

# **POKAGON BAND OF POTAWATOMI INDIANS**

## **KĚ GBÉSHMEN**

### **POLICY AND PROCEDURE MANUAL**

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## CHAPTER 1

### General

#### 1.1 Purpose.

- (a) The purpose of the Culture Camp includes to offer an opportunity for Campers to learn about language, culture, spirituality and rites of passage in an outdoor setting, while at the same time engaging in common camping activities.
- (b) The purpose of this Manual is to establish policies and procedures to help ensure that the Culture Camp offers a safe and rewarding experience for Campers and Camp Staff.

#### 1.2 Definitions.

For purposes of this Manual, the following terms are defined:

- (a) “Adult” means a person who is eighteen (18) years of age or older.
- (b) “Assistant Camp Director(s)” means the Assistant Camp Director (Language and Culture) or Assistant Camp Director (Education), or both.
- (c) “Authorized Person” means the person, other than a Parent, to whom a Camper can be released in accordance with Section 5.6 of this Manual.
- (d) “Band” means the Pokagon Band of Potawatomi Indians.
- (e) “Camper” means a Youth registered to participate in the Culture Camp.
- (f) “Campground” means the Band’s Rodgers Lake Campground, as depicted in the Rodgers Lake Complex Map, attached to this Manual as Appendix A.
- (g) “Campsite” means the Campground and other areas where Culture Camp activities occur.
- (h) “Camp Director(s)” means the Camp Director (Language and Culture) or Camp Director (Education), or both.
- (i) “Camp Staff” means all Employees, consultants and volunteers performing any service in connection with the Culture Camp.
- (j) “Camper Code of Conduct” means the rules set forth in Section 8.1(a) of this Manual.
- (k) “Camp Staff Code of Conduct” means the rules set forth in Section 8.2(a) of this Manual.
- (l) “Culture Camp” means the annual culture camps for Youth sponsored by one, or both, of the

Departments.

- (m) “Departments” means the Department of Education and Department of Language and Culture.
- (n) “Department Directors” mean the Directors of the Departments.
- (o) “Employee” means a person employed by the Band, including within the Departments.
- (p) “Food Code” means the U.S. Food and Drug Administration's Food Code of 2013 and all amendments and supplements thereto, adopted as Band law under the Health and Safety Act.
- (q) “Health and Safety Act” means the Band’s Health and Safety Act.
- (r) “HR Department” means the Band’s Department of Human Resources.
- (s) “Include” or “Including”, whether lowercase, shall be deemed to be followed by “without limitation”.
- (t) “Manual” means this Kë Gbéshmen Policy and Procedure Manual.
- (u) “Non-Swimmer” means a Camper who swims less than two (2) widths of enclosed area or is not able to tread water for five (5) minutes.
- (v) “Parent” means the biological parent, adoptive parent, step-parent or legal guardian of a Camper.
- (w) “Screening Policy” means the Band’s Employment, Volunteer and Contractor Screening Policy and Procedure.
- (x) “Standing Orders” means all medical standing orders approved by a physician, as set forth in Appendix B to this Manual.
- (y) “Start Date” means the date that the Culture Camp starts.
- (z) “Swimmer” means a Camper who swims two (2) widths of enclosed area and able to tread water for five (5) minutes;
- (aa) “Youth” means a person who is eighteen (18) years of age or less.

### **1.3 Scope.**

This Manual applies to the Departments and all Camp Staff.

## **1.4 Appendices.**

The Department Directors may jointly approve amendments to the Appendices to this Manual, except:

- (a) Only a physician may approve amendments to Appendix B (Standing Orders);
- (b) Only the Tribal Council may approve amendments to Appendix E (Mandatory Reporting of Abuse Policy) and Appendix G (Chaperone Policy);
- (c) Any amendments to Appendix H (Health Supply Inventory), may be approved only in consultation with the Health Official; and
- (d) Any amendments to Appendix J (National Field Archery Association Archery and Bowhunter Range Guidelines) shall be consistent with any amendments approved by the National Field Archery Association.

## **CHAPTER 2 Camp Staff**

### **2.1 Positions.**

- (a) At a minimum, the Culture Camp shall have the following positions.
  - (1) Camp Director (Language and Culture);
  - (2) Camp Director (Education);
  - (3) Assistant Camp Director (Language and Culture);
  - (4) Assistant Camp Director (Education);
  - (5) Lead Counselor;
  - (6) Special Needs Counselor;
  - (7) Counselor;
  - (8) Health Officer;
  - (9) Cook;
  - (10) Kitchen Assistant;
  - (10) Lifeguard; and
  - (11) Assistant Lifeguard.

- (b) Each person engaged to serve in a Camp Staff position shall meet all qualifications and perform all responsibilities for the Camp Staff Position, as set forth in the Camp Staff position descriptions, attached to this Manual as Appendix C.
- (c) The Department Directors shall ensure that Camp Staff positions are engaged as Employees, consultants or volunteers under all applicable laws, regulations and policies.
- (d) The Camp Directors shall ensure that the Culture Camp is properly staffed in accordance with this Manual.
- (e) The Camp Directors shall ensure that the Camp Staff Organizational Chart, attached to this Manual as Appendix D, is reviewed not less than annually and updated as required.
- (f) The Department Directors may determine that additional Camp Staff positions are required and develop new position descriptions and, in such event, Appendix C shall be updated to include the new position description.

## **2.2 Ratios.**

- (a) Prior to the Start Date, the Camp Directors, in consultation with the Department Directors, shall cause a staffing plan for the Culture Camp to be prepared, which shall specify all necessary Camp Staff.
- (b) The Camp Directors shall ensure that the ratio of Adult Camp Staff to Campers, at all times, is as follows:
  - (1) For Campers who are below the age of thirteen (13), *during wake hours*, there shall be one (1) Adult Camp Staff for every ten (10) Campers or a fraction thereof beyond the first ten (10) Campers;
  - (2) For Campers who are below the age of 13, *during sleeping hours*, there shall be one (1) Adult Camp Staff for every fourteen (14) Campers or a fraction thereof beyond the first fourteen (14) Campers;
  - (3) For Campers who are thirteen (13) years of age or older, *at all hours*, there shall be one (1) Adult Camp Staff for every fourteen (14) Campers or a fraction thereof beyond the first fourteen (14) Campers;
  - (4) For Campers with other abilities, *during wake hours*, there shall be one (1) Adult Camp Staff for every three (3) such Campers or a fraction thereof beyond the first three (3);
  - (5) For Campers with other abilities, *during sleeping hours*, there shall be one (1) Adult Camp Staff for every six (6) such Campers or a fraction thereof beyond the first six (6).
- (c) If the Culture Camp has more than fifty (50) Campers, then the Camp Directors shall not be counted in determining the above ratios.

- (d) The number of Lifeguards needed for an aquatic activity shall be one (1) Lifeguard for up to fifty (50) Campers. For more than fifty (50) Campers, an additional Lifeguard is required.
- (e) The number of Lifeguard Assistants needed for an aquatic activity shall be one (1) Lifeguard Assistant for up to twenty (20) Campers. For each additional ten (10) Campers, or a fraction thereof, beyond twenty (20) Campers, there shall be one (1) additional Lifeguard Assistant.
- (f) A minimum of one (1) Lifeguard and one (1) Assistant Lifeguard shall be assigned to the water trampoline while in use.

### **CHAPTER 3**

#### **Screening and Training**

#### **3.1 Screening.**

- (a) Every person who seeks to serve in any Camp Staff position shall complete and sign all forms and documents and provide all information required by the HR Department or Camp Directors, or both.
- (b) No person shall be employed or engaged to serve in any Camp Staff position unless such person has successfully passed a background investigation in accordance with the Screening Policy.
- (c) No person shall be employed or engaged to serve in any Camp Staff position unless such person has completed and signed all required forms and documents and provided all information required by the HR Department or Camp Directors, or both.
- (d) No person shall be employed or engaged to serve in any Camp Staff position unless such person meets the qualifications for the position set forth in this Manual and applicable Camp Staff position description.

#### **3.2 Training.**

- (a) The Camp Directors, in consultation with the HR Department, shall ensure that a training program for all Camp Staff is established and occurs each year before the Culture Camp.
- (b) The content for the training program shall be in writing and include the following:
  - (1) The Culture Camp's philosophy and objectives; and
  - (2) Policies and procedures relating to the Culture Camp, including this Manual.
- (c) All Camp Staff must attend all required trainings, briefings and meetings, except as otherwise directed by a Camp Director.

**CHAPTER 4**  
**Rosters and Records**

**4.1 Roster.**

- (a) The Camp Directors shall cause to be maintained at the Campsite an up-to-date roster of all Camp Staff, which for each Camp Staff member, shall include:
  - (1) The Camp Staff member's Name;
  - (2) The Camp Staff member's position; and
  - (3) Any relevant certifications or licenses, including CPR.
- (b) The Camp Directors shall cause to be maintained, at the Campsite, an up-to-date roster of all Campers, which for each Camper, shall include:
  - (1) The Camper's name, age and address;
  - (2) The Camper's Parent's name, address and telephone number;
  - (3) If applicable, the Authorized Person's name, address and telephone number;
  - (4) The dates of arrival and departure; and
  - (5) If applicable, a listing of any special needs, limitations and adaptations to assist in Culture Camp participation.

**4.2 Records.**

- (a) The HR Department will maintain all employment records for Employees. The Camp Directors shall cooperate with the HR Department in regard to such records.
- (b) The HR Department will maintain all background check records for Employees, consultants and volunteers. The Camp Directors shall cooperate with the HR Department in regard to such records.
- (c) The Camp Directors shall cause to be maintained all records, except background check records, related to Camp Staff who are consultants and volunteers, including all contracts and statements of work.
- (d) After the Culture Camp, the Camp Directors, in coordination with the Health Officer, shall cause to be maintained by the Band all health records.
- (e) The Camp Directors shall cause to be maintained records of all trainings, drills and incidents related to the Culture Camp.

- (f) The Camp Directors shall cause to be maintained all records relating to Campers, including any authorization forms, releases, etc.
- (g) The Camp Directors shall ensure that all records are maintained in accordance with all applicable laws, regulations and policies, including those relating to confidentiality.

## **CHAPTER 5**

### **Operations**

#### **5.1 Mandatory Reporting of Abuse Policy.**

- (a) On January 13, 2014, through Resolution No. 14-01-13-05, the Tribal Council approved the Mandatory Reporting of Abuse Policy, attached to this Manual as Appendix E.
- (b) All Camp Staff, who are Employees, are mandatory reporters under the Mandatory Reporting of Abuse Policy and must report suspected abuse, neglect or exploitation in accordance with such Mandatory Reporting of Abuse Policy and all applicable reporting laws.
- (c) All Camp Staff, who are consultants or volunteers and are mandatory reporters under applicable laws, shall report suspected abuse, neglect or exploitation in accordance with such applicable reporting laws.
- (d) All Camp Staff who make a report under Section 4.1(b) or 4.1(c) above, shall promptly notify a Camp Director of the report.
- (e) All Camp Staff who are consultants or volunteers and are not mandatory reporters under applicable laws, shall immediately report suspected abuse, neglect or exploitation to a Camp Director, who shall immediately make a report in accordance with the Mandatory Reporting of Abuse Policy.
- (f) In the event of alleged abuse, neglect or exploitation, a Camp Director shall cause the alleged perpetrator to be separated from other Campers, including through removal from the Camp, until the incident is resolved, the threat is removed, or as long as necessary to protect the safety and welfare of the Campers.
- (g) Except as provided above, in the event of any suspected criminal activity involving any Camper or Camp Staff or occurring at the Campsite, all Camp Staff shall immediately contact the Police Department by telephone at 1-269-462-4333 and then shall immediately report such activity to a Camp Director.

#### **5.2 Behavior Management Policy.**

- (a) Campers must follow the Camper Code of Conduct for Campers at all times. Campers who violate the Camper Code of Conduct for Campers will be subject to appropriate discipline.
- (b) In general, discipline is intended to discourage violations, encourage control and responsibility and, most importantly, ensure the health, safety and welfare of Campers and Camp Staff.

- (c) The level of discipline imposed should be based on the seriousness of the violation, including the impact on Campers and Camp Staff and may include, a verbal warning, written warning or dismissal of a Camper. Additionally, certain privileges, such as the ability to participate in certain Camp activities, such as aquatic activities, may be revoked when warranted.
- (d) For a minor violation, a Camp Staff member should issue a verbal warning, unless the Camper previously received a verbal warning for the same or similar conduct. When issuing a verbal warning, a Camp Staff member shall clearly explain behavioral expectations with the Camper.
- (e) If a Camp Staff member is uncertain as to the seriousness of a violation or if a violation requires more than a verbal warning, then the Counselor for the Camper shall be notified of the violation. A Camp Director, in consultation with the Counselor and Lead Counselor, shall determine the level of discipline, including:
  - (1) The Camper may be issued a written warning through the Camper Disciplinary Warning Form, attached to this Manual as Appendix F; or
  - (2) The Camper may be dismissed from the Culture Camp, if a Camp Director determines that the violation threatens the health, safety or welfare of Campers or Camp Staff.
- (f) The decision to dismiss a Camper from the Culture Camp shall be final and not subject to review or appeal.
- (g) If a Camper is dismissed from the Culture Camp, a Camp Director shall notify the Parent, who shall arrange, at the Parent's sole cost, to timely pick up the Camper.
- (h) Between the time a Camper is dismissed from the Culture Camp and pick up, the Camper shall be separated from Culture Camp activities and shall remain under the supervision of Camp Staff, provided that if circumstances warrant, a Camper may be turned over to proper authorities.

### **5.3 Food Service Policy.**

- (a) Section 2.2 of the Health and Safety Act, in part, adopts as Band law certain laws relating to food safety, including the Food Code. The Camp Directors shall ensure that the Food Code is complied with at all times, including in connection with preparation, service and storage of any food.
- (b) The Culture Camp will provide three (3) meals per day and one (1) snack each evening. The normal meal schedule is as follows:
 

(1)	7:00 - 8:00 a.m.	Start Breakfast
(2)	12:00 - 1:00 p.m.	Start Lunch
(3)	5:00 - 6:00 p.m.	Start Dinner
(4)	7:30 - 8:30 p.m.	Start Snack
- (c) The Camp Directors shall ensure that menus are posted. All meals will be cafeteria style.

- (d) Meals shall be of appetizing, meet or exceed current recommended nutritional allowances and shall include a variety of proteins, carbohydrates, vegetables, fruits, and dairy products for different meals.
- (e) Meals shall be of sufficient quantity. There shall be no restrictions on the amount of food available to Campers and Camp Staff at each meal, provided that Counselors may intervene if the quantity or nature of food consumed by a Camper becomes an issue.
- (f) Camp Staff should encourage Campers to refrain from wasting food.
- (g) The Health Officer will address any special dietary concerns with the cook in accordance with a Camper's needs and any instructions from the Camper's Parent or physician.
- (h) If any questions or concerns arise involving a Camper's dietary needs or food consumption, the Cook shall contact the Parent.

#### **5.4 Travel Policy.**

- (a) The driver of any vehicle used to transport Campers shall:
  - (1) Be an Adult;
  - (2) Possess a valid operator or chauffeur license appropriate to the vehicle driven and the circumstances of its use; and
  - (c) Have the prior approval of a Camp Director or Assistant Camp Director to transport Campers in any vehicle.
- (b) Any vehicle used to transport Campers shall be appropriately licensed, maintained and inspected as required by applicable laws, regulations and policies.
- (c) A vehicle shall be available at all times for emergency situations. Vehicle keys will be kept in a central location accessible to authorized Camp Staff only.
- (d) If a vehicle which is required by law to be equipped with passenger safety belts, then the driver and all passengers shall be properly restrained by the use of passenger safety belts while the vehicle is in motion.
- (e) Campers shall be transported only in the part of a vehicle designed by the manufacturer for passenger transportation.
- (f) The number of passengers shall not exceed the manufacturer's rated capacity for the vehicle.
- (g) In the event of an emergency situation involving a vehicle, the driver and other Camp Staff shall ensure the orderly evacuation of the vehicle if necessary.

- (h) The driver and Camp Staff shall supervise Campers in transit and will direct the loading and unloading of the vehicle – including checking the doors of the vehicle if necessary.
- (i) Campers shall be unloaded only when sufficient Camp staff is present at the site to supervise the Campers.
- (j) A first aid kit shall be available in each vehicle.
- (k) For any trip, the Camp Directors shall ensure that the following provisions of the Chaperone Policy, attached to this Manual as Appendix G, are complied with:
  - (1) Section 4 - Youth Ratios;
  - (2) Section 6 - Briefing;
  - (3) Section 7 - Responsibilities;
  - (4) Section 8 - Lodging; and
  - (5) Section 9 - Youth Event Rules.

## **5.5 Health Policy.**

- (a) The Health Officer shall oversee the general health of all Campers and coordinate all necessary care, as appropriate.
- (b) The Health Officer shall be at the Campsite premises at all times while the Culture Camp is in session.
- (c) Unless the Health Officer is a licensed physician, a physician shall be available for consultation with the Health Officer at all times while the Culture Camp is in session.
- (d) The Culture Camp shall have on hand the first aid and health supplies and equipment identified in the Health Supply Inventory List, attached to this Manual as Appendix H. The Health Officer shall inventory such list prior to the Culture Camp to ensure availability and adequacy.
- (e) All Camp Staff to whom Campers are assigned shall monitor each Camper's physical and behavioral health and promptly report to the Health Officer any concerns, including any Camper injury, illness or emotional issue.
- (f) In regard to Camper medication, the Health Officer shall:
  - (1) Collect all Camper medication during check-in at the beginning of the Culture Camp;
  - (2) Place all Camper medication in a clear baggy and label for content, dose, frequency, method of administration and the Camper's name;
  - (3) Maintain all Camper medication in locked storage;

- (4) Administer Camper medication to the appropriate Camper at required times; and
  - (5) Return any unused Camper medication to the Camper's Parent or Authorized Person during check-out at the end of the Culture Camp.
- (g) In regard to Camp Staff medication:
- (1) Camp Staff shall not maintain medication at the Campsite, but rather shall deliver any medication to the Health Officer on the Start Date.
  - (2) The Health Officer shall place all Camp Staff medication in a clear baggy and label for content, dose, frequency, method of administration and the Camp Staff member's name.
  - (3) The Health Officer shall keep all Camp Staff medication in locked storage, segregated from Camper medication.
  - (4) The Health Officer shall administer Camp Staff medication to the appropriate Camp Staff member at required times.
  - (5) The Health Officer shall return any unused Camp Staff medication to the Camp Staff member at the end of the Culture Camp.
- (h) The Health Officer shall be present at Camper check-in and conduct a health screening, including:
- (1) Reviewing health information with Campers and their Parents;
  - (2) Interviewing and assessing each Camper, regarding health status and any special circumstances or needs; and
  - (3) Receiving and labeling Camper medications in accordance with the above, and discussing any special circumstances or needs;
- (i) The Health Officer shall cause to be maintained health records in accordance with applicable laws, regulations and policies, which shall include:
- (1) Camper's name;
  - (2) Date(s) of treatment;
  - (3) Circumstances requiring treatment;
  - (4) Treatment prescribed and medication administered;
  - (5) Name of the person rendering treatment;

- (6) Any follow-up and results; and
- (7) Communications with Parent, health personnel, etc., with dates.
- (j) The Camp Directors, in consultation with the Health Officer, shall designate an area to serve as the Health Officers station for the Culture Camp.
- (k) In the event of a medical emergency, the following shall apply, subject to the provisions of the Standing Orders:
  - (1) The person shall be taken to the Health Officer's station or the Health Officer shall be summoned to the location, as appropriate:
  - (2) The person's condition, including the circumstances surrounding the incident, shall be explained to the Health Officer;
  - (3) Appropriate first aid and life support, including CPR, shall be administered;
  - (4) Appropriate steps shall be taken to keep the person warm, calm, still and comfortable;
  - (5) Appropriate steps shall be taken to protect the person from further harm, and to protect or prevent others from being injured or exposed to illness; and
  - (6) Emergency services shall be called by calling 911, as appropriate;
  - (7) If the person is a Camper, the Parent shall be contacted immediately by calling the numbers on the Medical Authorization Form (submitted with the Camper's application for the Culture Camp) and, depending on the medical concern, may be asked to determine the level of treatment to be provided or if treatment should be delayed until the Camper returns home;
  - (8) The person shall be transported to a medical facility by camp vehicle or emergency services, as appropriate; and
  - (9) Other than for the services of the Health Officer provided at the Campsite, the Band shall not be responsible for any costs or expenses arising from the provision of any care or treatment, including for any emergency services.
- (l) If a Camper has to leave the Culture Camp early due to a health related issue or family emergency, the Parent shall arrange for timely pickup and, in such event, the Camper shall only be released in accordance with Section 5.6 of this Manual.
- (m) The Camp Staff shall remind Campers to practice good hygiene and wash hands before eating. The Camp Directors shall cause a hand sanitizing station to be located at the start of any meal lines and door knobs and handles to be wiped with disinfectant daily.
- (n) The Health Officer shall teach to Camp Staff, and caused to be posted at appropriate locations throughout the Campsite, universal precautions, including:

- (1) Wash hands before and after contact with each individual, after glove removal, and immediately after contact with blood, body fluids or human tissue occurrences;
- (2) Wear gloves when anticipating contact with blood, body fluid, tissues, mucous membranes (i.e. the lining of the mouth and nose) or contaminated surfaces, or if breaks in the skin are present;
- (3) Wear an impervious (waterproof) gown or apron if splattering on clothing is likely;
- (4) Wear a mask if there is to be contact with an infectious disease spread by splatter droplets (i.e., individual has a cold – coughing, sneezing, etc.);
- (5) Wear a mask and eye protection if aerosolization or splattering of body fluids is likely to occur;
- (6) Use mouth piece or ventilation device during emergency resuscitation if possible;
- (7) Dispose of sharp objects carefully, do not handle broken glass, use a broom and dustpan and dispose of properly;
- (8) Report to the Health Officer immediately all lacerations, mucosal splashes or contamination of open wounds with blood or body fluids;
- (9) Clean contaminated spills immediately with a one part bleach to ten parts water solution;
- (10) Place linen in impervious bag at point of use and handle all soiled linens with gloves;
- (11) Do not share eating or drinking utensils; and
- (12) Use good infection control measures, especially good and frequent hand washing; covering one's mouth when sneezing or coughing; and immediately and appropriately disposing of used Kleenex; etc.). Counselors shall inform Campers of such precautions.

## **5.6 Release Policy.**

- (a) A Camper shall only be released into the custody of a Parent, except as otherwise authorized below in this Section.
- (b) A Camper may be released into the custody of an Authorized Person if at the time of registration, a Parent completes and signs the Release Authorization Form (available at the registration table at the time of check-in).
- (c) A Camper may be released into the custody of proper authorities acting under a duty imposed by law or to emergency services personnel when necessary in connection with illness or injury suffered by the Camper.

## **5.7 Lodging Policy.**

- (a) Campers of the same sex and similar age shall be assigned to share a cabin.
- (b) Any Camp Staff assigned to a cabin shall be of the same sex as the Campers assigned to the cabin.
- (c) Campers shall be in their assigned cabin during quiet hours from: 11 pm until 7 am, unless participating in Camp activities under the supervision of Camp Staff.
- (d) Counselors shall conduct a roll call of Campers each night.
- (e) Campers shall not have any visitors during quiet hours.
- (f) No Camp Staff member shall be alone in a cabin with a Camper.

## **CHAPTER 6 Emergencies**

### **6.1 Severe Weather Plan.**

- (a) The Camp Directors and Assistant Camp Directors shall monitor weather conditions and shall ensure that Camp Staff are notified well in advance of any potentially severe weather conditions.
- (b) All other Camp Staff shall monitor their surroundings, including observing weather conditions and shall notify a Camp Director or Assistant Camp Director of any potentially severe weather conditions.
- (c) The Camp Directors shall develop and implement emergency notice procedures and shall designate an emergency gathering location, including ensuring that all Camp Staff and Campers are informed of such procedures.
- (d) If severe weather conditions appear likely, a Camp Director shall initiate the emergency notice procedures.
- (e) Upon initiation of emergency notice procedures, Camp Staff shall immediately cause all Campers to assemble at the designated emergency gathering location to receive instructions from a Camp Director.
- (e) Upon arrival at the designated emergency gathering location, all Camp Staff with assigned Campers, shall:
  - (1) Take roll call of all assigned Campers;
  - (2) Report the results of the roll call to a Camp Director;

- (3) If any Campers are not present, ensure that all such Campers are promptly located;
  - (4) Remain with assigned Campers and maintain order; and
  - (5) Ensure that all assigned Campers are evacuated upon issuance of such an order by a Camp Director.
- (f) Upon initiation of emergency notice procedures, all other Camp Staff shall also report immediately to the designated emergency gathering location and shall assist as requested by a Camp Director.
- (g) Severe weather conditions, including tornadoes, downbursts, large hail, lightening, heavy rain and excessive heat can threaten safety.
- (1) In the event of a severe thunderstorm, persons should shelter inside the Health and Wellness Center whenever possible. If unable to shelter inside the Health and Wellness Center, then persons should shelter inside another structure or in a car, away from trees.
  - (2) In the event of a tornado warning, persons should shelter inside the Health and Wellness Center whenever possible. If caught outside, shelter in a ditch, culvert or other low area (lay flat and cover head). Do not shelter in a car.
  - (3) In the event of a lightning storm, persons should shelter inside a building or in a car, away from trees. If indoors, stay away from windows, doors and anything that conducts electricity, such as corded phones, appliances, or plumbing. If outdoors, do not stand near tall trees or metal objects. A hard-topped metal vehicle may provide good protection, but avoid contact with metal and keep the windows closed. If engaged in aquatic activities, including the water trampoline, get to the shore and out of the water immediately. If caught in the open, crouch down until there is a break in the storm.
  - (4) In the event of significant rain, persons should not attempt to cross a fast moving body of water or a flooded road.
  - (5) In the event the heat index reaches 105 degrees, a Camp Director shall implement measures to protect Campers and Camp Staff, including postponing or cancelling strenuous activities, encouraging persons to stay in shaded areas, and ensuring that persons stay properly hydrated.
- (h) Regular activities may be resumed only after a Camp Director commands “all clear”.
- (i) The Camp Directors shall cause one (1) or more drills to be conducted under this Section.

## **6.2 Fire Plan.**

- (a) Fire drill(s) shall be conducted during the week. The first drill will be conducted within forty-eight (48 hours) of the Start Date and time.

- (b) In the event of a fire at the Campsite, Camp Staff shall call 911, and a Camp Director shall initiate the emergency notice procedures.
- (c) Upon initiation of emergency notice procedures, all Camp Staff shall cause all Campers:
  - (1) To evacuate the area of the fire, including all structures; and
  - (2) To assemble at the designated emergency gathering location to receive instructions from a Camp Director.
- (d) Upon arrival at the designated emergency gathering location, all Camp Staff with assigned Campers, shall:
  - (1) Take roll call of all assigned Campers;
  - (2) Report the results of the roll call to a Camp Director;
  - (3) If any Campers are not present, ensure that all such Campers are promptly located;
  - (4) Remain with assigned Campers and maintain order; and
  - (5) Ensure that all assigned Campers are evacuated upon issuance of such an order by a Camp Director.
- (e) Upon initiation of emergency notice procedures, all other Camp Staff shall also report immediately to the designated emergency gathering location and shall assist as requested by a Camp Director.
- (f) Regular activities may be resumed only after a Camp Director commands “all clear”.
- (g) The Camp Directors shall cause one (1) or more drills to be conducted under this Section.

### **6.3 Missing Camper Plan**

- (a) If a Camper is missing, the Camp Staff to whom the missing Camper is assigned shall immediately report the missing Camper to a Camp Director. Upon receiving such report, a Camp Director shall initiate the emergency notice procedures.
- (b) Upon initiation of emergency notice procedures, Camp Staff with assigned Campers shall immediately cause all such Campers to assemble at the designated emergency gathering location to receive instructions from a Camp Director.
- (c) Upon arrival at the designated emergency gathering location, all Camp Staff with assigned Campers, shall:
  - (1) Take roll call of all assigned Campers;

- (2) Report the results of the roll call to a Camp Director; and
- (3) Remain with assigned Campers and maintain order.
- (d) Upon initiation of emergency notice procedures, all other Camp Staff shall also report immediately to the designated emergency gathering location and shall assist as requested by a Camp Director.
- (e) If the Camper is confirmed to be missing after roll call, a Camp Director shall instruct specific Camp Staff to search the Campsite area, including stating the time for such Camp Staff to report back to a Camp Director.
- (f) During the search, Campers shall wait in the designated emergency gathering location under the supervision of Camp Staff.
- (g) If the Camper is found before the stated time, a Camp Director shall initiate the emergency notice procedures to alert Camp Staff to return.
- (h) Camp Staff shall report back to a Camp Director by the stated time. If the Camper is missing after the stated time, a Camp Director shall call 911 for immediate assistance.
- (i) If necessary, the Camp Director shall cause the Missing aquatic Participant Plan stated in Section 6.5 of this Manual to be initiated.
- (j) The Camp Directors shall cause one (1) or more drills to be conducted under this Section.

#### **6.4 Serious Injury or Near Drowning Plan**

If an aquatic participant suffers a serious injury or near drowning, then the following shall apply:

- (a) The Lifeguards or Lifeguard Assistants who are closest to the aquatic participant shall conduct the rescue.
- (b) The Lifeguards shall send runners to summon the Health Officer and a Camp Director.
- (c) The Lifeguards shall cause the aquatic area to be evacuated, including by blowing a whistle three (3) times.
- (d) Campers shall promptly exit the water, assemble and remain in their assigned groups until otherwise instructed.
- (e) A Lifeguard Assistant shall conduct a head count and compare it to the list of aquatic participants and shall instruct the aquatic participants to conduct a buddy check. Additionally, Camp Staff to whom aquatic participants are assigned shall conduct a roll call of assigned Campers and immediately report the results of the roll call to the Lifeguard Assistant.
- (f) The Lifeguards will administer any first aid and life sustaining procedures, including CPR and, if required, shall call 911 for emergency assistance.

- (g) The Lifeguards will ensure that the aquatic participant does not walk around or move, as appropriate, until after being checked by the Health Officer or other proper medical authority.
- (h) Aquatic activities may be resumed only after a Lifeguard commands “all clear”.
- (i) Lifeguards shall cause one (1) or more drills to be conducted under this Section.

## **6.5 Missing Aquatic Participant Plan**

If an aquatic participant is reported or observed missing, then the following shall apply:

- (a) The Lifeguards shall cause the aquatic area to be evacuated, including by blowing a whistle three (3) times.
- (b) Campers shall promptly exit the water, assemble and remain in their assigned groups until otherwise instructed.
- (c) The Lifeguards will send runners to summon the Health Officer and a Camp Director.
- (d) Available Camp Staff (under the direction of the Lifeguards) will form a hand chain and search shallow areas moving from the shore out toward the marker lines. The search will continue until the missing aquatic participant is found.
- (e) One or more Lifeguards will canoe and dive deep areas, including under the water trampoline, in an effort to locate the missing aquatic participant.
- (f) Camp Staff will send runners to search all areas of the Campsite for the missing aquatic participant and, if found, the Lifeguards shall be immediately notified.
- (g) If the aquatic participant remains missing after ten (10) minutes or is found in an unresponsive state, then a Camp Director shall call 911 for emergency services.
- (h) If the aquatic participant is found in an unresponsive state, then the Lifeguards and Health Officer (if having arrived at the waterfront), will administer any first aid and life sustaining procedures, including CPR. CPR shall continue until successful or emergency services arrive.
- (i) Aquatic activities may be resumed only after:
  - (1) A Lifeguard Assistant conducts a head count and compares it to the list of aquatic participants;
  - (2) A Lifeguard Assistant instructs aquatic participants to conduct a buddy check;
  - (3) Camp Staff to whom aquatic participants are assigned conduct a roll call of assigned aquatic participants;
  - (4) Camp Staff to whom aquatic participants are assigned report the results of the roll call

to the Lifeguard Assistant;

- (5) A Lifeguard Assistant determines that all aquatic participants are accounted for; and
  - (6) A Lifeguard commands “all clear”.
- (j) Lifeguards shall cause one (1) or more drills to be conducted under this Section.

## **6.6 Home Emergency Plan.**

- (a) Campers shall not have cell phones or similar devices at the Culture Camp. Such devices distract and disrupt full participation in the Culture Camp and will be confiscated, delivered to a Camp Director, and not returned until the end of the Culture Camp.
- (b) If an emergency arises at a Camper’s home, a Camp Director should be contacted at the phone number listed in Culture Camp materials. A Camp Director shall cause the message to be relayed to the Camper and will coordinate subsequent steps.

## **CHAPTER 7**

### **Aquatic Activities and Target Archery**

## **7.1 Aquatic Safeguards.**

- (a) For each aquatic activity, any Camp Staff to whom aquatic participants are assigned shall provide the Lifeguard with a list containing the name, age and sex of all aquatic participants.
- (b) All swimming shall be confined to the marked and enclosed area of the waterfront, as depicted on the Swimming Area Diagram, attached to this Manual as Appendix I.
- (c) Campers shall enter the water only if participating in official Camp aquatic activities, when the Lifeguards are present. There shall be no night swimming.
- (d) Before any Camper participates in any aquatic activities, the Lifeguards shall test and classify each Camper as a “Swimmer” or “Non-Swimmer” (as defined in Section 1.2 of this Manual).
- (e) Before any Camper participates in any aquatic activities, the Lifeguards shall provide each Camper is classified as a Swimmer with a Swimmer wristband.
- (f) Lifeguards shall ensure that Non-Swimmers:
  - (1) Do not participate in any aquatic activity which requires the Camper to be a Swimmer;
  - (2) Do not swim in the area designated for Swimmers; and
  - (3) Wear a personal flotation device at all times while in the water.

- (g) Before any Camper participates in any aquatic activities, the Lifeguards shall explain to the Camper all rules and safety signals.
- (h) The Lifeguards shall check each Camper in and out of the waterfront area for each aquatic activity.
- (i) The Lifeguards shall implement and ensure that the buddy system is used for all aquatic activities, under which buddy checks shall be held at least every ten (10) minutes.
- (j) The Lifeguards shall inspect the swimming areas before any aquatic activity takes place each day, including for dangerous conditions and obstructions.
- (k) If, at any time, a Lifeguard observes any unsafe situation, then to the extent possible, the Lifeguard shall take immediate measures to correct the situation and, if necessary, may cancel aquatic activities.
- (l) The Lifeguards shall ensure that no head-first diving occurs in water that is less than five (5) feet deep or from the water trampoline and that diving occurs only in designated areas.
- (m) The Lifeguards and Lifeguard Assistants shall not engage in any activities that distract from the performance of any responsibilities.
- (n) The Lifeguards shall ensure that appropriate life-saving equipment is immediately accessible at the swimming area at all times during any aquatic activities, including the following:
  - (1) Whistle (for each Camp Staff member on duty);
  - (2) Buddy board;
  - (3) Ring buoy (or other throwing device) with rope that is sufficient length for the area;
  - (4) Back board with minimum of 6 straps and appropriate rigid cervical collars;
  - (5) Reach or assist pole;
  - (6) First aid kit;
  - (7) Rescue tube; and
  - (8) Cellular phone.
- (o) All persons participating in any aquatic activities shall:
  - (1) Follow all directives from the Lifeguards and Lifeguard Assistants, including safety signals;
  - (2) Not engage in any activities that jeopardize the health or safety of any person, including dunking or horseplay;

- (3) Not swim in areas designated for Swimmers, unless the Camper is a Swimmer (as evidenced by a Swimmer wristband);
  - (4) Not swim under or hang on any marker lines;
  - (5) Enter or exit the waterfront area only at marked or designated locations;
  - (6) Keep all balls, flotation devices, etc. within the swimming area, except as otherwise authorized in connection with an aquatic activity; and
  - (7) Not engage in any aquatic activities, except in strict accordance with this Manual.
- (p) Campers who violate any rules relating to aquatic activities shall be subject to appropriate discipline in accordance with Section 5.2 of this Manual, which may include revocation of the ability to participate in aquatic activities.
  - (q) The Lifeguards shall implement the Serious Injury or Near Drowning Plan under Section 6.4 of this Manual and Missing Aquatic Participant Plan under Section 6.5 of this Manual when appropriate or required.

## **7.2 Canoeing and Kayaking.**

- (a) All canoeing and kayaking will be conducted under the supervision of an instructor who is:
  - (1) A Lifeguard; and
  - (2) Has at least one (1) year canoeing and kayaking experience.
- (b) All Campers are eligible to participate in canoeing. Only Swimmers (as evidenced by a Swimmer wristband) are eligible to participate in kayaking.
- (c) Before canoeing or kayaking, Campers must:
  - (1) Receive instruction on basic skills;
  - (2) Participate in a “tip test”; and
  - (3) Know and demonstrate basic skills, including proper techniques for getting in and out and paddling.
- (d) There shall be no more than three (3) people in a canoe.
- (e) There shall be no more than one (1) Non-Swimmer in a canoe, and a Non-Swimmer shall not canoe alone.
- (f) Each day, the instructor shall inspect all canoes, kayaks, paddles and personal flotation devices for safe and proper functioning.

- (g) Before any canoeing or kayaking, the instructor shall assess the area for any dangerous conditions and obstructions.
- (h) If, at any time, the instructor observes any unsafe situation, then to the extent possible, the instructor shall take immediate measures to correct the situation and, if necessary, may cancel canoeing and kayaking.
- (i) The instructor shall ensure that all personal flotation devices:
  - (1) Are appropriately sized;
  - (2) Coast guard-approved;
  - (3) In good serviceable condition; and
  - (4) Suitable for the activity.
- (j) All canoers or kayakers shall:
  - (1) Wear a personal flotation device all times while canoeing or kayaking;
  - (2) Wear appropriate clothing and footwear, as directed by the instructor;
  - (3) Know and listen for emergency signals;
  - (4) Follow all directives from the instructor and other Camp Staff on site;
  - (5) Not engage in any behavior that jeopardize the health or safety of any person, including horseplay or intentionally rocking or tipping the canoe or kayak;
  - (6) Not enter restricted areas; and
  - (7) Comply with all requirements of this Manual, including the Camper Code of Conduct for Campers.
- (k) The instructor shall ensure that a canoe or boat and emergency rescue and lifesaving equipment and supplies (whistle, throwing assist device, and first aid kit) is readily accessible for emergencies.
- (l) If a canoe or kayak tips, the instructor shall cause the canoers or kayaker to be rescued.
- (m) The instructor shall implement the Serious Injury or Near Drowning Plan under Section 6.4 of this Manual and Missing Aquatic Participant Plan under Section 6.5 of this Manual when appropriate or required.

### **7.3 Snorkeling.**

- (a) All snorkeling will be conducted under the supervision of an instructor who is:
  - (1) A Lifeguard; and
  - (2) Has at least two (2) years snorkeling experience.
- (b) Only Swimmers (as evidenced by a Swimmer wristband) are eligible to participate in snorkeling.
- (c) Before snorkeling, Campers must:
  - (1) Receive instruction on basic skills; and
  - (2) Know and demonstrate basic skills.
- (d) Snorkeling shall be limited to no more than six (6) snorkelers at a time, regardless of the number of instructors.
- (e) The instructor shall ensure that snorkeling equipment is appropriate to the size and ability of each snorkeler.
- (f) Snorkeling shall only occur in areas designated by the instructor.
- (g) Each day, the instructor shall inspect all snorkeling equipment to ensure safe and proper functioning.
- (h) Before any snorkeling, the instructor shall assess the area for any dangerous conditions and obstructions.
- (i) If, at any time, the instructor observes any unsafe situation, then to the extent possible, the instructor shall take immediate measures to correct the situation and, if necessary, may cancel snorkeling.
- (j) All snorkelers shall:
  - (1) Wear appropriate clothing and footwear, as directed by the instructor;
  - (2) Know and listen for emergency signals;
  - (3) Follow all lawful directives from the instructor and other Camp Staff on site;
  - (4) Not engage in any behavior that jeopardize the health or safety of any person, including horseplay, obstructing a snorkel or dunking;
  - (5) Not enter restricted areas; and

- (6) Comply with all requirements of this Manual, including the Camper Code of Conduct for Campers.
- (k) The instructor shall ensure that emergency rescue and lifesaving equipment and supplies (whistle, throwing assist device, and first aid kit) is readily accessible for emergencies.
- (l) If a snorkeler is in distress, the instructor shall cause the snorkeler to be rescued.
- (m) The instructor shall implement the Serious Injury or Near Drowning Plan under Section 6.4 of this Manual and Missing Aquatic Participant Plan under Section 6.5 of this Manual when appropriate or required.

#### **7.4 Water Trampoline.**

- (a) All use of the water trampoline by Campers shall be conducted under the supervision of at least one (1) Lifeguard and one (1) Assistant Lifeguard, one of whom shall be primarily responsible for monitoring the flow of users onto the water trampoline and one of whom shall be primarily responsible for monitoring users upon exit from the water trampoline.
- (b) Camp Staff shall ensure that the water trampoline is set up and installed in accordance with the manufacturer's recommendations set forth in the Owner's Manual and the manufacturer's website, provided that, at a minimum:
  - (1) The water trampoline shall be securely anchored in a minimum depth of ten (10) feet of water, preferably in a location where it is most protected from the wind;
  - (2) The water trampoline shall be located a minimum of thirty feet (30) feet from any dock, platform, pier or any other obstruction; and
  - (3) An area extending a minimum of thirty (30) feet, in all directions, from the water trampoline shall be marked-off with rope and floats.
- (c) Before each use, the Lifeguard and Assistant Lifeguard shall inspect:
  - (1) The water trampoline for any worn, defective or missing parts or other unsafe conditions, including frame straps, all jump surface springs and the spring pad cover to ensure proper installation;
  - (2) The water trampoline for proper air pressure and secure anchoring; and
  - (3) The swimming area for any unsafe conditions or obstructions, including any submerged logs, sandbars and rocks.
- (d) If a Lifeguard or Assistant Lifeguard observes any unsafe condition, then to the extent possible, the Lifeguard or Assistant Lifeguard shall take immediate measures to correct the unsafe condition. The Lifeguard shall close the water trampoline if any unsafe situation cannot be immediately corrected.

- (e) The Lifeguard and Assistant Lifeguard shall ensure that the water trampoline is not used in rough surface conditions, high winds, or severe weather, including when there is lightning. In the event of any such conditions, the Lifeguard and Assistant Lifeguard shall cause all persons to get to the shore and out of the water immediately. No person shall stay on the water trampoline.
- (f) Only Swimmers (as evidenced by a Swimmer wristband) who are at least seven (7) years of age shall be eligible to use the water trampoline.
- (g) Before a Camper uses the water trampoline, the Lifeguard shall ensure that each Camper receives instruction on basic skills, including how to stop bouncing by flexing knees when feet contact the jump surface and on all rules of use stated in this Section.
- (h) Only five (5) Campers shall be allowed on the water trampoline at one time.
- (i) To prevent fatigue, a Camper shall not use the water trampoline for more than ten (10) minutes per hour.
- (j) All use of the water trampoline shall be in accordance with the manufacturer's recommendations set forth in the Owner's Manual and the manufacturer's website, provided that, at a minimum, all users shall:
  - (1) Wear a personal flotation device all times while within the roped-off water trampoline area;
  - (2) Always enter the water feet first;
  - (3) Not wear any watch, ring or sharp object while using the water trampoline;
  - (4) Not jump out-of-control or too high or attempt any flips, summersaults, or other acrobatic maneuvers while on or from the water trampoline;
  - (5) Focus on the jump surface while jumping to help with control;
  - (6) Always jump or bounce in the center of the water trampoline away from edge, except when jumping from the trampoline and never place any body part under the spring pad cover or frame;
  - (7) Don't jump from the water trampoline from the location of the ladder or land near any person who is in the water;
  - (8) Only jump from the water trampoline when no other person is jumping from the water trampoline;
  - (9) Not swim or play under the water trampoline;
  - (10) Not use the water trampoline when tired or fatigued;

- (11) Wear appropriate clothing, as directed by the Lifeguards;
  - (12) Know and listen for emergency signals;
  - (13) Follow all directives from the Lifeguard, Assistant Lifeguard and other Camp Staff on site;
  - (14) Not engage in any behavior that jeopardize the health or safety of any person, including horseplay; and
  - (15) Comply with all requirements of this Manual, including the Camper Code of Conduct for Campers.
- (k) The Lifeguard shall ensure that the water trampoline is marked as “CLOSED” when it will not be under the supervision of the Lifeguard or Assistant Lifeguard and that access is restricted by removing all ladders, slides and attachments at the end of each day of use.
  - (l) Camp Staff shall ensure that the water trampoline is removed from the water, deflated and properly stored except on the dates of any camp at which the water trampoline will be used by Campers.
  - (m) Camp staff shall ensure that all manufacturer’s recommendations set forth in the Owner’s Manual and the manufacturer’s website are complied with, including regarding assembly, anchoring, care, cleaning, storage, repair and patching of the water trampoline.
  - (n) The Lifeguard shall ensure that a canoe or boat and emergency rescue and lifesaving equipment and supplies (whistle, throwing assist device, and first aid kit) is readily accessible for emergencies.
  - (o) The Lifeguard shall implement the Serious Injury or Near Drowning Plan under Section 6.4 of this Manual and Missing Aquatic Participant Plan under Section 6.5 of this Manual when appropriate or required.

## **7.5 Target Archery.**

- (a) Target archery will be conducted under the supervision of an instructor who is:
  - (1) An Adult; and
  - (2) Certified as a Level 1 Archery Instructor through a course recognized by USA Archery or the National Field Archery Association.
- (b) Before participating in archery, Campers must:
  - (1) Receive instruction on basic skills, including range commands, shooting positions and techniques, parts of equipment and safe handling and care of equipment; and

- (2) Know and demonstrate such basic skills.
- (c) Target archery shall be limited to no more than three (3) archers at a time assigned to each shooting lane, regardless of the number of instructors.
- (d) Target archery shall only occur at the range.
- (e) The instructor shall ensure that archery equipment is appropriate to the size and ability of each archer and that each archer wears armguards and safety glasses.
- (f) The instructor shall ensure that the range is located, configured, set up, marked, constructed and operated in a proper and safe manner, at all times, including:
  - (1) The range shall be on ground that is flat, free of obstructions and away from other Camp activities, foot traffic, paths or roads;
  - (2) The shooting direction should be forty-five (45) degrees of true north (archer is less likely to face the sun);
  - (3) Each shooting lane should be no narrower than ten (10) feet;
  - (4) There shall be a safety zone along the side boundaries of the range of no less than fifteen (15) yards;
  - (5) There shall be a safety zone behind the farthest target of no less than forty (40) yards;
  - (6) There shall be no less than five (5) yards of space behind the shooting line for archers;
  - (7) There shall be no less than five (5) yards of space behind the archers for spectators;
  - (8) All targets shall be affixed to appropriately sized butts;
  - (9) There shall be an appropriate backstop (size and characteristics), which shall decelerate the arrow to zero, without substantial damage to the arrow and without endangering anyone on or off the range;
  - (10) The perimeter of the safety zones shall be roped off and flagged to keep persons from entering the range;
  - (11) The shooting line and spectator space shall be clearly marked; and
  - (12) Any other applicable standards are followed, as set forth in the National Field Archery Association Archery and Bowhunter Range Guidelines, attached to this Manual as Appendix J.
- (g) The instructor shall ensure that proper and safe archery standards and practices are followed

at all times, including for handling of bows and arrows and location upon, proximity to and entry of the range, if permitted by the instructor.

- (h) Each day, the instructor shall inspect the archery equipment to ensure safe and proper functioning.
- (i) Each day, the instructor shall inspect the range area for any dangerous conditions and shall ensure that all barriers and markings are in place.
- (j) If, at any time, the instructor observes any unsafe situation, then to the extent possible, the instructor shall take immediate measures to correct the situation and, if necessary, may cancel archery.
- (k) When not in use, archery equipment shall be stored in a locked area without Camper access and under direct control of Adult Camp Staff.
- (l) All archers shall:
  - (1) Wear appropriate clothing and footwear, as directed by the instructor;
  - (2) Know and listen for emergency signals;
  - (3) Follow all lawful directives from the instructor, including range commands;
  - (4) Not engage in any behavior that jeopardize the health or safety of any person, including horseplay;
  - (5) Not enter the archery range, unless authorized by the instructor; and
  - (6) Comply with all requirements of this Manual, including the Camper Code of Conduct for Campers.
- (m) The instructor shall ensure that emergency rescue and lifesaving equipment and supplies (whistle and first aid kit) is readily accessible for emergencies.
- (n) Campers who violate any rules relating to target archery shall be subject to discipline in accordance with Section 5.2 of this Manual, which may include revocation of the ability to participate in target archery.

## **CHAPTER 8**

### **Conduct**

#### **8.1 Camper Code of Conduct.**

- (a) Campers shall:
- (1) Follow the Seven Grandfather Teachings, including acting in a proper, considerate, respectful, and courteous manner at all times;
  - (2) Be on time and ready for and participate in Culture Camp daily routines and activities;
  - (3) Not bring a cell phone or similar device to the Culture Camp;
  - (4) Wear any required name badges and color-coded wrist band;
  - (5) Not remove or exchange any color-coded wrist band, except with the approval of a Lifeguard;
  - (6) Turn in all medications at check-in and not engage in any illegal activity or possess, use, sell, distribute, or be under the influence of any alcohol or illegal drug;
  - (7) Not possess, use, sell or distribute any mood-altering substance or chemical of any nature (including inhalants);
  - (8) Not possess, use, sell or distribute any tobacco (other than with permission from Camp Staff);
  - (9) Not possess, view or share any pornography or other inappropriate media;
  - (10) Not take or damage any property of others and be solely responsible for the security of the Camper's own property and leave any valuables, such as jewelry at home;
  - (11) Not bring any pop, candy, treats or other snacks to the Culture Camp, as enough food will be provided;
  - (12) Be safe and aware of surroundings, including being alert for potential dangers and not engage in any horseplay or pranks;
  - (13) Not harass or bully others;
  - (14) Not use vulgar, profane or abusive language;
  - (15) Not be disruptive or distracting;
  - (16) Not possess or use a firearm, knife, any other weapon or fireworks, except with permission of Camp Staff for supervised activities;

- (17) Keep your sleeping area, the cabins and Campsite clean and organized and properly dispose of all litter and trash;
  - (18) Follow all lawful directives of Camp Staff;
  - (19) Respect all teachings and listen carefully;
  - (20) Sleep in assigned Cabins;
  - (21) Not leave assigned Cabins during quiet time without permission from a Camp Staff;
  - (22) Not enter a Cabin other than an assigned Cabins without permission from a Camp Staff;
  - (23) Except as otherwise permitted under this Manual, observe quiet time which shall be from 11 pm until 7 am;
  - (24) Not venture off alone or otherwise leave the Campsite without permission from Camp Staff;
  - (25) Not enter any waterfront area unless accompanied by Camp Staff for supervised activities;
  - (26) Not engage in any sexual contact or public display of affection;
  - (27) Immediately report to Camp Staff any safety concerns, injuries, illnesses and emergency issues;
  - (28) Wear proper clothing and footwear, including not dressing inappropriately;
  - (29) Comply with all applicable laws, regulations, policies, including this Manual; and
  - (30) Immediately report to Camp Staff any violation of this Manual or any directive from Camp Staff.
- (b) Any Camper who violates this Manual, including Section 8.1(a) above, shall be subject to discipline in accordance with Section 5.2 of this Manual.

## **8.2 Camp Staff Code of Conduct.**

- (a) Camp Staff shall:
  - (1) Follow the Seven Grandfather Teachings, including acting in a proper, considerate, respectful, and courteous manner at all times;

- (2) Be on time and ready for and participate in Culture Camp daily routines and activities;
- (3) Not leave the Campsite during work periods without the approval of a Camp Director, Assistant Camp Director or Lead Counselor;
- (4) Be supportive of Camp Staff decisions and timely and properly implement such decisions;
- (5) Ask questions, including if uncertain about how to handle a situation;
- (6) Be appropriately dressed at all times and wear any identification badges provided by the Culture Camp;
- (7) Use positive behavior management techniques, including positive reinforcement and encouragement;
- (8) Properly supervise Campers, including keeping assigned Campers together when required and monitoring assigned Campers to ensure compliance with this Manual;
- (9) Ensure, as the first priority, the health and safety of Campers, including being alert for potential dangers and knowing the whereabouts of assigned Campers at all times;
- (10) Understand emergency protocols and signals and immediately report in accordance with this Manual any safety concerns, injuries or emergency issues;
- (11) Ensure that any Camper discipline occurs only in accordance with Section 5.2 of this Manual;
- (12) Regularly check attendance through a head count and/or roll call, as appropriate;
- (13) Not be alone with any Camper at any time in any private, isolated, secluded location, rather use the “buddy system”.
- (14) Not have any inappropriate verbal or physical interactions with any Camper or Camp Staff;
- (15) Sleep only in assigned cabins or locations;
- (16) Not possess, use, sell, distribute, or be under the influence of any alcohol or illegal drugs;
- (17) Not possess, use, sell or distribute any tobacco (except for traditional or ceremonial purposes) or e-cigarettes;

- (18) Not possess, view or share any pornography or other inappropriate media;
  - (19) Not transfer or delegate any responsibility as a Camp Staff member to any person without prior approval of a Camp Director or Assistant Camp Director, including not releasing any assigned Campers into the care of any other person;
  - (20) Turn all medication over to the Health Officer for administration in accordance with this Manual:
  - (21) Not administer any medication to Campers, unless the Health Officer;
  - (22) Treat Campers equally, including not discriminating on the basis of gender, race, religion, sexual orientation and socioeconomic status;
  - (23) Discuss only age-appropriate matters with Campers;
  - (24) Not discuss with Campers any personal information about other Campers or Camp Staff;
  - (25) Not share a community shower nor be in any questionable state of undress in the presence of any Campers;
  - (26) Possess the required driver's license and have the prior approval of a Camp Director to transport Campers in any vehicle;
  - (27) Conduct regular curfew checks of assigned Campers;
  - (28) Not allow personal feelings to detract from advancing Culture Camp goals;
  - (29) Cooperate and assist other Camp Staff to fulfill responsibilities when necessary, including upon request and in the event of an emergency; and
  - (30) Comply with all applicable laws, regulations and policies, including this Manual and all lawful directions from persons within the line of authority.
- (b) Camp Staff who are Employees shall be subject to all obligations imposed upon employees, including under Employee Handbook, in connection with serving as Camp Staff. Accordingly, such Camp Staff shall be subject to discipline under the Employee Handbook for violations of this Manual.