music we listen to and the movies we watch to exalt Christ, even when God is the only one that knows. Philippians 4:8 tells us "Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think [*talk, read, watch, hear**] about such things." *Extra words added for emphasis* 😊

C. Time Off

All staff will receive 24 hours off each week. In most cases time off will be scheduled for Saturday at 1:00pm – Sunday 3:00PM. Any additional time off must be arranged with the program director.

The following responsibilities must be completed before you leave the grounds. If for some reason, you cannot finish them before you need to leave, you must make arrangements with the program director.

- a. All of your campers are with their parents or the care of a full-time staff member.
- b. The cabin has been thoroughly cleaned
- c. The Saturday wrap up meeting is over
- d. All paperwork has been turned in to the Program Director.
- e. You sign out before leaving.

On your time off, you are welcome sleep & eat onsite, go riding, and use some program areas with permission. However, please do not prevent "on duty" staff from completing their tasks. You are welcome to leave the camp as long as you remember to sign out!

D. Compensation

Paid staff will be paid bi-weekly throughout the summer via direct deposit. Payroll goes out on Friday for the previous week, not the current week. It's the summer staff member's responsibility to have all the correct paperwork submitted in a timely manner before camp so payroll can be processed correctly. MVM does not offer any benefits, an insurance program, or severance pay.

D. Camp Store Credit

No line-of-credit loans will be accepted in the store. Please pay at point of service or pre-pay into a store account which you may use whenever the store is open.

E. Church Attendance

Since your spiritual growth and strength is so critical in a ministry position, we expect all staff to go to church on Sunday morning. Below is a brief list of a few of the churches in the area. If you need transportation to church, just ask! Many fellow staff members are more than willing to give you a ride!

- Calvary Baptist Church..... 599-4775 Bellefontaine 10:45 am
- Goshen Friends Church..... 592-4933 Zanesfield 9:30 am
- Grace Chapel..... 465-3736 West Liberty 10:30 am
- Vineyard Church..... 593-0981 Bellefontaine 9:15 & 10:45 am
- New Horizons..... 644-1776 Marysville 9:30 & 10:30 am

"And let us consider how to stir up one another to love and good works, not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near."
Hebrews 10:24

F. Laundry

Laundry facilities are available on site and free of charge for staff members. You will need to bring your detergent and fabric softeners, etc. with your name on the container. You will be assigned a laundry day each week.

- a. If you need something washed before your washday, find a friend who can wash it with their clothes, or if it is an emergency you may be able to ask one of the full-time staff if they could wash it.
- b. Keep the laundry room neat. Please remove laundry from the machines and the laundry room promptly after they are finished.
- c. Remember that the laundry room is a service MVM provides for you at no extra cost, please do not abuse it. Be respectful of each other's clothing and belongings as well as the space you share.
- d. If you use MVM blankets or towels for your campers, you are responsible to make sure they get laundered and put away. If that is not possible, please talk with your supervisor.
- e. Please do not wash sleeping bags or pillows at the Farm. They may need taken into the laundromat.

G. Borrowing

Please do not ask to borrow money, cars, clothing, or any other personal items from the Farm or from fellow staff members. If an emergency need arises please immediately seek help from a full time staff member. i.e.: *Wearing your friend's t shirt is ok with you but if you accidentally rip or stain it then your friend might not be ok with it any more. This can cause more distraction and even disunity in staff.*

H. Knives

Staff are welcome to use knives as tools or for recreational activities like carving, whittling, etc. However, knives must not have a blade that is greater than three inches in length. If for some reason you must store a knife with a blade longer than three inches, it must be kept at one of the full-time staff homes. Marmon Valley Ministries reserves the right to confiscate knives that are used in a way that is threatening, distracting, or dangerous.

I. Summer Staff Discipline Policy

Discipline plays an important role in each of our lives. As Christians we aim to make God-honoring choices and act in love in everything we do. Unfortunately, as humans we do not always live up to the standards God has for us. Because of our sinfulness, each of us needs to be held accountable for our choices and actions.

Read what Galatians tells us about accountability: “Brothers and sisters, if someone is caught in a sin, you who live by the Spirit should restore that person gently. But watch yourselves, or you also may be tempted. ²Carry each other’s burdens, and in this way you will fulfill the law of Christ.” Galatians 6:1-2
As believers, we have a responsibility to keep each other accountable by lovingly confronting those caught in sin. Repentance is expected and ultimately restoration (whether at the Farm or not) is the goal. This, at times, may require dismissal. Recognize in advance that there is a difference between being forgiven and being employed.

As a staff member you will be held to a Biblical standard of conduct during your employment. You will be responsible to live up to the standards and policies set forth in the staff manual and your work agreement. Disobedience or disregard for these policies and standards whether in rule or attitude will begin a process of discipline. This is the procedure that will generally be followed should the need arise to discipline any staff member.

- a. First Incident:** A conference will take place involving the staff supervisor and the staff member(s) involved. At this time the problem will be confronted and the appropriate course of action determined. Instructions will be given to the staff member.
- b. Second Incident:** A conference will take place involving the staff supervisor, staff member(s) involved, and members of the leadership team (if different than the supervisor). The problem will be confronted and an appropriate course of action will be determined. Instructions will be given to the staff member. Temporary or permanent dismissal may be ordered at this time.
- c. Third Incident (if applicable):** The staff supervisors and leadership team will brief the camp administrator concerning the situation (if he has not been involved yet). If the staff member is under 18, their parents will be notified. Usually the staff member will be dismissed from their position, and will be asked to leave camp. Should dismissal occur, the staff member will be responsible for their own transportation home.

The above procedure will be followed in most discipline situations involving staff. If a situation arises that is considered critical, it may be necessary to act more quickly or with greater authority to remedy or resolve a situation. Marmon Valley reserves the right to immediately dismiss or suspend any volunteer or paid staff member whose conduct or work performance is inappropriate or dangerous to the camping program.

1.3 Camp Policies

A. Lost and Found

Found items should be gathered and brought to one of the collection bins. More valuable items such as cell phones and car keys should be brought to the office. Lost and Found is boxed up on Saturdays and kept for one week before being donated.

B. Lights Out and Early Rising

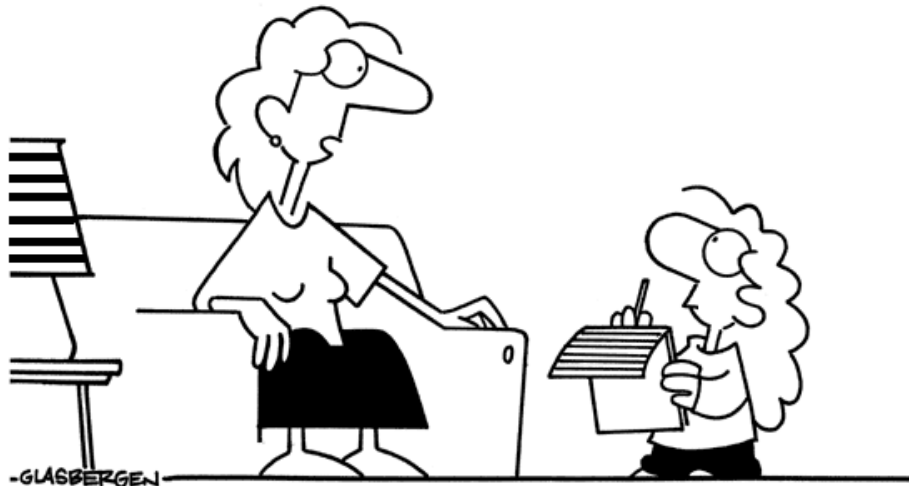
Everyone needs proper rest to function at our fullest capacity. Get yourself and your campers ready for bed early enough so that you and your campers can have a prayer time before bed. Any staff lodging with a cabin group will assume the bedtime of that age group.

- a. Younger Campers should be in their cabin by 9:30, lights out by 9:45.
- b. Older Campers should be in their cabin by 10:00, lights out by 10:15.
- c. Lights out for any summer staff who are not staying with campers is 10:15.
- d. Campers and staff are to remain in their cabins until 6am. Counselors can determine if they want to make it later for their own cabin.
- e. Any staff out of their cabin during quiet hours without permission face discipline.

C. Office Access

The camp office is the control center at camp. There are lots of critical information and records kept in the office. Therefore, staff members are only permitted in the offices for getting help, finding or communicating with leadership staff, or by assignment.

- a. Please ask for assistance for materials you need. Don't not open desk drawers, file cabinets, etc.
- b. Offices shall not be used as a place to hang out, visit, etc.
- c. No access to the office will be permitted to summer staff after 5:00pm except on Sunday nights for staff working on horse assignments.
- d. Office phones are only to be used with permission from the office staff or a full-time staff member.
- e. Computer use in the office is prohibited unless assigned to a specific task requiring computer access. Computers in the office are not to be used for personal projects, music, movies, email, etc.



“How many people work in my office? About half of them.”

D. Cabin privacy

- a. Campers and staff should not enter the cabin of an opposite gender. This rule applies to campers and staff! Campers should be in their own cabin. Exceptions include, leadership staff doing cabin checks and camp nurses in the case of an emergency.
- b. **Non-Summer Season only:** Staff living in the other living staff quarters with an open meeting room may have members of the opposite gender gather during time off ONLY under these conditions:
 - 2 Members of each gender must be present (min. of 2 male and 2 female)
 - No members of the opposite gender are allowed in bedrooms.
 - Curfew is at 10:00PM for such gatherings.

E. Cabin clean-up procedures

It is an expectation that your cabin will be kept clean. This rule is here for three reasons. 1st – Cleanliness can prevent health issues. 2nd – We should be good stewards of our resources. 3rd – We want to create a positive atmosphere for the child. If the camper's parent walked into your cabin while it was messy they would view it as we are not taking good care of their child.

- a. To encourage good personal discipline, we have incorporated a cleanest cabin contest into our daily program. The goal is to help campers learn to care for their own cabin's cleanliness. Each morning the cabins will be judged and the cabin with the most points at the end of the week will receive a prize. The game is for the campers, but the cleanliness of your cabin falls back on you.
 - Cleaning your cabin is not optional, it is essential! (this includes camper and staff cabins)
 - Enthusiasm for clean up comes from the counselor, but don't do all the work yourself!
 - Minimum cleaning requirement:
 - Sweep the floor and empty the trash
 - Put clothes away or in lost and found
 - Make your beds
 - Pick up any trash... (Inside and outside)
 - A clean cabin also means no marking on the bunk beds or cabin walls.
- b. The summer staff are responsible for thoroughly cleaning their cabin before leaving for the weekend. Most of these chores can be done with the help of your campers on Saturday morning. Cabin clean-up procedures apply to staff-only cabins too. The following things must be done:
 - The floor must be swept thoroughly, mopped, or vacuumed
 - The beds must be wiped with sanitizing solution
 - All left behind items must be turned in to the lost and found
 - Trash must be picked up and the trash bag taken out to the proper location.
 - The surrounding clotheslines and yard must be clean

1.4 Departmental Policies

A. Kitchen Policies

Check the weekly assignment sheet for dish duty. Only food service crews and those doing dishes should be in the kitchen. Do not enter the kitchen unless you are working there. This is a state health regulation.

a. Dish washing

Two to three people may be assigned to dish washing after each meal. It is your responsibility to remember your schedule! Follow all specific guidelines posted in the dish room.

b. Hopper system

Each indoor meal will require a hopper from each cabin group. The hopper is responsible to set the table before the meal, to go to the kitchen counter to get refills on any food during the meal, and to clean up the table afterwards. Only the hoppers should be up and getting food during the meals. This helps to eliminate congestion in our crowded dining hall. Staff tables are to use the hopper system as well.

c. Special requests

If you are one of those people that puts vinegar on your fries, hot sauce on your eggs (or something along those lines) please wait until all the food has been served before asking the kitchen for special items.

d. Staff snacks

While camp kitchen is full of food, it is carefully ordered and scheduled for particular meals. Food is never available from the kitchen without the cook's permission. If you think you will need additional food between meals it is recommended that you purchase snacks to keep in the staff lounge.

- Mark personal food items and please don't take others' food without permission.
- Beware, open packages will attract mice, so seal your items well!
- Don't eat your snacks in front of campers unless you share it.
- Be considerate to your fellow staffers when the camp does furnish snack foods.

B. Stables Policies

While being around horses is a central part of nearly all our camps, horses can be dangerous. Areas where horses are present are only to be accessed during designated times and with the appropriate staff. Entering pastures, pens, and the stables without permission can result in staff or camper discipline. For example, you are welcome to take your campers in the mini horse pen during your activity period, but you should not take your campers bareback riding in the field after lights out.

C. Recreation Policies

a. Game equipment

If you need a ball or some other piece of equipment, check the program storage area or ask the Program Director. Always put away the equipment that you get out. Most equipment is stored upstairs in the activity barn program storage area. It may not always appear this way, but there is organization to this area. Put items away where they belong and not simply in the most convenient place.

b. Camping and cookout gear

Most of the camping equipment is available in the program storage area and in the upstairs of the right red barn. You may access this material as you need it, however, anything you get out you will put away! Please ask permission to do the cookout and use the equipment ahead of time.

c. Skits and props

You are encouraged to use the props and costumes in the program area, upstairs in the activity barn. Use them, care for them, and put them away properly. Campers are NOT allowed in the program room.

d. Waterfront Usage

A lifeguard must be present for campers and/or staff to use this facility for swimming or boating on their time off. Summer staff must ask the director permission before swimming or boating on free time. Failure to comply is grounds for immediate dismissal.

- Resident year 'round staff may use aquatic area without a lifeguard present.
- All participants using the water inflatable must be wearing a lifejacket.
- All participants using boats must be wearing a lifejacket.

e. Program Area Usage

Program areas (the lake, climbing wall, archery range, the challenge course, etc.) are only to be used during the designated times and when the appropriately trained staff are present. The program director may give appropriately trained staff the permission to open program areas outside the designated time.

D. Maintenance Policies

All morning maintenance staff are to meet at the Activity Barn after breakfast at 8:30, and the afternoon crew is to meet there at 1:00 for their assignments. Wait for your maintenance supervisor to arrive, they get tied up easily and are sometimes late. Be sure you ask questions when uncertain about a job. No question is wrong and no question will go unanswered. It's better to know what you are doing the first time than to get hurt or have to do it right the second time. Refer to Section 5 for detailed policies.

a. Tools

- No one is allowed to remove or use tools from the shop without checking with the full-time maintenance personnel or area director. This is to be followed each and every time.
- Even if you have worked around tools before and have some knowledge in carpentry, electric, or plumbing, please follow the rules and guidelines established by MVF for safety reasons.
- When removing or moving tools be sure you return them to their proper place. It is important that tools are returned to their exact spots.

b. Maintenance Shop and Facilities Access

The maintenance shops are off limits to everyone not directly working in that area.



1.5 Staff Leadership

A. Operational Structure

Marmon Valley Ministries

Summer staff work directly for MVM. General personnel, program or camp issues can be addressed to the Camp Director. Counselors and program staff will serve under the direct supervision of the Camp Administrator. While serving at camp all staff will work under the immediate supervision of the various Department Directors, Managers and appointed leaders of Marmon Valley Farm, depending upon assigned duties. These individuals will serve as your immediate supervisors whom you will report to. Issues related directly to your duties in that area should be addressed with that departmental supervisor. All department directors serve under the leadership of Marmon Valley Farm's Executive Director, Matt Wiley who also serves on the board of Directors for Marmon Valley Ministries.

Please understand that while all Department Directors will be as helpful as possible to the needs and questions that you may have, they are not all familiar with the policies and procedures of the other departments at camp.

Departments and their Supervisors

Department	Director	Assistants	Subordinate staff
Camp Program	Natalie	Program Assistants	Counselors & program staff
Camp Horse Program	Kathy		Instructors & Horse program staff
Afternoon Stables	Jane & Matt		Trail guides
Food Service	Laura	Jesse	Kitchen staff
Waterfront	Zach		Lifeguards
Guest Services	Zach		Housekeeping, Grounds keeping
Office	Lauren & Cheri	Office Assistant	Registration staff
Site Manager	Ken	Rob	Maintenance
Store	Amy		Clerk

B. Authority Structure

<p>Marmon Valley Farm Riding stable, retreat center, farm park</p> <p>Executive Director Department Directors Assistants/Appointed Leaders Stable Staff</p>	<p>Marmon Valley Ministries Summer camp</p> <p>Board of Directors Camp Director Program Director Appointed Leaders Summer Staff</p>
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- a. Many Department Directors from Marmon Valley Farm serve Marmon Valley Ministries as well. They remain under the authority of the Executive Director of MVF.
- b. Staff spouses are knowledgeable in many areas of camp. If they are in a position to offer advice or suggestions, please afford them respect.

C. Position Descriptions

The following position descriptions are meant to give a simple description of each position. They are not all inclusive of the assignments which a staff member will be assigned. All employees agree prior to employment to serve joyfully wherever they are needed. The goal of all position descriptions is to help us serve Christ by ministering to campers. A complete job description is typically made up of several positions listed below. All staff will have assignments throughout the day.

a. Counselor

The counselor is the primary care taker of campers and also the primary influence in the life of a camper throughout the course of the week. Because of the nature of this role, the counselor has the greatest amount of responsibility to instruct and to model Christ-likeness for the camper. A counselor's role is to help their campers grow mentally, physically, spiritually, and socially in accordance with the Word of God. We approach this goal by using each activity during the day to help the camper better understand Biblical truth and to draw them into a closer relationship with the Savior.

Qualifications:

- Must be 18 years old
- Has a love and passion for kids
- Enjoys teaching God's truth
- High energy and a joy to be around

Counselor Responsibilities:

- Show the campers love. (Think of their needs before your own)
- Get campers to and from all events and meals on time
- Participate in all events and activities unless otherwise instructed
- Maintain high energy for campers to the best of your ability
- Teach and lead the camper through the Bible study and camp games/activities
- Encourage memorizing daily memory verses
- Create a safe environment for the campers
- Be sensitive to the spiritual, physical, emotional, and social needs
- Be a friend but maintain authority
- Sit with campers at meals
- Maintain a clean cabin
- Attend church

b. Assistant Counselor

The assistant counselor is a secondary care taker of campers and a significant influence in the life of a camper throughout the course of the week. Because of the nature of this role, they have a great amount of responsibility to instruct and to model Christ-likeness for the camper. They encourage their campers to grow mentally, physically, spiritually, and socially in accordance with the Word of God. They will be housed in a cabin with campers and will serve as an assistant to the Cabin Counselor. They may have complete supervision of campers at times during the day or evening. They will be asked to help complete one-on-ones, to lead devotions, pray, and assist in a variety of ways. Most cabin interaction occurs before riding class and after dinner.

Qualifications:

- Must be at least 16 years old
- Has a love and passion for kids
- Demonstrates genuine growth in Christ likeness

Responsibilities:

- Show the campers love. (Think of their needs before your own)
- Assist in getting campers to and from all events and meal times

- Participate in all events and activities unless otherwise instructed
- Assure a safe environment for the campers
- Be sensitive to the spiritual, physical, emotional, and social needs
- Build relationships with all campers in cabin. Be a friend but maintain authority
- Be patient, yet enforce cabin rules and camp rules
- Sit with campers at meals
- Encourage memorizing daily memory verses
- Maintain a clean cabin
- Attend Church

c. Program Staff

Program Staff's primary responsibility is to safely and with enthusiasm assist the program director with any daily program need. This includes morning stable activities or other program needs, afternoon activities, set up and run evening games, teach devotionals, and be an encourager to summer staff. The time before and after the activity periods is to be used for setting up, fixing up, and cleaning up. Activities are always subject to change and cancellation, so the program staff needs to be flexible and ready to jump in any time.

Qualifications:

- Self-disciplined and organized
- Knowledge and love of God's Word
- Leadership ability
- Willing to speak in large groups

Responsibilities:

- Set up, tear down and lead activities during camp.
- Equip and serve the counselors and other staff
- Help run games, speak at good morning Lord.
- Run different program activities like climbing wall, challenge course, or archery.
- Expected to be involved in evening activities
- Maintain and create the overall energy of the summer.
- Assist counselors with devotions and teachable moments with camper.
- Assist in behavior management with campers
- Be alert to safety (keep necessary logs) and report accidents
- Attend Church

d. Riding Instructor

The primary responsibility of a riding instructor is to safely and with enthusiasm teach a horsemanship class according to the level of the class. This is a morning assignment that begins after breakfast and finishes when the instructor has accompanied their class back to their counselor's care.

Responsibilities:

- Prepare lesson plans
- Instruct an arena lesson, a barn class, and guide the class on a trail ride
- Utilize teachable moments to present Christ during class/trail
- Work with or as an assistant
- Generate fun and enthusiasm for your class
- Be educational, emphasizing safety and fun

e. Assistant Riding Instructor

The primary responsibility of the assistant riding instructor is to assist the riding instructor in all of their listed responsibilities.

f. Horse Program Staff

The primary responsibility for the Horse Program staff is to provide leadership to the horse program afternoon activities and to assist with care for the horses. This position is typically coupled with teaching during the morning riding program. The hours will vary depending on the assignment. Morning work may begin as early as 6:00 AM and it will finish in the evening around 6:00PM, with the exception of scheduled evening horse events. After daily assignments are completed in the horse area, the employee will fulfill their other assigned positions which may include program staff, assistant counselor, or food service staff.

Responsibilities:

- Round up and AM catching
- Teaching lessons and morning riding instruction
- Stable clean up, scooping manure, tack care, doctoring and graining horses
- Some horse training as experience & ability allow
- Afternoon Activity leadership for Vaulting, Mini Fun, Driving, etc.
- Evening program and camper interaction

g. Maintenance Staff

The primary responsibilities for the maintenance staff are to assist the maintenance directors in the projects of the summer and to take care of routine maintenance tasks. This area may be assigned as an AM or PM job assignment, or it may be scheduled for the entire day. Work begins after breakfast and ends around 6:00. After daily assignments are completed in this department the employee will fulfill their other assigned positions which may include program staff, assistant counselor or food service staff.

Responsibilities:

- Lawn mowing and weed whacking
- Building repair and construction
- Trash runs
- Evening Program and camper interaction

h. Housekeeping Staff

The primary responsibility is the general cleaning of our facilities and to care for the needs of guests. This may be assigned as an AM or PM job assignment, or it may be scheduled for the entire day. Typically the work will begin after breakfast and finish around lunch. After assignments are completed in the employee will fulfill their other positions which may include program staff, assistant counselor, or food service staff.

Responsibilities:

- Facility cleaning
- Restroom cleaning and up-keep
- Meeting hospitality needs of guests
- Evening Program and camper interaction

i. Food Service Staff

The primary responsibility for the food service staff is to assist in meal preparation, serving and clean up, under the head cook. The hours vary according to your assigned shifts and specific responsibilities. The food service director will make specific schedules that include break times. Food service may be scheduled as an AM or PM responsibility, or it may be designated as an all-day assignment. After assignments are completed in the employee will fulfill their other positions which may include program staff, assistant counselor, or food service staff.

Responsibilities:

- Food Preparation, serving, Clean up, and dishes
- Kitchen cleaning and trash disposal
- Evening program and camper interaction

D. Camp Staff Responsibilities for General Camp Activities

This section is meant to equip all staff members with an understanding of the level of performance expected and responsibility given them while serving at camp. **The primary consideration in this section is SUPERVISION of CAMPERS from the mundane to the unexpected situations.**

Camper Supervision Overview

Supervision of campers refers to the selfless, active practice of keeping campers in their proper places, on their proper schedules and safe from neglect, danger or abuse according to the general camp guidelines and practices in a manner that displays personal interest in the camper, aggressive responsibility and initiative on the part of the staffer, and genuine concern for the wellbeing of the camper. **Supervision is always active and never passive.** Supervision varies depending on activity and job duty. This list is not exhaustive and is meant to serve as a guide to our supervision expectations.

a. Overnight

Staff members lodging in cabins with campers are responsible for their reasonable:

- **Comfort:** make sure camper has clean sleeping bag, pillow, is free from any sickness, etc.
- **Conditions:** temperature or air flow issues, bugs, bullies, etc.
- **Conduct:** enforce safe and respectful behavior or appropriate discipline.

b. Hygiene Times

Counseling staff are responsible to monitor and enforce healthy hygiene practices among their assigned campers. This includes:

- **Bathing:** Monitoring the shower time to assure campers are showering least three times a week and assuring that campers have adequate assistance if needed. Take special precautions to assure campers receive as much respect/privacy as possible in the shower and while changing.
- **Brushing:** Enforce and help accommodate teeth brushing at least daily. Hair brushing at least on shower days.
- **Briefs:** Monitor general cleanliness and assure that campers are changing their underwear daily and their clothes when they become unpleasantly soiled. Respectfully encourage the use of deodorant if they brought it.
- **Become aware of...** items a camper might have forgotten and request them in the office.

c. Meal Times

Staff dining at a camper table are responsible to oversee:

- **Appetite:** Take note of whether a camper is eating or not. We want campers to avoid over eating, eating too many sweets, and wasting food. Keep your eyes open for signs of eating disorders or sickness. Be ready to help younger kids with taking appropriate portions.
- **Behavior:** Monitor and encourage respectful, servant-like behavior. Discourage complaining, slander, and gossip.
- **Clean Up:** Make sure hopper is fulfilling requirements and that campers are taking turns hopping. Foster participation from the table so the hopper is not left to clean everyone's mess alone. Be ready to clean up spills!
- **Drink:** Encourage campers to drink lots of water at a meal time.
- **Edify:** Facilitate edifying conversation that includes everyone at the table

d. Horsemanship Classes

Instructors supervision includes: to keep visual track of their class at all times when with the horses.

- **Teach:** Supervision includes carrying out safe and thorough lesson plans that include thoughtful, theologically correct spiritual application points.
- **Track:** Make sure the members of your class are always in a safe place and visually keep track of them at all times.
- **Tend:** They are the primary giver of assistance and instruction. Instructors take on the nurturing role of a counselor during class hours.

e. Activity Areas

Counselors and facilitators may share the following responsibilities at afternoon activity areas:

- **Facilitate** a safe and fun session according to the activity's policies and procedures.
- **Fix** problematic situations or equipment. (May include discipline).
- **Furnish** the necessary assistance when a camper is struggling with an activity.
- **Fun:** Demonstrate enthusiasm and create a fun filled activity instead of sitting back in a disinterested fashion.

g. All Camp Activities

Staff may have a lead role in conducting a game or an assistant role or a professional player role who makes sure that kids have fun even if the game is a flop.

- **Ready** to jump in and help lead, tend to injuries, or diffuse trouble.
- **Run.** If you are able, you need to get right into the action and play the game too.
- **Rub** shoulders with kids who lag behind or appear disinterested.
- **Round Up** campers who stray away from the action and bring them back in to it.
- **Reach** campers for Christ with thoughtful and practical "teachable moments"

h. All Camp Meetings (Camp Talk, Good Morning Lord).

We are committed to teaching the Word of God in a number of formats including the preaching of God's Word. For many campers, this is a new experience and a discipline that needs developed.

- **Hurry:** Don't be late for an event. Get your campers there on time and get them ready.
- **Help:** Help them get situated; open their Bibles, lead songs, etc.
- **Hush:** Be responsible to sit with them throughout the event and keep them quiet.
- **Honor** Christ yourself with your enthusiasm and interest in God's Word.

E. Supervising Campers in Public Areas

Marmon Valley Ministries' operates on the grounds of Marmon Valley Farm which is often busy serving guests besides campers. All supervision ratios are intended to provide sufficient, constant supervision of campers. We have a significant responsibility to protect campers from the risk of potential hazards associated with operating in a public environment (Potential hazards like abduction, abuse, interference, distraction, theft, confusion). The following guidelines will help combat these risks.

a. Interacting with Public Guests

- Be kind to them and as helpful as possible.
- All guests should check in at the office and receive a wristband. If someone doesn't have a wristband, summer staff should kindly, yet cautiously encourage them to go to the office and get their wristband. If they are resistant, notify a person in leadership.
- Your campers are your first and most important responsibility. Send guests to the office if you are unable to quickly meet their needs.
- Public guests are not to participate in the camp activities (archery, crafts, waterfront.). You can just explain to them that those activities are part of a summer program and send them to the office for literature or further explanation.
- Watch out for cars driving too fast on the Farm property.
- Any suspicious acting people should be reported to the office or a full-time staff member.

b. Campers and Public Guests

- Campers are instructed at orientation about their conduct around the general public and are monitored and reminded by staff.
- Campers are to remain with counselors, riding instructors or supervisors at all times.
- Instruct campers to immediately report to the office if they are suspicious of anyone on the premise or if they get separated from their group.
- Campers are not to speak or play with anyone they do not recognize to be a staff member as identified on Sunday evening introductions.

Handling Intruders

It is possible that unwanted intruders show up on the facility. Always be alert to people and behavior that does not look right and report it immediately. The following procedures are to be practiced to protect campers from the threat of potentially harmful intruders.

a. Regular business hour Practices

- Campers are always scheduled to be with staff members
- Know where your campers are at all times, count, count, count.
- For fast identification our campers and camp staff will be tagged with camp name tags. Please wear them!
- Staff are trained to relate pleasantly and cautiously with day guests here for public stable and farm activities.
- Campers are all instructed not to relate with day guests, user groups...
- Staff are trained to report any suspicious activity to the office and camp director immediately.
- Do not send campers to the restroom alone. Go to the restroom area as a group and check inside before sending a camper in the restroom by themselves.
- Check shower facilities for non-camp guests before starting shower time.

b. After Hours Practices

If unknown people or vehicles are identified, leadership staff will investigate and notify full time staff.

- Wrangler Matt lives on site; contact him first if there is a concern.
- Sheriff has been notified of our activity at summer camp and will be called if needed.

(For Emergency Intrusion, see All Camp Emergency Procedures)



The best way to keep everyone safe is to stick together as a group!

2.

Health and Wellness

2.1 Safety and Health Policy

It is the policy of MARMON VALLEY MINISTRIES, INC. to conduct all of its operations and activities in a manner that ensures a healthy and safe work environment for all employees. The prevention of occupational injuries and illnesses is of such importance that we will give health and safety precedence over operating productivity whenever necessary.

ALL EMPLOYEES, VOLUNTEERS, AND MANAGERS must be dedicated to reducing the risk of injury and illness for our safety policy to succeed.

We will hold SUPERVISORS accountable for the health and safety of employees under their supervision. Marmon Valley Farm will provide supervisors with the training, assistance, and support needed for them to fulfill this responsibility. Supervisors are also responsible to ensure machinery and equipment are safe, and that employees follow established safe work practices and procedures.

EMPLOYEES must protect their own health and safety and that of others by following safety rules, and by using our safe practices and procedures.

We are committed to returning injured workers to productive work as soon as possible by providing a transitional work program.

It is in the best interest of all of us to consider health and safety in every activity. ALL EMPLOYEES must demonstrate a commitment to health and safety.

Discussion Questions:

1. What is your role in assuring the workplace at Marmon Valley Ministries is safe?
2. According to this policy what can you expect from your supervisors when it comes to safety?
3. What should you do if you feel that your safety is jeopardized?

2.2 Health Care Training

A. Camper Sickness Procedures

Sick campers (*particularly if they are vomiting or have diarrhea*) should be isolated. The camp health center is in the second level of the Activity Barn.

a. When a camper gets sick

- Clean up any messes thoroughly- use a disinfectant. (launder clothes, etc.)
- Spray Lysol around the sick camper's bunk. Air out the cabin.
- Contact the on-call staff member or the camp nurse if necessary.
- Check camper into Camper Health Center.

b. Checking an ill camper into the camp health center:

- Take camper to the Health Center and contact camp nurse so they can:
- Provide camper with a chair or a bed with clean sheets.
- Wash hands and/or use disposable gloves
- Ask for their name, cabin and counselor, and ask them to describe their symptoms.
- Refer to Treatment Procedures for appropriate care.
- Record treatment in Camper Medical Log.
- Make parental phone calls according to Parental Notification Procedures
- Check in regularly to examine progress and meet needs.

c. Doctor visits

- You must be designated by the Director to take anyone to the doctor.

d. Emergency/Medical Contact Numbers

- | | |
|---|--|
| • Zanesfield EMS | Dial 911 |
| • Mary Rutan Hospital ER | 937-952-4015 (24 hours) |
| • Mary Rutan Urgent Care | 937-651-6820 (Every day 9am-8pm) |
| • Bellefontaine Community Health Center | 937-599-1411 (M & W 8am-7pm, T,TH,F 8am-5pm) |
| • West Liberty Community Health Center | 937-599-1411 (M, W, F 8am-5pm, T & TH 8am-7pm, Sat 8am-12pm) |

B. Medical Emergencies Guidelines

When faced with a medical or safety emergency situation... **Assess the scene**, what needs to be done first to ensure the safety those involved. **Treat the victim**; do not move them until qualified help arrives unless their position is deemed life threatening. **Get assistance**. Apply basic first aid and CPR procedures if needed. Report what happened and log the incident in the office.

a. Good Samaritan Laws and the Law of Consent.

- You can only give the kind of care you have been trained in, and only with consent. Minors require parental consent. "Can I help you?"

b. Medical Emergency Procedures (Campers and Staff)

- Quickly assess the whole scene and situation. Be sure it is safe for you to treat victims before you act. Identify potential hazards to prevent further injuries to you, the victim(s) or bystanders. (Pray).
- Remove uninjured campers from the scene in a safe and supervised fashion ASAP.
- Begin treatment for injured person(s). BandAids work wonders for small injuries.
- Get help if needed. Use a cell phone, or if necessary, send someone to get help. *Contact: Nurse then Program Director. Contact 911 if emergency medical treatment is imminently needed.*
- Secondary survey, immobilize if needed, arrange transportation if needed. Continue treatment until victim is stabilized or EMS arrives.
- When victim and scene are stabilized, complete required accident/witness reports.

c. Getting Help

Calling for help should always be your first priority. If for some reason, communication is impossible by phone, you may need to send a staff member for help. Of course, the safety of everyone must be your primary concern. As a very last resort, send two campers together. Never send a camper alone. Never send anyone alone on horseback

- Extreme Emergencies: Dial 911, then tell Office
- Otherwise, contact the office who will arrange transport to the ER or doctor's office.

d. First Aid Kits

First aid kits can be found in the locker room at the Stables, at the office, by the helmet rack, in the Health center, Staff lounge, lake, and in the laundry room hallway at the Activity Barn.

- Trail Rides: First Aid kits go out with trail guides along with a cell phone.
- Challenge Course: first aid kit goes out with facilitator, in the challenge course backpack.
- Vaulting: First aid in big blue box.
- Archery: basic first aid kit is in the archery shed.
- Overnight: Overnight van is stocked with first aid kit and trip leader must have cell phone.
- Record camper's **name, date and treatment** in the book at the office after care has been given.
- Notify program director if kits need to be restocked.

C. Staff Injury and Illness Issues

First aid needs will be handled the same way as for campers.

Additional procedures for staff

- If you are too sick to report for duty, make sure that your immediate supervisor is informed, so that they can get your work responsibilities covered, and so we can get you any needed treatment. Sick staff members will need to be isolated or sent to recuperate at home.
- Medical expenses for sickness are to be covered by your own insurance or your family insurance.
- Let the program director know about your injury and if you will need time off due to your injury.
- If hospital treatment is needed, it can be arranged through the office.
- Marmon Valley Ministries will cover work-related medical expenses during your employment. Since MVM prefers to self-insure and will reimburse necessary medical expenses, declare that the treatment is NOT a reportable Workers Comp Claim.

D. Bio-Hazard Clean Up Procedures

a. Handling of Sharps

All personnel must take precautions to prevent injuries that can result when using, handling, cleaning, or disposing of needles, scalpels, and other sharp instruments. Needles and other sharp instruments must be disposed in sharps boxes as soon as possible after use. Sharps containers must be kept closed at all times. When disposing of sharps in sharps box, sharp edge should face downward. Always directly observe sharps dropping into the container

b. Disposal of Biohazardous Waste

Biohazardous waste is any solid or liquid waste which may present a threat of infection. All biohazardous waste shall be placed in yellow plastic disposable bags. The Activity Barn will have biohazardous bags available. Dispose of these bags directly in dumpster.

c. Decontamination and Disinfecting

It is important to remember that there are two steps in this process: Cleaning and Disinfection. A contaminated object must first be cleaned with soap and water and then disinfected. Disinfection solutions need to be able to attack viruses and bacteria; however, they cannot penetrate oils and other surface contaminants. That is the task of cleaning agents such as soap.



d. Hand Washing

Hand washing before and after contact with patients is the single most important means of preventing the spread of infection, washing hands with soap and water is necessary to rid them of protein matter, blood and Other Potentially Infectious Materials (OPIM). Personnel are to wash their hands vigorously with soap and water as soon as possible after patient contact, whether or not protective gloves are worn. It is recommended that hand washing take a minimum of ten seconds. The initial use of a waterless cleaner is acceptable. As soon as possible, wash hands with soap and water.

e. Soiled Linen

Although soiled linen has been identified as a source of large numbers of micro-organisms, the actual risks of disease transmission is negligible. Soiled linen should be handled as little as possible and with a minimum amount of agitation to prevent gross contamination. Linen contamination with blood or other OPIM during treatment or patient transport should be placed and transported in a biohazard bag to prevent contamination of other areas and/or equipment.

f. Spills of blood or other potentially infectious material (see Exposure Control)

g. Equipment Cleaning: Large Items

Large items such as traction splints and backboards must be thoroughly cleaned and then disinfected with the germicidal agent to remove all protein matter. Equipment cleaning should be completed as soon as possible after use. After washing, equipment should be disinfected and air dried.

E. Exposure Control

These policies and procedures are set forth to address the ongoing concern regarding the possibility of contracting an infectious disease through patient contact. All medical calls present the potential for the presence of infectious disease and proper precautions must be taken at all times. Marmon Valley Ministries recognizes the potential of exposure to infectious diseases to its members in the performance of their duties in the emergency setting. The infectious disease status of all patients is frequently unknown to personnel. Body Substance Isolation (BSI) shall be observed to prevent contact with blood, body fluids, or other potentially infectious materials (OPIM).

a. Purpose of The Plan

- To meet the standards of the American Camp Association.
- To identify all employees at risk of exposure to blood borne pathogens.
- To establish policies and implement procedures for controlling employee exposure to body fluids or OPIM considered to be sources of blood borne pathogens.
- To establish procedures for the evaluation of circumstances surrounding exposure incident.
- To provide appropriate treatment and counseling if someone be exposed to blood borne pathogens.
- To establish training program for all employees.
- To establish and maintain record keeping procedures.



Marmon Valley Ministries recognizes that it is important to keep this Exposure Control Plan up-to-date. To ensure this, the plan will be reviewed and updated under the following circumstances: Every three years, on or before July 1st of that year. Also, whenever new or modified tasks and procedures are implemented which affect occupational exposure of department personnel.

b. Exposure Determination

It has been determined that all personnel in the following job classifications have a risk of occupational exposure through the provision of either basic hygienic care of campers or basic life support procedures during the course of emergency: Health Care Personnel, Counselor, Activity Facilitator, House Keeping Personnel, Registration Health Screening staff.

c. Exposure Control Protocol

It is understood that while it is the responsibility of Marmon Valley Ministries to inform its staff on infectious diseases, it is equally as important for each and every staff member to make every effort to be aware of information available in the area of infectious disease and infectious disease control practices. Each staff member must accept a portion of the responsibility for their own protection and should be alert to knowledge in this area.

- **Infectious Disease Transmission**

All viral agents must penetrate the body's defenses to cause illness. The cell each type of viral agent attacks tends to be specific for that virus. The virus in its attack does not immediately kill the cell, rather, the virus takes over the replicative process of the cell in order to reproduce daughter virus particles. Viral agents live and reproduce without the host cell.

- **Infection Control has three objectives:**

- Reducing the risk of contamination to the staff member.
- Reducing the risk of contamination to the victim.
- Reducing the risk of contamination to any other individuals

Generally, the skin acts as a barrier against exposure to infectious contaminants. If, however, the skin has open sores, cuts, or abrasions, this protective barrier is compromised. Infectious contaminants can also enter the body through the mucus membranes such of the eye and the mouth. Once inside the body, viruses can then be absorbed into the blood stream.

- **For illness to occur, there must be the following:**

- Blood or other body fluids containing the virus,
- An opening to the inner part of the body,
- A means of getting the virus inside that opening,
- An adequate amount (dose) of virus,
- An immune system incapable of adequately responding to the infective challenge.

Patients who cough and/or sneeze around treatment personnel also increase the risk of infection. A puncture wound resulting from sharps that have been in contact with the blood or OPIM possess a significant risk to treatment personnel. *Hand washing is the number one deterrent for transmitting infectious diseases.*

- **Tasks and procedures in which occupational exposure to blood borne pathogens may occur include, but are not limited to:**

- **During emergency conditions:**
 - Conducting victim assessment
 - Controlling bleeding
 - Bandaging wounds
 - Performing CPR
 - Maintaining Airway Control
- **During Non-emergency Conditions**
 - Disinfecting/decontaminating procedures
 - General housekeeping Procedures
 - Transportation of biohazardous waste.

d. Infectious Disease- Prevention

The objective of prevention is to establish protective measures to prevent or reduce the risk to members of direct exposure to infectious diseases. Staff members responding to an emergency may find it difficult to determine if a patient has an infectious disease. When asking a patient about their medical history it is appropriate to ask if they have any infectious diseases. Personnel should be aware of the following:

- Patients may not know they have an infectious disease or be honest about questions.
- The level of protective precautions taken should be based upon staff member's good judgment.
- All blood and OPIM should be treated as if known to be infectious for HIV, hepatitis, or other blood borne pathogens.

e. Definition of Occupational Exposure

OSHA defines a significant exposure as "a specific eye, mouth, other mucous membrane, non-intact skin, or contact with blood or other potentially infectious materials that results from the performance of an employee's duties." In other words, this would be either a percutaneous injury such as a needle stick or a cut with a sharp object, or contact of mucous membranes with blood or other OPIM.

f. Method of Compliance

Marmon Valley Ministries understands that there are a number of areas that must be addressed in order to effectively eliminate or minimize exposure to blood borne pathogens. The Plan calls for the following:

- Establishing appropriate Work Practice Controls i.e. sharps boxes.
- The use of Body Substance Isolation and necessary Personal Protective Equipment. i.e. gloves.
- Implementing appropriate Housekeeping Procedures. i.e. germicidal agent

By rigorously following the requirements of OSHA's Blood borne Pathogens Standard in these areas, we feel that we will eliminate or minimize our responders occupational exposure to blood borne pathogens.

g. Personal Protective Equipment (PPE)

The most important factor is protecting personnel and following infection control guidelines. Any patient's blood or OPIM must be considered infected. This means that (PPE) such as gloves must be worn when the likelihood of through-the-skin, mouth, nose or eye exposure to the patient's blood or OPIM exists.

- **PPE consisting of gloves, at a minimum, will be worn in the following situations:**
 - Whenever CPR is being performed
 - When injuries result in contact with blood or OPIM

For most situations, the probability that the staff member may be exposed to blood or OPIM can be determined prior to arriving on scene. Therefore, if the chances of handling blood or OPIM are high the staff should put on PPE before beginning patient care. It is much easier to remove PPE if it is not necessary than to attempt to put on if an emergency. Every attempt should be made to limit the number of rescuers having actual physical contact with a potentially infectious patient. Every effort should also be made to limit the exposure time of all rescuers.

- **Appropriate protective equipment will be used by all personnel:**
 - **Gloves**
 - Wearing gloves is mandatory during direct patient care with any patient. Change contaminated gloves before touching other patients, uncontaminated equipment, or touching one's own body. Gloves must also be worn when cleaning potentially contaminated equipment, or when cleaning up blood or OPIM. Remember to remove contaminated gloves before touching other surfaces or your exposed skin. Never re-use disposable gloves.
 - To avoid cross contaminations when dealing with multiple patients, multiple pairs of gloves may be appropriate. Double gloving may be useful if dealing with extreme amounts of blood or OPIM.
 - **Barriers for CPR/Emergency Breathing**
 - Barriers are stocked in every large first aid box in camp. Equipment not intended for reuse should be disposed of properly and not reused.

2.3 Recommended Treatment Procedures

The following are common treatment procedures for minor illnesses and injuries that may be encountered during camp. If a child presents with an injury or illness, they should be assessed by the camp nurse. If over-the-counter medication is called for, use as directed on the box/bottle. Any treatment needed beyond these recommendations should be referred to the local ER, designated hospital, or doctor after consulting the camper's parents.

Parental consent for use of medication

Check the Parental Consent Form for instructions from parents regarding their desire for the administration of over the counter medications. (Even includes: Hydrocortisone, calamine lotion, & antibiotic ointment)

No specific parental consent, beyond the general permission to treat statement each parent must sign prior to camp, is required for the following lotions: Sunscreen, Aloe Vera, and bacitracin

A. Seasonal Allergies: (hay fever)

Signs/symptoms:

- Itchy, watery eyes, runny nose, itching of nose and throat, headache, sneezing. Welts, and hives may also accompany allergies.

Treatment:

- Apply ice to welts and use hydrocortisone cream for hives.
- Provide Benadryl (Do not give over 6 doses in 24 hours.)
- Be sure to check any "as needed" medicines that camper may have brought from home. **IN THE CASE OF ANY ALLERGIC REACTION WITH SIGNS OF SEVERE RESPIRATORY DISTRESS (ANAPHYLAXIS) ADMINISTER PRESCRIBED EPI PEN IF AVAILABLE AND CALL 911.**

B. Common Illnesses

Any camper or staff member with a temperature above 102 or 100 with abdominal pain/vomiting, or painful swallowing/drooling, or extensive rash should be checked into and isolated in the camp health center immediately. Following 3 hours of quarantined observation, parents will be notified of camper's condition. If condition does not improve in two additional hours, arrangements for pick up must be made.

a. Headaches

- May rotate Tylenol with Ibuprofen
- Follow guidelines on back of package
- If headache persists or worsens, consult parents and doctor.

b. Fevers

- May rotate Tylenol with Ibuprofen
- Follow guidelines on back of package
- If fever persists or worsens, consult parents and doctor.
- **Temperature above 102, or above 100 with abdominal pain/vomiting**, or painful swallowing/drooling, or extensive rash requires quarantine.
- **Temperature below 100 – possibilities include:**
 - **Allergies:** Nasal congestion, watery drainage and tears, usually no cough or upset stomach. Camper can return to activities
 - **Headache:** In most cases camper can be treated and return to activities or stay and rest for a few hours. Refer to Physician if confusion, slurred speech, head injury or painful swallowing also present.
 - **Indigestion:** Often related to change in diet, activity, anxiety, fatigue, heat, and homesickness, may be in real and obvious pain. With vague symptoms, history becomes most important; letting them talk may reveal the real problem and a solution.

c. Cold

- Drink plenty of liquids
- May use over the counter Robitussin

d. Flu

- Isolate from the group
- Drink plenty of liquids
- May use Tylenol or Ibuprofen if fever
- Parents should be contacted to arrange pick up to prevent the spread of illness
- Consult doctor if condition persists or worsens

e. Indigestion

- Rest patient in an upright position
- Consult doctor if condition persists or worsens

f. Food Poisoning

- Drink plenty of liquids
- Consult doctor if condition persists or worsens

g. Conjunctivitis (Pink eye)

- Isolate and contact parents for immediate pick up.
- Disinfect cabin to prevent spreading.

h. Nose Bleeds

- Have camper lean slightly forward
- Keep head above heart
- Use thumb and index finger to squeeze together soft portion of nose
- Keep holding nose until bleeding stops
- If needed, place a cold compress or ice pack across bridge of nose
- Call doctor if bleeding goes on for more than 15 minutes.

i. Syncope (Fainting)

- Reasons for fainting can vary greatly, but some possible symptoms prior to fainting can be lightheadedness, sweating, pale skin, blurred vision, nausea, vomiting, or feeling warm.
- If the person isn't already, have them lay down and slightly elevate their legs.
- If the person remains unconscious or the feeling persists, contact a physician.



C. Injuries to Skin

a. Blisters

- Caused by friction and burns.
- **Blisters are best left intact** because they protect the underlying layers from infection.
- Cover the blister with a small adhesive bandage (regular band-aid or band-aid "Blister Block")
- **If blister is too painful** – drain the fluid while leaving overlying skin intact.
 - Wash hands and blister with warm soapy water
 - Sterilize clean safety pin or needle with rubbing alcohol
 - Puncture blister with needle (aim for several spots near the blisters edge)
 - Let fluid drain (leave overlying skin in place)
 - Apply triple-antibiotic ointment to blister and cover with band-aid.

b. Cuts and Scrapes

- Stop bleeding (hold gentle pressure with clean bandage if needed)
- Clean wound – rinse with clear water (no soap)
- If dirt or debris remains in wound after washing, use tweezers cleaned with alcohol. If debris remains embedded in wound after cleaning, consult doctor.
- Apply triple antibiotic ointment and cover with appropriate size dressing. (Exposure to air aids healing but covering the wound keeps bacteria out.)

c. Splinters

- Remove protruding splinter with tweezers, then apply **Bacitracin** and **Band-Aid**
- Small submerged splinters should be left alone until splinter pops out. Loose Band-Aid can be applied for comfort. Do not dig splinter from skin (consult professional care if necessary).
- Large splinter (submerged or not) will require professional medical attention.

d. Poison Ivy, Oak, Sumac, or Stinging Nettles

- Symptoms: A red blistery rash that is extremely itchy
- Wash with cold water as soon as possible (may prevent spreading of poison ivy)
- Apply calamine lotion to dry oozing blisters.
- Hydrocortisone or Benadryl ointment help with itching too.

e. Spider/snake bites (non-poisonous)

- Clean site well with soap and water
- Apply cool compress over the bite location
- Tylenol may relieve minor signs and symptoms.
- Call doctor if signs and symptoms of infection develop

f. Spider/Snake bites (poisonous species)

- Immobilize bitten arm or leg and try to have person stay as quiet as possible
- Remove any jewelry in case of swelling
- DO NOT CUT WOUND OR TRY TO REMOVE VENOM. DO NOT USE TOURNAQUET OR APPLY ICE.
- Call doctor to report animal bite and for further direction.

g. Ticks

- Prevention and inspection (scalp, neck, armpits, groin) most important.
- Use tweezers to “unscrew” the head counterclockwise, wash with soap and water, **Bacitracin and band aid**, document.
- Some risk of Lyme disease and RMSF; flu-like symptoms begin 24-48 hrs after bite, immediately refer to physician.

h. Animal bites or other Minor wounds

- Dogs are more likely to bite than cats, but cats are more likely to cause infection.
- Rabies is most common in raccoons, skunks, bats and foxes. Rabbits, squirrels, and other rodents rarely carry rabies.
- Wash wound
- Apply Neosporin and cover with clean bandage
- Call physician to report animal bites and for further direction.

i. Deep Wounds (puncture, laceration, and avulsions)

- Apply pressure to stop bleeding. Consult doctor.

D. Trauma Injuries

a. Head Injuries

- A physician should see any case of a forceful blow to the head that includes any of the following:
 - Loss of consciousness, even for a second
 - Confusion or lethargic speech
 - Vomiting
 - Headache, dizziness or vision changes
 - If in doubt, immobilize and call 911

b. Spinal Injuries

- **Call 911 immediately.**
- Do not allow victim to move. Immobilize all cases of head trauma or fall from a height. Stabilize manually in place until a cervical collar is applied by a trained personnel.
- Maintain conversation, stay calm, pray.



c. Sprains (remember R.I.C.E)

- **Rest** the injured limb
- **Ice** area (20 min on, 20 min off)
- **Compress** area with ace wrap
- **Elevate** injured limb whenever possible to prevent/limit swelling

Call Doctor if:

- No improvement after first 2-3 days.
- Popping sound was heard with injury
- Fever develops
- Pain is severe
- Area of injury is red/hot

d. Fractures

- Any broken bone requires medical attention. While waiting for medical help:
 - Stop any bleeding-press directly on wound with a sterile bandage
 - Immobilize area-keep joints above and below fracture immobilized.
 - (DO NOT TRY TO ALIGN BONE BACK INTO POSITION)
 - If camper becomes faint or is breathing in short breaths, lay him/her down with head slightly lower than trunk and elevate legs if possible.

e. Amputations \ Partial amputation:

- Partial amputation: Call 911, realign parts, apply **sterile dressing** and direct pressure, immobilize.
- Complete amputation: call 911, apply sterile dressing and direct pressure, and elevate the stump. Use tourniquet if necessary. Place the amputated part in a sealed plastic bag and place in ice mix.

f. Burns

- Remove patient from source of burn
- Stop burning by cooling with large amounts of cool water
- Cover with dry clean dressing
- Seek medical attention if needed.

g. Any traumatic falls or injuries:

- Do not move patient if at all possible, call 911.
- Apply c-spine immobilizer if certified to do so
- Continue to immobilize patient even after c-spine is applied

E. Heat Related Conditions

ALL heat injuries are preventable; choose light colored, lightweight fabrics (wicking fabrics evaporate sweat faster than cotton), avoid prolonged exertion, wear a hat, make sure everyone drinks plenty of water. Pushing fluids at every opportunity is essential; if you don't, expect the following Heat Injuries:

a. Sunburn

- Cool bath or shower. Apply Aloe Vera lotion or Bactine

b. Heat cramps

- Usually in the legs and related to activity. Move to a cool place, give cool water, allow to rest.

c. Heat Exhaustion

- Skin is pale and sweaty, also related to overexertion, and may be dizzy and weak. Treatment is the same as for Heat cramps.

d. Heatstroke

- This is a **critical emergency**, the normal cooling mechanisms fail and brain damage followed by death happens quickly!
- Skin is hot, red and dry and the victim becomes confused, delirious then unconscious.
- Have someone call 911 while you carry the victim to the nearest source of water, immerse everything except the head or hose them down, apply ice to the front of the neck, armpits and groin if possible, cool them by any means you have while awaiting the ambulance. In high humidity fanning them will not work and only stresses the rescuer. Pray!

F. Eye Injuries

a. Scratches

- Avoid rubbing eye. Remove any contact lenses and flush eye with clean water. Consult doctor.

b. Foreign object in eye

- **Small** = Use Eyewash or clean water to flush eye of small object. Flush away from the unaffected eye.
- **Large** = Cover with patch and seek medical advice.
- **Impaled** = Do not remove protruding object. Call 911, cover eye and object, bandage both eyes and consider possible head injury.
- **Chemical** = This is a critical emergency: Brush and Flush, use the closest clean water available, flush from inner to outer for at least 5 min., call 911.

G. Airway Emergencies

a. Choking

- If partially obstructed, leave it alone, encourage cough.
- Complete Obstruction – Abdominal Thrusts, encourage cough, call for help.

b. Asthma

- Wheezing, puffing respirations caused by narrowed airways and trapped air.
- Check Special Needs Report to see if camper has an inhaler or other asthma treatment.
- Possible triggers are exertion, fatigue, allergies.
- Refer to physician, stay calm.

c. Allergy

- Inflammatory hyper reaction causing swelling of the upper airway is called Anaphylaxis. Possible Triggers are bee stings, foods, a medication, poison plants.
- Early symptoms: itching, swelling fingers, itching throat. Late symptoms may appear in 5 to 30 minutes, including obvious swelling of the face, hives, rapid breathing, confusion.
- Ice to a bee sting helps if applied early. In extreme emergency, call 911, stay calm, check for MedicAlert bracelet or EpiPen, ask about history.

d. Epilepsy

- If a camper diagnosed with epilepsy is attending camp, their seizures are typically well controlled with medication. Any restrictions should be listed on their health form.
- A person could also experience seizures after a stroke, head injury, or infection.
- If they start seizing, remove nearby hazards, protect airway and head, and time the seizure.
- Do not restrain them, don't put anything in the mouth, and protect their privacy.
- As the seizure ends, position on side. Report to camp nurse and their parents/doctor.
- Hypoxia of a prolonged seizure is the primary danger (seizure lasting >5 min or three in a row). If the seizures continue or lasts longer than a few minutes, call 911.

H. First Aid/Medications

Supplies needed in first aid kit: If items aren't in the kit, check the health center. If the health center is running low or out of the item, inform the program director so more can be purchased.

Ace wrap	Benadryl ointment	First Aid Cream	Scissors
Alcohol prep pads	Benadryl tablets	Gloves	Sterile gauze (Large & small)
Aloe Vera lotion	Calamine lotion	Hand sanitizer	Tape
Bacitracin	Eye patches	Hydrocortisone	Triple antibiotic ointment
Bactine	Eyewash	Motrin	Tums
Band-Aids- Large & regular	Fabric sling	Safety pins/ needles	Tylenol (Chewable & regular)

2.4 Behavioral Health Issues

Know the Signs, Learn the Actions, Be a Lifeline

While it is helpful to put a name on the type of disorder a person is dealing with to better help them, each person is unique so be careful about labeling anyone. Mental health problems do exist; it is not your place to diagnose a child or question their diagnosis.

Camper Privacy: If you become aware of an issue and they beg you not to tell anyone... you can inform them that you will not go spreading their "secret" around, but for their safety and well-being, you may need to let the appropriate people know about the situation so they can get the help they need.

Help that you can give: You are not a doctor and are not trained or equipped to handle severe mental health issues. However, you can recognize the signs of mental health issues and offer some assistance.

- 1. Listen:** Lend a listening and caring ear. You may not be able to solve the problem, but you may be the only person they have told about this issue.
- 2. Be Present:** Offer a hug, a tissue, or just sit with the person to reassure them.
- 3. Comfort:** Sharing Biblical truths and praying with the person can help someone who is struggling.
- 4. Challenge by Choice:** Keeping the person involved in activities sometimes distracts them from the issues... unless that activity is causing the issue. Do not force them to do an activity that will cause undue stress for the person.
- 5. Get Help:** Let the program director know if one of your campers has opened up about a disorder. We may need to complete an incident report or talk to the parents about helping the child. Encourage the person to seek professional help with a counselor, pastor, or doctor.

A. Anxiety Disorders

Everyone feels anxious now and then. It is a normal emotion. Anxiety disorders are different, though. They can cause enough distress that it interferes with the ability to live a normal life. There are many different kinds of anxiety disorders, including:

- Generalized Anxiety Disorder** – This is excessive, unrealistic worry and tension, even if there's little or nothing to provoke the anxiety.
- Social Anxiety Disorder** – Involves overwhelming worry and self-consciousness about everyday social situations. The worry often centers on a fear of being judged by others, or behaving in a way that might cause embarrassment or lead to ridicule.
- Specific Phobias** - The level of fear is usually inappropriate to the situation and may cause them to avoid common, everyday situations.
- Obsessive-Compulsive Disorder** - Obsessions are repeated, persistent and unwanted thoughts, urges or images that are intrusive and cause distress or anxiety. Compulsions are repetitive behaviors that one feels driven to perform.
- Panic Disorder** - Involves feelings of terror that strike suddenly and repeatedly with no warning. Symptoms of a panic attack include sweating, chest pain, unusually strong or irregular heartbeats, and a feeling of choking. It can feel like you're having a heart attack or "going crazy."

Treatment that a doctor may give for an anxiety disorder: Medication, psychotherapy, cognitive-behavioral therapy, dietary and lifestyle changes, or relaxation therapy.

Help that you can give: Listen, be present, comfort, challenge by choice, and get help.

B. Mood Disorders

a. Depression

It's normal to feel down once in a while, but if someone is sad most of the time and it affects their daily life, they may have clinical depression.

Signs: intense feelings of sadness, anger, hopelessness, fatigue, uselessness, loss of interest in things and people that they once enjoyed.

Causes: Often triggered by life circumstances, such as a death of a loved one, divorce, or psychological problems such as abuse or low self-esteem. Some causes of depression can be pinpointed to a chemical imbalance or side effect of a medication, while some seem to have no identifiable cause.

The Bible tells us to be filled with joy, but that's not easy for someone suffering from depression. Some types of situational depression can be helped through prayer, Bible study and application, support groups, fellowship among believers, confession, forgiveness, and counseling. Contrary to what some in the Christian community believe, depression is not always caused by sin. Some forms of depression require the help of a physician and medication to be remedied.

How you can help: Listen, be present, comfort, and get help.

b. Bipolar Disorder

Bipolar has mood episodes that range from extremes of high energy with an "up" mood to low "depressive" periods. When you're in the low phase, you'll have the symptoms of major depression. Changes can come on very suddenly and cause confusion with those around them.

How you can help: Listen, be present, be patient, comfort, and get help.

C. Attention Deficit Hyperactivity Disorder (ADHD)

Signs: Impatient, insistent, interrupt, may engage in risky behavior, touch and fiddle with items, squirm in their seat, wander off when they're expected to remain seated, often can't focus their attention on something, even when they're trying. Distractibility is sometimes confused with inattention. But there's a difference between not being focused on a task (inattention) and getting distracted by information your brain struggles to filter out (distractibility)

Just because a kid has ADHD doesn't mean they are "bad" or ill behaved! They may just do things a bit different. *"Most teachers and adults could benefit from pretending that all kids in their class have ADHD – what is good for kids with ADHD is good for all kids."* – Dr. Hallowell

How you can help:

- Provide plenty of safe, engaging, physical activities.
- Keep directions short and simple. Give sequential directions one step at a time.
- Be patient and willing to say the same thing in different ways
- Give warnings before transitions.
- Help children organize their belongings ahead of time
- Expect some misbehavior. No child behaves well all the time.
- Always provide limits and consequences.

D. Eating Disorders

Eating disorders most commonly refer to anorexia and bulimia nervosa, both of which are very serious conditions. Contrary to popular belief, people of any size can have an eating disorder, but it becomes most obvious when the person is extremely thin.

Warning signs of an eating disorder:

- excessive preoccupation with food, calories, dieting, weight, etc.
- unhealthy dieting (overly restrictive, unbalanced, or binge eating)
- lots of talk about food (“I’ll be bad and eat this.” or “I’m such a pig.”)
- excessive criticism about self, body, food, weight, popularity, etc.
- obsessive or compulsive exercise or “exercise binging”
- not attending food-related events or rushing to the bathroom after meals
- use of diet pills or laxatives, including herbal laxative teas, etc.
- purging (making oneself vomit in order to empty ones stomach)
- loss of a menstrual cycle (for girls)

How you can help: Talk to the person privately about the issue instead of calling them out at the table. Avoid lecturing, instead, express your concern. If you feel someone has an eating disorder, discuss it with the program director as soon as possible. We may need to contact parents or professionals to get them the help they need.

E. Self-Injury & Suicidal

a. Self Injury

Self-injury is the act of deliberately destroying body tissue, at times to change a way of feeling. Some adolescents may self-mutilate to take risks, rebel, reject their parents' values, state their individuality or merely be accepted. Others, however, may injure themselves out of desperation or anger to seek attention, to show their hopelessness and worthlessness, or because they have suicidal thoughts.

How you can help: Listen, be present, express your concern, comfort, and get help. If you feel someone has self-harmed or is at risk of hurting themselves, discuss it with the program director as soon as possible. We may need to contact parents or professionals to get them the help they need.

b. Suicidal

Sadly, 1 in 25 US teens has attempted suicide. This means it is likely that everyone has been impacted at some point by suicide. While some people give no indication of their intent to end their lives, many people exhibit warning signs before they commit suicide. We need to take these warning signs seriously! Find out if suicidal thoughts are current or something from the past. Please know this can be a very sensitive topic so be sure you proceed with care, prayer, and counsel!

Warning Signs: Depression, making suicidal statements, being preoccupied with death in conversation, writing, or drawing, withdrawing from friends and family, and having aggressive or hostile behavior.

How you can help: Listen, be present, and get help. You **MUST** inform the program director if a camper reveals that they are suicidal. We must get them the support they need to stay safe.

F. Addictions

While addictions can take on many forms, it most commonly refers to smoking, drinking, and drug abuse. Use your best judgement to determine the severity of the issue with smoking and drinking issues. Depending upon the situation, we may need to inform parents off the problem.

Signs: You may hear them mention their use of alcohol or drugs, but visible signs would be bloodshot eyes, the smell of alcohol or smoke on them, and seeing paraphernalia involved in their use.

How you can help: Listen, show your concern, reinforce the dangerous effects of drugs, get help. If you hear that a camper has experimented with drugs or frequently abuses drugs, you **MUST** make the program director aware and complete an incident report.

2.5 Incident and Accident Reporting

In the event an accident or incident occurs under your supervision or while you are on the scene, then you will need to complete an Accident/Incident Report (including Witness Report on back) and submit it to the office. The office will inform the Camp Administrator of all camp related accidents or incidents. If multiple staff are on the scene, only one report needs to be submitted per accident.

A. Accident

A serious situation resulting in injury to individuals. Minor cuts, scrapes, and bruises that require little or no first aid attention need not be recorded. Injury that results in first aid treatment (wound cleaning and dressing, significant bleeding, etc...) must be recorded in an accident report and turned in to the office.

B. Incident

A serious situation resulting in near injury, danger, or extreme fear of an individual or individuals. Examples include serious fighting (not horse play), fires, natural disasters, danger from intruders, staff, or camper behavioral problems. Potential injury from near misses should be included in an incident report. Potentially harmful incidents may include lost campers, near drowning, or the use of illegal drugs. Check with camp director if you are not sure what forms if any need to be filled out.

C. Reporting

a. Report Locations:

- Horse Accident Reports are available in the Stable Fence Box.
- Climbing Wall reports are available in file box in Climbing Room.
- Challenge Course reports are available in the notebook in the Challenge course backpack.
- Archery reports are available in the Archery notebook.
- Accident and Incident reports for all other activities are available in the office.

b. Reporting Procedure:

- Complete all applicable blanks on forms, utilizing witnesses when possible. Keep statements objective, do not comment on personal opinion of what happened or why.
 - CORRECT= Horse tripped, rider lost balance and fell off.
 - INCORRECT= A bad horse was chosen for rider and he fell off because horse is clumsy and tripped.
- Submit forms for review and signature by department supervisor before turning in to office.
- Turn completed report in to office.

D. Communicating Accident/Incident Information

Following an accident, staff are not to share unnecessary information or commentary about an accident with anyone including staff, campers, and parents. (Only relay the information that a camper was injured today while on a trail ride...) Do not spread details about an incident or accident (ie: telling the whole story) with others who are not part of the incident. The medical response or the future prevention may be overheard and misrepresented. Such stories may sway the view of a camper, staffer, horse, or activity.

Any concerns you have for your own safety or the safety of others should be reported to your department supervisor and/or the Camp Administrator. Supervisors may request the concern be reported on a *Safety Awareness Report*. Reports are to be returned to the Camp Administrator. All Safety Awareness Reports will be carefully reviewed and responded to.

No staff member is to communicate with the Media without prior consent from the camp administration. No information about accidents/incidents is to be posted on social media sites or reported to news media, government agency, BWC. Only the camp administration is authorized to engage in this kind of communication.

3.

Emergencies and Prevention

3.1 All Camp Emergency Procedures

Prevention and caution are the best way to keep campers and staff safe. Be familiar with emergency procedures, approved tornado shelters and cabin escape routes.

A. Severe Weather Procedures and Precautions

a. Notification of dangerous conditions or potentially dangerous conditions

- Advance Warning
 - Every effort will be made to notify all staff members when weather alerts have been issued that threaten Logan County. This notification will serve to remind staff to plan accordingly, adapt schedules, exercise caution, and seek shelter if necessary. Weather will be monitored by internet radar and mobile apps.
 - Communication method may include:
 - Meal Time Announcements
 - Phone Calls
 - Text Messages
 - Personal contact
 - Information posted in Staff Lounge
- Immediate Evacuation
 - In the event severe weather strikes that requires immediate evacuation of activity or lodging areas in order to seek shelter every effort will be made to notify staff and to give specific evacuation instructions. In addition to communication attempts, the stable bell will ring or an emergency alarm will be broadcast from the Activity Barn. Staff are to communicate arrival at safe destination and provide headcount.
- Total Evacuation
 - Any kind of unforeseen natural or unnatural disaster requiring an evacuation of the entire facility will be communicated with special instructions.
- Personal responsibility
 - Staff members will do their best to consider the current conditions and their present location when making a decision that seeks to protect the well-being of their campers. Staff members may request a weather check if conditions are questionable. Summer staff members may not order an all camp evacuation to storm shelters without authorization.

b. Thunderstorms, Lightening, Heavy Rain, Hail

- Camp goes on rain or shine. However, when severe weather hits, we may have to make adjustments to activities to keep everyone safe. Severe storms require staff to move campers out of potentially dangerous weather to safer, indoor locations (if possible) until the threat subsides. Campers and staff are not to continue outdoor activities during a severe storm. Once indoors, staff members are to engage campers in indoor activities.
 - Counselor/staff member with or near campers are responsible to deliver campers to safety when conditions appear dangerous.
 - Get off the water and under cover
 - Seek nearby shelter (buildings, woods, etc.) in an orderly fashion
 - Take head count and report missing campers
 - Groups in remote locations are to report in via phone, text
- When threat has ended, staff will determine whether to commence activity, return to camp, or request assistance... unless specific instructions are given. Administer first aid as needed.

c. Tornado

- At the alarm, seek approved shelter nearest you unless you are instructed specifically. Campers are to assume protective position: Ideally kneeling FACING the wall, with their hands over the back of their head and neck, tucked into a ball. If space limitations don't allow this position, face away from windows and doors protecting your face.
 - Coat Hallway and Kitchen at the Dining Hall (AP, BR, PA, HH)
 - Farm House first floor hallways and bathroom (PP, KK, BB)
 - Lower Hen house (UH, LH)
 - Activity Barn Restrooms shower stalls (SH, FI, MU) (CP, DU, LC)
 - Basement of Pump House (only if coming from the woods)
 - Basement of Olsen's house (if campers are at the overnight site)
 - Deep ravine or lowest point possible if not in range of shelter.
- Staff are to communicate arrival at safe destination and provide headcount.
 - Indicate location and confirm safety of entire cabin. (937-593-8000)
 - If a child is missing, notify office so they can arrange a search effort.
 - Remain in shelter until full time staff person gives the ok to leave it
- Assessing injuries and first response
 - Staff on the scene are to assess and report casualties incurred and begin administering first aid if necessary and/or possible. Camper requiring immediate medical attention for life threatening injuries must be taken care of first. Staff member on the scene may place 911 call in the event of a life-threatening injury.



B. Missing Person Procedure

a. Prevention

- We feel our preventative approach contributes to the lack of missing persons in our camp. The following preventative steps are taken during summer camps:
 - Each camper is always with at least one staff member
 - Campers are always in groups, either cabin groups or riding groups.
 - Staff are responsible to know where their campers are at all times.

b. Procedure for Lost, Runaway, or Missing Camper:

- Report situation to camp director immediately. Director will signal all camp emergency if the situation requires additional staff. Campers will be put under the care of designated staff members while other staff assist with the rescue.
- The following procedures should be followed:
 - Should horse return without a rider, stable leadership should be notified immediately. A staff member will start a preliminary search, starting with the area the horse came from.
 - Should a camper become missing elsewhere in camp, a preliminary search will begin once Director has been notified beginning with the area the camper was last seen.
 - Lifeguards are to report to lake for initial search if waterfront is suspected cause. EMS will be notified immediately if a waterfront drowning is suspected.
 - Staff and Campers may be interviewed regarding the missing camper to gather more information for a thorough search to be conducted.
 - A search team of staff members will be gathered and sent out in teams of no less than two members equipped with first-aid to search assigned areas.
- Should missing person not be located in preliminary search, or two hours after report to camp director, the proper state authorities (911) will be contacted for help. (Exception: waterfront emergency). Call will be placed sooner if foul play or bodily injury is evident.
- Parents will be notified by a full-time staff member. Call will be placed sooner if foul play or bodily injury is evident.
- Should the missing person be found and immobile due to accident, basic accident procedure will then be used to secure his or her safety and health.
- **Summer staff are not permitted to report on an emergency situation. If pressed, the only response should be: "I cannot comment on the situation."**



ALERT

Initial Alert may be a gunshot, PA announcement, etc...
Avoid code words.

LOCKDOWN

If Evacuation is not a safe option, barricade entry points.
Prepare to Evacuate or Counter if needed.

INFORM

Communicate real time information on shooter location.
Use clear and direct language using any communication
means possible.

COUNTER

As a last resort, distract shooters ability to shoot accurately.
Move toward exits while making noise, throwing objects,
or adults swarm shooter.

EVACUATE

Run from danger when safe to do so using non-traditional
exits if necessary. Rallying point should be predetermined.

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C. Emergency Intrusion Procedure

Although we believe the threat is very unlikely, we realize that the potential for acts of violence are possible at MVM. The basic mentality for an emergency intrusion can be summed up in three words.

Run..Hide..Fight.

RUN:

- Move to a safe location as far away from the intruder as possible. (Distance is your friend. Out the door, down the ditch, or across the field into the woods)
- Don't stop until you are out of sight or out of breath.
- Don't return, stay hidden until we come and find you.

HIDE:

- When disappearing through actual physical distance is not possible, disappear within the environment you are currently trapped in. (This might be under a bed, behind a door, etc.)
- Barricade all points of entry, turn off lights, silence phones, stay quiet.
- Waiting for the opportunity to RUN.

FIGHT:

- If running is not possible and hiding is not helpful...Fight!
- Few intruders expect resistance, so surprise them by attacking and fighting back. If you can disrupt their perceived plans, you can momentarily gain the upper hand and reclaim the element of surprise which in turn may save lives. Some action is better than nothing.
- Keep in mind there is strength in numbers.
- Throw stuff, yell, hit...use any means to disrupt and disorient the intruder.
- Remember this step is a means to move to the most important response which is to RUN.

Emergency Intrusion at Camp

- Follow RUN..HIDE..FIGHT as detailed above.
- Contact 911 and/or a member of the camp administration ASAP.
- Stay with campers as best possible. Move or send campers to the nearest safe location. Wait in your safe location for instruction from leadership or authorities.
- For non-life threatening intrusions, work to keep the intruder as calm as possible through complying with any reasonable, non-harmful requests, until escape is possible.

D. Fire Emergencies Procedures

a. Prevention is key!

- Candles or other open flame devices are not allowed in cabins.
- Do not leave curling irons, hair dryers or other heat producing devices plugged in unattended.
- Outlet adapters and extension cords are not permitted in any lodging or other public facility.
- Check your smoke detector and Carbon Monoxide detector weekly!

b. Buildings

- You are responsible to familiarize yourself with exits like all doors & windows for your cabin.
 - HH, PA, BR, and LC have ladder escapes through marked windows for 2nd floor rooms.
- Yell "fire", and begin evacuating. Move everyone away from the building.
- Call "911", say you are at "Marmon Valley Farm", and give them the cabin name.
- Notify the office or full-time staff member of the situation.
- Full-time staff will designate a person to meet the squad at the entrance to point them to the fire.
- Depending on the location and nature of the fire, the full-time staff member in charge will decide if the situation constitutes an all camp emergency and take appropriate action.
- A head count will be taken of campers and staff. Notifications will be arranged by full-time staff.

c. Non-buildings

- Gather your campers and do a head count. Keep them away from fire scene
- Notify office or full-time staff of fire
- Proper action will be coordinated by office or full-time staff

E. Waterfront Emergency Procedures

Swimming and waterfront activities are not permitted when a lifeguard is not on duty. Lifeguards on duty will notify the appropriate leaders and give instructions to all swimmers should a water emergency occur.

a. Missing buddy

- All swimmers exit water and sit on hill with buddy
- Counselors count their kids while lifeguards do a visual surface check
- If person is still missing, lifeguards start an underwater search, send a staff member to check restrooms, and notify the office of the situation
- Office will notify camp leadership who will make decisions about contacting 911
- Expand search areas until missing person is found

b. Near-drowning

- At first indication of a near-drowning, lifeguard will signal with three blasts of a whistle to get everyone out of the water.
- Lifeguard will take proper measures to rescue the person.
- Counselors will count their kids and do buddy check.
- Office will be notified of the situation.
- Aquatic director (or head guard) will make decisions about contacting emergency personnel.
- Runner will be sent for AED if indicated.

F. Emergency Communication

The following practices will be used for communication in an emergency:

a. Communicating an Emergency to Camp Leadership

Each type of emergency training may have specific instructions on how to contact the designated full-time staff member or camp office. Follow specific procedures. Staff leaving camp for the woods need to bring a phone. Be sure you have numbers for the office and leadership staff in your phone.

b. Communication to Parents in an Emergency

The designated full-time staff member will instruct office staff to coordinate all communication with parents and family members. Specific communication or messaging will be provided prior to any communication. Incoming calls will be treated in the same fashion.

c. Communication with Media and Law Enforcement

Only designated full-time staff member (specific to each situation) shall communicate with any news or government agencies. Summer staff are not to communicate about emergencies by any means.

G. Emergency Prevention

Prevention is the best protection against accidents and emergencies. Consider the following guidelines to avoid emergency situations:

General Prevention Practices

- Use common sense.
- Keep your phone with you for emergency use.
- Keep an eye on the weather.
- Be wise when choosing activities. Know your group's (and your own) abilities and be careful not to exceed the limit. If you don't know how to do something, run something, operate something... ASK! If in doubt, do without.
- Use caution during activities. Always review for potentially unsafe objects or situations, and act before engaging your camper in the activity. Always make your supervisor aware of potential problems or hazards.
- Follow all standard safety warnings posted on equipment or taught by supervisor.
- Keep hydrated... this prevents a lot of bodily problems.

4.

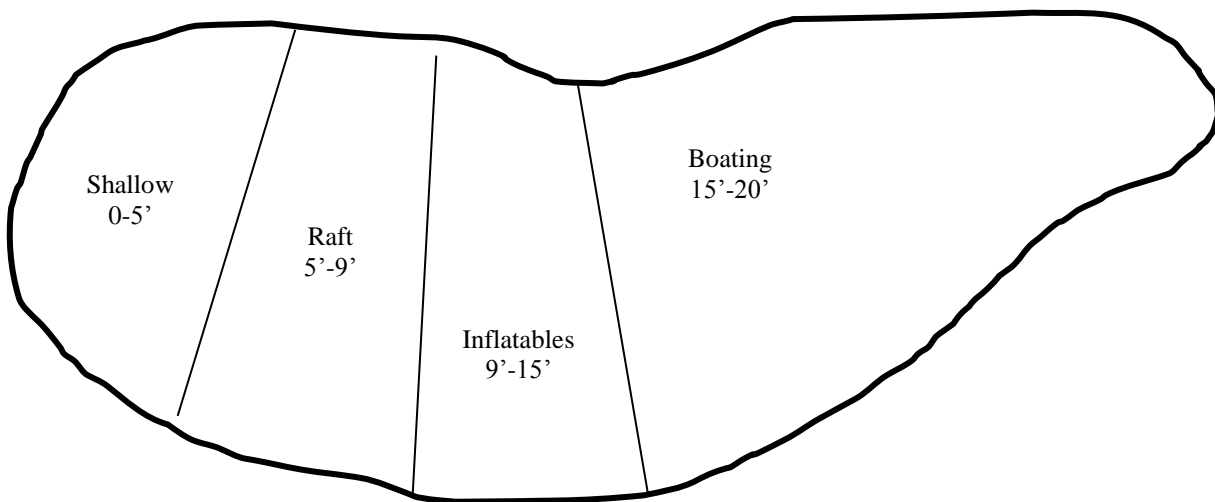
Activity Safety

4.1 Safety and Prevention Procedures

Camp activities are designed to be fun, challenging, and meaningful opportunities for growth. Safety is of prime importance in all program areas. Specific guidelines will help prevent accidents or injuries.

A. Waterfront Safety Guidelines

The lake has been divided into four parts: the boating area, inflatable area, raft area, and non-swimmers area. Everyone must wear a properly fitting personal floatation device (PFD) in the boating and inflatable areas. These must be checked by a lifeguard before using the boats or the inflatable. Boats are only to be used in the boating area.



Depth Diagram of Lake (roughly estimated) by Zone

A swim test will be conducted on Monday, it consists of crossing the lake without difficulty, using a stroke on your stomach and treading water for 2 minutes. Once you have successfully completed the swim test you will receive a wristband that will be placed on your wrist. Those who have passed the swim test do not need to wear a PFD in the raft area. All others must! The white floating rafts are allowed only in the non-swimming area and raft area. You are not allowed to jump from the raft to the white floating rafts (tofu pads). No diving is permitted. Only feet first entry into the water only from the raft and inflatable will be permitted. No swimming is allowed in the boating area.

The Buddy System will be instituted on Monday for each cabin group as part of the waterfront orientation. Buddies should have similar swimming abilities. Buddies will play as a team and do all activities together. A buddy check whistle will be blown every fifteen minutes. Lifeguard will use whistle commands as described below:

- One blast – “Stop, look, listen”**
- Two blasts – “Head Count” (all quiet)**
- Three blasts – “All out of the water”**

1. Swimming

- Listen to all instructions from the lifeguard
- Swim with a buddy at all times. Buddy checks need to be done every 15 minutes
- PFD must be worn when swimmer is in the Inflatables Zone
- Wear shoes to and from waterfront area
- Leave all glass bottles, jewelry & valuables at your cabin
- To cross the shallow water boundary ropes, swimmer must pass swim test or wear PFD.
- Float squares allowed in shallow end and raft area only
- Only 2-3 people at a time on the inflatable depending on size of participants. 300 lb. limit.
- NO swimming or boating without lifeguard present
- No diving or head first entries from raft or inflatable
- No running, pushing or fishing in the swim area
- No rough play, riding on shoulders, or dunking other swimmers
- No swimming in boating area (except when designated by lifeguards)
- No swimming or hiding under the raft or inflatable

2. Boating

- All participants must wear a properly fitted PFD, including staff
- Boats are not to be in the swimming area
- A maximum of 5 people/paddle boat, 3 people/canoe & 1 person/kayak
- No jumping or swimming from boats
- Clean up area when done
- No ramming or sinking other boats

3. Staff Lake Usage

- Lifeguard must be present at all times when summer staff use the facility. Summer staff use is only during times designated by the program director.
- Resident full-time staff may use aquatic area without lifeguard present.
- If summer staff usage exceeds 10 participants, lifeguard must remain out of the water, and an additional lookout must also remain out of the water for 15 minute shifts.
- PFD's must be used in the same manner as described in camper usage.

4. Lifeguards

- Lifeguards are to be in guard chair, on raft, on dock or along shore, depending on lake usage. First Aid kit should be in the guard shack.

5. Lookouts

- Counselors: During cabin swim will help at the boating area. They will assist campers with getting in and out of boats. Hooking up boats. Each counselor will assist as a lookout for approximately 15 minutes. Lookouts must demonstrate ability to perform an elementary non-swimming rescue with a ring buoy.

6. Ratios

- Approximately 1 lifeguard to 25 campers
- 1 lookout to 10 campers

All Camp Beach Safety Procedures:

- 3 Lifeguards (shore, raft, boats)
- 2 Lookouts at boating
- 1 on shore in shallow end
- 1 in water near first buoy line

B. Archery Safety Guidelines

- No one should use the archery range without a trained instructor present. At least one staff member must be supervising at this activity.
- Archery instructor is to bring a cell phone for emergency use
- No one may shoot until they have had a safety and skill orientation and have individually been approved by the instructor.
- All participants must stay behind the firing line until the instructor has said it is safe to move beyond it (A safe scenario would involve all bows put up and arrows in their quivers)
- At no time will arrows be shot at anything other than the designated targets
- Instructors will inspect equipment thoroughly each week and briefly each day.
- No equipment is to be used if it has failed safety inspection or has improperly fitting apparatus.
- No one may shoot archery without an arm guard correctly fastened.
- Instructor will ensure each camper is fitted with a bow and arrows that are appropriate for their size and strength.

C. Challenge Course Safety Guidelines

- No one is permitted on the course without a trained facilitator. At least one staff member must be supervising at this activity.
- Challenge course instructor is to bring a cell phone for emergency use
- Spotters will be employed in every physically challenging element where participants are above the ground level and/or may be off balance in the process of the activity.
- Weekly course inspections will be performed by the program staff and logged so unsafe elements are clearly marked for other facilitators.

D. Climbing Wall Safety Guidelines

- No one is permitted in the climbing room without a trained facilitator. At least two staff members must be supervising at this activity.
- Wall instructor is to bring cell phone for emergency use
- Spotters will be employed on the bouldering wall and only MVF trained belayers will belay where participants are top rope climbing.
- Weekly wall/equipment inspections will be performed by the program staff and logged so unsafe issues are clearly marked for other facilitators.
- Damaged or questionable equipment may be taken to the office and placed on Steve's desk.
- Facilitators are to follow the MVF Climbing Wall manual for specific instructions.
- Door will be locked when not in active use.

E. Driving Safety Guidelines

- No one is permitted to participate in driving without a trained facilitator. At least one staff member must be supervising at this activity.
- Driving instructor is to bring cell phone for emergency use
- Weekly wall/equipment inspections will be performed by the program staff and logged so unsafe issues are clearly marked for other facilitators.
- Damaged or questionable equipment will be removed from the program.

F. Firearm Safety Guidelines

- No one is permitted to use a firearm without a trained facilitator. At least two staff members must be supervising at this activity.
- No one may shoot until they have had a safety and skill orientation and have individually been approved by the instructor.
- Participants must stay behind the firing line until the instructor have instructed to move beyond it.
- Eye and ear protection is to be used
- Always treat every gun as if it is loaded. Always point the gun down range or at the ground

G. Firebuilding Safety Guidelines

- No one is permitted to build a fire without a trained staff member.
- Choose a proper location for the campfire
- Keep fire contained to fire ring.
- Choose proper techniques to build a fire (do not allow gasoline or aerosol cans near a fire)
- At least one staff member must be supervising at this activity.



H. Vaulting Safety Guidelines

- One head Vaulting instructor is required to be present. An assistant vaulting instructor or trained counselor can serve as the second staff member at the activity. At least two staff members must be supervising at this activity.
- Respect all CHA safety rules as indicated in CHA Level 1 Manual, unless otherwise directed.
- Before attempting maneuvers at a trot, vaulters practice on the barrel or at a stand on the horse.
- Vaulters are to stay outside of lunge circle until whip is raised allowing permission to enter or exit lunge area.
- Vaulters are to wait by lunger until instructed to approach horse and mount.
- A spotter is to assist mounting of all riders.
- Vaulting instructor may challenge participants to try new and difficult maneuvers according to age and ability, however, we will practice a challenge by choice philosophy.
- After dismounting, vaulters are to exit away from horse's path.

5.

Activities

5.1 Afternoon Schedule

The afternoon schedule is broken down into four afternoon activity periods following a rest period. Each activity period is 50 minutes long, and there is a 10-minute travel time in between each session. Cabin groups will sign up for their activities on the schedule board in the dining hall. Some activities will be pre-assigned, be sure to check the board when you sign up.

A. Afternoon Activities

Primarily Facilitator Lead Activities

- Archery
- Camp Store – Stop by once in the afternoon between activities
- Challenge Course – Low ropes and initiative elements for team building
- Climbing Wall
- Crafts – Schedule will be posted
- Driving
- Swimming/Boats – Scheduled once per day for you
- Vaulting

Primarily Counselor Lead Activities

- Barnyard Buddies - Time to pet the bunnies, find grass for llama, etc.
- Farm Sports – Volleyball, kickball, barnyard ball, etc.
- Fishing- Allow time for finding bait.
- Hay Tunnels, Play Barn, Big Swings
- Mini Golf - check out putters and balls from the camp store.
- Mini Fun - Brushing, hoof picking etc. of the miniature horses.
- Nature Walk - Explore the woods
- Rope Making – May ask Matt, Daniel, or Natalie for assistance if necessary
- Roping Practice – Ask for help if this is an activity you want to try.
- Saddle Soaping- For older cabins, available on Mondays
- Team Building Activities - Activities that build character & unity can be done anywhere on camp.

5.2 Game Index

Cabin Games

1 Minute Interview
Back to Back
Blame Stick
Caterpillar Walk
Dukes
Fruit Basket
Giant Jump Rope
Indian Sticks
Johnny Whoop
Knot or not a Knot

Leader Dance
Mrs. Mumbles
Never have I ever...
Ninja
Screaming Toes
String Hand Cuffs
This is a what?
Time Warp
Turn the Tarp over
Two Truths and a Lie

Medium Sized Games

Ah-So-Ko
All Knotted up
Capture the Flag
Charades or Telephone charades
Confusion circle
Egg, Chicken, Dino
Get in order by... (name, age, height, shoe size, etc)
Gopher and Coyote
Hoola Hoop Pass
Hug a tree
Screaming Vikings
Silent football



Whole Camp Games

Blob Tag
Captains' coming
Centipede Tag
Chariot War
Elbow Tag (mare and foal, cow and calf)
Extreme Duck, Duck, Goose
Giant Twister... Touch something red, blue, green, etc.
Mosquito Tag
Noodle and Bun
Poop Deck
Red Bird/ Blue Bird Pigs, chickens + Farmer
Rock Paper Scissor Stretch
Saul, Goliath, David
Steal the Bacon
Streets and Alleys
Tanks and drivers
Team Cowboy, Bull, Horse (Rock, Paper, Scissors)
Telephone charades

**Add more of your own games and other ideas as we share with each other.
A lot more are available, just ask!**

Games Basics

Games are great ways for groups to bond together, learn new activities, create opportunities for teachable moments, and have fun. When planning games for your group keep a few things in mind:

1. The Purpose (Learn names, fill time, teach a certain lesson, get quiet kids talking, etc.)
2. Group Dynamics (Camper age, number of participants, comfort with one another, etc.)
3. Location/Environment (Is there enough room, what props are available, is it safe?)
4. Instructions (Be brief enough to keep their attention, but thorough enough to explain the rules and how to play)
5. Options for people who want to “opt-out”.

Common Games Explanation

A. Blob Tag or Fishers of Men

Mark off a boundary area for the game according to the size of the group. The object of the game is to elude the blob, who starts out as one person and is trying to overtake all the participants. A player becomes part of the blob if the blob tags him. The blob can only tag someone if the entire blob is intact (the blob must form a chain of people holding hands). If hands are let go, the blob is inactive until they are reconnected. If a participant steps out of bounds he automatically becomes part of the blob. Game leader may want to encourage the blob to develop a strategy. The winner is the last one left.

A variation is to have the blob separate after four people are joined together.

B. Relay games

Divide participants into small groups. Have each group form a single file line facing a designated turn around point. Give each position a different type of relay to run.

Examples might be: Crab walk, Running backwards, Three legged race, Wheel barrow

C. Elbow Tag

Mark off a pretty small area, space isn't really needed for this game. Have everyone link elbows with a partner and scatter out within the boundaries. Then select a chaser and a chasee. The chasee wants to get away from the chaser and can do so by weaving around the people standing around (All other players do not move around). Another way to elude the chaser is to link elbows with one of the pairs on the field. This automatically makes the person on the other end of the link the new chasee. The chaser is also free to trade places with another participant by linking elbows with a pair. This continues until the chasee gets caught. Then the chasee becomes the chaser and the game goes on.

NOTE: Staff need to be looking for opportunities to get the less popular kids into the game.

D. Poop Deck

You will need a large playing area for this with two end boundary lines and a centerline. Designate each line with a name: Bow, Half Deck, Stern. The Left side is the Port, the right side the Starboard. Start all campers on the half deck (the center line). Call out commands to run to the other decks. The last player to the line is out each time and must wait out of bounds. The goal is to last as long as possible, the winner is the last one left. As you give out commands add some captain's orders to help eliminate players: Hit the deck (everyone drops to the ground), Man overboard (make a two-man life raft), Salute the Captain (everyone must face you and salute.), Scrub the deck (kneel down and pretend to scrub)

E. Saul, David, Goliath

A lot like group Rock-Paper-Scissors. Played in 2 teams. Each person faces off with an opponent along a center line. On the 'go' signal the entire group recites "Saul, David, Goliath..." Making the motion for each one. After the final 'Goliath' the entire team then calls the SAME thing (either Saul, David or Goliath). Depending on the results, one team then tries to tag as many people as possible on the other team. Those tagged become part of the other team. Play continues until one team has captured all the players.

5.3 Camp Songs

We love to make a joyful noise at camp! We understand the power of music which is why we need to be thoughtful about the songs we sing. We encourage new songs, so pipe up if you know a new one that would be appropriate for camp!

Here is a list of some of the most frequently sung songs at camp:

- All God's creatures have a place in the choir
- Alive, alert, awake, enthusiastic
- Alleluia, praise ye the Lord
- Amazing Grace
- Banana Song
- Bounce, Bounce, Bounce (everlasting love)
- Christ in my vessel
- Deep and Wide
- Every move I make
- Father Abraham
- Fishers of men
- Fruit of the spirit
- He's got the whole world in his hands
- Humble thyself in the sight of the Lord
- I am a C.H.R.I.S.T.I.A.N
- I've got the joy, joy, joy, joy
- I'm gonna sing sing sing
- I'm in the Lord's army
- I will call upon the Lord
- If I were a butterfly
- Jesus Loves Me
- Jesus Loves the Little Children
- Let us come together, praise the name of Jesus
- Lord I lift your name on high
- My God is so big, so strong, and so mighty
- fill my cup
- Oil for my lamp
- Our God is an awesome God
- Pat a friend's head
- Peach of a Savior
- Peace like a river
- Radio in my heart
- Read your Bible pray every day
- Rise and shine
- River of life
- Rock, sword, shield
- Romans 16:19
- Sanctuary
- Sheep Song
- Sing, sing, sing, shout, shout, shout
- This little light of mine
- The B.I.B.L.E.
- The Wise man built his house on a rock
- Who's the king of the jungle?
- You're my brother you're my friend
- Zacchaeus was a wee little man

5.4 Critter Care

The animals around camp are here to enhance the farm setting. Like the horses, even the small animals are useful as aids for teaching biblical principles and spiritual truth (watch the sheep for a while if you don't believe it). All the critters here are to be used for the enjoyment of the campers and the other guests that visit MVF. Many children today have had very little exposure to such animals. They may not even know how to treat them properly, so be prepared to set the example.

As part of the afternoon program, all younger campers will have the opportunity to feed the animals around camp. Cabin groups will rotate critter care responsibilities on a daily schedule found on the weekly schedule board.

A. Feeding Procedures

When caring for animals there are 4 primary things to consider:

1. Food

Consider the type of food the animal(s) should be eating and how much they need. If the food dish is still full from the last time they were fed perhaps they are being overfed or are ill.

*After lunch check the kitchen for leftover food and scraps that can be fed to the animals.

- Check the feeding board to see how much (and what) to give each animal. This will change over the summer as the number of animals changes, or with changes in their health
- Keep food bowls clean and free of animal manure.
- Close the lids on all the food bins, this will help keep the wrong critters from getting in to it.
- If feed in their dishes is still good, don't throw it out when you come to feed.
- Let Kathy know when the feed is getting low.
- It is very important that you use good judgment in feeding the animals because it is expensive to feed them. Many animals will eat whatever is put in front of them and become overfed. When in doubt about the feeding program... Please ask!
- Hay is green, and it's what the animals eat. Straw is yellow and hollow; it is used for bedding.
- A flake is one section of a bale of hay. The bale separates when it is opened much like a slice of bread. Each flake is about four inches wide.

2. Water

Consider the quality & quantity of the water available to the animal(s). Water dishes should be regularly scrubbed out and refilled with fresh water.

- Be sure to clean out the water dishes very thoroughly and refill with plenty of water so they do not dehydrate. Water is not expensive so give them all they will drink!

3. Poo

Consider where the poo is supposed to go and how it will get there. Manure builds up quickly, smells badly, and attracts unwanted pests. Cleaning up every day is easier in the long run.

4. Shelter

Consider the living environment of the animal. They should have access to a safe location where they are protected from the elements and predators. Regularly check their surroundings to be sure the area is secure and free from broken boards or sharp edges.

- Keep the animal pens clean. Remove old bedding and replace with fresh bedding regularly.

6.

Operational Safety Manual

The following safety policies govern all operations but may only apply directly to maintenance, leadership and other operational roles are applicable to certain staff positions.

6.1 Vehicles

A. Personal Vehicles

You may bring a vehicle to camp and leave it in our staff parking lot in an orderly fashion during the camp week. There will be no need for transportation during the camp week. The only times they may be parked elsewhere is for loading/unloading before or after camp sessions.

B. Camp Vehicles

1. Who should be driving?

- Only personnel that are licensed by the state and have been cleared and appointed by a member of full-time staff are permitted to drive camp vehicles. Certain personnel that do not have a state issued license **may** be permitted to drive certain camp vehicles on and around the camp property after being trained and approved by a member of management. Summer staff are not permitted to transport campers without specific parental permission.

2. What should they be driving?

- A camp vehicle is any motorized vehicle that requires a person to have a state issued Driver's License to drive on the road. Other motorized vehicles (Gator, golf cart) are subject to the same on-site criterion, but are not licensed for roadways therefore are not subject to roadway criterion.

3. Why should they be driving?

- Camp vehicles should only be used with the specific permission of a full-time staff member for camp purposes. Other uses must be cleared by member of Management with final approval by Matthew Wiley. Any damage that occurs through excessive negligence or during personal use is the responsibility of the user to repair or replace.

4. How should they be driving?

- Drivers must remain focused while driving and passengers must not distract the driver.
- If personnel are leaving camp property, they should make sure someone has a cell phone.
- No Truck beds or Gator beds, running boards, trailers, trailer tongues, etc are to be used to transport passengers (including personal vehicles).
- When on camp property the speed limit is 10 MPH and is not to be exceeded with camp or personal vehicles. Personnel should not drive in front of the Activity Barn or through the grove, unless in a situation that involves unloading. These areas are for foot traffic only.
- The maximum number of passengers that a vehicle, Gator, tractor can carry should not exceed the number of passenger seats. If driving on the road, passengers should not exceed the number of seat belts in that vehicle. Passengers must be seated when vehicle is moving.
- When on public roads, personnel must follow posted speed limit and obey all driving laws, including safety belts. Driver is responsible for any and all fines received related to personal driving actions.

5. Steps for driving a camp vehicle.

- Obtain permission to use the camp vehicle.
- Before use, get keys from the office. If unsure, please check with Maintenance Department to see if vehicle is operational.
- Check oil level, gas gauge and tire pressure on the vehicle that you are planning to use. If not capable of checking these, please have someone show you for future use. Fill if needed.
- Make sure windows are clear of ice, snow, fog, or mud enough to completely see out of windshield before driving away.
- Use vehicle for camp purposes.
- When finished with vehicle, make sure that all equipment and all trash are removed. If gas is below a quarter tank, driver must refuel before putting vehicle away. If drivers do not have access to the Farm pumps, they must notify maintenance managers of the fuel level.
- Return keys to office.



C. Specific Guidelines for Transporting Campers (ACA standards)

1. Camper Transportation Policies (Trip camps)

- Staff to camper supervision ratio for trip will not be less than 2:12
- Health History and permission to treat forms will be carried with Pack and Trail groups on trips.
- Specific guidelines and supervision instructions are to be given for travel breaks.

2. Accident Procedures

- Staff member(s) with first aid/CPR training tend to injured passengers according to appropriate Red Cross training.
- At least one staff member is to supervise uninjured campers and keep them in a safe area.
- Contact emergency, 911, police or proper authority and comply with their requests.
- Follow standard accident guidelines as detailed in the staff manual.
- Contact the camp as soon as possible.
- Gather witness information and complete accident report form.

3. Transportation Orientation

- Campers are to be briefed on safety rules for travel.

6.2 Hayride Policy and Procedures

All persons operating a tractor for the purpose of hayrides must first be officially trained in one of two ways: a) by a member of the management team in a personal training session, or b) at a predetermined training session in a large group setting. After such training, a person must follow a previously trained driver no less than three (3) times on a public hayride. Use of a trained driver will then be left up to the discretion of the management team. Management has the right at any time to revoke driving privileges.

A. Before Hayride

Trained personnel must check the following areas:

- Make sure the tires on both the tractor and the wagon are at the correct pressure.
- Make sure the wagon is secured to the tractor with the proper hitch pin and keeper pin which are located on the rear of the tractor. Pins are to stay with the hitch. Make sure the safety chain is secured around the drawbar and secured back to itself tight enough that it will not come loose.
- Check fuel level to make sure there is adequate fuel to complete trip.

B. Loading Hayride

1. When loading people on hayride, personnel must do following:

- Make sure tractor is turned off, in gear, parking brake is set, and loader is down all the way.
- Move steps into place *if needed* to help participants into wagon.
- Move steps out of way after participants are loaded.

2. After all participants are loaded, personnel need to do the following:

- Introduce self and give rules in a friendly manner. Rules are following:
 - Please refrain from throwing the straw. It might end up in someone else's eye.
 - Please stay seated at all times.
 - Please keep hands, head, and feet inside wagon at all times. There may be some low hanging branches to watch out for.
 - Have Fun/Don't eat the hay. ☺
- Start tractor and make sure parking brake is disengaged and the loader is raised.

C. During Hayride

Personnel must follow these safety guidelines:

- When pulling away do not jump the clutch, release clutch slowly.
- Make sure that the overlook trail is dry enough before entering so getting stuck is not a concern.
- If following another wagon, make sure that there is at least seventy-five (75) feet between wagons to make sure of safe clear distance for coming down hills.
- If conditions are suitable for freewheeling tractors (not muddy or dark), only short distances (150 feet or less) are allowable. Both hands must be on steering wheel at all times while freewheeling and ***not swerving***. No freewheeling down big hill from hayride loop to pump house. When back down past pump house, shifting to High one (1) is acceptable as long as the RPMs are kept under 1700. Parking lot driving may be exciting but must be done under control. No freewheeling in parking lot areas or driveways around the farm
- Driver will not leave seat unless opening or closing gates or in case of emergency. Any time driver leaves seat, tractor should be turned off in gear with parking brake engaged.
- Before participants unload, make sure that engine is shut off, parking brake is engaged, and loader is fully down.

D. After Hayride

Personnel must do the following:

- Driver should get off of tractor.
- Move steps into place *if needed* to help participants down from wagon.
- Return tractor and wagon to proper barn.

6.3 Power Tools

Power tools are defined as those that require electricity to function through the use of a cord or a rechargeable battery. There can be many different tools that have many different functions. Matching appropriate tools to specific jobs is something that should be done with the assistance of someone in the maintenance department.

A. General Guidelines:

- Before obtaining a tool, seasonal or volunteer personnel should make sure that they are cleared for use by maintenance director or camp director.
- Before using a tool, personnel should make sure to take all of the appropriate cases, pieces, and attachments with them to the work site.
- Power tools have many moving parts, some with sharp blades and edges. Being familiar with the tool being used is a must. If there are any questions while using a tool, please contact a member of the maintenance department.
- When finished with a tool, personnel should return tool to proper place. Failure to do so results in loss or damage of equipment and cost of replacement or repair.

B. Specific Guidelines

1. DRILLS: Whether corded or cordless all drills require the same basic components. When drilling, the bit should be straight and tight in the chuck. Failure to do so could result in damage to equipment or piece being drilled. If drilling into metal, eye and hand protection is required.

- **Corded** drills have chuck keys to secure the bit into place. On MVF's drills those are located at the end of the cord. If the key comes off it needs to be reattached securely as soon as possible.
- **Cordless** drills have keyless chucks and can be hand tightened and loosened. When using a cordless drill, personnel must take with them all the components that are in the case, which includes; Drill, two (2) batteries, charger (if using for a long period of time), and the case. The drill should stay with the case at all times. One Porter Cable should stay at the Kenton Farm Shop at all times. The other Porter Cable and the two Dewalt cordless drills should stay at the Marmon Valley Shop.
- **Drill Press-** The drill presses have the same setup as a normal corded drill with chuck keys required to secure bit in place. The chuck keys are hanging on the side of the presses. Raise the base plate to the proper height for material being drilled. When using a drill press, personnel should wear eye protection at all times. Make sure that drill press has completely shut off and stopped moving before changing or adjusting drill bits.

2. SAWS: Whether a portable or stationary saw, personnel must be extremely careful when using either. Only those personnel cleared by Maintenance Director should be using any saws at MVF. Management has the right to revoke user privileges at any time, with explanation of revocation. If any adjustments need to be made to the saw that is being used, turn off power or unplug before adjusting.

- **Circular Saws and Jig Saws** are portable corded saws that can be used to cut any type of wood or metal that is needed if the correct blade is used. There are no safeties on the triggers for these saws, so personnel should unplug when changing the blade or making any adjustments to the saw. When using these saws, personnel should wear eye and ear protection at all times. Personnel may use extension cords, if needed, to run circular and jig saws. Always be aware of the cord as it can become tangled in the blade and can result in loss of power and possible injury to user.
- **Reciprocating Saws (Saw-zall)** are cordless portable saws that can be used to cut any type of wood or metal that is needed if the correct blade is used. They are for rough work only as they do not leave a very smooth cut. Personnel should keep all components with the reciprocating saw at all times which includes: saw with attached wrench for changing blades, extra blades, two (2) batteries, charger (if using for extended period of time), and case. Personnel should wear eye protection at all times while using reciprocating saws. When changing the blade, personnel should either take out battery or engage safety, which is located on side of saw above the trigger.

- **Miter Saws (chop saws)** are semi-portable in that personnel can take the saw to the worksite and set up but the saw does not move when cutting. These saws have several adjustments, so a complete understanding of the equipment is a must before use. Marmon Valley Farm owns two miter saws; the metal chop saw is stationary and is located in the Kenton Farm Shop. The wood miter saw is semi-portable, meaning it can be set up at different worksites, and is used for wood cutting. Personnel should wear eye protection when using the wood miter saw and eye, ear, and hand protection when using the metal chop saw. Failure to do so could result in injury to the user. Using miter saws on an uneven surface could result in damage to equipment or injury to user, so prepare an even workplace before beginning work. If an extension cord needs to be used with the miter saw it should be a heavy gauge cord, but make sure that cord is clear of blade before engaging trigger.
- **Radial Arm Saw** – The radial arm saw is a stationary saw that is set up in the wood shop at Marmon Valley Farm. It is used for cutting and ripping wood. Before use, personnel should first be cleared by Maintenance Director or Camp Director. Personnel should have a complete understanding of all adjustments before making any adjustment. Also, power should be turned off and safety key removed before changing or adjusting blade in any way. Personnel should wear eye protection at all times while using radial arm saw. Personnel should never reach into saw to retrieve wood without turning off saw. Failure to do so could result in injury to user, if you don't believe me just ask Ken Mohr.
- **Table Saw** – The table saw is a semi-stationary saw that can be moved to the worksite and set up to be used. The blade is exposed on the table saw, so extreme caution should be taken while using. Personnel should not use unless first cleared by Maintenance Director or Camp Director. Eye and ear protection should be worn at all times and gloves should also be worn. Adjust blade to proper height and rip fence to proper distance before turning blade on. If there needs to be an adjustment made, turn saw off and allow blade to stop completely before making adjustment. Do not force wood through blade, but slowly and steadily feed wood through. Failure to do so could result in damage to equipment and personnel.

6.4 Welder

Only employees with prior welding experience or those trained by the Maintenance managers may operate welding equipment in the shop. Competency approval is required.

A. Welding Safety Equipment

- **Welding Hood** - on even when tacking. The hood should fit on your head so it completely covers your face and neck. The welding hood should have at least a #10 shade lens in it. It should not be cracked, and it should be the right size of lens for the hood. A lens by itself is not correct for proper safety.
- **Welding gloves** - It is however okay to wear a plain leather glove on the hand that is holding the electro rod. The other hand must always have a glove made for welding. The gloves should not have any holes or have any severely burnt spots. Your gloves must be dry.
- **Welding jacket** - a jacket made for welding. A long sleeve shirt does not provide enough protection, and can very easily catch fire.
- **Long pants** - denim is preferred but not required. You should not have any skin showing when welding. You can get a second degree burn in a matter minutes on open skin.
- **Safety glasses** – wear at all times when welding. When welding with a stick welder you will need to chip off flux. Flux can very easily get in your eye and can do severe damage.

B. Welding Safety Procedures

- The ground you're standing on when welding must be dry. You run the risk of getting a severe shock if the ground is wet.

- Don't strike an ark if someone is standing near you without telling them first so they have time to look away. If blinders are available they need to be used. Nobody should look at the ark of a weld from any distance.
- The leads on the welder must be in good condition. The housing of the lead should not have any holes in it. You shouldn't be able to see any wires. The area where the lead goes into the ground clamp should be in good shape. If only half or less of the wires in the lead are attached, the ground clamp can get very hot. Too hot to touch with gloves and can burn up.
- When welding indoors you need to have ventilation. Open a door or a window. It has to be open enough so the smoke doesn't fill the room.
- Don't weld near anything flammable.
- If you are welding on anything that has a battery you must disconnect the battery before you begin welding. If the current moves through the battery it could cause it to explode.

6.5 Gas Powered Tools

Any piece of equipment that requires the use of fuel to run and includes, but is not limited to, chainsaws, weed trimmers, and push mowers.

A. Before use

Seasonal or Volunteer personnel must have been cleared for use by management team

1. Personnel must have proper attire which includes:

- Closed toed shoes (Preferably Leather Boots), Full length pants (Preferably Denim Jeans), Eye protection, Hearing Protection, and Work Gloves of some sort

2. Personnel must check that they have all supplies that are needed:

- **Chainsaws**
 - Mix Fuel (clearly marked) & Bar and Chain Oil
 - Chainsaw Bucket, which includes: *Chainsaw wrench*, *Extra chain*, *Chain file* (Do Not Sharpen without instructions), Chainsaw helmet if you are felling trees
- **Weed Trimmers**
 - Mix Fuel (clearly marked), Extra String, Shoulder strap

B. During use

Chainsaws Safety Guidelines

- **Never** use chainsaw without another person in the vicinity to help in case of emergency
- **Never** work on or adjust chainsaw in any way without first turning the saw off
- **Always** have two hands on chainsaw while cutting

1. Starting Chainsaws and Weed Trimmer

1. Check Fuel and Oil reserve and retighten caps
2. In case of chain saw, check nuts that secure bar in place
3. Squeeze trigger and secure choke into full on position
4. In case of weed trimmer, push primer button 3 times
5. Pull starter cord until engine fires
6. Reset choke to half on position
7. Pull starter cord until engines starts
8. Continue to squeeze trigger to warm up engine
9. To shut off push switch up

2. Using Weed trimmers

- Keep moving parts away from body and other people.
- To extend trimmer line, hit bottom of weed eater and squeeze trigger.
- When taking down grass or weeds around an object, be sure not to hit object.
- Trim grass and weeds all the way down to prevent from having to do the same job soon after.

6.6 Extension Life (Condor)

The extension lift is to be used only by trained personnel.

A. Before use

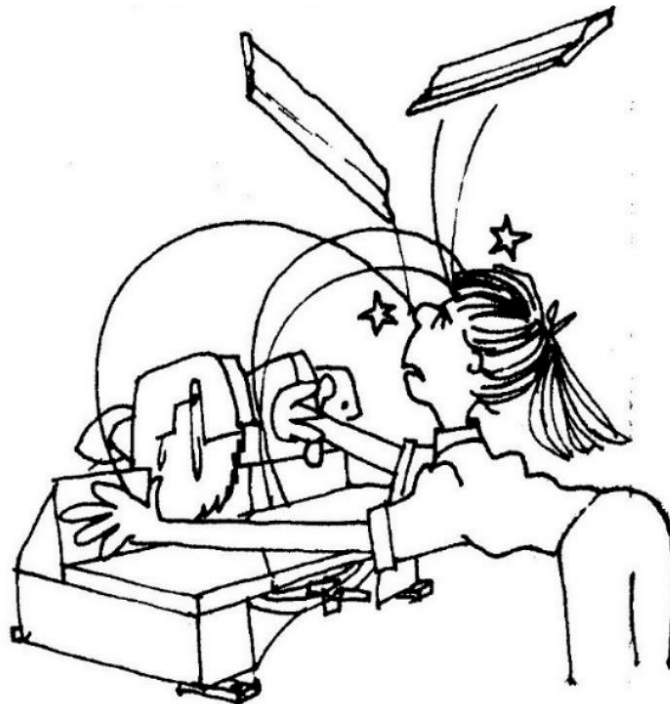
- Personnel must read and review the policy and procedures and be cleared by maintenance director or camp director. Once cleared full-time personnel may use equipment whenever necessary. Seasonal and volunteer personnel must be cleared before each use.
- Personnel should check fuel tank and tire pressure.

B. During Use

- Personnel may only have up to two people in the basket of the lift at one time.
- There needs to be at least one trained personnel in the basket at all times.
- Restraint harnesses must be worn anytime work is being done in the lift. If transporting lift, harnesses need not be worn. There are two harnesses in a bag that needs to stay with the lift at all times. The only time they should not be in the basket of the lift is when the lift is not being put away for the evening and there is a chance of precipitation. If the lift is not being put away inside for the evening, the lift control box should be covered using a tarp or large trash bag.
- If possible keep basket over top of drive wheels to reduce the risk of getting stuck in soft ground.
- Personnel must be aware of the surroundings in which they are working at all times. Failure to do so could result in damage to lift, surroundings or injury to personnel. Contacting power lines could result in **electrocution**.
- If problems arise, please see or talk to maintenance director, before attempting to "fix" problem.

C. After Use

- Return lift to pole barn and raise boom carefully from the base to clear room in barn. **Keep close watch for rafters, items in rafters, and roof when raising the arm from the base.**
- Clear out basket except for backpack, two harnesses, and two safety cords with carabineers.



*Please use caution when using equipment.
Do not use equipment without proper training and supervision.*

7.

Camper Care

7.1 Staff & Camper Interaction

Being a successful camp counselor:

At some point this summer you will act as a counselor. Whether your title is Counselor, Program Staff or any of the other job descriptions, you WILL at some time be in a position of influence over campers. We understand counselor as something that goes beyond a job description. Consider the following definition: *A Camp Counselor*: An adult friend who understands and still loves. A counselor is a person who helps the camper understand himself and his relationship with God.

Counselor Principles

- **Do your best:** *And whatever you do, work at it heartily, as for the Lord rather than for men... It is the Lord Christ whom you serve.* (Col. 3:23a and 24) Apply yourself fully with all enthusiasm and interest. You can't do any better than your best!
- **Love Them, Love Them, Love Them:** Your greatest challenge will be to love the unlovely, those who cannot love you back. Love them anyway... Jesus does. Giving the campers respect and some positive attention will eliminate many behavior problems.
- **Build a relationship with them:** Invest in their lives. Learn their names quickly. Use your time to get to know the campers instead of chatting with other staffers. Play with them, help them, teach them, talk to them, listen, invest!
- **Focus on Campers:** While we hope you benefit from camp; your focus should be on the spiritual, physical, mental, emotional, and social needs of your campers...not your own comfort or happiness.
- **Pray for your campers:** The most powerful thing you can do is to pray for them (see Col. 1:12). Only the Holy Spirit can change a heart.
- **Stay with your campers:** First of all they want to be with you ~ they will want to be like you, and they will want to do what you do. You eliminate many dangers and fights and gain respect if you will simply stay with them.
- **Mean what you say and say what you mean:** Don't be inconsistent in your discipline. Speak the truth in love. *Love without truth is compromise... truth without love is harshness.*
- **Be friendly, not familiar:** You are an adult friend who is to be an example of a godly person. Don't become so familiar that you lose your respect as a leader.
- **"No Yelling" Policy:** If you feel the need to yell, it is often an indication that you are responding wrongly to the situation around you. See James 1:19-20.
- **Maintain a quiet time:** Don't starve yourself of spiritual food this summer, feed yourself. Continue to meet with the Lord regularly. Only He can renew your strength and give you the grace you need for the day. *Blessed are the poor in spirit for theirs is the kingdom of heaven.* (Matt 5:3)
- **Get help when you need it:** Whether you are too tired to be effective and need a break, or you are in over your head in a spiritual conversation, don't be afraid to ask for help. It is better to say, "I don't know, but I can find out," than to guess at the truth.

Remember: Some parent has entrusted to you their most precious possession.

"Your campers will come from all kinds of backgrounds and will exhibit all sorts of behaviors. You will be responsible to befriend and love each one of them. Your love and investment in the lives of these young people will have a great impact on them. Never underestimate how much the campers will look up to you."

7.2 Behavior Management & Discipline

Conflict is an opportunity to be an instrument of grace in the hands of our redeemer. At the root of discipline is a love for God's glory and the sinning person that is so great that you are willing to give them needed correction for the purpose of their restoration. (Gal 6:1; Ps 15:4)

Punishment vs. Discipline

Punishment is penalty imposed in anger and not for the purpose of correction or improvement.
Discipline is correction made in love motivated by the desire for restoration.

A. Process of Discipline

1. Set the standard:

- Let your life be the example. If you want obedient campers, then you be obedient.
- **What we do in moderation, the campers will do in excess.**

2. Give Instructions:

- Set down limitations and command them (not demand). Show confidence in what you set up. They need to know that you know what you are doing.
 - Never make a threat or limitation that you can't or won't enforce.
 - Be constructive and fair
 - Remember... *Ask, Tell, Command*

3. Correction:

- Evaluate yourself first: Was I wrong? (Get the log out. Matthew 7:5).
- Find out all the *facts*
- Avoid threats and any form of depriving them of scheduled activities. Make the consequence fit the offense; do not use rude forms of humiliation. No cruel or unusual punishment.
- NEVER whip, beat, spank, or hit any campers.
- NEVER direct your discipline at the group because of the actions of 1 or 2 campers.
- NEVER discipline out of anger – wait till you cool down if necessary.
- If needed, take the camper to the program director or member of the leadership team.

B. Principles for the Discipline Process

1. Help them to see the error in their behavior:

Don't just show them the problem, help them discover ways to solve the problem. You can do this by asking good questions. Use questions to help them see their heart. What beliefs and desires are being expressed through this sinful pattern of life?

- What did you do? Was it kind?
- What are you loving, hating?
- What are you wanting?
- What do you feel like doing?
- What do you think you need?
- Who are you trying to please?

Bring the scriptures to bear of the situation... "Here is what God says about..." Remembering that it is only because of his kindness to you that you are here. They will submit/repent or resign. If repentance doesn't take place then the process is not over. Remind them that your rebuke is because you love them not because you are angry with them. Hold no grudge!

2. Other Discipline Principles for the counselor:

- Know why you are disciplining the camper.
- Identify the specific behavior the camper needs to know. Center on the behavior, not the person.
- Demonstrate genuine concern
- Use the situation as an opportunity for the gospel. (That's why we need a Savior).
- Expect obedience (be reasonable).

3. Discipline Process and Progression

Once you have clearly set standards and the camper continually does not comply, then: (i.e.: repeated offenses, consistent disregard for authority, unrepentance)

- Take camper to program director, camp director or office staff to isolate camper and eliminate distraction from camp activity. Office staff will take over at this point. Any further disciplinary action will be determined by full time staff member.
- Fill out incident report in office

C. Policy of Camper Discipline

Camper discipline will usually be a related issue to the Happy Camper Policy as it affects both the problematic camper and the group he/she lives with.

1. Determine whether the discipline issue is of routine nature, serious nature, or threatening nature.

- **ROUTINE:** Includes irritating behaviors, minor pushing and shoving, shouting, swearing, disrespect for others, teasing, insulting, or minor disobedience.
- **SERIOUS:** Includes threatening harm, death or sexual harassment to any camper, staff, guest or self. Includes intentionally harming or performing gross acts against another person or themselves. Includes irresponsible behavior that endangers others. Includes possessing or using tobacco, drugs, alcohol, firearms or pornography. Includes consistent disobedience to any routine commands. Sexual harassment includes: speech that arouses, suggests, demands or threatens any form of sexual activity; intentional arousing touch, talk; the taking or sharing of pornographic photos/drawings; rape; any form of sexual immorality.
- **THREATENING:** Includes campers who are acting in dangerous rage, out of control physical behavior, harming staff, threatening suicide, murder, handling a firearm, weapon or makeshift weapon with the intent to harm, complete disobedience of staff (walk out & refuse to comply, etc.)

2. Counselor/Instructor confronts wrong behavior in camper.

Confrontation will include a call to repent and change. Confrontation should include the gospel, explaining that it is for this very sin that we all need a Redeemer.

- If the issue is of **SERIOUS** nature the staff member will take the camper to the office to await a meeting with the director. Notify office staff that director is needed at the office ASAP.
 - In matters of a **SERIOUS** nature the director will contact parents to explain problem. The discussion will establish the problem, explain our need to rectify the problem for the benefit of all campers, explain that failure to resolve will result in a camper being sent home. Explain that we are glad to work with any camper that complies with our structure of guidelines for the benefit of all campers. If that's not possible, arrangements must be made to send the child home.
 - Some cases will require that a camper be sent home as part of this initial phone call. This action would include sexual harassment, intent to harm, the possession of drugs, the use of tobacco, alcohol.
 - We must clarify that an emergency contact must be a person who is accessible and available to make arrangements to bring a child home. This must be arranged within 8 hours of our contact.
 - We may need to clarify that we will have dangerous campers detained by police and even transported to the station if deemed necessary.
 - We may make travel arrangements for an unruly child to be sent home via taxi and or plane at the parent's expense if they cannot supply transportation within our requested guidelines.
- If the issue is of **THREATENING** nature, get campers to safety as soon as possible, immediately contact director and/or 911 at staff member's discretion. Look for staff back up. Attempt to either isolate yourselves from the threat or isolate the threat from you. (blockade in or out of a room).



D. Happy Camper Policy

Our policy is to keep campers as happy and comfortable as possible, within our camper guidelines, during their stay. This does not mean we will allow unacceptable behaviors or permit every request. Managing difficult personalities/behaviors is part of the camp experience.

Our goal is to minimize the experienced difficulty since it is not likely that heart change will occur in one week as we might wish for it to. We will strive to eliminate barriers that would cause a camper or a group of peripheral campers to not enjoy their camp experience.

Such barriers include: homesickness, loneliness, difficult behaviors, hygiene related issues such as menstruation, bed wetting, body odor, sores, etc. Each of these barriers may contribute to a camper having an unenjoyable week or may severely disrupt the experience of other campers. While every situation may be very unique in specific detail the following policy and procedures apply.

1. Passing Nature

Staff will be trained to look for campers who are consistently discouraged, disappointed, crying, or miserable. They will ask probing questions to discern the cause of the difficulty. If it is considered more than a passing distraction (example of passing issues: horse tripped during riding class and scared the rider, camper tripped and scraped knee on driveway, etc.) the staff member will notify the director (or nurse) about the issue and await instructions. If nurse is notified, nurse will work with director to establish plan of action.

2. Non-Passing Nature

Director will determine if the matter is passing or non-passing in nature. If the matter is of a non passing nature (*example: sustained homesickness, continual problems with another camper, etc*) the director will:

- Counsel the camper and coach the staff member. Coaching may include having counselor inform instructors or other temporary care givers of the situation so we are all working on a solution together.
- Director will have the parents notified about the camper's struggle and explain the course of action we intend to employ. Parents' comments, requests will be solicited and applied per their instructions.
- Parent or camper may request to talk with one another once we have initiated parental communication. **(Note: parent may change their course of action, for better or for worse, once speaking with a camper who is emotional, so we will always request to speak with the parent after the conversation with their child to see if their plans have changed.)** The following conversation format is to be used:
 - *"Hello Mrs XXX, My name is XXX with Marmon Valley Ministries. Everything is ok here but I would like to speak with you about your child. They are having a difficult time with XXX. We have counseled them and have coached their counselor on how to best respond, but xxx continues to struggle. At this point it is our policy to contact you and let you know what is going on and see how you would like for us to proceed. We are glad to encourage him/her in any direction you wish but we want you to be an informed part of the process."*
 - If they ask to speak with the camper, respond, *"Certainly, but I would like to get back on the line with you when you are finished talking with him/her."*
 - Also, inform them that you will make a follow up call if their instructions do not include immediate camper pick up.
- We will immediately begin to employ the strategy that has been established with the parent's consent.
- If the situation worsens or changes significantly we will contact the parent again to update then and develop future strategies.
- All conversations with the parent must be logged on the camper's Communication Log.

E. Presentation Problems

The problems we see on the surface are only manifestations of heart issues. (Luke 6:45).

For example: While your camper's bad attitude and acting up at devotional times is indeed a problem, the real problem lies within their heart. Addressing that child's self-love or anger problem will get to their heart rather than just modify behavior. Fear, insecurity, or a genuine physical problem could cause a physical problem like bedwetting. Be sensitive to the heart issues. You need to help the camper see and understand there is a surface problem before you can begin to deal with any possible root causes. Here are some things to help you deal with surface problems.

- Don't expect their lifelong, deep-rooted problems to instantly change in their short stay. Change is a process.
- Help them set goals in that area.
- Remember when dealing with a discipline problem, whatever the camper is reacting to may not be the real problem.
- Call behavior problems what the Bible calls them... sin
- Your goal is to be a mature friend and in doing so you will earn their respect and trust; only when that happens will you be able to have a real impact in their life. God loved us while we were still sinners and we must do the same. You are NOT their parent; you are their friend.
- Use the scriptures to help campers change and grow. (2Tim 3:16 - Teaching, rebuking, correcting, and training in righteousness.)
- You are not a registered counselor so your role is not to uncover deep, dark secrets.

F. Homesickness

What causes homesickness? Often a child's family is their emotional support. This emotional support is taken for granted until the child is removed from it. The result is insecurity and sometimes even PANIC.

1. Symptoms

- Homesickness may affect more than just the emotions. It may manifest itself as stomachaches, headaches, tired all the time, lack of motivation, and even diarrhea.
- Many "sick" campers are really homesick so check them out with a full-time staff member, member's spouse, or the camp nurse before sending them to the health room.... Isolation will not help fix homesickness, it will make it worse.



2. The Cure

- Get the campers' focus off themselves and their *terrible situation* and onto new & exciting things.
- Be sure to let them know that missing home is ok and normal.
- Instead of talking about home, talk about what is going to happen next.
- Keep them moving and active: relays, games...
- Assign them some type of responsibility.
- Be their new emotional support
- Keep them excited about the upcoming events

3. What if that doesn't work?

- A camper may set his mind on going home and will refuse to play, eat, have fun, etc.
- If you can give your camper a specific responsibility, particularly in helping another person/camper, his focus will quickly change to helping instead of needing help.
- If all else fails, bring the camper to a full-time staff member and we will help you best deal with the problem. *Wrangler Matt is THE anti-dote for homesickness.*
- **Be careful to not make promises about calling home!!**

7.3 Sensitive Issues

When working with children in our current culture there are a number of serious considerations that must be managed to assure the child's safety and your protection. Become familiar with the camp's policies on the following sensitive issues.

A. Child Abuse

Child Abuse refers to any kind of physical, sexual or verbal abuse.

1. Reporting:

If you become aware of individuals who have been abused, ***it is your responsibility to inform the Camp Administrator***, who will take care of any contacting the necessary authorities.

This applies to the four categories of abuse:

1. Physical injury not caused by accidental means.
2. Sexual abuse including assault and sexual exploitation
3. Neglect means actions or omissions that threaten a child's health or welfare.
4. Willful cruelty is causing unjustifiable physical pain or mental suffering.

If you suspect that a child may have been a victim of abuse:

- Listen to the child attentively.
- Let the child know that you will keep what is said confidential but that you are going to report the incident to the executive director.
- Write up an account of what you were told and/or observed.
- Report the incident directly to the executive director.
- Do not pump the child for information or details.
- Use your counseling skills to show the child that you care and want to help.
- If reported abuse involves camp personnel, they will be placed on probation until the situation is resolved.
- Remember to maintain strict confidentiality – this includes the rest of the cabin AND AMONGST THE STAFF.
- Keep in mind that we are not to determine if the abuse actually happened. Our role is to report it and offer support to the child.

2. Protecting Campers and Staff:

Sadly, each year there are dozens of reported cases of sexual abuse at summer camps. Unfortunately, there are likely many more cases that are never reported. We never want to give the devil a foothold at camp, so we strive to create an environment that provides the least amount of opportunities for abuse as possible. We can do this by:

- Actively supervising your campers.
- Keeping campers and staff groups of at least three. Most abuse happens in isolation
- Avoiding situations where you are secluded with one other person (camper or staff).

Unfortunately, some people will falsely accuse parents, authorities, or people they dislike with charges of abuse. To guard against this, you should:

- Attempt to have at least two staff members around at all times to prove as a witness and to act as accountability for each other.
- Never go off alone with a camper. Always seek to keep in a group.
- Only counsel members of your own sex.
- If a camper is flirting or coming on to you, get another staff member and take the camper aside (in plain sight of others) and tactfully ask the camper to back off.
- Use common sense. Stop and think. If you are in doubt, don't do it.
- Ask for advice if you are not sure how to handle a situation.

3. Safe Touch Policy:

A friendly hug or a comforting hand on a shoulder can be an important aspect of relationship building and affirmation of a camper, but it can also be dangerous if you do not exercise wisdom. Remember the following:

- Who am I touching? How will it be interpreted? Opposite gender issues.
- Why am I touching? Is it to meet a valid and godly need?
- When am I touching? What is the situation? Is the timing right?
- In what atmosphere am I touching? Physical environment can have different connotations to the meaning of the touch.
- Where on the body am I touching? To slap someone on the back is one thing; to slap someone on the rear is quite another. Touch only on the shoulder or arm. Leave the rest alone.
- How am I touching? Good touch is firm and does not linger. Bad touch is fondling and lingering for some time. Good touch makes itself felt and conveys warmth while bad touch lingers and tries to stir up feelings.
- How am I feeling? How might the other person feel about being touched? If the way you are feeling or the way the other person may be feeling is not honoring to God, back off quickly.
- Will this touching bring glory to God? Do not touch unless something good and honoring to God will come of it. Have a reason and do it in the right way.

B. Caring for the Whole Person – *Developing a Keen Awareness of Needs*

If we desire to have a spiritual impact on our campers, we need to also meet their physical needs. It is important to develop an educated eye and sensitive spirit when it comes to meeting our camper's physical needs because often the camper may not come to you with these needs. Here are a few things to do on a daily basis to help you meet your camper's physical needs.

1. Meals

Pay attention to campers eating patterns. Drastic changes can be a sign that something emotionally or physically is not right.

2. Restroom

Be aware of their bathroom patterns and timing of bathroom use. Having to frequently use the bathroom may be a sign of an upset stomach or possibly an eating disorder.

3. Bedwetting

Make it a practice to quietly check the sleeping bag and mattress on each of your camper's bunks (do this each morning with younger campers). Many campers who may wet the bed will be embarrassed to tell anyone. If you find a wet bag, quietly remove it for laundering or let a full time staff member know and we can help launder it. Often the time during riding classes will work to get this done without attracting unneeded attention.

4. Hygiene

Pay attention to your campers' personal hygiene. It is not uncommon for younger campers to go a week in the same clothes & underwear, never brush their teeth or never take a shower. This may be because their parents usually remind them to do these things or in the excitement of camp they just forget. Swimming each day is good, but a shower is still needed a couple times a week. Make laying out tomorrow's clothes an evening event, maybe as a way to help speed up the morning process or squeeze an extra 10 minutes of sleep. Have a tooth brushing party each night before bed. Think of fun and creative ways to help your campers keep good personal hygiene while at camp; both you and the parents will appreciate it.

5. Clothing

Some campers may not have enough clothes for the week. If this is the case you can wash some clothes for them or get hold of a full time staff member and we can help you get it done. Camp has detergent for this purpose so you don't have to use your own.

6. Periods

Girls – be aware some campers may start their 1st period while at camp and may need to go home. Older girls may have forgotten to bring sanitary items to camp...be sure to get some for them.

C. Camper Diversity

1. Diversity in Ages

Each week at camp we host children ages 7-17. Most cabins will include children within a few years of each other, but sometimes cabin groups can have a wider range of ages based on the number of campers and cabinmate requests. Included is some basic information about each age group:

Ages 7-9

- Typically have boundless energy and very inquisitive
- May want to be “best” or “first” or have a “know-it-all” attitude.
- May still need encouragement to maintain proper hygiene

Ages 10-11

- Seek independence and are able to think critically; yet they need to be part of a group and their thinking is tied to peer standards.
- May start undergoing physical changes toward puberty
- May require more privacy in the cabin

Ages 12-13

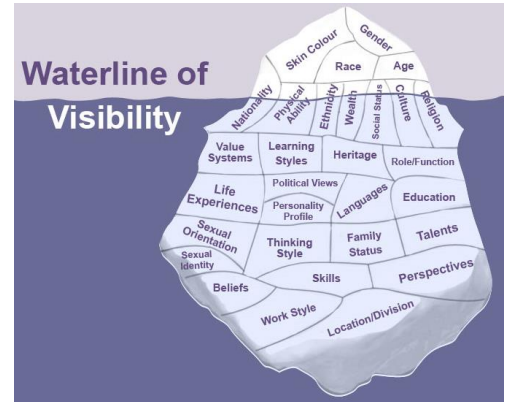
- Can be moody and easily frustrated
- Is curious, but not ready for long term planning
- Has a strong desire to be liked by peers

Ages 14-15

- Less attention to parents, occasionally rude to authority
- Worries about being “normal”. May start experimenting with relationships, drugs, etc.
- Capacity for abstract thought

Ages 16-17

- Withdrawal from parents because they seem to restrict independence
- Concerned with appearance
- Frequently changing relationships



2. Diversity in Abilities

Some children may come to camp with certain impairments or delays. Some differences are easily seen and understood, while others may be more complex. While each child has individual needs, below are some ways to help you and your campers have a more enjoyable experience

- Provide clear instructions and use patience
- Find the child's strengths and try to acknowledge when they have done something right
- Help them make friends
- Modify activities if possible
- Break down instructions into small, manageable steps
- GET HELP! While we do our best to accommodate campers with differing abilities, we are not equipped to manage ALL needs that require specialized care or additional staff for individual care. If a camper requires a large portion of the staff's time to the detriment of other campers, the program director needs to be aware.

3. Diversity in Culture, Background, Ethnicity, etc.

We believe all persons are created in God's image and are therefore worthy of respect and dignity regardless of their nationality, gender, race, religion, ability, veteran status, or parental status. Campers who attend this summer will come from diverse backgrounds.

Some discussions about differences can lead to greater understanding, inclusion, and openness but on the other hand, pointing out differences can lead to isolation, teasing, and bullying. Be sure to steer conversations about differences in a God-honoring direction.

4. Diversity in Faith

Many denominations will be represented among our camper families. Some campers will be unchurched and some will come from families who practice other religions. Our goal this summer is to love them, communicate the gospel to them, and relate with them as they are. While we must be clear that Christ is the only way to salvation, we must also be gentle with them.

- Be Respectful. Do not talk down on someone's beliefs. Derogatory language won't earn respect.
- Be Loving. We can genuinely love someone who is different than we are. We can even love someone who is deeply entrenched in sin. Regardless of their beliefs, behaviors and practices we make it our aim to demonstrate genuine care and concern for the camper's well-being.
- Call Sin What it is, Sin. Today's culture excuses sin for various reasons. They relabel it, they attempt to strip morality from the action in order to make it acceptable. We don't want to overlook the things God calls sin to avoid offending someone. The reason the gospel is necessary is because we all sin. When we cease to call sin, sin we remove the need for the gospel.
- Teach them the Truth of God's Word. We have the great privilege to teach the Word of God to campers. We will teach the clear message of the Bible, to all campers, but we will never force campers to respond to it.

D. Judgement

Christians are often confused about what the Bible teaches about judging others. Here is Jesus' statement that is so widely quoted: "Do not judge, or you too will be judged" (Matthew 7:1). Many people use this verse to silence their critics, interpreting Jesus' meaning as "You don't have the right to tell me I'm wrong." However, there is much more to the passage than those three words.

The Bible's command that we not judge others does not mean we cannot show discernment. Read Matthew 7:1-16 for context to learn that Jesus gives us permission to tell right from wrong. Jesus did not mean that no one can identify sin for what it is, based on God's definition of sin. The Bible clearly teaches that truth is objective, eternal, and inseparable from God's character. Anything that contradicts the truth is a lie—but, of course, to call something a "lie" is to pass judgment. To call adultery or murder a sin is likewise to pass judgment—but it's also to agree with God.

Christians are often accused of "judging" or intolerance when they speak out against sin. Believers are warned against judging others unfairly or unrighteously, but Jesus commends "right judgment" (John 7:24, ESV) Jesus' lesser known statement teaches us that there are right and wrong ways to judge: "Stop judging by mere appearances, but instead judge correctly" (John 7:24).

- **Superficial judgement is wrong.** Judging based solely on appearances is sinful (John 7:24).
- **Hypocritical judgment is wrong.** When we point out the sin of others while we ourselves commit the same sin, we condemn ourselves. (Romans 2:1).
- **Harsh, unforgiving judgment is wrong.** Jesus warned, "In the same way you judge others, you will be judged, and with the measure you use, it will be measured to you" (Matthew 7:2).
- **Self-righteous judgment is wrong.** We are called to humility. "God opposes the proud" (James 4:6).

- **Speaking the truth in love is right.** (Ephesians 4:15).
- **Using discernment is good.** (Colossians 1:9; 1 Thessalonians 5:21).
- **Teaching what the Bible says is correct.** We are to preach the whole counsel of God, including what the Bible says about sin (Acts 20:27; 2 Timothy 4:2).
- **Rebuking believers is loving.** We are to gently confront erring brothers or sisters in Christ (Gal. 6:1). We are also to practice church discipline (Matthew 18:15–17).

Much of the helpful information and verses about judging was found on gotquestions.org.

8.1 Evangelism

Accepting Christ is the single most important decision a person will ever make. You will have the privilege of sharing the gospel and may be able to lead children to the Lord throughout the summer.

Remember:

- Only God can draw people to Himself. We share the gospel; the rest is up to God. If the Lord also gives us the privilege to lead someone in trusting Christ for salvation, praise God!
- You are only a tool for the great work that Christ is doing in their lives.
- God's Word will not turn back void, so use His *Word* not yours.
- We have found that just giving the "fire and brimstones" speech only ends up scaring them into making a hasty prayer rather than a lifelong commitment to following Christ. Instead, we must realize we are sinful and without the forgiveness of Christ we would be destined for an eternity in Hell, but through Christ's work on the cross in His great love for us, we can have eternal life.

A. Tips for Child Evangelism

1. Depend upon the Holy Spirit in leading a child to Christ.

- It is the Holy Spirit who convicts of sin and transforms a life.
- It is the Holy Spirit who gives you understanding and wisdom in dealing with a child.
- God is using you as a tool to bring a child to Christ.

2. Keep the Main thing the Main Thing...

- Our motive in dealing with a child is not to go through certain rituals or motions, but to help them understand the significance of Christ's death for them, and to help them accept Christ as Savior.

3. Talk with children individually if possible.

4. Ask questions...

Asking questions helps the camper to understand what they are doing and aids in showing you what needs to be further explained to them.

- Why did you come forward or stay after the meeting/ why do you want to become a Christian?
- What is sin? Make the person aware of sin in his life.
- Why did Christ die?
- What do you need to do to become a Christian?

Review the gospel with them; then have them explain to you to make sure they understand.

- God loves you. *John 10:10 & John 3:16*
- You have sinned against him. *Romans 3:23*
- Christ died to pay for your sin. *Romans 5:8 & John 3:16*
- You must admit you are a sinner and ask Him to forgive you. *John 1:12 & Rev 3:20*
- Then you are in God's family and you have everlasting life. *John 1:12 & John 5:11,12*

5. Use the Bible

- Memorize key verses.
- Use the child's Bible if she has it with her and allow her to read the verse for herself.
- Ask her what it means... tell her to give the verse in her own words.
- Use fewer verses thoroughly rather than more verses rapidly.

6. Do Not Force A Camper to “Decide”.

We will not take a pressured, highly emotional, decisional approach to evangelism. Our goal is never to entice a camper to say a magical prayer, but rather to deeply understand the gospel. Your camper may come to understand their desperate condition and wish to have Christ and Lord, Savior and Treasure. You may have the privilege of being present when a camper’s eyes are opened by the Holy Spirit and they confess to God genuine saving faith. A camper may say that they don’t know what to say to God. You might find the following questions helpful. Their answers may reveal whether they even understand what Christ has done.

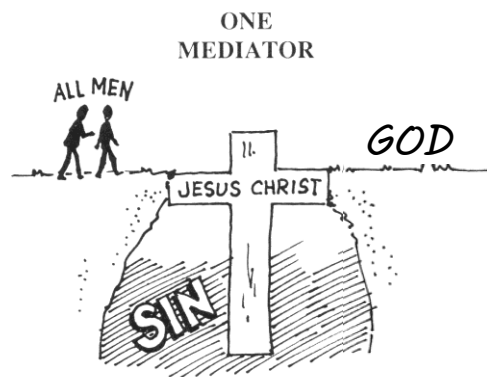
- Ask her to tell you what she wants to tell God.
- Ask her to tell you what she wants to thank God for.
- Ask her what she wants God to do in her life.
- After she has told you, ask her to talk to God the same way.

7. After a Camper has placed their Trust in Christ.

- Help him/her to understand the new way in which Christ views sinners who have repented (as justified, righteous, a child... I John 4:11-12.
- Show her the meaning of I John 1:9 in our need to confess sin.
- Encourage her to tell three more people about what she just did.

B. Sharing the Gospel

a. The Bridge Illustration:



b. The Romans Road:

3:10	EVERYONE HAS SINNED	6:23	WE DESERVE DEATH BUT ARE OFFERED LIFE IN CHRIST
3:23	WE FALL SHORT OF GOD'S HOLINESS	10:9-10	DO YOU BELIEVE IN WHAT JESUS DID ON THE CROSS AND ARE YOU READY TO ASK JESUS TO BE YOUR LORD AND SAVIOR?
5:8	GOD LOVES US AND SENT JESUS	10:13	WE ARE PART OF GOD'S FAMILY

c. Helpful verses to explain salvation:

Acts 16:31 They replied, "Believe in the Lord Jesus, and you will be saved--you and your household."

John 1:12 Yet to all who did receive him, to those who believed in his name, he gave the right to become children of God

John 3:16 For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.

John 3:36 Whoever believes in the Son has eternal life, but whoever rejects the Son will not see life, for God's wrath remains on them.

John 14:6 Jesus answered, "I am the way and the truth and the life. No one comes to the Father except through me.

Eph 2:8-9 For by grace you have been saved through faith; and that not of yourselves, *it is* the gift of God; not as a result of works, so that no one may boast.

I John 5:11-12 And the testimony is this, that God has given us eternal life, and this life is in His Son. He who has the Son has the life; he who does not have the Son of God does not have the life.

Rev 3:20 - Here I am! I stand at the door and knock. If anyone hears my voice and opens the door, I will come in and eat with that person, and they with me.

8.2 Use God's Word

If people are giving Objectives or Excuses:

I'm too bad.....	Hebrews 7:25, Isaiah 1:18
There's too much to give up.....	Mark 8:36, 1 John 2:15-17
I'm afraid I couldn't hold out.....	1 Peter 1:5, Philippians 1:6
I'm afraid of what others might think.....	Matthew 10: 32-33
I'm doing the best I can.....	Ephesians 2:8-9, Isaiah 64:6
I'm not so bad.....	James 2:10, Isaiah 53:6
God will not condemn anyone.....	John 3:18, 36, Hebrews 9:27
How do I know that God will accept me?.....	John 6:37, 2 Peter 3:9
I can't understand the Bible.....	1 Corinthians 2:14, 2 Corinthians 5:7
How do I know that Christ is the only way?.....	John 14:6, Acts 4:2
Following Christ costs too much.....	Mark 8:36, Luke 18:29-30
Jesus wasn't really God.....	Hebrews 1:3, John 10:30
It doesn't sound reasonable.....	Isaiah 55:8-9, 1 Corinthians 1:18,23

Scripture Memory

Scripture memory is a helpful means of transforming your mind or being renewed in the attitude of your mind. You may find this helpful for campers who wish to grow or even beneficial in your own life.

Christ the Center	2 Corinthians 5:17	Galatians 2:20
Obedience to Christ	Romans 12:1	John 14:21
The Word	2 Timothy 3:16	Joshua 1:8
Prayer	John 15:7	Philippians 4:6,7
Fellowship	Matthew 18:20	Hebrews 10:24,25
Witnessing	Matthew 4:19	Romans 1:16
All Have Sinned	Romans 3:23	Isaiah 53:6
Sin's Penalty	Romans 6:23	Hebrews 9:27
Christ Paid the Penalty	Romans 5:8	1 Peter 3:18
Salvation is not by Works	Ephesians 2:8,9	Titus 3:5
Must Receive Christ	John 1:12	Revelation 3:20
Assurance of Salvation	1 John 5:13	John 5:24
His Spirit	1 Corinthians 3:16	1 Corinthians 2:12
His Strength	Isaiah 41:10	Philippians 4:13
His Faithfulness	Lamentations 3:22,23	Numbers 23:19
His Peace	Isaiah 26:3	1 Peter 5:7
His Provision	Romans 8:32	Philippians 4:19
His Help in Temptation	Hebrews 2:18	Psalms 119:9,11
Separate From the World	1 John 2:15,16	Romans 12:2
Love	John 13:34,35	1 John 3:18
Humility	Philippians 2:3,4	1 Peter 5:5,6
Purity	Ephesians 5:3	1 Peter 2:11
Honesty	Leviticus 19:11	Acts 24:16
Faith	Hebrews 11:6	Romans 4:20,21
Good Works	Galatians 6:9,10	Matthew 5:16

8.3 Making Disciples

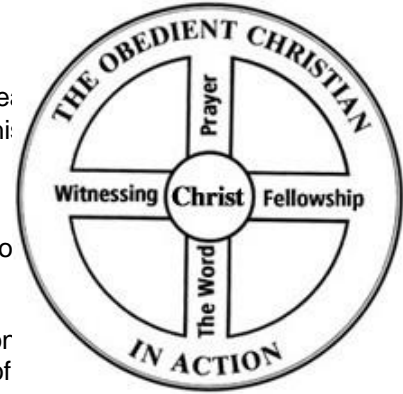
A. What is Discipleship? (from Navigators.org)

THE WHEEL ILLUSTRATION

This simple but effective illustration has been used by Navigators for more than fifty years. Christians understand what they are called to do as disciples of Christ. Each part of this illustration represents a crucially important component of a vital Christian life.

Use this illustration to gain understanding about important spiritual disciplines in your life. What areas challenge you? What areas encourage you?

Why not sketch out "The Wheel Illustration" on a napkin or scrap of paper with someone you are discipling. Help challenge them to think clearly about how to be an obedient follower of Christ.



The Volitional Dimension: How You Relate to Yourself

-The Hub: Christ the Center

Making Christ central in your life is an act of your will. Surrendering totally to Christ's authority and lordship may be at conversion or after some months or even years. God creates within you the desire to do what He wants you to do in order to express His lordship in your life. 2 Corinthians 5:17; Galatians 2:20

-The Rim: Obedience to Christ

Some acts of obedience to God are internal. But even these internal acts of obedience, such as attitudes, habits, motives, sense of values, and day-to-day thoughts, eventually surface in relationships with other people. The proof of your love for God is obedience to Him. Romans 12:1; John 14:21

The Vertical Dimension: How You Relate to God

-The Word Spoke

As God speaks to you through the Scriptures, you can see His principles for life and ministry, learn how to obey, and become acquainted with the Christ who is worthy of your unqualified allegiance. A vital personal intake of God's Word is essential for health and growth. 2 Timothy 3:16; Joshua 1:8

-The Prayer Spoke

Prayer is a natural response to God as you hear Him speak to you through His Word. It is sharing your heart with the One who longs for your companionship and who cares about your concerns. Prayer unleashes the power of God in your personal battles and in the lives of those for whom you pray. John 15:7; Philippians 4:6-7

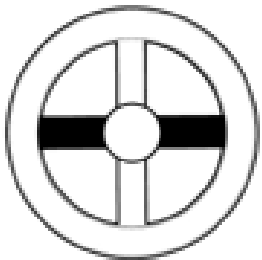
The Horizontal Dimension: How You Relate to Others

-The Fellowship Spoke

Learning from and encouraging others creates a chemistry pleasing to God. God has directed Christians to build each other up through inter-dependence and loving relationships with each other. Matthew 18:20; Hebrews 10:24-25

-The Witnessing Spoke

The natural overflow of a rich vibrant life in Christ should be sharing with others how they too can have this life. God has given believers the privilege and responsibility of reaching the world with the Good News about Christ. Matthew 4:19; Romans 1:16



B. Camper Discipleship

1. Good Morning Lord

Each morning campers and available staff will meet for 'Good Morning Lord'. The purpose of this time is;

- To start the day off worshipping the Lord
- To introduce the days scriptural theme and memory verse
- To wake up and get the blood pumping! Good morning Lord should not be a tired drag but an upbeat way to start the day!

The format of Good Morning Lord is as follows;

- 7:45 Good Morning Lord for ages 12-up in picnic shelter
- 8:15 Good Morning Lord for ages 7-11 in the picnic shelter
- Assigned staff member shares a devotional from the pre-set theme for that day of the week
- Please don't get too deep, or too long. The concepts delivered can be discussed further during devotions or throughout the day.

2. Cabin Group Bible Study

Before dinner each day, each cabin will meet for a time specifically set-aside for Bible study, discussion, and prayer. We ask that you use the provided Bible study booklet to serve as the main direction for your cabin devotions. How you present it can be tailored to your group, but we ask that you stick to the main point or theme for that day as the foundation for your cabin devotional time.

The Purpose of Devotions

- To discover where the campers are in the spiritual walk
- To present the Gospel
- To explore God's word
- To specifically pray for each other

Tips for leading Devotions

- Your challenge is to be a facilitator, not a dominator of the discussion.
- Ask open ended questions! They usually start with **Who, What, When, Where, Why, or How**. This will avoid Yes/No answers and lead to more questions etc.
- ALWAYS point everything back to the Bible. His word won't return void, our words don't have the same guarantee.
- Don't be afraid of giving the answer "I don't know, but I'll try to find out". We aren't trying to present ourselves as bible professors.... Take the time to find out and get back to them later.
- As a general rule, cabins should meet individually to keep the small group atmosphere.

There are lots of different ways to facilitate a Bible study. Below is an example of how a Bible study may be structured:

Gather everyone's Bible study supplies then head to a spot with relatively few distractions. Start the devotion with prayer. Tell a story, do a skit, or run an activity to get everyone's attention and let them know about the theme of the day. Work through booklet by give the kids the opportunity to be involved by looking up verses, reading passages outloud, writing down information, and answering questions. Review key points and practice memorizing the verse. Answer remaining questions, then close in prayer.



3. Evening Devotions

Before bed you will be responsible to plan devotions for your cabin group. Any other material used, besides the Bible of course, must meet the guidelines below:

- All material used must doctrinally biblical and focused on presenting the central truths of the Christian faith – ABSOLUTELY NO denominational or secondary issues are to be presented.
- The weekly information sheet has a section to record what additional topics were discussed and what additional material was used each day during devotions. This is expected to be completed and turned in to the program director each week.
- **Be sensitive to where God is leading. Some of the best devotional times come out of an unexpected question or comment.**

4. One-on-ones

A *one-on-one* is time that the counselor sets aside, individually for each camper, to just be a friend and to listen, train, and invest. While many of these times happen incidentally, we need to also be intentional about investing time in each camper as an individual.

Every counselor is expected to meet individually with each of their campers at least once during their week of camp. There will be a camper information form to be completed for each camper, and turned in at the end of the week. **Note: You are supposed to meet individually, but NOT IN PRIVATE!** *For your protection, always make sure that people are around!*

a. Why one-on-ones?

The counselor is the most influential person in the campers' life during camp. Much of what you say and do will likely be mimicked by your campers. Your words and your friendship are important to them. Therefore, the most meaningful part of camp for your campers may well be that special time you spend with them. Look for opportunities throughout the week to fit them in.

- This lets them see your life; you are real.
- Helps them to share real struggles or problems.
- Often makes them more receptive to the gospel; you are meeting with them right where they are.
- Builds a relationship, creates a needed friendship and security for the camper.
- Helps the camper to grow spiritually.

b. Your responsibilities:

- You are expected to meet with each of your campers each week.
- You must complete and turn in a camper information form each week.
- You are asked to write at least one follow up letter to each of your campers. (Paper, envelopes, & stamps will be available in the camp office)

c. Tips to being a good friend to your camper:

- Listen and be interested in what they are saying
- Share from your life, but don't do all the talking
- Be friendly, not familiar

5. Teachable Moments

A teachable moment is an opportunity that arises where a staff member has a chance to offer insight their campers. A teachable moment is not usually something that you can plan for; rather, it is a fleeting opportunity that must be sensed and seized by the staff member. Keep your eyes open for how you can share Christ even through everyday experiences at camp!

For example, the horses keep stopping to eat even though they know they aren't supposed to. You talk to your campers about how God gives us His word to follow, yet we still give into temptation. You share how God has shown his love for you by using discipline to keep you on track just like the campers may have to discipline their horses to help them resist the temptation.

6. Personal Testimony

Don't be fooled, a personal testimony isn't just about you. It's about how God has worked in and through your life. Using your own testimony can be a very powerful way of reaching campers on a personal level. Letting them know that you too are an imperfect human who God has graciously saved from sin allows campers to realize that God works on a personal level and can change anyone's life.

A carefully prepared testimony, empowered by the Holy Spirit, can be of immediate and effective use in nearly every witnessing situation. It should be our desire to present Christ in such a clear, attractive, yet simple way, that those who hear will not only want to know Him, too, but they will also know "how" to know Him personally.

It is important that your testimony be appropriate for the age group and type of group that you are ministering to. Campers do not need to know all the deep, dark details of your past. But they do need to know that you have been changed by God and are now a new creation. Be prepared to give your testimony to different age groups because we have a wide age-range of campers!

a. What does the Bible say about giving my testimony?

- "We proclaim to you what we have seen and heard, so that you also may have fellowship with us. And our fellowship is with the Father and with his Son, Jesus Christ." 1 John 1:3
- "You will be his witness to all men of what you have seen and heard." Acts 22:15
- "For what I received I passed on to you as of first importance: that Christ died for our sins according to the Scriptures, that he was buried, that he was raised on the third day according to the Scriptures..." 1Corinthians 15:3-4

b. Preparing your personal 3-5 minute testimony

To prepare your personal testimony so that it can be delivered within 3 to 5 minutes you need to write it out, edit it, and practice it until it becomes quite natural. Consider the following questions/statements in order and in detail, then you will have a great start in finalizing your testimony.

Life Before Christ

- What about my life before Christ will relate most to the audience?
- What did my life revolve around? Where did I get my security, identity or happiness from?
- How did those things begin to let me down?

How God brought me to Himself

- When was the first time I heard the gospel? What were my initial reactions?
- When and why did my perspective begin to change toward Christ?
- What were the final struggles that went through my mind just before I accepted Him? Why did I finally decide to accept Christ (or give Him complete control of my life)?

Life After Coming to Christ

- How is my life different now? List some specific changes in your character, attitude and perspective on life.
- What motivates me now? What do I live for?
- Even though my life still isn't perfect, how does knowing Christ help me deal with that fact?

Hope for others

- What passages helped you along your journey and could be of assistance to others?
- What hope can you pass along to your listeners?
- How can they have the same life-changing experience?

C. Staff Discipleship

While campers may be our focus, we know we have the more opportunities for discipleship with our staff members. We want to encourage you to be more like Christ and be used by him this summer by doing intentional spiritual good to you. We cannot force you to be open to discipleship, but we offer you lots of opportunity for God to grow you and help you mature in your faith this summer.

1. Bible Study Groups

The purpose is to help you get to know other members on staff and practice leading Bible studies. Meetings are pre-arranged during the second week of training. Typically, these groups include one full-time staff member and 6-7 summer staff members.

2. Core Groups

The purpose of this group is to build tight bonds with other members of staff. Staff share prayer requests, spur one another on in their walk with the Lord, and hold each other accountable. This group has specific meeting times during staff training as well as informal meetings throughout the rest of the summer. Motivation to meet comes from the group. These groups usually include one full-time staff member and 2 or 3 summer staff.

Jane—937-597-1990
Kathy—937-539-0891

Matt—937-539-0492
Natalie—937-539-0924

Steve—937-539-0490
Zach – 937-597-5228

3. Encouragement Partners (EP's)

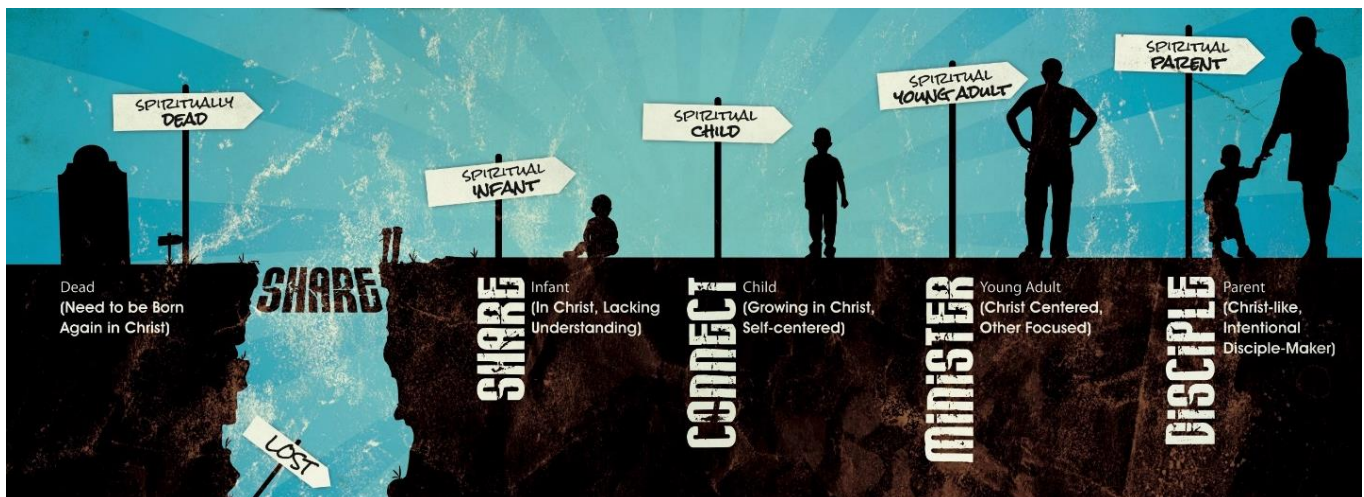
The purpose of these partnerships is to offer friendly encouragement and do deliberate spiritual good to one another. Each week you will be assigned a new encouragement partner for the week. Typical forms of encouragement include: Bible verses and short notes in the mail boxes, giving snacks or candy, asking them how they are doing, and praying for them throughout the week.

4. Cabin Partnerships

The purpose of putting staff together in cabins is to care for the campers and to provide support to one another during the week. Sharing camper responsibilities so staff can have devotion time is a great way to do spiritual good to one another.

5. Cabin Bible Studies, Good Morning Lord, & Camp Talk

The purpose of these times may be more focused on the campers, but sometimes when we are serving others is when God teaches us the most! Keep your heart open to how God is trying to use you and grow you especially while you are serving!



9.

Forms and Policy Notations Appendix

A. Overnight Procedures

Personal Packing List

- Sleeping bag/pillow
- Toothbrush, deodorant, etc.
- 1 Change of clothes
- Flashlight
- Shoes for hiking or creek walking (optional)
- Rain gear (optional)

Group Packing List

- Matches & fire starter
- Extra Toilet paper
- Trash bags
- Bug spray
- First aid kits (& medications)
- Water Igloo, snacks, & Cups
- Catching corn
- Halters & lead ropes
- Tarp for saddles
- Horse brushes & hoof picks

Evening Activities

- Take your group for a longer trail ride on the way there
- Take a hike up the ravine's or a nature walk through the woods.
- Walk down the side of the hayfield to do a river walk in Mad River.
- Gather lots of firewood to use for cooking and your evening campfire.
- Play capture the flag
- Do team building activities

Procedures

- Horses are to be turned out in the small pasture by the house, not the hay field. Be sure to latch the gate.
- No one should be in the field once the horses are let out to graze!
- Be on time for GML at 7:45. You may have to get up by 6AM to leave by 7AM.

Emergency Procedures

- Assess the situation and secure the area.
- Follow recommended treatment Procedures to take care of immediate needs
- If further assistance is needed call for help using the cell phone list below. Do not call 911 unless you are unable to contact a full-time staff member or if you are certain that immediate EMS response is necessary. Notify Steve or Natalie if 911 was called.

Staff Phone

- Office—937-593-8000
- Matt—937-539-0492
- Steve—937-539-0490
- Natalie—937-539-0924

Employee Exposure Form

Name of Exposed Individual _____

Social Security Number _____

Home Phone Number _____

Home Address _____

If there was a student or other observer exposed during this incident, please list their name, affiliation and home phone number:

Name: _____ Affiliation: _____ Home Phone: _____

Name of Patient: _____ RD#: _____

Suspected or Confirmed Disease (Circle Choice and Identify): _____

Transported to: _____ Transported by: _____

Date of Exposure: _____ Time of Exposure: _____

Type of Incident: Medical: _____ Trauma: _____

What were you exposed to: Blood _____ Tears _____

Saliva _____ Vomitus _____ Sputum _____ Sweat _____ Other _____

What part(s) of your body became exposed? Be specific: _____

Did you have any open cuts, sores, or other rashes that became exposed? Be specific: _____

How did exposure occur? Be specific: _____

Did you seek medical attention: Yes _____ No _____

Where? _____ Date: _____

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Marmon Valley Incident/Accident Report

Check One: Accident Incident

Date of Activity: ___/___/___

Participant involved in Incident/Accident: _____

Address: _____

City: _____ St: _____ Zip: _____ Phone: _____ Horse (if applicable): _____

Staff/Trail guide/Instructor: _____

Address: _____

City: _____ St: _____ Zip: _____ Phone: _____ Horse (if applicable): _____

What time did the accident/incident occur: _____ AM PM Where did accident/incident occur: _____

Describe what happened: _____

Description and extent of injury (or potential injury/danger if incident): _____

Was EMS called? YES NO (Please circle one) Did the injured person or their guardian desire or request EMS help? YES NO

What assistance was given: _____

By Whom: _____ (List address if different than above)

Address: _____

City: _____ St: _____ Zip: _____ Phone: _____

Signature of victim: _____

Date: _____

Signature of parent or guardian: _____

Date: _____

Signature of staff/trail guide/instructor: _____

Date: _____

Witness Report

Check One: Accident Incident

Date of Activity: ____/____/____

Participant involved in Incident/Accident: _____

Address: _____

City: _____ St: ____ Zip: _____ Phone: _____ Horse (if applicable): _____

Witness: _____

Address: _____

City: _____ St: ____ Zip: _____ Phone: _____ Horse (if applicable): _____

Describe what happened: _____

Witness Signature: _____

Date: _____

Safety Awareness Report

Marmon Valley Ministries is committed to providing a safe camp operation for staff, campers and other guests. Your feedback and assistance is important if we are to make the workplace an even safer place.

If you believe there is an area of camp, an activity, an animal, or a work assignment or area that may compromise your safety or the safety of others, please complete the Safety Awareness Form below and/or discuss this concern with the supervisor of your work area. Forms are available in the office and should be turned in to the Camp Administrator after discussing with your area supervisor.

Date:	
Full Name:	
Explain Safety Concern:	
Has this been discussed with your supervisor?	<input type="radio"/> Yes <input type="radio"/> No Supervisor: _____ Comments:
Did an accident/incident occur?	<input type="radio"/> Yes <input type="radio"/> No Has an Accident Report been submitted? <input type="radio"/> Yes <input type="radio"/> No
Has a Maintenance Request been Submitted?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable Comments:
Safety Suggestion or additional comments	

Policy and Safety Manual Comprehension Statement

I have read and understand the material, policies, and procedures in this manual. I understand that it is my responsibility to conduct myself according to the policies and practices outlined in this Staff Manual provided by my employer, Marmon Valley Ministries. Failure to comply with camp policies may result in any of the following: injury, loss of workers compensation coverage, discipline, or dismissal.

I have been issued a copy of the staff manual for my reference throughout my employment at Marmon Valley Ministries.

Signature of employee: _____ Date: _____

Sign and return a copy of this statement to the camp office upon your arrival for staff training. **Please bring your manual to staff training with you.**

