



Leader Information
PLEASE READ & DISTRIBUTE
TO ADULT LEADERS

GROUP POLICIES

Welcome to YOUR CYO Camp Experience! We are excited for what will prove to be a fabulous program! There are many things we can all do to create a successful trip for everyone. Below you will find camp policies. **AS THE GROUP LEADER & CONTACT PERSON YOU ARE RESPONSIBLE FOR** knowing and sharing these with all group members. Please read them thoroughly.

By signing your group agreement, you are committing to complete compliance and responsibility with all camp policies for yourself, participants and any chaperones/adults with your group. Policy violations may result in a minimum fine of \$25 (assessed based on degree of violation) per incident, and possible dismissal from camp. Adult leaders and participants will be further oriented upon arrival to camp.

SUPERVISION

- Supervision of visiting groups is the responsibility of adult group leaders. For groups that include minors: adequate adult supervision is required at all times, including during free times, breaks, and cabin time scheduled with youth groups.
- Groups must provide **2 same sex, adult chaperones in each cabin** for overnight groups. Groups must provide **1 adult chaperone for every 10 participants** at all times.
- The following buildings are off limits to participants: the camp office, residences (Little House, Big House), the camp kitchen, canteen, health center, maintenance buildings, cabins & program areas not reserved by the group.)
- The following areas are off limits to participants unless they are being supervised by Camp Staff: high ropes course and climbing tower, low challenge course, low ropes circuit course, barn and horse pasture, pool, lake, and any locked building.
- Group leaders should become familiar with & remain on camp property. Please respect “no trespassing” signs.

PARTICIPANT BEHAVIOR

- Please remind participants that their time at camp in a CYO Camp program is an extension of their organization’s program. All members should be respectful and attentive throughout their stay.
- Severe participant misbehavior may result in that person being asked to leave. Group leaders are responsible for making travel arrangements for involved participants in a timely manner.

QUIET HOURS AND PRIVACY

- Quiet hours are from 11:00PM to 7:00AM. During these hours, all participants and adult leaders should be in designated lodging and restrict noise to a reasonably quiet level so as not to disturb others.
- Several Camp Staff live on camp; please respect their privacy and private residences.
- Our neighbors live VERY NEAR the cabins and we need to be respectful to them.

What if we need a staff member and no one is around?

Two-way radios are located throughout camp. When you have your orientation, you will be directed to their locations and shown how to work them. You can always reach a staff member via radio. There is a staff member on call at night whom you can reach in an emergency.

VISITORS AND INTRUDERS

- Groups members should be identified through lists and/or name tags. Any person at camp that is not Camp Staff or a member of the group is deemed a visitor.
- Visitors are welcome at camp. However, each visitor must check into the administrative office and obtain and wear a visitor badge at all times while on camp property.
- Any visitor not wearing a visitor badge may be approached by a staff or an adult member of the visiting group to determine their status.
- If a person is deemed an intruder, Camp Staff and/or visiting adult group members should ask the person to leave and contact the available Camp Staff members.

FACILITIES & GROUNDS

Outdoor Program Center (OPC)

- The building will be open and set up according to your group's needs and reservations.
- If there are multiple groups using the OPC at the same time, groups should stay within their designated area and be respectful of other groups. Please only use your nearest restrooms.
- Only Camp Staff are allowed in the kitchen and maintenance areas.
- Camp Staff will attend to any needs during a group's visit, such as adjusting heat or air conditioning, and assisting with audiovisual equipment. Please alert staff if you need anything.

The Cabins

- Group leaders and group members should enter only the cabins that they have been assigned.
- Writing, painting, or otherwise marking on cabin walls is prohibited.
- Groups are asked to leave cabins in a neat and orderly manner. Please sweep main room and bathroom areas, ensure all trash is in the trash container, remove all personal belongings, turn off lights, and close doors when vacating cabins. Notify the Camp Staff of maintenance problems with cabin facilities as soon as possible.

Equipment

- Use only the equipment you have requested in your registration process. Ensure that you have requested everything you will need prior to arriving at camp.
- Return equipment (i.e., TV/VCR, DVD, stereos, etc.) to the proper location in its original condition. Notify the Camp Staff of equipment failure or damage.
- Groups will assume financial responsibility for damaged equipment or property.

Natural Areas

- Take care not to collect items from the forest at camp or harm any plants or wildlife.
- Stay on established trails when moving around camp.
- Swimming is not allowed in the pond.
- Littering at camp is prohibited. Use proper recycling and trash containers to dispose of refuse.

Telephones

- Outgoing calls can be made at the visitor telephone in the Redbud Room of the OPC. Please use a calling card when making long distance calls.
- Camp Staff will relay messages received at the camp office in as timely a manner as possible. The number to the camp office is (812) 988 2839 x 22.
- Cell phones may be used by adults only. Ask Camp Staff where best reception occurs.

Fires

- Fires may be built only in designated fire circles and with the approval of a Camp Staff member. CYO Camp will require that unsafe/ unapproved fires be extinguished immediately.
- Please use firewood from the camp's woodpile located at the main campfire circle in moderation. Dead wood on the forest floor should be left to replenish the nutrients in the soil. Please alert the Camp Staff if assistance is needed.

Cars & Traffic

- Clay Lick Road (the paved county road) is often heavily traveled at excessive speeds (despite posted road warning signs). Please be aware of this and notify your group. Advise group members to cross Clay Lick Road only at the designated car and footbridges, look both ways before crossing, and provide adequate supervision near the road with youth.
- The group may drive vehicles into camp to unload group members and/or luggage upon arrival, and to load group members and/or luggage upon departure. If you need a vehicle pass, advance arrangements must be made. This is to ensure the safety of everyone at camp.
- Cars and buses should be parked on gravel only throughout your stay at camp. Parking lots are located across Clay Lick Road from the pavilion, outside the OPC, and next to cabins.
- Camp Staff will assist in directing group members to parking areas and help individuals who need transportation. **Groups needing special transportation consideration should work with CYO Camp Staff prior to arrival.**
- Parking at or near the bridge's entryway, on the shoulder of Clay Lick Road, or anywhere in non-designated parking areas is prohibited. Please explain before arrival.
- Camp vehicles are to be operated only by authorized CYO Program Staff without exception.

Animals (Pets and otherwise)

- Pets are not allowed at camp. The group leader is responsible for the pet's prompt removal and return home.
- There are several "camp dogs" that belong to Camp Staff. These dogs are gentle and friendly, and very comfortable with groups of children and adults. Please treat them with kindness and **do not** feed them. Please notify a Camp Staff member and he or she will remove the dog if needed.
- If a stray dog enters camp, please do not approach the dog. Alert Camp Staff for removal.
- There is an abundance of wildlife at camp. Your group may encounter deer, raccoons, opossum, squirrels, foxes, birds, and other wildlife. Please treat nature with respect and kindness.

Smoking

- Smoking by youth participants is not permitted at any time.
- All camp buildings, including the Pavilion are **SMOKE FREE**.
- Smoking is not permitted **anywhere** in the vicinity where a program is being held or where participants are in plain sight at any time. Adult chaperones may smoke in designated locations. Cigarette butts should be disposed of in provided receptacles.

Alcohol and Drugs

- Alcohol is not permitted on camp property under any circumstances. Individuals with alcohol will be asked to leave camp.
- Illegal drug use is strictly forbidden at camp. Individuals using or in possession of illegal drugs will be removed from camp property and appropriate legal action will be taken.
- It is the group leader's responsibility to keep prescription and over-the-counter medications secure and distribute them appropriately to participants.

Flammables and Firearms

- Firearms, BB guns, fireworks, and hunting weapons are not permitted on camp property.

HEALTH CARE

Medication Responsibilities

CYO Camp recommends that the visiting group leader(s) should be responsible for keeping and dispensing all prescription and over-the-counter medications according to their organization's policies. Safe storage will be provided to visiting groups when needed. Medications should be distributed according to prescribed/ recommended dosages. CYO Camp can provide storage space for medications that need to be refrigerated. Camp Staff are unable to distribute any over-the-counter medication. They can provide band-aids, basic topical ointments, and ice packs as needed.

First Aid Responsibilities

During group program time (any activity led and supervised by CYO Camp Staff), Camp Staff are responsible for providing basic first aid and emergency care to the level of their qualifications. CYO Camp Staff have certifications in CPR and First Aid. During non-programming time (any time not led/supervised by CYO Camp Staff), the visiting group leader(s) are responsible for addressing first aid needs of group members. Camp Staff members are on-call during non-programming time to assist in administering basic first aid.

Medical Care Responsibilities

It is the responsibility of the visiting group leader(s) to obtain any extended care necessary for group members. Extended care is defined as an illness or injury requiring care beyond the scope of the Camp Staff qualifications. CYO Camp Staff can assist visiting group leaders in finding local medical personnel as needed.

Emergency Care Responsibilities

In the case of an emergency, the visiting group leader(s) will be primarily responsible for providing medical transportation to the injured party. Brown County emergency medical services (911) will be utilized for emergency transportation requiring an ambulance in the event that the group leader(s) are not able to provide adequate transportation. Visiting group leader(s) need to report to Camp Staff any accident or injury occurring on camp property during the visit so that an incident report can be filed.

FOOD SERVICE

Please ensure that your ENTIRE group comes to meals at the scheduled times. This allows staff to serve you hot meals and meet all safety and health codes. Please do not utilize any food service items except at scheduled meal and snack times. **Meal times are listed on your agreement.** If you need to make special arrangements or adjust meal times, please talk to Camp Staff in advance.

Meal Responsibilities

Camp Staff will give your group information (menu, general announcements, etc) at the start of each meal, serve the food for your group (cafeteria-style) and wash dishes. They are available during meals on a very limited basis.

Camp Staff are available to lead grace for groups who are receiving CYO Camp programming. CYO Camp Style songs, often with motions can be a part of prayer.

Group leaders are completely responsible for their group members during meal times. This includes supervising the clean-up process. Clean-up includes busing and scraping dishes, cleaning tables, and sweeping floors.

Providing your own food

You can bring snacks and drinks, but it needs to remain in the OPC, main pavilion, or be eaten outside. Participants may not eat personal snacks during camp classes or programs unless it's a case of an individual medical necessity. Please pick up after yourselves to prevent littering. Rememberabsolutely NO FOOD OR DRINKS IN THE CABINS.

If you are providing your group's meals, know that we have limited kitchen amenities. A kitchenette with sink, microwave, coffee maker, kitchen size refrigerator, freezer, and cupboard space is available. Due to health codes and safety standards, NO group leaders or members can access the camp kitchen facilities or supplies. Groups providing their own meals will need to bring utensils, plates, cups, etc.

Please keep these expectations and policies for future reference.