

CAMP WALK ON WATER

Staff Playbook

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STAFF INFORMATION

Arrivals and Departures

1. Staff members are required to check in with Camp Management upon arrival or departure from Camp.
2. Staff members are never permitted to leave the campgrounds without the permission of Camp Management. This includes special circumstances and emergencies.

Daily Schedules

1. Your Daily Duties and free time rotation will be assigned by Team Leaders and posted in staff dorms.
2. You are responsible for keeping up with your schedule and being on time to your assigned duties.
3. If a discrepancy or problem arises with your schedule, discuss it with your Team Leader. Do not make arrangements on your own or with other staff.
4. Meals: Staff will eat all their meals in the cafeteria with the Campers. No more than 3 staffers are to sit at a table together. Don't leave the cafeteria for any reason during meal times without asking your Team Leader.
5. Curfew: All staff will be in the dorm/commons area by midnight. (If the last activity ends after 1:00am, you should be in your dorm 30 minutes after the end of the activity.) Commons close at 1:00am; all staffers should be in their dorms by 1:00am.
6. Worship Services/Bible Studies: Staff members are required to attend all staff Bible Studies and worship times. If you would like to attend a service of a visiting group, be courteous and attentive. If you must leave early please plan ahead and sit in the back.
7. Breaks: You will have designated breaks in your daily work schedule. These are good times to do laundry and rest. Be sure to use your time wisely.
8. Please note that the **Lodge** is off limits. The Lodge is specifically designed for church groups. No summer staff is allowed in the Lodge unless management tells you otherwise.

Days Off

The summer calendar will include some time off between camps. You are free to go home to catch up on sleep, do your laundry, and visit your family. You will be instructed on what time to be back at camp. Be prompt so we can continue to allow these times off. If you are unable to go home on those days you will be able to stay at Camp and relax. There will be management on site for those who are staying. For safety reasons, we must know where you are going. We will need a phone number(s) where you can be reached at all times.

Remember that you represent Jesus Christ and Camp Walk On Water. Please conduct yourself in a worthy manner at all times.

Each staff person may take off one 24-hour period during each session. Time off should not be requested for "Turn-Over" days (arrival or departure of a church group). Two people with the same daily assignment may not be off at the same time. You can submit your time off request online via the staff webpage. Requests must be submitted at least **two weeks** prior to date requested. Time-Off longer than 2 consecutive days, should be requested by May 1. Not all Time-Off Requests will be granted. Please plan ahead if you have an important engagement. Talk to management about any engagements that cannot be rescheduled.

Living Arrangements

1. Camp WOW will provide all meals and sleeping accommodations for the summer staff. This does not include days off taken where you are not on Camp property.
2. Staff members are welcome to bring items to make the dorms feel more like home. Storage boxes and luggage must fit under your bed or against the wall. These items must not block aisles or doorways. Nothing should be nailed, tacked, or taped to the walls.
3. Staff members are responsible for taking good care of the dorms they are staying in. Inspections will be done regularly to ensure that the dorm areas are kept clean. This includes sweeping/vacuuming the floors and keeping the bathrooms clean.
4. Because you will be living in close quarters for an extended period of time, please respect the privacy of others.
5. Staff members are required to bring their own bedding and toiletries. Plan for the whole summer. We only provide a room, bunk-bed, and bathroom. The rest is up to you.
6. There is a staff commons area between the guys' and girls' dorm. This area is for your relaxation and enjoyment. Please be courteous in your use of this room. Only use this room during free times. Do not expect this room to be "silent."
7. No campers are allowed in the commons area or in your dorms for any reason.
8. If you want to watch DVDs on your laptop or in the game room (not while the Worship Center is in use), only appropriate movies will be allowed. No "R" rated movies.

Laundry

1. Staff members are responsible for doing their own laundry. Please make sure that you mark all of your clothing with a permanent marker.
2. During your free time you will have access to the Camp laundry room located in the staff commons area. The washers and dryers are free, but you will need to supply your own detergent.
3. You should bring some type of bag/basket to carry your clothes in.
4. There is a white-board for you to mark which machines are in use by you. Please use this board. Do not leave your laundry in machines for extended periods of time. If you are using a machine, make sure you remove your clothes as soon as they are done.
5. Do not remove another person's laundry from a machine unless you have their permission.
6. Do not run washers or dryers during services or while the Worship Center is in use.

Telephones

1. If you can find a place where your cell phone will pick up your service, feel free to make calls that way. You may not use cell phones during any time that has been designated for you to work. (Please leave phones in the dorm or in your backpack.) If cell phones are misused or overly used, there will be restrictions and rules put into effect.
2. Parents needing to contact staff can call the Camp office at 580.892.2600. Please limit calls from family and friends to emergencies.
3. You are welcome to use the office phones. However, business calls do take priority and you may be asked to place your call at a more convenient time. There should always be at least one line open to receive business calls.
4. Messages and mail will be placed in your encouragement bag or can be picked up in the office.

Camp Address: Camp Walk On Water
8256 Diagonal 1500 Rd.
Stuart, OK 74570

Email/Internet

Computers are available in the meeting room off the office. You may use them for personal use, but they are public computers. Please respect management members who are trying to work in the office. Be quiet and don't use the office as a lounge.

We do have wifi throughout camp. You are free to bring your own laptop and use it as long as it does not interfere with your work or relationships with staffers. No illegal downloads of any kind are permitted. Please limit your internet use as much as possible. We have pretty slow internet and we may need the bandwidth, so we might have to shut down or limit your internet access.

Dress Code/Proper Interaction with Others

We believe that we are leaders and role models, so we expect you to dress neatly and appropriately. As a staff member, you will need to dress in a comfortable, yet modest fashion.

1. Do not wear clothes that are ragged or have holes in inappropriate areas.
2. All Staff are required to wear the designated staff shirt (appropriately sized, no overly large or small shirts) during the day. No Exceptions!!! Wear your shirts until after dinner time.
3. Shorts must reach mid-thigh and not be tight fitting. If management deems your shorts are too short or tight, you will be requested to change. As an example, Nike fit/running shorts are too short and are not permissible. Come prepared with modest shorts, please. Shorts should always be visible under your shirt.
4. No tights, leggings, compression pants or shorts are allowed to be worn outside the dorm.
5. You are required to wear closed-toe shoes while working at the Rockwall.
6. All swimsuits must be one piece. Girls must wear shorts over their swimsuit. Guys, no Speedos please!!!!
7. Personal modesty should be observed at all times, even the waterfront. Shirts do not have to be worn at the waterfront but should be put on before leaving the waterfront.
8. Pajamas should be modest and appropriate. They should be something you could wear outside of the dorms in case of an emergency. No sleeping in the nude.
9. Nudity is only allowed in the privacy of a bathroom stall. Please don't walk around dorms naked.
10. Your shorts or pants should be at your waist. No underwear showing.
11. Tank tops should not reveal undergarments.
12. You should **NEVER, NEVER, NEVER** display sexual body parts. This includes mooning or pulling others shorts down, even as a joke.
13. You are not to have any contact with the private body parts of another individual at Camp.

Any act of disobedience to these rules is considered very serious and will result in dismissal and possible parent or legal notification.

RULES AND EXPECTATIONS

Dating

We believe that Camp is a time to focus on the Lord and to minister to others. Dating relationships have the potential to cause campers and other staff members to become distracted. It is therefore Camp WOW's standard that all staff members abstain from pursuing a dating relationship with other staff members or campers during Camp. This rule is simply for the purpose of keeping our hearts focused on the Lord and the purpose He has for you at Camp. If you are already dating a staff member when you come to Camp, you are expected to act in an appropriate manner with no public or private displays of affection. You don't have to hide the fact that you are dating, but it should not be displayed through physical actions. You are not to seclude yourselves from other staff members at any time. ***At no time should two members of the opposite sex be alone together after dark. This includes, but is not limited to, watching movies, walking each other back to the dorms, prayer time, etc. We want to avoid any temptation or appearance of impropriety. Please travel in groups of threes after dark.**

Friendliness

One of the goals of Camp WOW is to make each camper feel special and loved. We are here to minister, encourage, instruct, and serve those that have come here. We need to make sure we do everything we can to make their stay here the best it can be. While on staff you have the privilege of interacting daily with the campers and showing them the love of Jesus. Be alert to those around you. Make sure no one is left out or sitting alone. Remember to sit among the campers at meals and services as much as possible. You are here to minister to them. Realize that you are being looked up to and adored. We also understand that many of these students will develop a "crush" on you. Be aware of that and don't ever encourage anything more than a Godly relationship. Guys please build friendships with guys, girls with girls. Do not sit with individuals of the opposite gender unless you have a staffer of that gender sitting with you.

Conduct and Discipline

Like your appearance, your conduct should also bring glory to God. While on staff you should remember that you are an example at all times. Conversation, behavior, and attitudes should line up with the Word of God. Never speak negatively about Camp WOW, fellow staff members, campers, or churches. If you have a problem, you should speak directly to Camp management. If a church leader is acting inappropriately or becoming confrontational, send them to camp management or call management immediately. Drugs, alcohol, smoking, tobacco use, and any immoral behavior will not be tolerated. Any of these actions will result in appropriate discipline and/or dismissal. Questionable behavior will be handled on an individual basis. While on staff, constantly remember that you are a representative of Jesus Christ and Camp WOW.

Contact with Campers

The following are the guidelines for any and all kinds of physical contact or touching at Camp WOW.

Appropriate Contact:

Because the world has become so stained and people are so cautious and ready to judge, we must strive to live above reproach. You are to work to ensure that you are not in a situation which could lead to potential accusations. This means you should never be alone with a camper and should always be in a well-lit environment. The potential for misunderstanding comes in the dark and when others are not around. We must always use good judgment when we have any contact with campers.

The following is extremely serious and is to be taken so:

1. NO VERBAL ABUSE—If you have any questions about how to address a child, see a member of Camp management.

2. NO PHYSICAL DISCIPLINE AT ALL—Any discipline should be left to the Church's leadership or Camp management. (This includes push-ups, running, stairs etc.)
3. NEVER, EVER, TOUCH A CHILD EXCEPT FOR HANDSHAKES, OR SHORT APPROPRIATE SIDE HUGS—Never touch a child in an aggressive manner, even if you are kidding.
4. ABSOLUTELY NO CUSSING OR SLANG ALLOWED—We don't say "get your butt over here" or "shut up" or "stupid" or "butt head" or "you little jerks" or anything that could be used in a derogatory way.
5. NOTHING SHOULD BE DONE IN THE NUDE—No games in the nude, no games in the shower, nothing to injure any person physically or mentally.
6. NO WEDGIES—No pulling underwear up, no jerking pants up, no putting your hands on kids' clothing items at any time. This hurts kids and is degrading.
7. NO SHORTS DROPPING.
8. NO HAIR PULLING.
9. NO FROGGING OF THE ARMS OR LEGS WITH HANDS OR OBJECTS.
10. NO THUMPING OF HEADS.
11. NO DESCRIPTIVE STORIES OF PRE-CHRISTIAN DAYS—This means personal testimonies or stories of any kind regarding drinking, premarital sex, or anything.
12. No urinating anywhere but the bathrooms.
13. No sleeping with kids for any reason.
14. No talks of satan, demons, rituals, or anything of the sort—All of this is prohibited, only the acknowledgement of satan is necessary. All words and comments should be directed to the Love of Christ and to the Faith. See your Team Leader if a situation needing further attention ever arises.
15. Never compare one child's body to another's.
16. Always intervene on any negative verbal situations.
17. DO not allow kids to pick on each other-This should be stopped immediately, firmly but with love.
18. No swirlies—No putting anyone's head in the toilet.
19. No homosexual innuendoes of any kind—No gay, lesbian, transvestite dressing, language slurs, motions, jokes, etc.
20. No racial put downs or racial jokes.
21. No piercing any part of the body while at camp.

Good Things To Know:

1. Do not "cut down" other denominations or beliefs. We realize that we all come from different backgrounds and walks of life. We are here to grow in unity because of the bond we have in Jesus Christ.
2. If you have a question or a problem regarding any scenario or situation, just ask your Team Leader.
3. If you have a problem with Camp WOW staff or one of the church's staff, come to a member of the management team and it will be handled. Please do not take it upon yourself to do anything or even have a bad attitude towards those people. Let's get any problem solved promptly and correctly so we can continue serving Christ and the kids.
4. If you are the last one out of the dorm or any other building, turn off the lights. Let's be good stewards of our resources.
5. If someone asks you a question that you do not have the answer to, don't tell him or her that you don't know and go on about your day. We are here to help and assist in any way possible. If you don't know the answer, please find someone who does know the answer. Deliver the answer to the person who asked the question. If you absolutely can't help them, please ask your Team Leader.
6. When needed, take someone with you and always tell someone exactly where you are going to be.
7. Walk on the trails and on the road.
8. Respect others and their property. At no time should you have the right to look through anyone else's property. If there is an emergency, please notify your Team Leader.
9. Be consistent. If a situation is considered unacceptable one day, this same behavior should be unacceptable every day. Do not let it depend on your mood.
10. Don't delay. Don't let an observed problem drag out until it has become more serious than it needs to be. Identify the problem and take necessary action.

11. Look for potential problem spots. Be a good observer of things that may be hazardous to anyone or anything.
12. Make sure that rules and expectations are clear and understood. This is a matter of both informing and clarifying reasons. If kids know and can be a part of deciding the need for certain rules and expectations, they will often enforce the rules upon themselves and their peers.
13. Keep your cool. Don't argue. If you are correct in enforcing a rule or expectation, what is there to argue about? The more you argue, the harder a person will try to beat you at arguing. Be willing to discuss, but don't overdo it. Try to show the camper what the consequences would be of a continuation of the unacceptable behavior.
14. Don't threaten anyone.
15. Don't ridicule. Ridicule tears down the worth of an individual in his or her own eyes and in the eyes of their peers.
16. Cultivate a sense of humor. Have fun and be energetic. Be a contagious, fun loving, Christ-filled staff.
17. Be human. Recognize that kids and adults have good days and bad days. Avoid making mountains out of molehills.
18. Take pride in Camp. If you see trash on the ground, pick it up. Encourage campers to do the same.
19. **Staff is not allowed on Camp Vehicles at anytime without direct management permission.**
20. Introduce yourselves to the Church Leadership and if you're not doing anything, offer to help them with what they're doing.
21. **Whatever you do, don't start the day without humbly going before God and confessing your need for Him.**

Dorm Rules

1. Absolutely no guys in girls' dorms or girls in guys' dorm.
2. Everyone must be in the dorms or commons by midnight and into dorms by 1am, unless instructed otherwise by management. Lights will go out before 12:30am. The commons "close" after 1am. Be in your dorm rooms by 1am.
3. Don't be alone with the opposite gender.
4. NO campers are allowed in the dorms or commons.
5. Sleep in your own bed every night. Not in the commons, game room, rec fields, guard shack, your car, camper dorms, the Lodge, Party Barn, Snack Shack, Maintenance building or any place other than YOUR designated bed in the Staff Dorms.
6. Do not push beds together; always leave walking space between each bed.
7. Doors must remain unlocked at all times.
8. Fights with shaving cream, water, etc. are not permitted.
9. Do not block doors or aisles with your bed, belongings or for any other reason.
10. Always change clothes in the bathroom. No nudity in the dorms, no matter how comfortable you are with your body! Be naked in the bathroom by yourself or don't be naked!
11. Do not use toilets, use showers, or washing machines during services in the Worship Center. Running water can be heard through the walls.
12. Keep your dorms, living space and commons area clean. Pick up after yourself. Keep your personal belongings in your personal space. Your space is shared with others. Please be respectful of that.
13. The commons area is for hanging out and enjoying fellowship. Take a nap in your bed. Don't expect the commons to be quiet and don't turn off the lights unless it's bedtime.
14. No cuddling or touchy-feely crap, whether or not you're a couple.
15. If you would like something in your dorm changed, please ask. Don't take things apart or make architectural adjustments.
16. See Rules in laundry room for Laundry Rules.

Vehicles and Parking:

All staff members must park in the designated parking area by the maintenance building. At no time should you use your vehicle for personal transportation within the campgrounds.

Camp vehicles are not available for employee's personal use. The only exception to this policy must be granted from Camp management. No one is permitted to ride on the back of any moving vehicle unless completely seated on the bed of the vehicle.

Pet Policy

No summer staff is allowed to bring pets of any kind to Camp or capture any once you are here.

Timothy Term

There will be several high school juniors and seniors volunteering at the camp throughout the summer. These individuals are not your slaves. They are at the camp to learn to serve and to grow in their relationship with the Lord. Treat them with the respect they deserve.

CAFETERIA CHECKLIST

Make sure that traffic into the dining area is controlled. Keep dining area clean during mealtime by removing trash from tables and the floor, emptying trashcans, and straightening chairs and tables as needed (Even if it's not your assigned job).

Meal Set Up Checklist

1. Straighten tables and clean, if necessary.
2. Make sure napkins baskets are full and salt & pepper are at every table.
3. Set up dish room: fill sinks for washing dishes, turn on dishwasher.
4. Prepare buckets with soapy water and rags to wipe tables.
5. Make drinks. (Breakfast – OJ & Milk, Lunch & Dinner – Lemonade, Fruit Punch, & Tea)
6. Set up cereal bar for breakfast and salad bar for lunch and dinner.
7. Get out silverware and any condiments needed for meal and place on serving line.
8. Prep cups according to group size, fill them with ice, and take to drink area.
9. Check with the kitchen supervisor for the number of people needed to serve.
10. Check the laundry room for kitchen laundry to fold and put away.

Meal Clean up Checklist

1. Wipe tables and seats.
2. Wipe serving line warmers.
3. Wipe drink tables and coffee bar
4. Sweep under tables and in aisles. Spot mop, as needed.
5. Sweep very well around serving tables and drink tables.
6. Mop under drink table and serving tables after every meal.
7. Take left over meal items (food, condiments, dessert) to kitchen and put away.
8. Put away unused cups and drinks. (Don't forget the tea!)
9. Take out kitchen, caf, and dish room trash and replace the liners.
10. Take dirty towels to laundry room and start a load. Take clean, dry towels from dryer, fold and put away in kitchen.
11. Mop kitchen and dish room floor (after dinner only)

Worship Center Clean Up Checklist

1. Pick up trash.
2. Pick up left over items and put in lost and found.
3. Sweep service area and mop in places needed.
4. Vacuum the stage.
5. Straighten the chairs.
6. Clean the worship center glass windows and doors.
7. Clean and restock bathrooms in service area and cafeteria.
8. Turn off lights.
9. Sweep porch and clean trash around the building.

Operating Procedures for the Camp Store

1. Support Staff team members will supervise daily camp store operations under instruction of management. Please respect them and follow their direction.
2. At the end of each shift, make sure all equipment is cleaned thoroughly, trash is taken out, and floors are swept. Be certain you restock all food, drinks, and supplies and that there are enough supplies on hand for the next session. If more supplies are needed, notify Store Manager or Support Staff immediately.
3. If there is an equipment problem, let Store Manager know as soon as possible.
4. Do not leave your shift without checking with a store manager to make sure it is okay. This includes breaks and end of shift rotations.
5. If you are in the store, we assume you are working, so you need to help out. It is okay to hang out if you are not distracting others and if you help when needed. Check with store supervisors to see if they need help and if it is okay for you to be in the store. Please respect them when they ask you to leave.
6. The only time staff is allowed to operate the store software is to deduct money from accounts. Only Camp Management and Support Staff will look up camper accounts and make other changes to camper accounts.

RECREATION ACTIVITY PROCEDURES

Tips for Leading Rec Games

1 John 3:18 says, "Let us stop just saying we love people; let us really love them and show it by our actions."

1. **Start with prayer.**
2. Plan your game before you start. Know the rules thoroughly.
3. Place yourself in a position where you may be seen and heard by everyone. Never be in the center of the group or circle. Have the group with their back to sun.
4. Give your directions simply and distinctly, one point at a time. Allow questions before starting the game. It is a wise thing to have at least one demonstration before everyone starts playing.
5. Note the signs of fatigue or embarrassment and tactfully replace the camper involved. Everyone should play the same amount of time.
6. Plan your games so that the change from one activity to another may be free from confusion.
7. Stop the games at the point of HIGHEST INTEREST; thus, the eagerness to play again is present.
8. Do not tolerate cheating or bullying. Talk to each problem camper individually.
9. Teach courtesy and cheerfulness. Also, let the campers help put away equipment – more fun if everyone helps.
10. Do not permit certain kids to monopolize the game.
11. Play with kids occasionally – this allows for safety too!
12. Once the rules are established they should always be observed – **BE CONSISTENT!!!**
13. When officiating, make quick, accurate, and loud decisions. Do not expect to be challenged over any judgment. If officials disagree, call an official time out and quietly discuss the matter and then give a decision.
14. Whenever possible, arrange competing teams so that they are equal in strength and skill.
15. Remember that children want action. Spend as little time as possible in getting ready for the game. Sometimes it is good to instruct some, play some, then instruct some more.
16. Teach **SAFETY!!**
17. The two most important human traits a rec leader can have are sympathy and understanding. Encourage an awkward child, etc. Remember that **EFFORT** and **COOPERATION** are of prime importance.
18. Even if you know a child could never learn a particular move, never neglect him, and, above all, make him think you believe he can do it (you may be surprised). Help kids be positive and continually encouraged.
19. If you have any problem with a church sponsor, contact a member of the management team immediately. Don't try to handle it yourself.
20. If score is being kept, be fair and accurate. Place your score cards in the score card box at the end of recreation.
21. **End with a short prayer.**

Court and Field Sport Operating Procedures

1. Arrive early enough to each activity session to make sure that all of your equipment is in place. Check every piece of equipment to make sure that it is safe and sufficient for use.
2. Be sure that all campers are involved. It is your job to make the activity fun and exciting so that everyone will want to be involved.
3. After the activity is over, clean up the equipment and store it in its proper place. Pick up any trash at the activity area.
4. Notify Recreation Leader if any equipment is broken or needs to be replaced!!!
5. Follow accident procedures in the event of an accident or injury.

VOLLEYBALL

1. Make sure all equipment is set up and in working order (net is tight and balls are aired up). Rake the sand if necessary and make sure that there is not any debris lying around that could cause injury.
2. No loose or sharp jewelry is permitted. This will ensure the safety of everyone.
3. No hanging on the net or moving boundary lines.
4. If games during activity sessions are being played for awards, turn in scores at the end of each activity session to the Recreation Team Leader. The supervisor will let you know how awards are being determined.
5. Make sure to put all equipment away after use.

Contact the Recreation Team Leader with any questions.

BASKETBALL

1. Make sure all equipment is set up and in working order (court is dry and free of debris, balls aired up, nets not torn). Clean and/or squeegee court if necessary.
2. No loose or sharp jewelry is permitted. This will ensure the safety of everyone.
3. No hanging on the rims.
4. Make sure no spectators come onto the court while game is being played.
5. If games during activity sessions are being played for awards, turn in scores at the end of each activity session to the Recreation Team Leader.
6. Make sure to put away all equipment and pick up any trash at the end of each session.

Contact the Recreation Team Leader with any questions.

Other Court and Field Sports

You will be provided a list of rules when you are assigned other recreation assignments.

Waterfront Operating Procedures

The waterfront is one of the most fun and potentially dangerous parts of camp. Staff and campers should only be in the water when certified Life Guards are on duty. When working at the waterfront, be fun but be strict. The rules are in place for a reason and safety is the most important thing.

1. No part of the waterfront should be open without qualified personnel on duty. This rule is for **everyone**. No late night swimming allowed.
2. Other staff will be on duty to assist the lifeguards in maintaining safe supervision of campers. NO reading, sunbathing, long conversations, letter writing, or other activities that distract from camper supervision. Staff working will be oriented to their responsibilities and have demonstrated elementary forms of non-swimming rescue.
3. If severe weather approaches (thunder and lightning) all waterfront areas will be closed and campers must leave the area immediately. Other weather conditions (fog, high winds, mist), which may close down the waterfront areas, will be up to the discretion of the Waterfront Supervisor and/or Camp management.
4. No loose or sharp jewelry should be worn while in the water. This will help ensure the safety of everyone.
5. Staff members should go over the list of waterfront rules every day. Stress the positive aspects of the rules. They are put in place so that everyone will have the best experience possible.
6. We must maintain a ratio of 1 lifeguard to every 25 people in the water.
7. No waterfront activity is to be opened without a reaching pole, rescue tubes, ring buoy with 40'-60' throwing rope, and backboard immediately accessible to staff on duty.
8. There should be a "Waterfront Closed" sign posted clearly when activity area is not open.
9. All "on duty" staff must maintain alert posture and have constant eye contact on campers in their area.
10. No running around waterfront area.

11. Swim tests must be given to anyone entering the deep end of the waterfront. After a qualified staff member has designated that the camper(s) can swim, the staff person(s) will issue a swim-test armband.
12. **No** head first diving is aloud on any part of the waterfront.

Water Zip Line

1. To open the Zip Line, there must be certified operators on duty; a lifeguard on the zip tower and an operator watching the drop zone.
2. The next person in line may not begin until the operator watching the drop zones says that it is clear.

WATER BASKETBALL

All campers are eligible to participate as long as they obey the rules.

1. Thoroughly inspect the area for debris. Make sure that all of the equipment is ready and working. (Balls aired up, nets not torn, whistle.)
2. No loose or sharp jewelry is permitted. This will ensure the safety of everyone.
3. No jumping or hanging on the goals at anytime.
4. No horseplay.
5. No one is permitted to play on the shoulders of another person.

Discipline:

1. First Offense: Warning
2. Second Offense: Sit out for 30 minutes
3. Third Offense: Sit out for the day

In the event of an emergency, the qualified personnel at the activity will administer CPR/First Aid. Immediately notify the Nurse and Camp Management.

THE BLOB

All campers with swim bracelets are eligible to participate as long as they obey rules.

1. Thoroughly inspect the blob before and after use. Also make sure that the blob and the area around the blob are clear of debris.
2. No loose or sharp jewelry is permitted. This will help ensure the safety of everyone.
3. No one on the blob without 2 staff members present. (1 on the platform and 1 on the tower or in the water.)
4. Only one participant is allowed at the bottom of the ladder. One participant may be on the platform while one is on the blob.
5. When ready to blob, the participant will walk out to the edge of platform. The staff member on the platform will remind the camper to land on his/her seat, keeping their arms crossed and mouth closed. The person being blobbed should keep their mouth closed as well.
6. The staff member on the platform must get an "ok" from the staff member in the water, indicating that everyone is clear of the splash zone. Only after the area is clear can the staff member in the water give the "ok" to proceed.
7. The staff member on the platform will then give the "ok" for the next participant to jump. The camper will then yell, "1, 2, 3, blobbing" and step off/jump onto the blob.
8. The participant must immediately crawl on all fours to the other end of the blob.
9. Once the participant is at the other end, he/she must face the water on their seat while keeping their mouth closed to be blobbed off.
10. No double or triple flips are allowed on the blob.
11. No double blobbing (two participants jumping from the platform at once) is allowed.
12. **There is a 50-pound differential limit between the person on the blob and the next participant. This rule must be strictly enforced. If anyone has a problem, even church leadership, refer them to Camp Management.**
13. **Life Jackets must be worn by everyone!**
14. No back flips are allowed.

Discipline:

1. First Offense: Warning
2. Second Offense: Sit out for 30 minutes
3. Third Offense: Exclusion from the blob for the rest of the week.

In the event of an emergency, the qualified personnel at the activity will administer CPR/First Aid. Immediately notify Camp Management and Nurse.

Safety Rules:

1. No horseplay or running around the blob area.
2. No hands or feet over the side of the platform.
3. Participant must hold on to the rails until ready to jump.
4. When the participant being blobbed has fully left the splash zone then and only then may another participant jump.
5. Once blobbed off, participant must immediately leave the splash zone and swim to shore.

WATER SLIDE

All campers with swim bracelets are eligible to participate as long as they obey the rules.

- a. Thoroughly inspect the area for any debris. Make sure that all of the equipment is ready and working.
- b. No loose or sharp jewelry permitted. This helps ensure the safety of everyone.
- c. Make sure there is a staff member on top of the slide to delegate when the campers should slide.
- d. The campers should slide into the water only after the staff has given them permission to go.
- e. After sliding they should quickly exit the water at the designated area.
- f. There is to be no free swimming around the bottom of the slide.

WATER RINGS

All campers with swim bracelets are eligible to participate as long as they obey the rules.

1. Thoroughly inspect the area for any debris. Make sure that all of the equipment is ready and working.
2. No loose or sharp jewelry permitted. This helps ensure the safety of everyone.
3. Make sure there is a staff member observing the rings before opening.
4. There should only be 1 camper on the rings at a time.
5. Once they have fallen they should quickly leave the water in the designated area.
6. There is to be no free swimming under the rings.

Lake Operating Procedures

No unauthorized persons may drive watercraft.

When required, all life jackets must be sized specifically and have the proper number of belts attached. Tubers must always wear life jackets.

TUBING

All campers are eligible to participate as long as they obey the rules.

1. All participants must wear a life jacket at all times.
2. No loose or sharp jewelry is permitted. This will help ensure the safety of everyone.
3. There is to be absolutely no throwing of double tube riders, only single riders.

Discipline:

1. First Offense: Warning
2. Second Offense: Return to the shore immediately.
3. Third Offense: Sit out for the rest of the day.

In the event of an emergency, the qualified personnel at the activity will administer CPR/First Aid. Immediately notify the Nurse and the Camp Management.

DORM CLEANING CHECKLISTS

Daily (Daily Duties)

Bathrooms

- Pick up all trash off floors and in showers.
- Clean and unclog toilets.
- Clean sinks and mirrors.
- Restock paper supplies.
- Mop if necessary
- Empty trash and replace liner.

Bunk Room

- Pick up trash and articles off floor, in and under the beds and mattresses.
- Wipe doors and walls (as needed).
- Empty trash and replace liners.
- Pick up trash outside of bays.

Departure (Turn-Over days)

On day of departure, campers are expected to clean the bays where they stayed. Cleaning supplies should be left out the night before for the use of campers. Cleaning instructions should be clearly posted in each bay as a reference for campers and leaders to follow. Dorm Captains should check bays the morning of departure before reporting to the Cafeteria for breakfast. Cleaning Instructions should be given to leaders and campers in each dorm to ensure that bays are cleaned correctly and thoroughly. The better instruction you give, the less work will be left behind for you to do.

How to clean a Camp WOW Bay:

Bathroom Area

1. Clean out all toiletries, towels, and trash from shower, toilet, and sink area.
2. Clean showers using **All Purpose** cleaner and **scrub brush**.
 - a. Please remove all dirt and grime
 - b. Please remove all hair
3. Clean toilets with **All Purpose and Bowl** cleaner and **toilet scrubber**.
 - a. Use toilet scrubber on inside of bowl
 - b. Use paper towel on outside, base, and lid of toilet
4. Clean Sinks with **All Purpose** cleaner
5. Clean Mirrors with **Glass Cleaner**
6. Sweep out bathroom thoroughly
7. Mop Bathroom Floor
 - a. Pour 4 oz. **All Purpose cleaner** into mop bucket
 - b. Fill mop bucket $\frac{3}{4}$ full with hot water from shower
 - c. Please rinse out bucket and clean mop head at outside faucet.

Bunk Area

1. Check under mattresses and under bunks for trash
2. Wipe down all mattresses with **All Purpose Cleaner**
3. Use **Gum-off** and **scraper** to remove any gum or candy from floors or bunks.
4. Sweep floor thoroughly with broom and dust mop
5. Mop Bay Floor
 - a. Pour 4 oz. **All Purpose** into mop bucket
 - b. Fill mop bucket $\frac{3}{4}$ full with hot water from shower
 - c. Please rinse out bucket and clean mop head at outside faucet.

LODGE CLEANING CHECKLISTS

Departure

1. Clean Guest Rooms. Containers are in the Lodge laundry room with clean linens.
2. Strip the beds of dirty sheets and pillowcases. (Wash mattress pads if necessary.)
Gather dirty towels. Take dirty linens to the Lodge laundry.
3. Throw away all trash. Replace trashcan liners.
4. Put Lost and Found in a trash sack labeled with the room # and date found.
5. Place the Lost and Found sack right outside the Lodge laundry room.
6. Clean counters, tub, and toilet (around the base, also).
7. Wipe down the top of the light fixture, soap dispenser, shower curtain, and top of the shelf in the closet area.
8. Clean (with glass cleaner) mirror and door window (inside and out).
9. Carefully wipe down fan blades (before putting on new linen!).
10. Dust mini blinds. Lower the blinds and close them.
11. Wipe down baseboards, doors, and doorknobs.
12. Check all light bulbs (bathroom and fan). Replace if needed.
13. Arrange all closet hangers neatly to the left of the rod. Have all hooks going the same way.
14. Sweep or dust fan vents in the ceiling of the bathroom.
15. Put on a new roll of toilet paper. Make sure two new rolls are in the bathroom cabinet.
16. Check Softsoap dispenser. Refill if necessary.
17. Put out clean towels. Hang one hand towel and one washcloth on each of the two towel bars next to the sink.
18. Vacuum all carpeted areas.
19. Make the beds with clean linens.
20. Notify Tracy of any missing or damaged items: pillows, towels, shower curtains, etc. with room # and date.
21. Restock Lodge closet with necessary supplies (i.e., toilet paper, soap, etc).

Daily (Daily Duties)

Living Room/Kitchen

1. Dust everything.
2. Clean the counters.
3. Empty the trash in the laundry room, and the large trashcan in the living room. Replace liners.
4. Wipe down the baseboards and all doors of dirt. (Remember the doors at the end of the hallways, also).
5. Clean the windows on the inside and out.
6. Wipe off the front and top of the refrigerator. Dispose of remaining perishable food in the fridge. Clean with glass cleaner, the front of the microwave and dishwasher.
7. Sweep the front porch, deck and landings outside the doors.
8. Vacuum/Sweep all hallways and the living room.
9. Check all outside light bulbs. Replace if needed.
10. Complete the laundry from the last departure. Prepare the linens for the next arrival.

SAFETY PROCEDURES

Camp Visitors

1. There are many visitors to Camp. All of them will check-in at the Camp Office.
2. When a visitor arrives, the person on duty will use the radio to contact the appropriate staff person: Kirk or Max — Maintenance
Tresa or Bill — Food Service
Jenna or Tracy — All other visitors

Accident Procedures

1. Evaluate the situation. Check the scene and the victim.
2. Call for assistance by radio; state the nature of the emergency and request an emergency response group, if necessary.
3. If you do not have a radio, select an individual and ask them to find the Nurse and Camp Management immediately.
4. Never move an injured person until the extent of the injuries can be determined. The only time that an injured person should be moved is if their current location puts them in further danger.
5. As soon as possible, a qualified staff member should begin CPR and/or First Aid if necessary. Always make an effort to calm the injured person until help arrives or the injured person is stabilized.

Incident/Accident Reports

An incident/accident report should be completed after any incident or accident occurs. An incident/accident includes but is not limited to the following: a first aid emergency, an altercation between campers and/or Camp staff, search and rescue, theft, vandalism, and camper discipline. These reports should be filled out completely, accurately, and immediately after the incident occurs. Reports should be turned in to the Camp Office. Reports are available in the Camp Office. See Camp Management.

Medical Information

1. Non-Emergency visits to the nurse's station should be made when necessary.
2. As a staff member, it is your responsibility to store and take scheduled medications yourself.
3. **Under NO circumstance should a staff member share prescription medication with any other person. This is grounds for termination.**
4. The nurse's station is not a hang out. Please only visit the nurse if you need medical attention.
5. Any staff members who are ill, and are unable to report for their jobs, will be examined by the Camp management to see if they need to be sent home or to the hospital.

General Communication

1. Much of the communication between Camp workers will be done by two-way radio. All communication should be direct and to the point. No "CB" jargon or code talk will be used.
2. All radios should be returned to management or the team leader to which they belong. Never take or carry a radio unless you are instructed to do so.
3. If there is ever a need to contact the parent or guardian of a camper, telephone communication will be made by the Camp management.

Walk On Water Camp Incident/Accident Report Form

(To be turned in to Management)

Person's Name(s): _____

Reported by: _____ Time: _____ Date: _____

Brief Description of Incident/Accident:(include time, date, and location)

Witness to Incident/Accident: _____

Staff in charge at the time: _____

Action taken at time of Incident/Accident: _____

Action taken as follow-up to the Incident/Accident:

Final diagnosis and outcome: _____

Was the Camp Director notified? _____ Director: _____

Was Party seen by Director? _____ Was Party treated? _____

Who transported injured Party for treatment? _____

Please list names of additional victims and their respective injuries.

- 1.
- 2.
- 3.
- 4.
- 5.

General Comments: _____

Signature and Title of Person filling out Report:

Emergency Phone Numbers

In the event there is an injury that requires a camper be transported to a hospital for care, the following facilities are appropriate for referral.

Life Line Helicopter: Call 911 and/or (800) 247-3822.
Direct line in McAlester: 918.426.3801. Give them your name and location.
Our Location Coordinates: Latitude 3450.189, Longitude 9612.501

Fire: 911

Police: 911
Non-emergency number: (405) 379-6627

County Sheriff: (405) 379-2203

Mercy Hospital
Emergency Room, Ada: (580) 332-2323

Ground Ambulance, Calvin EMS: 911 and/or (405) 645-2347

Poison Control Center: (800) 222-1222

Camp Director:
Jenna Kuhlman (405) 821-0763 cell

Assistant Directors:
Nick Swinford (903) 258-2980 cell

Office Manager:
Tracy Hill (918) 424-2780 cell

Camp WOW Offices: (580) 892-2600