

Table of Contents

Staff Manual	2
<i>Foundational Practices</i>	3
Mission, Goal, and Aims	4
Mission	4
Goal	4
Aims	4
Mission, Goal, and Aims Fully Explained	5
Provide a Healthy Environment	5
Provide Unique Learning Experiences	6
Be Extraordinary Staff Leaders	6
Overall Values	7
Camper Development	7
Staff Development	7
Environmental Education	7
Camp Culture	8
What is Culture?	8
Our Culture	8
Our Corporate Culture Commitment	8
Our Personal Culture Commitment	9
Conclusion	11
<i>Policies and Procedures</i>	12
Conduct	13
General Policies	14
Conduct	15
Camper Interactions	17
Facility	18
Time Off	21
Employment	22
Index	25

Staff Manual

Foundational Practices

Big Lake Youth Camp commits to upholding Foundational Practices and ACA standards from year to year. This is to be reviewed by the director, associate director, and camp manager annually. Each year, prior to the beginning of camp, the camp administration will review present policies of each department and will make changes and discuss issues as deemed necessary to uphold the Foundational Practices.

Mission, Goal, and Aims¹

Mission

We exist to build people who will change the world

Goal

To provide a healthy environment where camper's characters are developed through unique learning experiences that are led by extraordinary staff.

Aims

Provide a Healthy Environment

- Physical Safety
- Emotional Safety
- Spiritual Safety

Provide Unique Learning Experiences

- Stretch
- Appreciate
- Listen
- See

Be Extraordinary Staff Leaders

- Create Fun
- Pursue God
- Be Professional
- Be Welcoming
- Be a Mentor

¹ ACA Standard PD.1

Mission, Goal, and Aims Fully Explained

Provide a Healthy Environment

We strive to be a place where emotional, physical, and spiritual safety will be present. To be a place where affirmation and acceptance is the norm and people are supported in the process of exploring, asking questions and discovering who they are.

Physical Safety

We must always do our best to eliminate opportunities for physical harm. Utilizing good judgment is the key to reducing risk.

Bullying and Abuse

Any physically abusive activities are strictly forbidden at camp. No one—staff, camper, guest—should ever be the brunt of physical harm at the hands of another person.

Activities

All activities must be carried out with camper and staff safety in mind. Potential problems and hazards should be considered and addressed in advance.

Structural Safety

The facility must be maintained in excellent working condition with all known problems fixed immediately and potential problems anticipated.

Emotional Safety

All guests to camp must be protected from emotional traumas that could be inflicted from others.

Emotional Bullying

Our atmosphere must be one of acceptance and affirmation. Guests and staff must be protected from the harm of having others ridicule, tease, or mock them.

Positivity

Attitudes are not dictated by circumstances. Attitude is our choice. We will choose to be optimistic and enthusiastic regardless of the circumstances. We bond through positivity and reject whining.

Humility

We will value others as equals. We are not better than they are and their opinions and thoughts are valuable. No job is beneath us. We are here to serve.

Spiritual Safety

All staff and guests should be granted the freedom to believe as they choose while being invited to consider the merits of following Jesus. Grace and acceptance must characterize our lives and our worships. Specific religious behaviors should never be presented or described in guilt producing ways. Religious behaviors are choices made by people seeking to follow God and they may differ between followers of God. They do not make a person “righteous” or earn God’s favor. Personal religious beliefs of campers must be respected – including when they differ from ours.

Provide Unique Learning Experiences

The majority of campers come to Big Lake from metropolitan areas where life is dominated by “noise.” Media, traffic, pressure to conform, all combine to make life stressful. Big Lake provides an escape from the chaos of life by encouraging campers to stretch, appreciate, listen and see.

Stretch:	Giving campers the chance to try new things
Appreciate:	Helping campers to appreciate creation
Listen:	Encouraging campers to be comfortable with quietness
See:	Noticing God’s presence and activity in the world

Be Extraordinary Staff Leaders

Big Lake staff realize that affirming relationships with positive people have the tremendous power to change lives.

Create Fun

Fun rarely just happens; it is a product of attitude, creativity, and a willingness to be adventurous. We will be enthusiastic and positive about the planned activities at camp and proactively bring creative energy to the non-programmed times in the day. We do not need toys or technology to have fun—we can create it. Our effectiveness with the campers will depend upon our ability to connect with them and send the message to them that we like them. Having fun is the starting point.

Pursue God

We will accept the grace that God makes available to us through Jesus Christ. We will take this opportunity to allow God’s Spirit into our lives and change the way we think. We will give Him space to speak into our lives and learn to become aware of His guidance at all times.

Be Professional

Success comes with a commitment to pay attention to the details. We will approach our jobs as professionals by choosing to be on time, fulfilling our responsibilities, supporting other staff members, stretching our comfort zones, giving that little bit more that makes a difference, taking care of our health, getting needed rest, being a mentor to others, and becoming people campers can look up to.

Be Welcoming

Each guest, camper, parent, and visitor—to Big Lake should be treated with kindness, courtesy, and a protectiveness that is like what you would grant to a family member. We do not treat some people better than others – but do all in our power to insure that each camper leaves camp knowing that they were taken care of, served with graciousness, and saying “wow.”

Be a Mentor

God has made each person unique and because of that we are uniquely equipped to connect with others. We will be who God made us to be and use our gifts to influence campers for good knowing that campers are watching us closely. Our daily choices will reflect this.

Overall Values

Camper Development

We believe that camp is a place where campers come to learn. It is important for campers to try new things and develop hard (first level) skills—how to swim, ride a horse, or act on stage. But it is also important that we teach campers soft (second level) skills—leadership, conflict resolution, and empathy. Our teaching these skills are critical to our goal of creating leaders that will change the world. Big Lake offers classes and activities that implement camp goals and provide campers the opportunity to develop socially while experiencing progression, challenge, and success.¹

Staff Development

Camp is a place where staff should always be improving. To help with this, regular documented observations will be completed to provide feedback and encouragement.² This will ensure that we are always enforcing safety regulations, providing appropriate instruction, identifying and managing hazards, and applying appropriate emergency procedures.³ Our evaluation system has multiple sources of feedback (supervisors, peers, and campers), includes documents meeting stated goals/outcomes, and is applied to improve the quality of the camp experience.⁴

Environmental Education

We are blessed to operate in a beautiful location. Because of this, Big Lake presents activities that:

- Help campers feel comfortable in the natural environment
- Build appreciation for and knowledge of ecological principles
- Develop an awareness of and responsibility to follow Leave No Trace Principles.⁵

¹ ACA Standard PD.3, ACA Standard PD.5

² ACA Standard HR.20

³ ACA Standard PD.16

⁴ ACA Standard PD.2

⁵ ACA Standard PD.7

Camp Culture

What is Culture?

Our culture is the personality of our camp. It can also be called “our style.” It is comprised of our values, attitudes, and behaviors. It defines what we care about collectively and individually. In our decidedly Christian camp, our culture flows from how we love and serve God. All organizations have a culture, but few take the time to define it. At Big Lake Youth Camp, we care enough about our culture to intentionally define it and continually work to refine it. We are deliberately taking aim at what we hope to achieve.

Our Culture

Our culture is the glue that helps bind our camp together. Without our culture, our efforts will falter and we will cease to be extraordinary. But our mission and values are meaningless until we make them come to life. As we enthusiastically work to pursue our vision and embody our core values our culture comes to life. Working at Big Lake is not just a job, it is an exciting, rewarding, and enjoyable part of our lives. We have the opportunity to positively and profoundly impact the lives of our campers. We share a passion to help camp succeed. Our unique gifts are the keys to bringing out the best in each other and our campers. We recognize the strengths and the vital roles each of us play in the realization of our goals.

Our Corporate Culture Commitment

Create Fun

We work at Big Lake because we enjoy our jobs and care about kids. We hope to encourage the concept that life is fun—even work can be fun if we make it that way. Staff should bring a spirit of enjoyment and creativity into their daily activities. With the addition of a little creativity and a positive attitude, even the mundane can be fun.

Follow Jesus

All we say and do should reflect our commitment to serve and follow Jesus. Through making space in our days to reflect and allow the Spirit to lead us we operate at our best. Choices we make reflect this commitment. Having a relationship with Jesus is more than a statement of belief, it is a deep abiding presence readily seen in our lives. We invite Jesus, through the Spirit, to live in our hearts and that changes everything. Good character, strong ethics, and high standards are some of the results of a relationship with Jesus and form the foundation for a quality work environment.

Deliver “Wow” Through Service

When people visit Big Lake Youth Camp, they should say “Wow!” Smiling faces, helpful interactions, intentional programming, happy campers, and nicely kept grounds all work in concert to provide this “wow.” Each of us contributes significantly to making this possible. Your job is important. You may provide the “wow” in someone’s day.

Be Adventurous, Creative, and Open-Minded

We bring fresh perspectives to each new challenge. We do not allow ourselves to become constrained by irrational fears or memories of past failure. Instead, we encourage an environment that supports, fosters, and rewards responsible creativity. We try new things, we try new ways to spice up old tasks, and we support the exploration of expanding our understandings.

Develop Open, Honest Relationships

We will strive to be welcoming and honest in our communication with all. Honesty and openness characterizes followers of God and is the basis for solid relationships. Dishonesty is destructive. We strive to be honest with ourselves, admitting our shortcomings and being tolerant of others. Healthy, diverse relationships bring joy and meaning to life. We choose to be intentional about making them a priority. Keeping secrets and creating hidden agendas causes miscommunications, confusion, and hurt feelings. Please be open with your concerns and kindly speak personally to the people involved.

Do More with Less

Happiness and fulfillment is not dependent on circumstances or things; it is a choice. We will choose to be content with the resources that are available and we will be creative in maximizing what can be accomplished with them.

Be Humble

Each member of our team is vital. None is better than another. Success is sweet, but over-confidence and routine can be damaging. Continued success requires humility and attention. Each day brings a new challenge and requires new energy. Our task is to constantly invite the Spirit to work through us and to help us see new areas of need where we can contribute.

Build a Positive Environment Together

A positive environment at Big Lake will only develop as we work together to create it. While we live in a world that bonds through negativity, we choose to bond through positivity. We believe that when something is recognized, it grows. Because of this, we choose to recognize the beautiful and positive. There are times issues need to be addressed, but we will always seek and give input with the purpose of resolution.

Provide a “Safe Place”

Safety can never be guaranteed but we can do a great deal to minimize the risks involved with doing the things we do at Big Lake. We always take action to minimize physical, emotional, and spiritual risks that we and our visitors will face this summer. It is not someone else’s job – it is our job. Boundaries must be set early and clearly. Each camper is a precious gift to us and to those who love them. We always make safety a priority.

Use Good Judgment at All Times

We seek the best and brightest staff from around the world. As a result, we expect that you will exercise good judgment in all areas of life. This includes time at camp, time away from camp, time with your friends, and time with campers. We encourage responsible creativity, although it may occasionally result in failure. Always use good judgment and exercise grace, mercy, and forgiveness when things don’t go as expected. Occasional failure is a small price to pay for greatness. Trust is built through the exercise of good judgment and the ability to take context and circumstances into account.

Build People

Our mission focuses on teaching skills for the future. That is why we do what we do. Be an encourager, willingly pointing out how today’s experiences will build us for the future. As we interact our first assumption should always be that another person’s heart is pure and that their actions are properly motivated. Accountability results when we unite and pull in the same direction—seeking to serve one another in love—instead of by forcing behavior.

Our Personal Culture Commitment

The individual commitment to choices that will define and reinforce our culture.

Model Jesus

Qualities such as forgiveness, humility, grace, and mercy should be evident in our lives. As Paul wrote, “Follow God’s example, therefore, as dearly loved children and walk in the way of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God.”⁶

Individual Time with God

It is expected that all staff will have the courage and discipline to develop skills of listening for God’s voice in their lives and allowing the Spirit to live within them. This involves time reading the Bible, meditation/reflection, and journaling. The camp schedule is tight and time is short, but this time must not be neglected.

Integrate faith in your instruction and interactions

Our love for God should be seen in all that we do. Each day brings us the opportunity to demonstrate how our activities today shape us for the future.

Establish measurable goals and objectives each week

The rewards of accomplishment are best seen as progress is made. Camp goals, department goals, and individual goals will help us to see that what we are doing is working. Challenge yourself to grow. Don’t be content to stay the same.

Be a role model

You are a role model to your campers, and they will follow the example you set. Keep this in mind as you work this summer: be positive, be accountable, live within set boundaries, do your best, try new things, be on time, practice good work habits, and cooperate.

Prayer

Prayer illustrates our dependence on the power and sovereignty of God. It aligns our hearts and therefore our actions with His purposes. As we pray together our hearts are also softened and drawn together. Therefore, prayer is foundational to our success and should be a primary element of our planning and process.

Humility

A humble person does not think they are better or more important than anyone else. It is the recognition that all we have and all we are comes from God. It frees us to consider others needs before our own.

Connect with others

One of the most significant benefits of a week at camp is to be away from the chaos of city life and the constant connection to media. Being at Big Lake allows us to unplug, to appreciate natural beauty, and to focus on people face-to-face. Seize this opportunity and get to know campers and staff. They may become friends for life.

Help Out

Your ability to contribute at camp does not end with your job description. Great staff members will learn to spot people who need help or areas where extra assistance can be given. Pay attention.

Take care of yourself

The summer is a marathon not a sprint. Getting enough sleep, adequate exercise, healthy eating, and personal time for meditation and prayer need to be priorities and will help your summer to be a success. However, it will require you to discipline yourself to accomplish them.

⁶ Ephesians 5:1-2 NIV

Respect

Respect people, respect property, and respect the environment. Please do all you can to preserve the precious resources that God has blessed us with.

Fruit of the Spirit

We believe that the fruit of the spirit as described in Galatians 5 – love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control – characterize all who walk with the Spirit. These are evidences of a transformed life. Although we are not perfect, we expect that everyone will make every effort to allow the Spirit to produce this fruit in their lives.

Conclusion

Our culture is what sets us apart from other camps. It is up to each of us to pursue the vision and prevent Big Lake from becoming ordinary. Every person who is appointed a staff member on the Big Lake team must believe and trust in the value of the words in this document. Your commitment to our culture is our insurance for success.

Policies and Procedures

Conduct

General Policies

We trust your good judgment to behave and act in accordance with our Mission and Core Values. Through time, general interpretations and understandings of what this means have developed (our culture). It is necessary for you to be aware of this culture so that our team has a level of consistency. Details regarding what is or isn't good judgment may not always be agreed upon and our family needs to remain united. These two things can happen simultaneously. If there is doubt whether it is good judgment, it probably isn't.

Appearance Basics

Our dress should set an example in principles of modest Christian living and be consistent with what we are requiring of campers. Drastic changes to one's appearance midsummer, like shaving one's head or dying one's hair, while within the dress code, can detract from the larger camp experience by drawing unneeded attention to oneself. Such actions may not be the best judgment.

- General Appearance:** While the variety of camp activities will determine what is appropriate attire, one must maintain a modest, clean, and neat appearance at all times.
- Dining Hall Attire:** Dining hall attire should be reasonably neat and clean. Swimwear with the exception of dry board shorts, is not appropriate dining-hall attire.
- Pants/Shoes:** Long pants and close-toed shoes are to be worn during activities at the horse corral and the BMX track as well as during capture the flag. Close-toed shoes are also to be worn in the kitchen and at the campfire bowl unless otherwise informed.
- Hair:** Hair should be neat and clean.
- Logos:** T-shirts with logos or messages that may offend guests or other staff members should be avoided.
- Jewelry:** Jewelry is not permitted. This includes rings, necklaces, earrings, and decorative bracelets. One B Moor type band that supports a camp-approved cause may be worn at a time.
- Tattoos:** Due to their permanence, tattoos are strongly discouraged and should remain covered at all times. Please inform your CADCO representative of any current tattoos. Each situation will be handled on a case by case basis.

Female Specifics

- Cosmetics:** If make-up is to be used, it should correspond with your skin tone, and colors used should be flesh-toned pigments. Excessive use of cosmetics should be avoided.
- Clothing:** Clothing that is revealing because of cut or fit and that results in exposed cleavage, underwear, bare midriffs, and/or thin spaghetti straps should be avoided. Wear clothing appropriate to the activity. Example: tights or running shorts may be acceptable for exercising—they are not appropriate for campfire/camp council programs.
- Nail Polish:** Clear nail polish is suggested for use on hands and feet.
- Swimsuits:** Bikinis and other two piece suits that do not cover the entire midriff or that are skimpy are not good judgement.

Male Specifics

- Clothing: Shirts should be worn at all times, except during a waterfront activity, but should still be worn to and from the waterfront. Clothing that is revealing or untidy because of cut or fit is also not suggested. These items include frayed shorts or pants, t-shirts with sleeves that are cut off in excess, and pants or shorts that are worn in such a way as to reveal underwear. Wear clothing appropriate to the activity. Example: tights or running shorts may be acceptable for exercising—but are not appropriate for campfire/camp council programs.
- Facial Hair: Facial hair is acceptable if neatly trimmed, and does not appear ragged or scraggly.
- Swimsuits: Speedo-type swimsuits and skimpy shorts are not good judgment.

Staff Uniforms

While Big Lake will supply shirts for your staff uniform, you are expected to bring the appropriate pants/shorts (you will be informed in advance of what to bring). Sunday uniforms should be worn from twenty minutes before registration (2:40) until after campfire. Sabbath uniforms should be worn from the morning until after Sabbath afternoon activities.

Conduct

Dating

Be aware of your actions when associating with members of the opposite sex, leaving no room for question or criticism, even when no misconduct is intended. At no time are male/female relationships to interfere with or distract from the responsibilities of the individuals involved. Relationships should be discrete and reserved, both in public and private. There should be no PDA at camp, whether campers are present or not. This includes hand holding, kissing, and back-massaging by members of the opposite sex. Camp is not a good place to carry on a romance. Staff must also stay away from the lodging of the opposite sex.

Camp Corruption

Activities that distract from our purpose of being here at camp should be minimized.

Staff Camp-Outs/Excursions

Potentially risky activities such as mountain climbing, extensive mountain bike rides, or other distant staff excursions should be cleared with your department heads and approval given by the camp or associate director prior to departure. Communicating these activities protects us all and is good sense. Co-ed campouts are not advised.

Curfew

All staff, including those on their day off who choose to remain on campus, are expected to be in their sleeping quarters by 10:30 p.m., followed by lights out at 11:00 a.m. Night watch will turn in a record of those who are still up or have lights that remain on. Violating this curfew may result in extra assigned work duties, and a continued problem could result in termination. Being out more than three hours past curfew without permission is grounds for dismissal.

Attendance

All staff are to be at meetings and events on time. In the case of lateness, a staff member shall give back to camp a minimum of 10 minutes. After the first minute of being late s/he shall give back minute for minute (see below for example). This giving back time will be at 6:00 am the following morning (unless otherwise arranged by program director). If a staff member is late more than an hour they will give back during consecutive days until the time giving back equals the time they missed.

1 minute late=10 minutes giving back
2 minutes late=12 minutes giving back
5 minutes late =15 minutes giving back
Etc.

Tardiness and failure to respect camp expectations will be recorded and noted as part of the staff member's job performance.

Repeated offenses will be dealt with in the following manner:

3 tardies or 1 absence (defined as missing an event entirely, or being late for 30 minutes or more) will result in a discussion and action plan with his/her division director to mitigate further occurrences. The division director will oversee the implementation of the action plan and submit documentation to the staff member's professional file.

6 tardies or 3 absences will result in a formal review with the camp director and the staff member being placed on probation. This process includes evaluating his/her commitment to camp and whether or not s/he should continue working at Big Lake. Should they continue to work at camp, any further tardies or absences are grounds for dismissal.

Music/Videos

Only "G" rated movies will be shown to campers. Staff group viewing must be done in a public place and should be limited to "G" or "PG" movies. While it may be your day off, other staff should not to be distracted from their work. Only songs that are within the Christian genre are permitted. Please keep in mind that some songs within this genre may offend guests, parents, or other staff. Please use discretion. Occasionally, event specific music that is not within the Christian genre will be used after being approved by a director. Clarify these situations with your department director. Personal music devices should only be used in your living areas.

Cell Phones

Personal cell phone use must be confined to off-duty times. Cell phone use while supervising campers is prohibited. Counselors are considered to be supervising campers at all times except during their day off or when another fully engaged staff member is covering for them. Please do not carry your phones with you during the day. It is a distraction from our main purpose.

Camper Interactions

Camper/Staff Relationships

Staff are here to serve campers and become their caring mentors. All staff must refrain from any physical contact with campers that could be interpreted as sexual or abusive in nature. Guard what you say and do. It is never appropriate for you to be alone in a secluded place with a camper. For your own protection, do not allow this situation to occur. Always have two staff persons present when talking or counseling with a camper. Dating campers or showing preferential attention to a specific camper is not good judgment and may be grounds for termination.

Discipline⁸

Please learn the following process for healthy discipline:

- a) Supervising staff should make sure they have clearly communicated boundaries, requirements and expectations to campers.
- b) When discipline is necessary, supervising staff are to use consequence-based discipline, allowing campers to receive the natural consequences of their actions and decisions. Campers have chosen to step out of line with the agreements made above and there is a consequence.
- c) Discipline becomes necessary when campers choose to disrupt our agreed upon boundaries and/or are negatively affecting other campers.
- d) Campers are not to be disciplined through public humiliation, through acts requiring physical stamina such as push-ups or sit-ups, or through physical punishments such as spankings. Staff should never touch a camper in anger.
- e) If supervising staff are faced with an uncontrollable situation, repeat offenders, or severe misconduct, their immediate CADCO supervisor, and/or the appropriate village director should become involved.
- f) "Disciplinary Report Forms" should be used whenever an incident has escalated to physical action, emotional trauma, or is significant enough that CADCO has become involved. They are available in the office or from your village directors and should be turned into your department supervisor.
- g) Each case will be different – but parents may need to become involved at this point.
- h) If problems persist, the director should become involved, and said camper may be asked to go home.
- i) Please note, the camper has chosen to not be at Big Lake through their refusal to comply with agreed upon boundaries and we will honor that choice.

Bullying⁹

It is our goal to provide a safe physical environment for our campers and also to give them a safe place to discover acceptance and friendship. The disruption of both emotional and physical safety through bullying is not tolerated. It is expected that all staff will "pre-load" their expectations with campers and address all incidents of bullying immediately. Bringing them to the attention of supervisors as needed.

Supervision¹⁰

Big Lake Youth Camp regularly operates on a 1:4 staff to camper ratio. During the 2017 summer season, we have about 95 hired staff and allow up to 250 campers (1:5). However, the average week has about 210 campers. The following are the ACA-recommended minimum ratios:

⁸ACA Standard HR.17

⁹ACA Standard HR.8

¹⁰ ACA Standard HR.8

Camp	Number of Staff	Number of Campers
Adventure (6-9 years old)	1	6
All other camps (10-17 years old)	1	8

The camp will always meet, and usually be well under, these minimums.

At least 80% of the staff are eighteen (18) years of age. All staff are at least sixteen (16) years of age and at least two (2) years older than the minors with whom they are working.

Our Pledge

At no time of the day or night will campers be left unsupervised. There will always be a staff member responsible for the safety and well-being of each and every camper.

Our Responsibility

The counselor has the primary responsibility in the area of continual supervision. They are to make sure that if they are not with their campers, some other instructor or staff person trained for supervision is. At Big Lake, our counselors do not instruct our attractions or different activities throughout the day; their primary responsibility is to supervise their assigned campers. They go with their campers to their activities, rotations, meals, programs, etc. Many other general staff are assigned to help with camper supervision at various times of the day, such as meal times and when the counselor is in a campfire play. Whenever a counselor has to be away from their campers, there is a trained sub in place.

Supervision Exceptions

There are a few times each week when campers are gathered together in large activities and counselors cannot stay with all their kids at once. On these occasions we have most of our general staff working with counselors to assist with the supervision of the larger group. Examples of these activities include:

1. Staff softball games (Monday-Thursday, 2:30-3:20pm)
2. Capture the Flag (Monday-Thursday, 7:30-8:15pm)
3. Big Lake Olympics (Friday, 2:30-5:00pm)

Adventure Camp

During Adventure Camp, additional supervision is required. To meet this need, multiple counselors may be placed into the same cabin.

Activities, Locations, and Situations Requiring a Minimum of Two Staff

1. Any trip that leaves campus
2. Attractions/classes (The counselor and instructor will typically be these two staff. Otherwise, a sub will be assigned.)

Facility

Camp Vehicles

Safety first. The camp’s speed limit is 15 mph on the grounds and the road leading to and from camp. Camp vehicles must also abide by posted speed limits on the highway and through town. Camp vehicles may only be operated by those staff members authorized to do so. Use common sense when riding on or in camp vehicles. Sitting on the front or sides of tractors or trailers is not allowed. First gear is a good choice for all vehicles within camp.

Fires/Candles

Campfires are permitted only in designated sites with permission from the camp ranger. Candles are only permitted in cabins when in a tin tray or a can with sand in the bottom. Candles should never be left unattended. Firecrackers and other explosives are not permitted at any time. All firefighting equipment should only be used in case of a fire or with direct permission of the director or head ranger.

Food/Kitchen

Staff members should not take food from the snack shop or kitchen supply, nor should snack shop employees give away food for free without authorization. Eat during meal times. The kitchen is for kitchen workers only. Do not use the kitchen as a passage or a social zone. Personal cooking and baking must be approved by the food service director and paid for at the staff member's expense. No food is to be kept in the kitchen or snack shop without approval. During meal times counselors must practice the SWYC (stay with your campers) procedure and allow servers to bring them food.

Horse Corral

Horses should not be used by the staff without permission of the head wrangler or horsemanship director.

Waterfront

Lake regulations apply to all persons at all times, including staff. Special staff swims or dock activities may take place only with the waterfront director's approval when not conflicting with the camp schedule. The waterfront director or a WFD assigned lifeguard must be on duty for any such event. Lake showers must be scheduled with the swimming instructor.

Gasoline

All gas usage must be documented. Big Lake does not typically sell gasoline for personal use. In cases of dire need, staff may purchase gas of \$10/gallon.

Office Issues

General	Office hours are from 10AM until campfire. Use office for official camp business only. No loitering.
Telephones	Office phones are for office use only.
Copier	The copy machine is for the use of office staff only. Camp items should only be copied with permission of the office staff or administration.

Internet

Camp internet connections exist for camp use. Please plan on caring for your personal internet needs during your day off by accessing the internet in Sisters or Bend. Requests for special internet-related needs that require immediate attention must be directed through the camp directors.

Benches/Tables

Please do not sit on tabletops or stand on benches. We ask the campers not too - neither should we.

Campfire Costumes

Cast members are responsible for hanging their costume on the return rack following each performance. We do not loan out any costumes during the school year.

Environment

To protect our environment always use trashcans, and place recyclables in recycling receptacles whenever possible. Please access the waterfront using stairways and do not allow campers to scramble up the banks. Try to limit your walking and camper walking to visible trails and do not disturb foliage by intentional breakage. Observe and appreciate wildlife from a distance by not agitating or bothering birds, squirrels, or other animals.

Equipment/Tools

The appropriate area director must approve use of equipment such as canoes, boats, bikes, etc. Equipment such as hand tools and office and kitchen supplies should be checked out by the camp ranger, office manager, or food service director, respectively, and returned immediately upon completion of use.

Water Usage

Showers are limited to three minutes per person per day with no roll over. Regular shower activities should not be done using running sink water. These activities include shaving (both legs and face), and hair washing. Staff guests that camp out should not use showers during their day visits. Please use the shower facilities in your own area, and report any known drips or leaks immediately.

Alcohol/Tobacco/Controlled Substances/Firearms¹¹

Alcohol, tobacco, firearms or explosives, and controlled substances are not allowed on the camp property. In addition, employees are not to return to the camp under the influence of alcohol or controlled substances. Breaking this policy is grounds for immediate dismissal. Use of alcohol or drugs while working at camp, on days off, or even between camp seasons may be grounds for termination or not getting hired back to camp the following year.

¹¹ACA Standard OM.4

Time Off

Days Off

Each staff member is given a day off to rest each week. During this time, you will not have any assigned camp responsibilities. Days off begin at 1:00pm and last 24 hours for counselors or 21 hours for other staff.¹² Staff should not misuse their day off by missing the opportunity for physical and mental rest. If you remain in camp, curfew is still in effect on your day off. If you are a minor, you must sign in and out at the office, or with night watch, if the office is closed. It is expected that you will be in contact with your families to let them know what you will be doing while you are away from camp. Failure to return on time from your day off may result in time deducted from the next week's day off. During your time off, please refrain from activities that do not represent the mission of BLYC.

Leave Permission

When leaving camp for activities other than days off, permission will be given through your immediate supervisor and the camp or associate camp director. Unauthorized leaving may result in forfeiture of your next day-off time. If you are in a play, you are required to be at campfire, even if it is your day off. Schedule your days off accordingly. If you are unexpectedly detained call and inform your immediate supervisor.

Emergency Leaves

In the event of a death or major crisis in the family of an employee or other urgent business, leave will be granted on an individual basis at the discretion of the camp director.

Weddings

Wedding attendance will be counted as a day off. Plan accordingly if more than one day is needed. Attendance arrangements must be made with the camp director before camp begins.

¹²ACA Standard HR.21

Employment

Equal Opportunity

Oregon Conference is an equal opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, religion,¹³ sex, age, national origin or ancestry, physical or mental disability, veteran status, and any other basis protected by federal, state, or local laws. All such discrimination is unlawful and all persons involved in the operations of Oregon Conference are prohibited from engaging in this conduct.

In accordance with applicable federal and state law protecting qualified individuals with known disabilities, Oregon Conference will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship on Oregon Conference. Any qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact the director of Human Resources and request accommodation.

Off Season Activities

All hired staff members are expected to abide by all Big Lake Policies, not only during times of duty at camp, but also during days off. Furthermore, staff members that wish to be rehired should continue to live their lives consistent with representing God and Big Lake during the off season. Remember campers and their parents are still looking to you as examples. Please refrain from any activities that would call your Christian discipleship into question. Activities such as drug and alcohol use or inappropriate sexual relationships are things to avoid. Please also be mindful of your language, attitude, friendship choices, and photos when using social media. Our campers are spending a great deal of time there and are reading your pages. Indiscretions can happen in many ways and they can be perceived in many more. Your positive attitude and friendliness to all of our campers in the off-season affirms the work we do here. Personal notes and emails mean a lot to campers. Sending occasional appropriate notes to your campers is encouraged.

Harassment

Big Lake Youth camp recognizes that a person's right to freedom from discrimination includes the opportunity to work or study in an environment free from harassment. Offensive speech and conduct are wholly inappropriate and intolerable to that harmonious relationship required for the operation of the camp program. Harassment includes but is not limited to all unwelcome advances, written or verbal innuendoes, threats, insults, or disparaging remarks concerning a person's gender, national origin, race, creed, color, ancestry, age, veteran status, sexual orientation, physical disability, or religious beliefs that are offensive to a person associated with the camp program. Examples include but are not limited to verbal harassment (derogatory comments, demeaning jokes, slurs, threats, etc.), physical harassment (assault, unnecessary touching, impeding or blocking movement, physical interference with normal work or movement, etc.), and visual harassment (derogatory or demeaning posters, cards, cartoons, graffiti, gestures, etc.)

¹³ Oregon Conference is a religiously qualified, equal opportunity employer with the right to give preference to Seventh-day Adventists in hiring. All Applicants must be in good standing and in full harmony with the doctrines of the Seventh-day Adventist Church. Where it is possible, positions will be advertised through the local churches and/or schools. All prospective employees desiring employment with the Conference must complete the employment application. The Human Resources Department will screen applicants.

Any employee who has a question or concern regarding any type of discrimination or harassment is encouraged to bring it to the attention of their immediate supervisor or the camp director.

Health Examinations

Should there be a question as to the health of an employee the camp reserves the right to require, at any time during employment, a health examination by the physician or clinic of the camp's choice, at the expense of the camp. A health screening of each staff member is done during staff training week in accordance with ACA regulations

Drug/Alcohol Testing¹⁴

It is Big Lake Youth Camp's policy not to employ persons who use illegal drugs or alcohol. Accordingly, BLYC shall have the right to require a staff member to submit to testing for drug and/or alcohol use as a condition of employment. An employee who refuses to submit to drug and/or alcohol testing or who tests positive may be suspended from duty pending further investigation and may be subject to discipline, up to and including immediate discharge. All staff members who drive vehicles will undergo a drug/alcohol test sometime during the summer and other random tests will be administered.

Hospitalization/Medical Care

Workman's Compensation Insurance covers each employee. This covers expenses due to injury sustained when the employee is carrying out the primary job description of his/her employment. You will receive Workman's Compensation only when injured during a required or an assigned activity. Activity outside the scope of your job description will be covered by our accident policy, unless you are on your day-off, in which case you are responsible for yourself. Activity Insurance will cover activities such as but not limited to staff softball, fun times, captain of the ship, and other optional recreation.

Termination of Agreement

A staff member's contract may be terminated by camp administration for failure to adequately perform duties, improper conduct, and/or improper attitude. When a staff member is terminated his/her staff uniform must be returned before departure. The staff member may be asked to wait while his/her belongings are packed up by other staff members and transportation is arranged for him/her to leave camp. They will most likely not be given a chance to say goodbye to other staff or their campers. **All remaining staff should carry on and be comfortable not knowing the details of the case. Private details of a dismissal will most likely never be known by the staff and should not become the source gossip and speculation.** Yes, these are agonizing processes to go through for the whole camp. So, please consider carefully your decisions and recognize the gravity of your influence upon other staff and campers. If you have specific questions about a termination, please speak to the director. In the case of an early departure or dismissal from camp, or should camp be shortened by a fire, epidemic, accident, etc., the staff member's reimbursement will be pro-rated.

Performance Evaluations

All staff members will receive a performance evaluation mid-summer and upon completion of the summer. The purpose of the evaluation is to keep communication open between directors and staff, to allow for coaching to take place, and for areas of concern to be addressed before they become problems. In addition to the formal evaluations, your department directors will check in with you regularly to coach and listen.

¹⁴ACA Standard OM.4

Personal Effects¹⁵

Camp insurance policies do not cover loss or theft of staff belongings. Keep this in mind when bringing expensive items such as sporting equipment, instruments, helmets, phones, iPods, laptops, any necessary safety equipment, or sunglasses to camp. Personal sports equipment should be stored properly away from campers' access. No personal animals are allowed at camp without the authorization of the camp director. Additionally, weapons and/or firearms are prohibited items and we ask that you do not bring them to camp.

Grievances

Should there be a disagreement over the interpretation of camp policies or a grievance related to one's duties or relationships with fellow staff members, it should be reported to your immediate supervisor promptly. Should the supervisor be the source of the grievance, the staff member may report the grievance to the camp assistant director or director.

¹⁵ACA Standard OM.4

Index

ACA Standard HR.08	18	ACA Standard PD.01	5
ACA Standard HR.18	18	ACA Standard PD.02	8
ACA Standard HR.20	8	ACA Standard PD.03	8
ACA Standard HR.21	22	ACA Standard PD.07	8
ACA Standard OM.04	21, 24, 25	ACA Standard PD.16	8