

POLICIES & PROCEDURES

Basic Information from Oklahoma United Methodist Camps and Conferences

THE PHILOSOPHY OF UNITED METHODIST CAMPS

Camp and retreat ministries provide experiences that shape and expand the Christian commitment of persons of all ages, empowering them to live the truth of the gospel in their daily lives.

These ministries create environments that are conducive to listening to and responding to God. The unique characteristics of these environments include:

- Intentional times and places set apart from daily life, under the guidance of servant leaders.
- Experiential models of learning in which the whole person encounters the Word of God.
- A community of faith that challenges, nurtures, and celebrates new understandings of God's action in their lives.

Out of these experiences, people return with the heightened awareness of God's redeeming grace in Jesus Christ, and are able to be more responsible disciples in God's world. They enter into local church communities inspired, renewed and dedicated to faithful service.

GUIDELINES FOR CAMPING

1. The Dean shall be responsible for notifying the site Director/Manager one week prior to your arrival date, of the number of people who will attend camp so proper preparation can be made for the comfort and convenience of those attending. Inform the Director/Manager of any changes in numbers five days prior to camp.
2. It shall be the responsibility of the Dean to see that all people are registered promptly after arrival on the grounds so that agreement can be reached for fees.
3. At the first general gathering held for all campers and staff, the Camp Director/Manager shall be given the opportunity to present instructions regarding fire hazards, use of grounds, and other camp policies and procedures that may be important for the safety and enjoyment of campers.
4. Your camp budget will pay for any damage done by the campers to the facilities, grounds and/or equipment. The charge will include labor and materials for the repairs.
5. Clean all facilities your group used before heading for home. You may be asked to help pay for additional cleaning expenses. *(This means picking up trash on the grounds, removing all trash and materials from meeting rooms and cabins, and generally making things neat.)*

6. After each meal, campers will be asked to help care for their living space by assisting with clearing and wiping down tables and picking up trash from the floor. This can be accomplished through small groups designating a person or two for this responsibility each mealtime. It can be simplified if small groups eat together and clean up after themselves.
7. Enter the pool/lake for swimming only during scheduled swimming times and when a life-guard is on duty.
8. The Director/Manager must be informed when anyone leaves the campground. No camper or camp leader will leave the camp without the knowledge and permission of the Camp Dean.
9. Tobacco use: The Conference Camps Board of Trustees advocates a policy of NO TOBACCO USE in the camps and strictly forbids tobacco use in the buildings. *All tobacco use is prohibited at children's and youth events by Conference policy.*
10. Use of alcohol and other illicit drugs are prohibited. Offenders will be asked to leave, and the parents or legal guardian and the Pastor of the offender will be notified.
11. No firearms or knives are allowed on site at any time.
12. The danger of fire precludes all fireworks. Always check with the Director/Manager before starting a fire in a campfire circle.
13. Guests are not allowed to bring pets onto camp property.
14. Wear modest clothing appropriate for each camping experience: swimwear for swimming, camping clothes on other occasions. Shoes worn outside the sleeping quarters must be closed toe and closed heel.
15. Respect the rights and privacy of others. No music between 11:00 PM and 7:00 AM.
16. Be responsible people. Improve the property, enjoy and conserve all plant, animal, and human life.
17. **ENJOY YOUR CAMPING EXPERIENCE!**

An “Encyclopedia” of Event Information & Policies

Alcohol/Drug Policy:

No alcohol or illegal drugs are to be on the campgrounds at any time, nor are they to be consumed by anyone who is participating in off-camp activities sponsored by the camp, or who must leave camp for personal reasons.

Baptisms at Camp:

Baptisms are a sacrament to be celebrated in the local church, officiated by the local pastor, and are usually not appropriate in the camp setting. If a youth that has not been baptized shows an interest, a leader or dean should IMMEDIATELY contact the pastor of the local church that has sponsored that youth. (Immediate contact of a youth's pastor for any significant faith-decision is also recommended--please do not wait until camp is over). Then, the youth, her/his parents or guardians, and his/her pastor will determine when the baptism will happen in the local church. None of these decisions should be the concern of the leader or dean; rather, camp leaders should be the bridge to the local church celebration.

Boundaries:

Leaders must know and enforce the boundaries of the camp with campers. Hikes and other activities that travel beyond the boundaries of camp must be approved in advance by the Dean and the site Director/Manager. Appropriate adult/camper ratios must be maintained.

Budget:

Each week of camp is allocated a certain amount of money to be used for expenses of the event. Primarily this amount is set according to the number of campers expected for the current year based on the attendance at that particular camp the previous year. Information about the amount of your budget will be provided by the Conference/District staff. The following items must be covered by these funds are:

- **Administrative costs** such as camp costs for leaders, phone calls (to recruit leaders, communicate with other deans, the camp site, or the Conference/District), copying (curriculum, leader information and resources, supplies for worship, small group or other camp activities, etc.), postage (for communications with your staff and the Conference/District), travel for leaders to training and deans to meetings, etc.
- **Leadership training costs** for your pre-camp
- **Camp supplies** for small groups, worship, recreation, crafts, etc.

Deans of conference events are expected to prepare a financial and attendance statement for camp expenses at the conclusion of camp. A form is provided and should be returned to the Conference Office along with receipts and vouchers.

Camp Costs:

Current camp costs can be obtained by contacting the Conference Camp Office. Billing for camp costs will be sent to you within one week of the close of camp. **Payment is expected thirty days after camp ends.** Please inform your Camp Director/Manager about any special needs.

Cell Phones:

If the event leader determines that cell phones are a detriment to the event, it is recommended that the event leader collect all cell phones during registration and they be kept secure in the Dean or Nurse cabin. Specific times will be arranged for campers to check for messages.

Child Abuse Reporting:

Oklahoma law requires anyone who has reason to believe a child under 18 has been abused to report suspected abuse to the Oklahoma Department of Human Services hotline, 1-800-522-3511. See the Child Abuse Prevention section of this manual for more details.

Damages:

The camp leader is responsible for making a satisfactory settlement with the camp Director/Manager when there is careless or deliberate marring or destruction of property. Charges for damages will be the amount required repairing or restoring whatever is damaged inclusive of labor.

Emergency Procedures:

It is important that camp leaders know emergency procedures. Check with the Camp Director/Manager before camp begins to become familiar with these procedures.

Finding leaders:

Places to look for competent camp leaders:

- Lists of leaders from previous years
- Local churches that have sent campers in the past -- lay people and professional staff persons
- List of leaders approved through the Conference Covenant/Application screening process
- Suggestions from people you talk to even if they cannot serve
- Your local church and district contacts
- Everywhere you go, talk about camp and invite people to consider volunteering as you see their gifts

Firearms Policy:

No firearms or knives (including air guns, BB guns, pellet guns) are to be brought on site by campers, leaders or visitors unless they are intrinsic to the program ministry of the camp. In this case, the Director/Manager must be informed and the items must be locked away from campers. Offenders may be asked to leave camp immediately and must meet certain criteria before returning for future camps. Such information should be spelled out in publicity.

First Aid:

At the beginning of camp, check with the Camp Director/Manager concerning location of the First Aid room, facilities, etc. Make sure you have 24-hour access to proper care for your youth and staff. Make certain you keep very detailed records of first aid given. Check with the Camp Director/Manager for a First Aid logbook or other form of standardized camp record keeping. Please record any and all types of medical care given and to whom, no matter how trivial. We strongly recommend the use of RNs, LPNs, EMTs and/or PAs for medical assistance during camp. Make sure all leaders and campers know where to find the First Aid room and any designated helpers.

The camp nurse is to keep and distribute all medications and treat all injuries. Report injuries to the nurse immediately. All injuries, sicknesses, and health problems must be

recorded in the camp health log. This is essential if the camper or leader would have subsequent problems that could be covered under our insurance policy.

Graffiti:

Graffiti is not acceptable on camp property. The camp staff checks for graffiti after each camp. Your group will be charged for supplies and labor to cover any new graffiti during your stay at camp.

HIV-Positive persons, and Persons Living with Aids:

These are real issues involving real people, and must be responded to with Christian acceptance and compassion. In the context of administering first aid to anyone, follow these precautions:

- Wear vinyl (surgical) gloves, when giving first aid to situations involving any bodily fluids.
- Disinfect all instruments, and the area, with one part Clorox to nine-parts water.

Meal Times & Snacks:

Meal times are 8 AM, 12 noon, and 5:30 PM. Site Director/Managers are willing to work with you if changes are needed with these times.

Bonfire and cook-out meal menus and times must be arranged with site Director/Managers several weeks before camp.

Snacks for campers can be arranged several weeks in advance with the site Director/Manager or brought in by the leadership team. Snacks for leaders are the responsibility of the dean. Keep no food in the cabins. This is to discourage critters and insects, and to encourage campers to eat nutritious meals in community.

Permission to Record:

Include a permission form in your camp brochure to allow campers to be photographed, videotaped or otherwise recorded for PR purposes

Physician Visit or Hospitalization:

Obtain insurance forms from the Director/Manager and have the forms with you when taking someone for professional medical care. Please fill out all forms necessary at the time of the problem, and make sure they are submitted to the Camp Director/Manager before the end of camp.

There are designated treatment facilities for each camp location. Ask your Camp Director/Manager for this information. Transportation of a camper or staff to the doctor or hospital is the responsibility of the Deans or their designate, not the Camp Director/Manager or the permanent Camp staff.

Our insurance is a primary carrier and is limited to \$3,500.00 per accident. No pre-existing illness/condition is covered (i.e. asthma, diabetes etc.) It is reserved for emergency medical care in the event of accidents or acute sickness during camp. The limit for a sickness acquired after arrival at the camp is \$1,000.00. There is **no** coverage for dental plates, hearing aids, or eyeglasses/contact lenses. None of this should prevent you from acquiring emergency medical care for your youth or leaders.

Racism:

See paragraph 162a of *The Book of Discipline*. We do not discriminate or tolerate behavior that discriminates on the grounds of race, creed, gender, sexual orientation, age, etc. Please combat racism through intentional and creative ministry during your Camp.

Risk Prevention:

Identifying areas/times of camper risk will go far in preventing injury. Common causes of injury:

- Falling off of top bunk. Campers may sleep in top bunks only if they have side rails. Elementary campers are encouraged to use lower bunks.
- Cement slabs.
- Competitive sports and games.
- Bee/wasp stings.
- Climbing on hills, rocks, and cliffs.
- Not wearing shoes or wearing open-toed, open-heeled shoes.
- Recreational activities during hot weather.
- "Trust"-related activities (falls, trust walks, low ropes, etc.).
- Late-night activities with poor lighting.
- Lack of adult supervision.
- Lack of proper food, hydration and sleep.

The solution: pre-planning, adaptability, consistent adult supervision, common sense and:

1. Screen your camp leaders
2. Instruct and train your camp leaders.
3. Insure that leaders and campers remain part of the group experience. **Do not** engage in private one-on-one counseling. **Do not** spend discretionary time in isolated environments. Two adults will be in each cabin or sleeping area.

Schedules

Give your schedule to the Camp Director/Manager two-weeks before the event. Let the Director/Manager know your special needs for any situations, especially involving the canteen, lake, challenge course, mealtime changes and swimming pool. Please stick to your schedule--it will help others who are working with you.

Deans have flexibility in setting the schedule for activities around traditional meal times. Schedules for swimming (or other water activities), canteen, and special activities must be worked out in advance with the site Director/Manager.

When an elementary and sixth grade camp, Jr. & Sr. High camps, and other combinations of groups, run simultaneously at the same site, cooperation in establishing schedules and use of space is critical. Agreements should be very specific and clear, and worked out well in advance of camp.

Special Concerns

- No rappelling or rock climbing is allowed under any circumstances (Canyon).
- Check with Camp Director/Manager about policies concerning the Challenge "ropes" Course, and NEVER let youth on the course without trained personnel in supervision (all sites).
- No one is allowed on the lakeside of the fence at the lighted cross (Cross Point).

Stewardship:

Camp stewardship and health considerations are central to your District/Conference camp/event experience. Adhere to the following rules:

- The dining hall must be cleaned by the campers after each meal.
- Trash in all common areas must be picked up daily.
- Daily cabin clean up will be done.
- At the end camp, a complete clean up of the camp must take place.
- The campsite will be inspected by the dean and camp director/manager for cleanliness and damages before the campers are dismissed.

Additional environmental stewardship concerns include:

- Be good stewards of all camp life. Disturb the environment as little as possible
- Trees are growing things. Do not damage them.
- Use only as much dead wood as needed for cooking.
- Protect against erosion by using only established hiking trails.
- Do not pick the flowers.
- Keep the camp clean day to day.

Supervision:

Small group leaders must know the whereabouts of the campers under their supervision AT ALL TIMES. Campers should know where to find their leader at all times. A “buddy system” of three people together should always be in use.

Supplies:

Stay within the budget for your camp. Clear “out of the ordinary” purchases with the Conference Office in advance. Be realistic in your estimate of camp attendance and purchase accordingly.

- Purchase choices:
1. Voucher for reimbursement after you purchase - must include receipts
 2. Voucher for a cash advance - must turn in receipts after purchase

Check the supplies for children’s camps stored at Canyon, Egan and Cross Point before purchasing new supplies. Coordinate supply “claims” with other deans at the campsite.

Swimming:

Swimming is to be done only with Camp Director/Managers knowledge and a lifeguard on duty. Late night swims by camp leaders are to be prearranged with the Camp Director/Manager.

- Make sure a lifeguard supervises your river-walks (Egan).
- Make sure a lifeguard supervises ALL lake and boating activities. These should be scheduled one week before camp begins (Cross Point).

Telephone Use:

No information pertaining to campers will be given over the phone without the approval of the Dean.

The telephones, including cell phones, are to be used during free time and for emergency use only. Campers must have permission from a designated leader before using the phone. Leaders should model this rule.

Tobacco Use:

The use of tobacco by anyone (adults and youth) **in any form** is prohibited during the camp week. Leaders must be non-smokers or agree to refrain from smoking for the entire week.

Visitor Policy:

Camps are closed to visitors. Deans may allow parents, guardians, and/or pastors/church staff to visit at a specified time, if arranged prior to the visit and with the permission of the camp Director/Manager. These visitors must check in at the campsite office and with the Camp Dean.

Specific Objectives of United Methodist Camps

Campers are valued as creations of God and helped to understand and appreciate their own worth in relationship to God, their group, their fellow human beings, and the whole of the created order.

Campers develop understanding and acceptance of their role of responsibility as stewards for the world and as disciples of Christ.

Campers develop a new understanding of Christian teaching and principles through participation in the community.

Campers with varying backgrounds, including those outside the church, are included, welcomed, and made to feel the oneness experienced in the Christian community.

Campers are given the opportunity to express praise of God, to discern God's will, and to make steps toward realizing their full potential as children of God.

Supervision is by trained, experienced, and mature Christian leaders who are sensitive to the needs of the campers.

Campers are given opportunities to participate in varied kinds of worship that contribute to the campers' growth.

Campers are encouraged to reflect creatively upon the activities in which they participate.

Campers are given a new perspective on life through the experience of being away from home in a new, challenging, and accepting environment.

Campers have the opportunity to have a wholesome and happy time.

Campers gain new knowledge, attitudes, skills, and understanding that will be of use to them in their local church, home, school, and community.

Campers are given the opportunity to have creative and re-creative experiences in the out-of-doors, and to develop a deeper understanding of God's purposes as discoveries are made about God's work in nature and in community.

Adapted from Responsible With Creation by Ted Witt, 1979, John Knox Press.

Oklahoma Conference Leader Guidelines and Safety Standards For Children and Youth Events

Standards for all Conference or District event/camps

Safety is our first concern. Parents entrust their children to our care. Please remember this when you consider your actions.

On the next several pages you will find the General Guidelines and Safety Standards for Children and Youth Events, including a Leader Covenant/Application form. **Read them carefully**, as they will determine the number of sleeping hours, adult-to-youth small group ratios, and other parameters for your event/camp. Also you will find a copy of the Oklahoma Annual Conference Policy for reporting suspected child abuse. **It is your job as the camp dean or design team chair to insure these standards are met.**

(Youth) Since not all-sleeping areas are configured the same, you to submit a proposal outlining the arrangement. With approval of the Director of Camps and Retreat Ministries, you may use the modified sleeping area. Two issues must be dealt with in your proposal, namely, adequate adult supervision and safety from adult abuse. Normally when adults occupy the same sleeping area as youth, two adults must be in the same room. Older youth may occupy sleeping areas without adults as long as adults are quartered nearby. Please consider such factors in submitting your proposal. Your proposal must be approved before it can go into effect.

ALL Conference and District event/camp leaders must have a background check. See the Safe Sanctuaries Screening Procedure in this section for details.

A "clear" background check is not a guarantee of acceptance as a volunteer --- the event leader has the final decision. Likewise, something undesirable on a background check doesn't prohibit a volunteer from working camp. The Director of Camps and Retreat Ministries, along with the District Superintendent, when a district event is involved, will advise you on how to proceed with this volunteer.

An applicant's file is complete when it:

- A completed Safe Sanctuaries Screening Form
- Three completed Reference Forms
- An Criminal Background Check Report

All reference forms are to be mailed directly to the Conference office. All forms must be completed and returned no later than six weeks before the date of the event/camp.

To ensure your event/camp leaders have met guidelines, you may send a list of all your leaders to the Safe Sanctuaries Office or in brick river under safe sanctuaries. You will be given a pass code to check the status of your leaders.

Call the Safe Sanctuaries Office or the Director of Camps and Retreat Ministries if you have any questions about this process.

The event dean will have each leader sign one Children and Youth Covenant form and mail this to the conference office after the event is concluded.

Checklist for Camp Deans/Design Team Chairs

- Invite leaders to serve for your event/camp (ASAP)
- Distribute Leader Covenant Application forms and Safe Sanctuary Screen Process forms to leaders and encourage them to complete the paperwork as soon as possible.
- Send your leader's names for a status report. Remember, renewals are done every quadrennium (2005, 2009, etc.). Everyone must have a new Safe Sanctuary Screening and background check in those years.
- At least one month before your camp/event date send a list of your leader's names to the Camps and Retreat Ministries for a file check.
- Go over the status report and get leaders to finish up any missing forms.

Leader Guidelines and Safety Standards for Children and Youth Events

Oklahoma Conference of the United Methodist Church
Adopted May 1994; Revised May 1995, 1997, 1999*, 2010, 2012

**Policies accepted by the Conference are in non-shaded areas.*

Procedures developed and implemented by the Annual Conference Council are in shaded areas.

A. INTERPRETATIONS

1. Adults directly supervising or leading children and/or youth are here referred to as “leaders” or “supervisors.”

- Persons in “direct supervision or leadership” are those who have direct contact and “responsibility, authority, and training to provide direct supervision” (ACA Guidelines) of children and/or youth at an event.
- Persons under the age of 18, or who (regardless of age) are identified or used as persons “in training,” cannot be “leaders/supervisors,” and cannot be included when determining leader/participant ratios.
- Staff employed at the campground or facility cannot be counted as leaders/supervisors unless they are fully involved in the ministry of the event.

2. “Event Leaders/Deans” provide overall administrative and ministerial supervision of the event.

- Event Leaders/Deans are responsible for insuring that the Leader Guidelines and Safety Standards for Children and Youth Events (this document, abbreviated throughout as “Guidelines”) are followed during the event.
- An Event Leader/Dean must be at least 25 years old.

3. “Camp,” “campground” or “event site” does not exclusively apply to a United Methodist facility. These guidelines, therefore, are in effect for any district- or Conference-level children or youth activity.

4. “Background Screening is used in three ways:

- a. The Background Screening Process

includes the following:

- Background Screening Form
- Statement of Disclosure: a criminal activity declaration made by the applicant.
- Leader Reference Form: evaluation forms sent to personal acquaintances and local church personnel.
- Signed copy of the Children & Youth Leader covenant

- b. The leader Background Screening Procedure

The Background Screening Procedure includes the following:

- Receiving and maintaining Background Screening Forms.
- Initiating and maintaining confidential criminal background check reports
- Receiving and maintaining confidential event performance evaluations.
- Receiving and maintaining solicited and unsolicited references, confidential and non-confidential evaluation reports, and other documents.
- The Background Check Administrative Assistant maintains all confidential, written records of the background screening process including the background check application form.

B. MINIMUM REQUIREMENTS FOR APPROVAL AS A CHILDREN OR YOUTH EVENT LEADER OR SUPERVISOR

1. All persons directly supervising or leading children and youth must submit to the Conference Ministry Center a completed Background Check Packet no later than 4 weeks prior to the event.
 - Background Check files may be stored at and maintained by the Conference Ministry Center or a designated independent data management company.
 - This application shall be reviewed by designated ACC Directors and/or support staff and submitted to certain background checks.
 - References, background checks and evaluations shall be held confidential.
2. A person will be allowed to work at a given event only with:
 - a. a satisfactorily completed Background Check file,
 - b. a clear criminal background report,
 - c. signed "Children and Youth Leader Covenant" on file,
 - d. approval of the event's Dean/Leader (s).
3. All Event Directors and Deans shall be trained quadrennially by designated Conference level personnel. It is recommended that specialized age group curriculum training (i.e. District camp, Children's camp, etc.) be held in conjunction with the Deans Training.
4. All leaders/supervisors shall complete a training program prior to the event. This shall be provided by the Event Leader/Dean(s) of the event, through an event or on-line.
5. The possession or use of tobacco products in any form by leaders is prohibited at all children and youth activities. This prohibition applies to all hours that the event is in session for which the adult is counted as a leader or supervisor, and includes the leader's free time.
6. Leaders are prohibited from bringing to or using at an event any of the following:
 - fireworks,
 - firearms (loaded or unloaded; whether in the trunk of the car or any other so-called secure place),
 - knives (of any length) except when used under adult supervision as a part of a youth or children's event,
 - other weapons,
 - alcoholic beverages,
 - illicit drugs
7. Every person serving in an independent supervisory responsible role is to be 18 years of age or older **and** at least four years older than the oldest in the age group with which they are working.
8. Leader/supervisors shall provide a written evaluation of each dean following each event.
9. Evaluations will be submitted to the Director of Camps & Retreat Ministries. A summary of the evaluations will be shared with the dean no later than four months after the close of the event and will be placed in the dean's Background Check File.
10. Deans shall provide a written evaluation for each leader/supervisor.
 - Evaluations are to be maintained with the Background Check Files. They may be used in determining the "approved" or "not approved" status of any leader and are to be kept confidential.

4. Leaders will not put themselves in compromising positions. Married couples shall not be small group leaders of the same small group. Exceptions may be granted by the Director of Camps and Director of the appropriate age level for specific events and there must be a third, unrelated adult in the group.
5. Leaders will not participate in hazing.
6. The following hours for sleeping shall be programmed for any overnight event:
 - Children entering or in grades 1 to 5 (or 6) 9 hours per night
 - Youth entering or in grades 6 to 8 (or 9) 8 hours per night
 - Youth entering or in grades 9 to 12 7 hours per night
 - Adults 7 hours per night
7. Scheduled quiet times should be observed by all persons.
8. Leaders shall be provided opportunities for breaks from their direct supervisory roles.
 - For events 48 hours or less, leaders shall have one hour per day free
 - For longer events leaders shall have two hours per day free
 - Leaders shall not leave the camp ground or event site without the expressed permission of the Dean(s) of the event.
 - Leaders shall also notify the Dean(s) of his/her location in camp during free time, in the event of an emergency.
9. Requests for exceptions to these Guidelines shall be submitted in writing and in advance of the event to the Director of Camp and Retreat Ministries.

E. BACKGROUND SCREENING PROCEDURES

The Oklahoma Conference of the United Methodist Church is responsible to ensure that every district- and Conference-sponsored event is a healing environment for children and youth. Events should be:

- safe from potential physical harm,
- spiritually and developmentally appropriate,
- free from abuse between participants and/or by leader/supervisors.

Careful screening is one way to prevent abuse. Screening requires a careful review of information (through interviews, written information, personal contacts, reference and criminal background checks) in search of persons who can provide supervision in a safe environment and who can ensure adequate supervision.

1. All volunteer or paid workers with children and youth at the district- and Conference-levels shall:
 - a. complete in advance of the event a Background Screening Process,
 - b. submit to criminal background checks through any state, out-of-state, or national agencies as deemed necessary.

Criminal background reports will be secured from our authorized company, which includes a Name Based National Search of Criminal History, and a search of the Department of Corrections Sex Offender and Violent Offender records. Reports may be secured from the FBI as situations indicate.

2. Completed Safe Sanctuary Files (including background reports) are valid for two (2) years from date of application.

All background information must be resubmitted every two (2) years on the anniversary date of the initial application. Documentation from screening checks (e.g.: interviews, written information, personal contacts, references and criminal background checks, etc.) may be kept on file indefinitely.

- a. For leaders, the completed Background Screening Process shall be submitted no later than 6 weeks prior to the event.
- b. For Deans, and other event supervisors, Background Screening Process shall be submitted no later than 2 months before the event.
- c. In the event that, within 14 days prior to the start of an event, a leader/supervisor backs out for any reason, and in order to meet the proper ratio of adults to children/youth another leader/supervisor must be recruited, only persons already "Approved" may be used.

3. All Background Screening will be only . All references (solicited and unsolicited), disclosure statements, and all criminal background checks shall be kept confidential.

Through the Background Screening process an applicant's file may be designated "Pending" during the time the information is being collected and the background application is being processed.

Once the Background Screening process is complete an applicant's file may be designated as either:

- a. "Approved" – indicating requirements have been met with satisfactory reports
- b. "Not Approved" – indicating requirements have not been met.
Laity who receives a "Not Approved" status may request a hearing with the Screening Review Committee composed of the Director of Connectional Ministries, Director of Camp and Retreat Ministries and the Safe Sanctuary Conference Coordinator.
For clergy persons under the supervision of the Conference Board of Ministry and the Bishop, questionable information gained through the application process, references, evaluations, background checks, or other means will require turning the information and process of determining the "Not Approved," status over to the appropriate District Superintendent.

4. Completion of the Background Screening process and an approved background report do not guarantee an applicant a place of service at any event. Event Leader/ Deans have the authority to build their staff according to given guidelines (sections C and D above) with approved applicants as they see fit.
5. When involved in any Oklahoma district, conference, ecumenical, interfaith or multi-conference children or youth event, adult leaders drawn from outside the conference or from other faiths and denominations shall be screened under the same or equivalent procedure as set out in paragraph number 1 above.
6. It is the intent of these Guideline policies to meet or exceed state or federal laws related to screening and confidentiality issues.

When newly enacted laws create conflict with these policies, state and/or national laws will be complied with immediately and changes enacted as needed.

Approved by ACC Management Team April 17, 2012

Updated April 2012

Responsibilities for Incident Management

ALL INCIDENTS MUST BE REPORTED TO THE APPROPRIATE CONFERENCE DIRECTOR AND THE DIRECTOR OF CONNECTIONAL MINISTRIES VERBALLY AND IN WRITING. In the event of an incident, the site official will be the person in charge.

EVENT LEADER AND DEAN RESPONSIBILITY

1. Tend to persons and send word to related staff.
2. Together with site official determine the type of help needed.
3. Continue to care for persons and let site official seek help.
4. Discover who the witnesses are and tell them you want to interview them later.
5. Ask other leaders to take charge of other campers in the program.
6. Event Leader, Dean and/or Site Official get details of incident together, have a compatible story, and if the incident was severe, inform the Conference Director of Communication (405-530-2077) as the Conference Media spokesperson. Also inform the Conference Director of Camp & Retreat Ministries at the Conference office 405-530-2016 and/or the Director of Safe Sanctuaries (405-530-2144) and the Director of Connectional Ministries (405-530-2020). Additional phone numbers are listed on page 23 of this manual.
7. 7 Fill out the "Incident Report" and send copies to the appropriate persons listed on the form. See the Appendix for a copy of this form.
8. Inform participants of details and what is being done in the presence of the Site Official.
9. Instruct participants and staff to not make statements or calls to anyone. The Conference Director of Communications is our official Conference spokes-person.
10. The Event Director/Dean shall assume the responsibility for contacting the participant's family in person or through the participant's pastor to give details and arrange a time to answer questions by phone.
11. The Event Director/Dean and Site Official will work together with the Conference Director of Communications and the Conference Director of Camp & Retreat Ministries and/or appropriate age level Conference Director, and the Director of Connectional Ministries in preparing a news release for dealing with the media. If a news conference is held be sure to hold media people away from the place of incident/ participants/leaders so as not to interrupt the on-going program.

12. Tend to the emotional needs of all injured persons, participants, leaders, family, etc. and see that all are being ministered to.

SITE OFFICIAL'S RESPONSIBILITY

1. Tend to persons and send word to Event Director/Dean.
2. Together with the Event Director/Dean determine the type of help needed.
3. Call for outside help, fire truck, ambulance or helicopter.
4. If the incident results from property, the Site Official will take steps to secure and correct the situation.
5. Site Official and Event Director/Dean get the details, and facts surrounding the incident.
6. Instruct a designated staff member about giving out names and answering questions - no names until next of kin is notified.
7. Supervise an interview session to see that all persons who were involved or witnessed the incident give their story - record time, name, location of interview; get details -(left hand, little finger cut, bruises, etc.) Be as detailed as possible. This is for the protection of all people in the event of litigation.
8. Work with the Event Director/Dean, the Conference Director of Communications, the Conference Director of Camp & Retreat Ministries and/or the appropriate age level Conference Director, and the Director of Connectional Ministries in preparing for a media conference, if needed.
9. Tend to the emotional needs of all injured persons, participants, leaders, family, etc. and see that all are being ministered to.

Resources for Camp Deans And Event Leaders

PEOPLE TO KNOW

<p>Canyon Camp Rt. 2, Box 29 Hinton, OK 73047</p>	<p>Director/Manager Asst. Director/Mgr E-mail: canyoncamp@okumc.org</p>	<p>David Combs Candice Dougherty</p>	<p>405-542-6967 office 405-542-8579 campers 405-542-8572 Hardt Lodge 405-542-3752 FAX</p>
<p>Cross Point PO Box 1470 Kingston, OK 73439</p>	<p>Director/Manager Guest Services E-mail: crosspointcamp@okumc.org</p>	<p>Ken Long Laurie Harris</p>	<p>580-564-2505 office 580-564-9928 campers 580-564-2339 FAX</p>
<p>Camp Egan 2633 Highway 62 Tahlequah, OK 74464</p>	<p>Director/Manager Admin. Asst. E-mail: campegan@okumc.org</p>	<p>David Perrin Susan Wolfenbarger</p>	<p>918-456-6489 office 918-456-9055 campers 918-458-4727 FAX</p>
<p>Conference Office 1501 NW 24th St. OKC, OK 73106</p>	<p>Web Site: www.okumc.org</p>		<p>1-800-231-4166 405-530-2000 405-525-4164 FAX</p>
	<p>Director of Camp & Retreat Ministries Randy McGuire rmcguire@okumc.org</p>		<p>405-530-2016 405-850-9610 Cell</p>
	<p>Assistants, Camp Registrars and Information Andre Strovlo (Camp Admin. Asst.) astrovlo@okumc.org</p>		<p>405-530-2017</p>
	<p>Karen Steele (Registrar) campregistrar@okumc.org</p>		<p>405-530-2035</p>
	<p>Kathy Coit (Background Check Administrative Assistant) kcoit@okumc.org</p>		<p>405-530-2059</p>
	<p>Director, Annual Conference Council Craig Stinson</p>		<p>405-530-2020</p>
	<p>Director of Communications Joe Harris</p>		<p>405-530-2077</p>
	<p>Director of Safe Sanctuaries Diana Northcutt</p>		<p>405-530-2144</p>

Special Concerns of Each of Our Camp Grounds

We are proud of our three beautiful camps. We want to do all we can to keep them beautiful and attractive. Therefore, respect the property by keeping it clean and tidy. Please discourage littering. Graffiti is offensive to many, so help discourage this by offering sandpaper and sand it off the beds or walls.

Snakes are a concern at all three of our camps, however, most snakes will move away from us if they have the chance. Don't let participants catch snakes - someone will get hurt through fright.

Swimming is to be done only with Camp Director/Managers knowledge and a lifeguard on duty. Late night swims by camp leaders are to be prearranged with the Camp Director/Manager.

All campers and leaders are to wear closed toe and closed heel shoes at all times when walking outside the sleeping quarters.

Canyon Camp

- Check with Camp Director/Manager about policies concerning the Low Challenge "ropes" Course, and NEVER let youth on the course without trained personnel in supervision. The ropes course is NOT a jungle gym!
- No rappelling or rock climbing is allowed under any circumstances.
- Since insurance does not cover leaders or campers away from the camp perimeters, no trips to the Cherokee Restaurant or other places during camp should be allowed.
- Please make use of the sand volleyball courts and the modified slab by the tabernacle.

Camp Egan

- Check with Camp Director/Manager about policies concerning the Low Challenge "ropes" Course, and NEVER let youth on the course without trained personnel in supervision. The ropes course is NOT a jungle gym!
- Please stay on marked trails. We have developed a severe erosion problem over the past few years because so many have scaled the hills irresponsibly. Please show concern for your camp and keep off the face of the mountain.
- Make sure a lifeguard supervises your river-walks.

Cross Point Camp

- Check with Camp Director/Manager about policies concerning the Low, High and Tower Challenge "ropes" Course, and NEVER let youth on the course without trained personnel in supervision. The ropes course is NOT a jungle gym!
- Make sure a lifeguard supervises ALL lake and boating activities. These should be scheduled at least two weeks before camp begins.
- No one is allowed on the lakeside of the fence at the lighted cross.