

Stevenson High School Titan Marching Band

Band Camp Policy Manual



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Goals and Objectives

Attitude + Respect + Commitment = Success, is the essence of the philosophy in the Stevenson High School Band. Away Band Camp has the purpose of sharing a concentrated amount of time to build musicianship, camaraderie, character, and commitment to the Stevenson High School Marching Band.

Each child will learn the basic skills needed to be a member of the band as well as learn several new skills. They will work toward the development of a full marching show that will be performed and judged in the Fall. A variety of activities will be involved to broaden the camper's base of knowledge under the guidance of a well trained and experienced staff.

In addition to the development of the Marching Band, away camp aims to develop a sense of responsibility and an awareness of others while students experience living together with fellow students from a variety of cultures and backgrounds. Campers can learn to resolve social conflicts under the guidance of experienced counselors and chaperones. Students new to the high school program have an opportunity to make new friends and learn from veteran band members that are eager to continue the fine tradition that they have helped establish.

Stevenson Band members at camp have the opportunity develop a high level of self-confidence, self-esteem, and to learn and display leadership skills through new experiences that challenge everyone. Staff, chaperones, and counselors are available to provide support, encouragement, and positive reinforcement for achievements and good choices.

Camp Status, Licensing, and Staffing Policy

Stevenson Band Away Camp is licensed through the State of Michigan as a residential children's camp that operates for more than 12 hours per day for 5 or more days, including at least 1 overnight, in any 14-day period.

We are hosted in Benzie County at Lake Ann Camp, Lake Ann MI. Our license number is CR100308925. The license number for Lake Ann Camp is CR100200638.

Stevenson Band Away Camp shall have a camp director who is on duty or in residence at the campsite and who is responsible for the day-to-day administration of the camp and for assuring the care, safety, and protection of campers. The camp director shall meet all the following requirements:

- Be not less than 21 years of age, have a minimum of 8 weeks of cumulative full-time experience working with a population similar to that which the camp serves
- Have a minimum of 4 weeks of full-time administrative experience in an organized camp or similar program
- Be familiar with the Michigan Department of Health and Human Service administrative rules for children's camps

If the camp director is away from the operation for more than 12 hours, the person who is left in charge shall meet all the requirements specified above.

Staff members and volunteers are evaluated before selection to attend camp in relation to their duties to be assigned. Criteria include: Character, emotional stability, health, ability, experience, and education. Chaperones and counselors are selected based on their willingness to assist and interact for the benefit of all campers.

Number of staff

Stevenson Band Away Camp shall ensure that the ratio of adult staff members and volunteers to campers at any one time is as follows:

- One adult staff member and or volunteer for every 14 campers or a fraction thereof beyond the first 14
- The minimum number of staff on duty and in camp is 2 adult staff members
- In a camp that has more than 50 campers, the camp director shall not be included in determining the staff member-camper ratio and shall not serve full-time as the health officer or as an aquatics supervisor

Behavior Management Policy

All school rules are in effect at all times. Members are expected to act accordingly, as if they were in uniform, at every rehearsal and camp activity. If there is a problem that occurs, the Travel Contract included in your camp packet will explain all the repercussions possible depending on how severe the act was. Parents/guardians and students must sign all contracts.

Behavior Expectations:

1. Our time together as a group is important and must be focused.
2. That the musical sounds we make are beautiful. Music comes first.
3. Our rehearsal time is for ensemble development, not for practicing parts.
4. That individuals learn to prepare independently away from the rehearsals aka – Homework=Practicing.
5. That we are a community. We are team oriented in that we create an atmosphere built on respect and friendliness.
6. We are goal oriented in terms of musical achievement and performance.
7. That we are committed to the highest musical/visual/technical standards of our band.
8. That we prioritize becoming more musically sound away from the band. (Practice)
9. A standardized formation will be set for every outdoor rehearsal.
10. When you are called to attention, please do not speak or move. One Band, One Sound, One Philosophy.

Alcoholic beverages and illegal drugs are not permitted at any band event or at Lake Ann Camp. Students may not possess tobacco or tobacco-related products at any time. Utica Community Schools (UCS) policies will be followed and enforced by all marching band staff, counselors and chaperones when working with band students that represent Stevenson High School and UCS.

All legal prescription and over-the-counter medications must be under the control of the camp Health Care Officer (HCO). Medications will be given to the students at their scheduled times and administered by the HCO.

No band member shall be deprived of food, water, or sleep; shall not be placed alone without staff supervision, observation, and interaction and shall not be subjected to hazing, ridicule, threat, corporal punishment, excessive physical exercise, excessive restraint, or verbal abuse.

Harassment Policy

Stevenson High School Band and Lake Ann Camp is committed to maintaining an environment that is free of discrimination and harassment based on a person's sex, race, age, color, creed, disability, ancestry, sexual orientation, or national origin.

All employees and volunteers should respect the rights, opinions, and beliefs of others. Harassment, because of sex, race age, color creed, religion, disability, ancestry, sexual orientation, national origin, height, weight, familial status or marital status whether conducted by or affecting an employee, vendor client, volunteer, board member, or any other individual connected with the band or camp is strictly prohibited.

Examples of conduct prohibited by this policy include using racial and ethnic slurs, making offensive references to stereotypes, or making jokes about characteristics protected by law. This policy applies to all employees, directors, officers, volunteers, and agents of Stevenson Band and Lake Ann Camp including the director and board.

Sexual Harassment Prohibited

No one may threaten or imply that an employee's submission to or rejection of sexual advances will in any way influence any decision about that staff member's employment, advancement, duties, compensation, or other terms or conditions of employment. No one may take any personal action based on an employee's submission to or rejection of sexual advance.

No one may subject another employee, volunteer, or client to any unwelcome conduct of a sexual nature. This includes both unwelcome physical contact, such as touching, blocking staring making sexual gestures, and making or displaying sexual drawings or photographs, and unwelcome verbal conduct such as sexual propositions, slurs, insults, jokes and other sexual comments. An employee's or volunteer's conduct will be considered unwelcome and in violation of this policy when the person should have known that the conduct was unwelcome, or when the person subjected to the conduct voiced his or her objection.

Making Complaints – Mandatory Reporting

If you believe you are the victim of harassment, you must immediately report this fact to the Board or director. Also, if you observe harassment, you should bring the offensive conduct to

the Stevenson Band director's attention. You should make any complaint about harassment directly to one of the board members or other adult supervisors. Complaints of harassment do not need to be in writing; however, in order for Stevenson High School Band to properly investigate the report, it may not be anonymous. It is the policy of Stevenson Band that no reprisal, retaliation, or other adverse action will be taken against any complainant for making a good faith report of harassment or for assisting in an investigation of harassment. In keeping with child protective laws, a final report will be made to the authorities within 72 hours of the initial complaint.

Investigation of Complaints

Stevenson Band and/or Lake Ann Camp will promptly and thoroughly investigate all alleged violations of this policy assuming the allegation is in good faith and made in sufficient detail for Stevenson Band to conduct a confidential investigation.

Child Abuse and Neglect Policy / Child Protection Law Plan

The Child Protection Law, Act No. 238, Public Acts of 1975, as amended, being 722.621 et seq. of the Michigan Compiled Laws, and known as the Child Protection Law will serve as the guideline for discipline policies for Stevenson Band Camp.

We are a high school band with most of our band members coming from proper homes, but there is a possibility that a child may come to camp with obvious evidence of neglect, physical or sexual abuse. We also must guard against any real or implied cases of abuse occurring in the band or at band camp.

The following policies are to help us handle cases that occurred before school/camp and to avoid any real or false claims at band or camp. Your reputation as a band member and the band as a whole can be harmed seriously if a band member is abused or even reported to have been abused.

Definitions:

Child means a person under 18 years of age.

Child Abuse means harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare, which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment.

Child Neglect means harm to a child's health or welfare by a person responsible for the child's health or welfare, which occurs through negligent treatment including the failure to provide adequate food, clothing, shelter, or medical care.

Neither the band nor the state of Michigan is asking staff member, counselor, or chaperone to be a social worker or a private investigator looking for signs of abuse.

However, if obvious signs of abuse such as: unusual bruising, belt marks, cigarette burns, black eyes, or other visual signs of physical abuse are observed, or if oral reports of physical

or sexual abuse are reported to a band official or chaperone, the official will report directly to the band director or the band health care officer. Do NOT tell any other camper or staff member.

Camper's records and applications shall be confidential. No one shall have access to the camp and camper's files except from permission of the Director, or other designated official. The camper has a right to review and screen their own record.

An alleged perpetrator shall be separated from campers until the incident is resolved, until the threat is removed, or as long as necessary to protect the safety and welfare of the campers.

What to do

At some point, a band member may report that someone abused them. This may have occurred at home or at band camp. If this happens, we want you to be prepared to help the child. Follow the guidelines below if a child indicated that he or she may have been the victim of abuse or exploitation:

- Don't panic or overreact to the information disclosed by the child
- Don't criticize the child or claim that the child misunderstood what happened
- Do respect the child's privacy. Take the child to a place where the other band members cannot overhear you. It is important that you discuss the child's situation only with the director and health officer or with the child protective services agency for the state of Michigan. It should not become the topic of conversation with other students or chaperones.
- Do encourage the student to tell the director or health officer themselves. Make sure that the child feels that he or she is not to blame for what happened.
- The Camp Director or designated official shall make an oral report within 8 hours to the Michigan Department of Health and Human Services (MDHHS). The Benzie County MDHHS phone number is (231) 882-1330. The 24/7 Hotline for Child and Adult Protective services is (855) 444-3911.
- Within 72 hours a written report shall be made to the MDHHS. A written report shall contain the name of the child and a description of the abuse or neglect. If possible, the report shall contain the names and addresses of the child's parents/guardians, or the persons with whom the child resides, and the child's age. The report shall contain other information available to the MDHHS which might establish the cause of abuse or neglect and the manner in which it occurred.
- If a camper appears to be injured, medical treatment will be given by the nearest medical facility.

Precautions Against Accusations of Sexual Abuse or Exploitation

Child abuse is a serious criminal offense. As a chaperone or counselor with the responsibility of caring for children, you may be placed in sensitive situations, making you vulnerable to charges of child molestation. If you take these simple precautions, however, you need not be afraid of groundless accusations.

Respect the privacy of the child. Do not become intrusive or more curious than necessary to monitor the health and safety of the child.

The child has the right to reject displays of affection if he or she feels uncomfortable about them. Not every child comes from a background in which affection is openly displayed. Respect the child's wishes.

Protect your own privacy. In some camp living situations, counselors room with their campers. There will be natural curiosity about boyfriends or girlfriends, personal relationships and with some other older campers, sexual activity. You should use common sense in discussing sensitive subjects with your students and you should not go into the details of your private life.

When supervising campers in times of changing clothes and showers, avoid times of being in a one-on-one situation. When it may be a questionable situation, try to have another staff member present.

Sexual exploitation should not be confused with physical contacts that are true expressions of affection. A warm and healthy relationship can exist between the student and the staff if staff members respect the child and place reasonable limits on their physical interaction.

Child Early Release from Camp

No child shall be released early from camp until the release has been requested in writing and cleared through the Camp Director (Mike Austerman). Only the adults listed on the notarized Permission to Treat / Emergency contact form will be allowed to pick up campers.

Please contact Mr. Austerman at (248) 709-5795 to arrange for the early release of your child, which will take place at a mutually agreed upon time at the Lake Ann Visitor Center.

Health Services Policy

All members of the Marching Band will adhere to all Stevenson High School health care policies while operating on school grounds or at away camp. Stevenson High School Band requires that at least one licensed medical professional, in accordance with the State of Michigan Department of Health and Human Services (MDHSS) requirements, to be present at away band camp. This licensed medical professional shall have a current license to practice in the state of Michigan and current CPR certification. This licensed medical professional shall be the Health Care Officer (HCO). In the event there is more than one licensed medical professional at camp only one will be the designated HCO.

Physical exams are mandatory for **all** members of the Marching Band and it must be dated after April 15th of the previous school year. It is for the safety of the student that they have a recent physical exam prior to leaving for band camp. This is a Utica Community Schools rule for all summer camps.

The HCO acts as the triage contact to help the children with minor injuries and illnesses. The licensed medical professional is in possession of a first aid kit at all times for treating minor problems, and this kit will be on the marching field whenever the children are rehearsing. In the case of a more severe illness or injury children will be transported to a local urgent care facility or area hospital by one of the chaperones. Emergency transportation by ambulance will be sought, if needed, via 911.

Parents will be contacted when their child is transported to one of these facilities for treatment. In the event of an extended illness the parents may be required to visit Lake Ann to transport their child home for continued care. These decisions will be left in the hands of the HCO, band director, camp director, and the parent or guardian.

NOTE: Policies are further outlined in the Health Services Policy Manual for Stevenson High School Band; Copy attached

Nutrition & Food Services Policy

Nutrition for the children while at away camp will be provided by Lake Ann Camp. The band will be provided with a meal schedule by the camp prior to arrival. The band will notify the Lake Ann chef of any dietary restrictions and will be asked to have a secondary meal for those that require it. The band will follow the Lake Ann nutritional guide lines while at camp.

- Camp will provide three meals and multiple snacks each day
- Meals will be served family style with occasional salad bar and buffet. Snacks will be served informally
- Staff members will sit in the same dining area as the students
- Special dietary problems will be handled under directions from camper's parents
- The Health Care Officer is responsible for checking that the diet provided meets camper needs
- The weekly menu will be kept on hand, at camp, during the week
- Sample Meal Schedule:
 - Breakfast: 7 AM
 - Lunch: Noon
 - Dinner: 4:45 PM
- Snacks: During morning and evening rehearsals

Transportation Services Policy

Transportation to and from camp will be provided by a hired, licensed, insured bus company, contracted by either Utica Community Schools or the Stevenson Band Boosters.

If students travel from Lake Ann for outside activities while at camp, they will be transported by the Lake Ann camp employees and their directors in Lake Ann vehicles following Lake Ann

Camp policies. Children will travel along with chaperones to their appointed destination.

In case of an illness the child may be transported by private vehicle with a chaperone to an urgent care facility or hospital for treatment. Parents will be notified once this has occurred.

All drivers of camp vehicles must be at least 18 years old and possess a valid Michigan driver's license appropriate for the vehicle to be driven.

Emergency Transportation

Cars designated as emergency vehicles will be registered, insured, and have seat belts for every person.

In the event of an emergency or serious injury, the Health Care Officer or Camp Director will make the decision whether call 911 to summon EMS or to transport the individual(s) concerned for medical treatment using a camp emergency vehicle.

If emergency services are required, we will take campers to Munson Medical Center: 1105 Sixth St, Traverse City MI 49684, phone (231) 935-5000.

The staff will take along, if possible, the parent release form, insurance information and health history form along with any medication the camper has at camp. A staff member will attend to patient in transit when possible.

The hospital's medical staff are available on a 24-hour a day / 7-days a week basis and will be called to alert the to the camper's arrival. Administrative staff at camp will contact parents.

A staff member will accompany any person sent by ambulance to the hospital.

Emergency Fire Policy

Protect People: In case of fire, this is the first and most important responsibility.

- Organize people to get them outside and away from the fire
- Evacuate all buildings when an alarm is given unless you have been notified that the fire is in a separate area
- Each counselor should assemble his campers to account for everyone

CAMPERS- If there is a fire in a cabin:

- Get out to safety!
- Call a staff member! (If no one is around, send 2 runners to find help)
- If you can't find a staff person at the health office, call 911 from your cell phone or the phone in the Lake Ann Visitor Center
- Tell other cabins near yours of the danger and send them to their designated meeting point
- Walk quickly away from fire and meet your group at your designated meeting point
- DO NOT STAY TO FIGHT FIRE... GO DIRECTLY TO YOUR MEETING POINT

CAMPERS- If you hear the fire alarm

- Stop what you are doing! Stay calm.
- If time, wear shoes and bring a towel or a cloth to put over your face.
- Walk quickly, follow a main path or road, and meet at the flagpole.
- If the fire is near your meeting point head out to main road or down to beach and call 911 from your cell phone!

STAFF- If there is a fire in a cabin:

- Get the campers out to safety!
- If fire is large or spreading...
 - Get everyone (including yourself) out to safety!
 - Alert other staff/adults in area
 - Gather campers in your area and calm everyone. (Bring shoes and towels if time)
 - Dial 911 from your cell phone, or from Lake Ann Visitor Center phone
 - Send a runner to the health office for help
 - Evacuate to your designated meeting spot. If that is blocked head out the driveway or down to the beach
- If the fire is small...
 - Use fire extinguisher by twisting out pin, aim hose at base of fire and pull trigger
 - Tell campers to alert other staff
 - Send runner for help at health office and send all campers to designated meeting points
 - If fire is not out – evacuate, call 911 on your cell phone or the Lake Ann Visitor Center phone
 - If fire is out - send for other fire extinguishers to make sure it will stay out
 - Report incident to camp director. Calm campers and reassure everyone

Reporting the fire: When calling 911, be sure to give the location (Lake Ann camp). Tell them to come to the south entrance and send someone to the entrance to direct the truck to the fire.

Firefighting tips:

- a. Always get help, no matter how small the fire appears to be
- b. Camper's clothing on fire:
 1. Smother the fire as quickly as possible
 2. If possible, wrap a blanket tightly around the person and then roll them on the ground
 3. Next best use coats or multiple layers of clothing to wrap them tightly and roll on the ground. Use some caution about using synthetic fibers that might melt and cling to the skin, but if you can wrap them quickly and tightly, use the best available means.
- c. Cabin clothing/bedding fire:
 1. Use fire Extinguisher
 2. Cover to smother - shut off air
- d. Fire in the structure of the building:
 1. Keep closed off if possible- don't open building more than necessary.
 2. Shut off electricity and gas (if possible)
 3. Use extinguisher, water, and wet blankets
- e. Brush fire:
 1. Use shovels, rakes, etc., to separate or cover fire.
 2. Use wet mops, blankets, etc.
 3. Use hose.
- f. Don't fight a fire if it puts your own safety at risk

Note locations and types of fire extinguishers. There is one on the outside of each cabin and in the other buildings. Dry Chemical type may be used on all types of fire: solids, flammable liquids, and electrical equipment.

To operate: pull in, raise handle, press top lever, and then direct discharge at base of flame.

Fire Drill

Chaperone/Counselor led fire Drill:

1. A weekly, scheduled fire drill will occur with every camper.
2. This fire drill will be conducted by the chaperone/counselor at the beginning of band camp.
3. The person running the drill will activate the smoke detector(s) in their cabins to start the fire drill.
4. Each set of cabins at Lake Ann will have their own evacuation point:
 - a. Frontier Village – the Sweet Shop
 - b. Blue Jay – Lower Basketball Court
 - c. Sunrise – The Circle Parking Lot
 - d. Badger, Otter, Timberwolf, Wolverine – Central Basketball court
 - e. Petoskey – North Staff Parking Lot
 - f. Hawk, Eagle – Central Basketball court
 - g. Tamaracks – Bath House
 - h. Yurts – Bath House
5. Once the chaperone/counselor reaches the evacuation Point, he or she must account for all of the campers
6. After all the other campers are accounted for, the counselor may return to the cabin
7. The chaperone/counselor must fill out the Fire Drill Checklist.
8. Fire Drill Check List must be turned into the camp director at or prior to dinner on the first day of camp.

Fire Drill Checklist

I _____ have conducted a fire drill with my campers.

Showed my campers the primary and secondary exits from the cabin

Successfully activated the smoke detector

Brought campers to the evacuation point

Cabin: _____

Signature: _____

1. Each set of cabins at Lake Ann will have their own evacuation point:
 - a. Frontier Village – the Sweet Shop
 - b. Blue Jay – Lower Basketball Court
 - c. Sunrise – The Circle Parking Lot
 - d. Badger, Otter, Timberwolf, Wolverine – Central Basketball court
 - e. Petoskey – North Staff Parking Lot
 - f. Hawk, Eagle – Central Basketball court
 - g. Tamaracks – Bath House
 - h. Yurts – Bath House

Evacuation Plan

This evacuation plan is intended to be used for a fire emergency.

Evacuation by Bus

1. If there is a fire emergency, it will be signaled by the dining hall bell ringing until all campers are accounted for or until circumstances deem it too dangerous. The bell will be rung by the Director of Food Service.
2. The chaperones and counselors must bring their campers to the front parking lot.
3. The chaperones, counselors, and campers will be shuttled by bus to the Almira Township Park.
4. The bus drivers will be assigned by the director of Guest Services and they will make as many trips as needed.
5. Once the chaperones reach the Almira Township Park, he or she must recount his or her campers to make sure they are all accounted for.
6. If any are missing, the counselor will notify the Director who will inform either the Director of Guest Services or the Executive Director.

Evacuation by Foot

1. Evacuation by foot will occur if busses are offsite or are unable to drive on to the grounds.
2. When there is a fire emergency, it will be signaled by the dining hall bell ringing until all campers are accounted for.
3. The chaperones and counselors must bring their campers to the Glory Bowl.
4. The chaperone and campers must then proceed to the North entrance of the camp onto Barber Road.
5. They will cross the road to escape the danger of the fire.
6. Once they are across the road, the counselor must recount his or her campers.
7. If any are missing, the chaperone will notify the Director who will inform either the Director of Guest Services or the Executive Director.

Lake Ann Staff Responsibilities

Executive Director

1. Must make sure that the fire department has been notified.
2. Make sure that every camper is accounted for from the Program Director
3. Make sure that every staff member is accounted for from the Guest Services Director.

Guest Services Director

1. Must assign bus drivers to shuttle people to Almira Township Park
2. Account for the staff members at each evacuation point (Almira Township Park/Barber Road)
3. Must give an accounting of all campers to Executive Director as quickly as possible.

Program Directors

1. Must connect with their chaperones to account for campers
2. Must give an accounting of all campers to the Guest Services Director as quickly as possible.

Severe Weather Policies

Tornado Safety Rules

Seek inside shelter, preferable in a tornado cellar, underground excavation, or a steel framed or reinforced concrete building of substantial construction. Stay away from windows! Go to any of the concrete block buildings.

If you are not near any of the buildings or if there is not time to find suitable shelter, lie flat in the nearest depression, such as a ditch or ravine.

Tornadoes come and go so quickly there may not be time for a warning. During a tornado watch, be alert for the sudden appearance of violent wind, rain, hail or funnel. Office will be kept alert of changing weather conditions. If need arises, counselors/program directors will be notified.

Remember:

Tornado Watch means tornadoes are expected to develop.

Tornado Warning means a tornado has actually been spotted. Persons close to the storm should take cover immediately.

It is essential that each staff member use good judgment and maintain a calm leadership position. Alarming campers unnecessarily can be worse than the actual storm.

Thunderstorm Safety Rules

1. Keep an eye on the weather during warm periods and during the passage of cold fronts. When cumulus clouds begin building up and darkening, you are probably in for a thunderstorm. Check the latest weather forecast in the office. (Internet or weather radio).
2. Keep calm. Thunderstorms are usually of short duration; even squall lines passing a matter of a few hours. Be cautious, but don't be afraid. Stay indoors and keep informed.
3. Know what the storm is doing. Remember that the mature stage may be marked on the ground by a sudden reversal of wind direction, a noticeable rise in wind.
4. Conditions may favor tornado information.
5. Lightning is the thunderstorm's worst killer. Stay indoors and away from electrical appliances while the storm is overhead. If lightning catches you outside, remember that it seeks the easiest, not necessarily the shortest, distance between positive and negative centers. Keep yourself lower than the nearest highly conductive object, and maintain a safe distance from it. If the object is a tree, twice its height is considered a safe distance.
6. Get out of the water and off small boats.
7. When you feel the electrical charge – if your hair stand on end or you ski tingles – lightning may be about to strike you. Drop to the ground immediately.

First Aid Measures (Lightning)

Persons struck by lightning receive a severe electrical shock and may be burned, but they carry no electrical charge and can be handled safely. A person "Killed" by lightning can often be revived by prompt mouth-to-mouth resuscitation, cardiac massage, and prolonged artificial respiration. In a group struck by lightning, the apparent dead should be treated first; those who show vital signs will probably recover spontaneously, although burns and other injuries may require treatment. Recovery from lightning strikes is usually complete except for possible impairment or loss of sight or hearing.

Reference material from U.S. Department of Commerce/NOAA/ NWS

Intrusion of Unauthorized Personnel Policy

1. In the instance that there is a person on school/camp property that is not associated with the group, a staff member (a chaperone or staff member) is to approach the individual(s), understanding the need for public relations within the community, and respectfully inform them that this is a private location and that the office will be glad to give them a tour and they must leave if asked.
 2. If the individual does not adhere to the above choices, the staff member will proceed to inform the school or camp officials. This individual will then inform the local law enforcement officials.
 3. In the case where a student comes across an unauthorized individual, he/she is to tell a staff member who will then proceed with the above procedure.
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Lost Camper Plan

1. Advise the Executive Director or the Director of Guest Services who shall organize the search.
 2. Effort should be made to determine when and where the camper was last seen.
 3. Assemble all the campers by cabin groups to check if the missing camper is with another group.
 4. Locate the counselor and learn as much as you can about the camper's characteristics and habits to anticipate potentials of where they might have gone or if they may have tried to leave the camp.
 5. Organize a search party – assign staff to check the most likely areas.
 6. After sufficient time has elapsed, notify the sheriff department for help: 911 / (231) 941-7940
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Policy for Campers in Public Spaces

1. The buddy system may be used.
 - a. A count will be taken every hour (frequency depends on the amount of interaction with the public and the level of distraction), and before and after moving from one area to another.
2. Campers will be reminded that they are representing Stevenson Band and Lake Ann Camp and to conduct themselves in a respectable manner – upholding the principles/regulations of the school/camp even though they are not on the school/camp's grounds. Both staff and students are expected to obey all traffic and pedestrian signs.
3. A student/camper is not to take anything from or go anywhere with a stranger.
4. Students/Campers are to stay within the view of their chaperones at all times unless specific permission is given by a chaperone. Students/campers are to inform chaperones before going to the bathroom and they are to check in with the same chaperone when they return.
5. If a student camper gets separated from the group, the separated student is to return to the bus to wait for a chaperone.
6. The staff shall maintain the regular ratio necessary for the age-group.
7. A certified first aid official will accompany the group off-site.

Waterfront, Watercraft, and Swimming Policy Waterfront Regulations

- Use of the waterfront, watercraft and swimming will be allowed only under the supervision of Lake Ann Camp employed personnel and Lake Ann employed lifeguards following policies established and enforced by Lake Ann Camp.
- Stevenson Band chaperones, counselors, and staff members are not used to supervise waterfront, watercraft, and/or swimming activities.
- No camper is allowed at the waterfront unless under direct lifeguard supervision.
- Lake time will be assigned by Lake Ann Staff.
- All watercraft shall only be operated during regular boating hours as deemed by the Aquatic Supervisor, with either an Aquatic observer or a lifeguard.
- All campers and chaperones shall wear PDF's while on any watercraft – regardless of swimming ability.
- Stevenson Band campers are subject to the following Lake Ann Camp procedures:

Supervisory Qualifications:

1. The Lake Ann Aquatic Supervisor shall be on duty with current certifications. Must have ability to demonstrate qualities of leadership, backed by varied experiences, suitable to maintain supervision of waterfront activities. Head lifeguard must be an adult. Must be free to administrate the waterfront.
2. Each Lake Ann Counselor will be trained and certified in Basic Water Safety. The Counselor is required to maintain responsibility to observe swimmers for a prescribed period of time. This requires Counselors on duty to avoid horseplay, conversation, or other activities, which would distract them from observing swimmers.

Swimming Policy:

1. Before engaging in a swimming activity, each camper shall be classified according to ability.
 - a. A proper test could be swimming from dock near canoes out to and alongside diving dock out to the swimming dock, where the swimmer treads water for at least one minute.
 - b. A Lifeguard or Assistant Lifeguard needs to be positioned on each dock with with an LGT supervising the testing.
 - c. Non-swimmers must be placed in the shallow water area separated from the deep water by a line marker.
 - d. A swimmer shall not be permitted to participate in an aquatic activity requiring higher skills than the camper's swimming classification, except during formal instruction.
2. The buddy system will be established and enforced for the purpose of supervising campers involved with an aquatic activity.
 - a. Each camper must have a buddy before he/she comes to the waterfront.
 - b. They must check in with the lifeguard on duty at the buddy board. No swimmer is allowed into the swimming area unless they have buddies.
 - c. A triplet of swimmers is allowed, but no more.
 - d. No single swimmer is allowed to leave the swimming area. Both swimmers must leave together.
 - e. Each buddy group must check-out with the lifeguard on duty at the buddy board.
 - f. Checks shall be conducted at least every 10 minutes.
3. Rules for diving need to be clearly stated to the swimmers.

- a. Only one diver should be allowed on the diving board at one time.
 - b. No swimming should be allowed in the diving area.
 - c. All dives should be straight off the end of the board, not the side, and there should be no diving in the area except off the board.
 - d. Divers should wait until the preceding diver has surfaced and cleared the area before diving.
 - e. Swimmers should not “hang around” the ladders to talk. Rather they should exit from the water immediately upon reaching the ladders.
4. Rules for swimmers, which need to be clearly understood by the swimmer:
- a. Swimmers must wear modest clothing designed for swimming activities. If a two-piece swimsuit is worn, a T-shirt must be worn to cover it up at all times.
 - b. Swimmers should not chew gum, drink beverages, or consume any kind of food while in the swimming area.
 - c. Swimmers should not engage in actions that endanger the safety of themselves or others: rough play, dunking, etc.
 - d. Swimmers should not splash or distract the lifeguards from their duty (even if the aquatic observer may be his counselor).

Swimming Rules:

1. No one may enter the water until the beach is announced open by Head Lifeguard.
2. Shoes will be worn to and from the beach.
3. The stairs are the way to travel up and down the hill.
4. Buddies are to be chosen before going to the beach. Buddies must come and go together. When a buddy is missing, all will leave the water until the person is found.
5. If anyone is assisted from the water by lifeguards, they must be checked by the Health Officer.
6. No more than one on diving boards, no inverted dives.
7. No swimming under the raft.
8. No Cross lake swimming.
9. Only Lifeguards and Counselors are allowed on docks.
10. There will always be a minimum of two trained staff at the waterfront with at least one being an adult.
11. Minimum ratios for aquatic certified persons will be 1 per 50 so if 51 swimmers are present then we need 2. Minimum ratios for aquatic observers will be 1 for the first 20 swimmers, 1 additional observer for additional 10 campers. * Note at Lake Ann Camp we have 5 aquatic supervisors that can at times act as aquatic observers depending on camper numbers.

Swimming Equipment:

1. The Head Lifeguard is responsible to oversee the arrangement, maintenance, and inspection of the waterfront area.
2. The following are to be placed in prominent areas for ready access:
 - a. Ring buoy on docks
 - b. Throw lines on each dock
 - c. Reach pole on diving platform
 - d. Backboard in boathouse
 - e. Rescue boat tied opposite swimming side of dock
 - f. PFDs in boathouse
 - g. First Aid kit

- h. Rescue tube for each Lifeguard
3. Maintenance required should be reported to the maintenance supervisor.
4. Visual inspection of these details is required daily by aquatic supervisor and will be inspected weekly by the camp program director.

Blob Rules:

1. There will be a Lifeguard on the tower.
2. Each participant must wear a life jacket at all times.
3. There shall be no more than a 50 pound differential from blobber to blobee.
4. There shall be no more than one blobber and one blobee on at one time.
5. The blobber must wait until the aquatic observer okays the jump (insuring that the blobee is ready).

Jumping instructions:

1. The Blob shall only be used by Junior High, Senior High, adults and campers going into the 6th grade (during Friday swim time).
2. A Lifeguard shall be stationed on the diving tower and an AO on the dock built for Blob observation before anyone may participate.
3. Only one at a time on the ladder. No waiting in the middle of the ladder. Wait at the bottom.
4. To be blobbed off, one must sit facing the beach.

Water Trampoline Rules:

1. All participants must have on a life jacket.
2. Number allowed at a time varies:
 - a. Junior – 6
 - b. Junior High – 4
 - c. Senior High/Adult – 3
3. No pushing or shoving on the trampoline.
4. The line for the trampoline is beside the long dock. The Lifeguard on that dock regulates use and time on the trampoline.
5. Do not jump on sides of trampoline. Only jump in the center.
6. During buddy checks, swimmers may point to their buddies if buddies are still in the water.

Ice Mountain Rules:

1. All participants must have on a life jacket.
2. The Ice Mountain shall be used only by Fresh Start, Senior High, and adults.
3. No pushing or shoving on the mountain.
4. Only three climbers at one time.
5. Only one person going on the slide at a time. The next person may not go until the camper is out of the way.
6. Do not jump off of the mountain.

Watercraft Policy:

1. All watercraft shall only be operated during regular boating hours as deemed by the Aquatic Supervisor, with either an Aquatic Observer or a Lifeguard.
2. All campers and counselors shall wear PDF's while on any watercraft – regardless of swimming ability.
3. The Boating Supervisor will be trained for all watercraft usage and will be on duty on the shore or in the boat itself while any watercraft is in operation.

4. There will be at least an Aquatic Observer on board the pontoon boat at all times of operation.
 5. There will be no more than 12 people on the pontoon boat at any one time.
 6. At no time may the pontoon boat go to the East Basin of the lake without a Lifeguard on board.
 7. Watercraft may not be used in the swimming area.
 8. All campers are allowed to use the boats.
 - a. Non-swimmers shall receive some basic instruction in rowing or paddling to determine their ability to guide the boat and be required to wear a personal flotation device and will be limited to a safe area according to the wind and their skill.
 - b. Deep water swimmers must prove their ability to handle the boat or canoe according to the water conditions and wear a personal flotation device.
 - c. No camper will be allowed to boat out of sight of the boating supervisor (into the east basin).
 9. During watercraft activities conducted in water deeper than four feet, the boating supervisor shall watch the watercraft area and have immediate access to a watercraft with which to provide emergency assistance.
 10. A watercraft cannot be docked or boated in a swimming area.
 11. No standing in canoes. A limit of three per canoe and five per rowboat. Paddleboats should not exceed the recommended limit of people.
 12. All equipment must be replaced to its location. A lifeguard will be given the responsibility for the off-hour organization of the boathouse.
 13. The pontoon boat can only be used by the permission and direction of the boating supervisor. Maintenance problems need to be directed to the maintenance supervisor. An adult supervisor is required on board when it is in operation. It is required that a personal flotation device be worn by each passenger. Proper adult/camper ratio will be maintained and manufacturer rating will be maintained at all times.
 14. Boats shall be properly equipped according to type and use.
 15. All operators will be orientated to federal, state, and local watercraft laws, including speed restrictions, operator age, and carriage requirements.
 16. Be familiar with:
 - a. Rules of the road
 - b. Boater courtesy
 - c. Loading and unloading passengers
 - d. How to deal with mechanical failures
 - e. Refueling
 - f. Trained on the pontoon
 - g. Use of throttle, shift, and steering
 - h. Securing the pontoon to the dock
-

High Adventure Activity Policy

- Use of Lake Ann High Adventure activity areas will be allowed only under the supervision of Lake Ann Camp employed personnel following policies established and enforced by Lake Ann Camp.
- Stevenson Band chaperones, counselors, and staff members are not used to supervise high adventure activities at Lake Ann.

- No camper is allowed at any high adventure activity unless under direct supervision of a Lake Ann employed staff member.
- High adventure activity time will be assigned by Lake Ann Staff.
- Stevenson Band campers are subject to the following Lake Ann Camp procedures:

These safety points, which embody good judgment and common sense, are applicable to all activities.

- **Qualified Supervision.** Every high adventure activity should be supervised by a conscientious adult and Lake Ann Staff, who understands and knowingly accepts responsibility for the well-being and safety of the children and youth in his or her care. The supervisor should be sufficiently trained, experienced and skilled in the activity to be confident of his/her ability to lead and to teach the necessary skills and to respond effectively in the event of an emergency.
- **Physical Fitness:** For youth participants in any potentially strenuous activity, the supervisor should receive a complete health history from a health care professional, parent or guardian. Neither youth nor adults should participate in activity for which they are unfit. To do so would place both the individual and others at risk.
- **Buddy System:** It is always best to have at least one other person with you and aware at all times as to your circumstances and what you are doing in any outdoor or strenuous activity.
- **Safe Area or Course:** A key part of the supervisor's responsibility is to know the area or course for the activity and to determine that it is well-suited and free of hazards.
- **Equipment Selection and Maintenance:** Most activity requires some specialized equipment. The equipment should be selected to suit the participant and the activity and to include appropriate safety and program features. The supervisor should also check equipment to determine that it is in good condition for the activity and is properly maintained while in use.
- **Personal Safety Equipment:** The supervisor must ensure that every participant has and uses the appropriate personal safety equipment.
- **Safety Procedures and Policies:** For most activities, there are common sense procedures and standards that can greatly reduce the risk. These should be known and appreciated by all participants, and the supervisor must ensure compliance.
- **Skill Level Limits:** There is a minimum skill level requirement for every activity, and the supervisor must identify and recognize this minimum skill level and be sure that none are put at risk by attempting activity beyond their ability.
- **Weather Check:** The risk factors in many outdoor activities vary substantially with weather conditions. These variables and the appropriate response should be understood and anticipated.
- **Planning:** Safe activity follows a plan that has been conscientiously developed by the experienced supervisor or other competent source. Good planning minimizes risks and also anticipates contingencies that may require emergency response or a change of plan.
- **Communications:** The supervisor needs to be able to communicate effectively with participants as needed during the activity. Emergency communications also need to be considered in advance for any foreseeable contingencies.
- **First-Aid Resources:** The supervisor should determine what first aid supplies to include among the activity equipment. The level of first aid training and skill appropriate for the activity should also be considered.
- **CPR Resource:** Any strenuous activity or remote trek could present a cardiac emergency. Aquatic programs may involve cardiopulmonary emergencies.
- **Discipline:** No supervisor is effective if he or she cannot control the activity and the individual participants. Youth must respect their leader and follow his or her direction.

Cabin and Building Maintenance Policy

Attending camp at Lake Ann is a privilege. Respect the property and facilities as if they are your own and encourage students to do the same. Upon your arrival at camp, please inspect the condition of your cabin and note any blatant / obvious damage and maintenance issues that require the attention of Lake Ann Staff.

Turn this list into the camp director at breakfast on Monday morning.

Cabin Maintenance Issue List

Cabin Name: _____

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Staff Member Name: _____