



## Camp Counselors/Jr Counselors Guidelines and Procedures

As a counselor, you are charged with the great responsibility of leading your campers in a week of spiritual development. You can make a week at camp one that will never be forgotten. It is possible that you will lead some young soul to a total dedication to Christ. This is a serious undertaking and you must set the example of this if it is to be accomplished.

### QUICK TIPS

#### **Know what the job entails**

Being a counselor is very tiring. You will be surprised how much energy your campers have. You may not be used to working 12 hours a day and will find yourself battling sleep during large group time until you get your “camp legs.” If you can smile through the exhaustion and desire to spend your days giving students one of the greatest few days of their lives, then you are in good company. It’s A LOT of fun, but a lot of work. It is not a week of being a camper alongside your students. You must be responsible and able to handle any situation that arises. You are an authority figure and the students are looking to you for guidance, support, safety and friendship.

#### **Memorize the camp schedule**

You will want to know what is going to happen next. If you are constantly checking the schedule or seem confused as to what is going on, they will think that you are incompetent and you will lose their respect. Do your best to be prepared.

#### **Get to know your campers names**

If you are calling Maddie by Sophia’s name and vice versa, you will lose their respect and they will feel hurt that they are not important enough to know your name. Play name games if it helps you and the campers to get to know each other.

#### **Get to know your campers personalities**

Certain campers you will love, certain campers you will have trouble with (silently, of course). The key is to know what they will do. You have to know who has to be watched closely, and who always does what they are told. You must anticipate how they will react to each other and activities. That being said, don’t put them into categories and make one feel less or more than the other, just because of your observation of their behavior. Some kids who seem like the biggest handfuls might just be the ones who are taking in the lessons most deeply and the ones who seem like the star campers have things underneath that might need to come to the surface. Try to spend at least ten minutes of face time with each camper each day. They will like you more if they feel that they are the center of attention, and it will allow you to understand them better.

#### **Get to know your campers health precautions**

We have very few campers who have health issues or dietary restrictions, but make sure you are aware of anything, so that you can help the camper to navigate it. Most middle schoolers will be able to handle these things independently, but it is important that you also are aware.

## **Movement from one Area to Another**

Each counselor will be responsible for his/her group moving from one location to another as a group. This will eliminate certain campers running ahead in an unsupervised manner, possibly crossing the street or bike path unsafely and/or arriving at a facility that may not be supervised. Although this will be demanding on each staff person, it is necessary to ensure the safety of campers.

**Have a great time.** Participate in the games and activities with your campers. It might seem like a lot of work, but you will change lives. It is amazing to see the quiet camper that sat in the corner at the beginning of the session getting along with his/her other campers, or to see what they have learned. You are a positive role model; give yourself a pat on the back.

Despite the need for spontaneity in play, we believe students can have fun, perhaps in many instances, more fun, in an organized environment. This requires responsibility on the part of each staff member. If each of us takes a few minutes to consider the activities of the day and how they might best be approached with regards to organization, activity initiation, safe student involvement, eliminating confusion/uncertainty on the part of the students as to what is going to take place, etc., the opportunity for enjoyment will greatly be increased. If you have any questions about how something will occur, please feel free to reach out to Josh Wilson or the coordinator of a particular activity ahead of time to seek clarification.

**Cell Phones.** Except for emergencies, your cell phones should not be used while you are on duty. Keep them stowed away. If you are talking or texting, you are not watching the campers. We don't mind if you snap an occasional picture, but remember you are there to live in the moment with your campers, not to record it. We will have leaders who are not counselors taking pictures throughout the week to document the camp experience.

Service can be sketchy at the camp. Try to discover as soon as possible where or when your phone will operate at the camp, so you will be able to quickly assess if you need to immediately find another phone in an emergency situation.

Junior counselors should leave their cell phones with the campers phones. The purpose for leaders to have their cell phones is to use in case of an emergency. Since junior counselors will always be working directly with the adult counselor at all times, there will be no need to have two phones.

## **General Camp Rules For Campers**

- All attendees are expected to conduct themselves as a son or daughter of God
- All attendees are required to attend the various camp activities
- Offensive or abusive language should never be used
- A night curfew "lights out" will be enforced
- The girls dorms are off-limits to boys at all times and vice-versa
- No PDA (public display of affection). Remember you are an example to others
- No cell phones or any other device that can access the Internet can be used (outside of the 30-minute free time right after breakfast)
- Clothing and Attire - All attendees will be required to wear clothing that is respectable. If you have doubts about the suitability of an item of clothing, please don't bring it.

### **Specifically the following are prohibited:**

- Clothing that is too tight or suggestive
- Very Short Shorts/Skirts
- Sheer Tops or Camisoles worn as shirts
- Clothing with offensive or abusive images or language depicted on them
- The use of tobacco, alcoholic beverages, or drugs of any kind is strictly prohibited
- Any purposeful or malicious damage to camp property and/or the property of others is the responsibility of the youth doing the damage

- Bunk rooms are under the supervision of the Counselors. Sleep and rest are necessary for sound, healthy bodies, but we will not have bunk rooms open for sleep during the day, unless necessary due to health restrictions. Only Counselors and Junior Counselors will sleep in the bunk rooms with campers. Other leaders will reside in an adjacent room.
- Junior Counselors (high school students) will serve only under the supervision of the Adult Counselor.

### **General Camp Rules for Counselors**

- Don't be in a closed room with one camper by yourself. If a camper wants to have a one-on-one conversation, find a picnic table or somewhere that is open to others, but can still provide privacy
- Please keep the things that campers say to yourself and remind the campers to do the same, unless a camper mentions wanting to hurt themselves or others. If this happens, please report this to Josh Wilson. Campers need to feel that they can be open and vulnerable with you and their group.
- Have fun with your campers, but always remember that your first goal is to help them to hear God as the primary voice, so that might take some quiet and serious time as well.
- Be an example and mentor. Be sure that you are following the rules that we are asking the campers to follow. Also, junior counselors should always be working directly with their adult counselor.
- During free times, we will need all leaders to be present at the various locations the students might be. That means we will need someone to be at the pool, go walking on the trails, etc.

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## EMERGENCY PROCEDURES

### Non-Serious Injury/Malady

*(Scrapes, splinters, bloody nose, bee stings, stomach upset, etc)*

Ice and first aid supplies are available at the following locations:

- Main Lodging Building
- Camp Director *(he will keep first aid supplies with him at all times)*
- Camp Food Location
- LifeGuards at Pool

*If you need supplies from the Life Guards or Campground Staff, be sure to introduce yourselves, so that the staff members know you are part of the Camp Summer Ridge.*

### Serious Injury/Malady Procedure

- Assess the situation:  
Is it truly an emergency? Is the camper unconscious, bleeding severely, not breathing, not moving, in severe pain, unresponsive, etc.?
- If any of the above warrants the situation as serious **TAKE CONTROL!**

#### Follow the serious injury procedure below:

A counselor should stay with the injured/sick student. The junior counselor or a responsible camper should be asked to call 911 using the counselor's phone, if possible. If that is impossible, the junior counselor with a camper or two campers should go to the lodge to call. Be sure that the following information is known: the disabled camper's full name, the description of the situation at hand, and where they are located. After making the 911 call, the Junior Counselor and/or campers should find the Camp Director, Josh Wilson, or another camp staff to inform them of what has happened and where the injured/sick camper is located.

Familiarize yourself with all emergency phones and their locations. In light of our paramedics' efficiency, typically nothing more than reassuring the student and controlling the rest of the group should be done. The Camp Director and several camp staff are certified in CPR, if it is necessary.

### Heat Exhaustion/Heat Stroke

These occur when the body gets so overheated that it begins to shut down and can be very dangerous. It will likely be very hot during camp, so it is important to make sure your campers stay hydrated. Pay attention to signs they might be getting overheated and respond accordingly.

#### Heat exhaustion (can lead to heat stroke, if unaddressed)

- **Symptoms** - dizziness, excessive sweating, nausea, muscle weakness or cramps, cool clammy skin
- **Response** - move to cooler area, loosen clothing, sip cool water, cool (not cold) compresses on neck and forehead, rest

#### Heat Stroke

- **Symptoms** - confusion, loss of consciousness, severe headache, red hot dry skin, chills, vomiting, rapid pulse
- **Response** - CALL 911, move to cooler area, loosen clothing, cool (not cold) compresses on neck and forehead, rest, don't give camper anything to drink

### Allergic Reaction Procedure

It is not uncommon for campers to come to camp with an "EpiPen" because they are allergic to bee stings or certain foods. This can be life threatening to someone. An epinephrine auto injector is a medical device used to deliver a measured dose (or doses) of epinephrine (also known as adrenaline) using

auto injector technology, most frequently for the treatment of acute allergic reactions to avoid or treat the onset of anaphylactic shock. Trade names for this device include EpiPen, Anapen and Twinject. EpiPens are carried by the student at all times and the counselor and staff will all be made aware. If a camper in your group has an EpiPen, you should familiarize yourself with how it is used.

### **Missing Student**

Before leaving an activity with students, take a headcount and call roll from the roster. If at any time during transport the group becomes spread out, stop, collect all the group together and account for all students. After all, students are accounted for and continue with your route. If at any time you believe you are missing a child, take roll, have all children sit down and “hold” in a safe area with one staff member. Second staff will notify the camp director immediately then take cell phone and/or radio and immediately re-trace route and follow missing persons protocol (alerting others while calling out missing persons name). If a missing student is not located immediately, second staff will alert the program director of situation, action and progress and an “shelter in place” alert will be broadcast throughout the entire campus. In the event you hear this alert, Hold all of your students in a safe location and do not let anyone leave the group.

### **Adverse Weather Conditions**

If you are with your group outside and lightning begins or the wind becomes dangerous, please bring your campers back into the lodge, if possible. If it is storming hard and you deem it too unsafe or difficult to return to the lodge from your location, find the nearest permanent shelter, like a pavilion, to shelter in. If possible, let the camp director or another camp staff person know that you will not be immediately returning to the lodge.

### **Phone Numbers**

Please store these numbers in your phone for quick reference. Doddridge County does have a 911 call center.

<b>Camp Director</b>	Josh Wilson 304-376-2680
<b>Assistant Camp Director</b>	Jennifer Wilson 304-376-2681
<b>Lodge Main Phone</b>	304-873-1663

**The link to find out more about the Doddridge County Park facilities is here: [doddridgecountypark.com/facilities](http://doddridgecountypark.com/facilities)**

The Main Lodge is where we will sleep, eat, shower, and meet for large group sessions. The basketball courts, pool/splash pad and other recreational activities are directly adjacent to the lodge. The only places that are away from the main lodge are the Fire Pit and the walking/hiking trails.

## Camp Summer Ridge Schedule 2022

<b>Sunday, June 26, 2022</b>	
5:00 PM	Room Assignment & Settle In
6:00 PM	Dinner
7:00 PM	Large Group Session/Welcome
8:00 PM	Large Group Game/Ice Cream Party
9:00 PM	Fireside Chat
10:00 PM	Shower and Sleep Prep
11:00 PM	Lights Out

<b>Monday, June 27, 2022</b>	
9:00 AM	Breakfast
10:00 AM	Morning Moves/Leader Meeting
10:30 AM	Free Time
11:00 AM	Large Group Session
12:00 PM	Large Group Games
1:00 PM	Lunch
2:00 PM	Free Time/Swimming
3:00 PM	Testimony Service
4:00 PM	Games/Crafts/Swimming
5:00 PM	Small Group Devotions
6:00 PM	Dinner
7:00 PM	Free Time
7:30 PM	Pool Party
8:45 PM	Small Group Session
9:00 PM	Fireside Chat
10:00 PM	Shower and Sleep Prep
11:00 PM	Lights Out

<b>Tuesday, June 28, 2022</b>	
9:00 AM	Breakfast
10:00 AM	Morning Moves/Leader Meeting
10:30 AM	Free Time
11:00 AM	Large Group Session
12:00 PM	Large Group Games
1:00 PM	Lunch
2:00 PM	Free Time/Swimming
3:00 PM	Service Project
4:00 PM	Games/Crafts/Swimming
5:00 PM	Small Group Devotions
6:00 PM	Dinner
7:00 PM	Small Group Session
8:00 PM	Free Time
9:00 PM	Fireside Chat
10:00 PM	Shower and Sleep Prep
11:00 PM	Lights Out

<b>Wednesday, June 29, 2022</b>	
9:00 AM	Breakfast
10:00 AM	Morning Moves/Leader Meeting
10:30 AM	Free Time
11:00 AM	Large Group Session
12:00 PM	Large Group Games
1:00 PM	Lunch
2:00 PM	Small Group Session
3:00 PM	Small Group Devotions
4:00 PM	Pack Up/Clean Up
5:00 PM	Talent Show
6:00 PM	Family Dinner
7:00 PM	Exodus

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## Camp Summer Ridge Counselor/Junior Counselor Guidelines and Procedures Acknowledgement

My signature below indicates that I have received a copy of the SRC Camp Summer Ridge Guidelines and Procedures.

- I understand that this handbook contains information regarding the expectations and regulations, which affect me as a camp staff member.
- I acknowledge that I have read and understood the Camp Summer Ridge Counselor/Junior Counselor Policies and Procedures and will do my best to serve in my role in a God-honoring and respectful way. If I have any questions or concerns, I know I should contact the camp director immediately.
- I also understand that the Camp Summer Ridge Director/Leaders may revise or supplement guidelines and procedures described, with or without notice, as deemed necessary.

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Your Emergency Contact Information

Emergency Contact \_\_\_\_\_

Phone Number \_\_\_\_\_

Relationship to You \_\_\_\_\_

Any medical conditions/allergies that we should be aware of, in the event that you are incapacitated?

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Office Use Only

Volunteer Printed Name \_\_\_\_\_

Date Signed by Volunteer \_\_\_\_\_



## Adult Volunteer Leader Agreement

Thank you for your interest in serving as a volunteer leader at South Ridge Church. By stepping into a leadership role, you are stepping into a position of authority. Our attendees will watch you closely and take what you say seriously. Leaders are role models and the challenge for all of us is recognizing that this is all-encompassing.

As a role model, our lifestyles are important. How we present ourselves during our weekend services should be consistent with who we are the other days of the week and also consistent with our beliefs as a church. We believe there needs to be absolute clarity what following Jesus should look like in our everyday lives. Tension typically presents itself around 3 areas of life: sexual relationships, substance abuse and social media.

We do not want anyone to be in a leadership role and feel conflicted that their lifestyle may not align with our expectations. We don't want you to be living outside of your own convictions or feel that you are in a compromising situation.

### Sexual Behavior

We believe scripture teaches that sex was created by God as an expression of intimacy between a man and a woman within the context of marriage. If you are a volunteer who embraces lifestyles or behaviors that conflict with this teaching, we ask that you do not lead at this time.

- If you are involved in a sexual relationship and are not married, we ask that you not lead at this time.
- If you are single and living with a member of the opposite sex, we ask that you not lead at this time.
- If you are married and have recently been involved in a sexual relationship outside of your marriage, we ask that you not lead at this time.
- Our standards for personal purity extend to regular viewing of pornographic materials. If that is a current area of struggle, we ask that you not lead until you are experiencing freedom in this area.

### Substance Abuse

If you have a history of alcohol and drug abuse, this might be something God uses in a positive way to influence others. If you feel that this is a part of your journey, we would love to talk with you further. While we might disagree on the timing of your involvement, we don't want to miss an opportunity to partner with what God is doing in your life.

- If you have been arrested or convicted of an alcohol or drug related offense in the past 12 months, we ask that you not lead at this time.
- If you have used marijuana or other illegal substances during the past 12 months, we ask that you not lead at this time.
- If you consume alcohol to the point of being unable to drive or to the point of it being illegal for you to drive as part of a regular weekend or weeknight routine, we ask that you not lead at this time.

## **Social Media**

The people we lead judge the credibility of our message by the content of our lives. Substance abuse and sexual integrity are but two areas they'll watch; our financial stewardship, the way we engage with politics, our social media practices, how we treat our families, and the way we respond to crises are some of the other things they'll notice.

The participants in your group or ministry will visit your Facebook page, follow you on Twitter, Instagram, or other social media sites. While social media can be a great connection tool, it also serves as a window into your life beyond your ministry involvement. In light of that, we ask that you leverage social media with your ministry participants in mind. Please be very careful what you choose to post on social media.

If you have any questions regarding your specific situation and the requirements outlined in this document, please don't hesitate to contact us. We welcome the opportunity to speak with you.

**Please sign and date below that you have read, understood and will comply with this document.**

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Volunteer Signature

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Date Signed

# Student Ministry Consent Form

(For Junior Counselors Who Are Minors Only)

## Student Information

\_\_\_\_\_  
(Full Legal Name of Student)

\_\_\_\_\_  
(Date of Birth)

Is your student presently being treated for an injury, sickness, or allergy or taking any medication (RX or OTC)?

YES  NO

If yes, please explain:

Does your student have, or has your student ever had, any of the following? (Check all that apply)

Asthma     Hay Fever     Kidney Disease     Allergies  
 Diabetes     Heart Murmur     Seizure Disorders  
 Other: \_\_\_\_\_

Does your student have a physical handicap or illness that would prevent him/her from participating in normal rigorous activity?

YES  NO

If yes, please explain:

## Insurance Information

\_\_\_\_\_  
(Provider Name)

\_\_\_\_\_  
(Policy Number)

\_\_\_\_\_  
(Name of Primary Insured)

\_\_\_\_\_  
(Birthdate of Primary Insured)

## Parent/Guardian Information

\_\_\_\_\_  
(Full Name)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Email)

## Consent to Treatment

I, the undersigned, being the parent or guardian of the student named above, do hereby consent to the participation of my student in all the scheduled student activities of South Ridge Church, and any other supervised activities customarily associated with its student ministry group, including overnight or weekend student ministry trips and transportation.

By checking these circles, I give consent that I understand the following:

- I understand that I will be notified in the case of a medical emergency. However, in the event that I cannot be reached or the situation necessitates immediate action, I authorize the calling of medical professionals and the provision of necessary medical services in the event that my student is injured or becomes ill.
- I authorize one or more of the following persons to make emergency medical care decisions on behalf of my student, if required by law of a healthcare provider: The high school student ministry leader, middle school student ministry leader, or another adult chaperone designated by these leaders. I authorize these persons to act in my place to consent to all necessary and appropriate x-ray examinations, anesthetic, medical or surgical diagnosis or treatment, and hospital care, in the event that I would be unable to be reached or unable to provide approval when it is needed.
- I understand that South Ridge Church and Student Ministry Leaders will not be responsible for medical expenses incurred solely on the basis of this authorization. I further agree to notify the student ministry leader in writing of any health changes that would restrict my student's participation in any normal student ministry activities.
- I certify that my student is physically fit and adequately prepared to participate in all recreational and sporting events, unless I have already indicated otherwise on this consent form. I understand that there are certain inherent risks with this activity & I assume full responsibility for any or all personal injury to myself or family members. If I wish to revoke this consent for any reason; I will promptly notify the student ministry in writing.
- I agree to hold harmless and defend SRC, SRC employees, and SRC representatives against all claims, cause of action, damages, judgements, cost of expenses, including attorney fees and other litigation costs, which may arise from my or my family's use or presence at an SRC event.
- I also understand the student ministry leaders and designated chaperones reserve the right to restrict my student from any activity they do not feel is within the physical capabilities of my student.
- I agree and acknowledge that I am under no pressure to sign this agreement and that I have been given reasonable opportunity to review it before signing it. I understand that if I do not sign this Agreement, I will not be permitted to leave my child in the care of South Ridge Church staff or volunteers. Any fees I have paid for the above-mentioned event will be returned to me, if I choose not to participate.

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(Parent/Guardian Signature)

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(Date Signed)

*Please mail this form back to the church office (1659 Fairmont Ave., Fairmont, WV 26554) or bring it with you to the student ministry event.*