



LIONS CAMP PRIDE

Group Leader's Handbook & Waterfront Manual

LIONS CAMP PRIDE NH
154 Lions Camp Pride Way, New Durham, NH 03855

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Lions Camp Pride Mission and Philosophy

This handbook outlines policies of Lions Camp Pride and requirements for user groups during their stay. It is the responsibility of the group leadership to ensure that all program staff, volunteers, campers and visitors are made familiar with and follow the appropriate policies contained in this handbook. These policies are intended to make sure that ALL visitors to Lions Camp Pride are safe and comfortable during their stay. We appreciate your help in following these policies.

Lions Camp Pride respects the rights and dignity of all individuals regardless of culture, race, gender, religion and, most importantly, ability. (CR-1)

The purpose of Lions Camp Pride is to serve our communities, and recognizing the need for an accessible, affordable and quality camp and conference facility, the Lions of Eastern New Hampshire, District 44-H join together to build such a facility in harmony with nature, to maintain it for future generations and to make it available to non-profit groups, providing programs of benefit to their participants and, thus, to society as a whole and; we endeavor to support both individual growth and meaningful social interaction, to serve as excellent stewards of the environment, to safeguard against discrimination and injustice, and to meet all who visit with compassion, respect, professionalism and joy.

Before Camp

Written Documentation Required

- In order to confirm your reservation, a **signed lease agreement**, along with the appropriate deposit, must be returned before arriving at camp.
- You must provide us with a **Certificate of Insurance** (current-during your stay at camp) naming Lions Camp Pride as “additional Insured.”
- Documentation of health insurance coverage of campers, staff, and any other persons affiliated with the program (with the exception of parents, guardians and occasional guests) must be available **BEFORE arrival at Lions Camp Pride.**
- Copies of **certification and/or training for all medical personnel, waterfront personnel, ropes course and archery instructors** or any other instructors of specialized activities which may require additional training who will be teaching or otherwise working with or providing services to campers, staff members or others upon their arrival at Lions Camp Pride. The licensing, certification and/or training required, which must be documented, is specified in other sections of this handbook.
- You must have two copies of a complete **roster** of the names, addresses and emergency contact information of all campers, staff members, volunteers and others affiliated with the program which can be made available to Lions Camp Pride directors or Emergency Personnel in case of emergency.
- **Not-for-profit groups** (501(c)(3) charities) may be asked to provide proof of IRS designation.
- At least one week before arrival, please prepare a list of individuals with **dietary concerns**. It is important for both safety and practical reasons that we have a list of allergies and other ingredient restrictions. Please be as specific as possible. (This list should only include medically relevant information.) We will always provide for vegetarians but knowing how many will be present is helpful to prepare enough food. In general, it is very difficult for us to provide for vegans and it is recommended they provide the bulk of their own food. We will happily provide storage space for them.
- Please also complete a **Group Information Form** and return prior to your arrival. This provides us with important logistical information so we can prepare for your arrival.

Adequate Staffing (ST.35)

Group leaders must ensure adequate staff on site and present at all times for the care and protection of campers. No child (under 18) should be left unsupervised while at camp. For general camp activities groups are required to have minimum staff to camper ratios as follows:

Camper age	Number of Staff	Number of Campers
4 to 5 years	1	5
6 to 8 years	1	6
9 to 14 years	1	8
15 to 17 years	1	10

To meet the appropriate ratios, a combination of group staff and adult leaders is acceptable. "Staff" includes those persons with the responsibility, authority, and training to provide direct supervision to camper groups. This does not include campers in leadership training programs such as CIT's.

Exceptions should be made in consideration of the type of activity, area, and the characteristics of the participants. For groups that serve campers with special needs (physical, medical, behavioral, etc), requiring additional staff support to participate at camp, the following minimum ratios of staff and counselor-support personnel to campers are as follows:

1. Camper needing constant and individual assistance or supervision--1:1
2. Camper needing close, but not constant assistance or supervision--1:2
3. Camper needing occasional assistance--1:4
4. Camper needing minimal assistance--1:5

It is recommended that visiting groups train their staff that at least two staff persons are required at the waterfronts, ropes course, archery range, Adirondack shelters, when using the group showers, and in sleeping areas after "lights out". No adult should be alone with an unrelated child out of sight of others. (ST.36)

Recommended Staff Screening

It is recommended that each visiting group annually conduct appropriate screening of visiting staff members and volunteers who have access to children which may include reference checks, a criminal background check and a review of the National Sex Offenders Registry Public Website. (AD.38.1-F)

While at Camp

Lions Camp Pride Contact Person(s)

Any questions regarding your stay, (before, during and after) can be directed to the Camp Administrator. During your stay, you can always seek out help from any staff member present. They can usually be found in the Dining Hall. At night, you'll be able to find help at the Office building.

The Camp administrator may also designate an alternate contact person or provide you with an emergency number should they have to be off camp for any reason.

To contact the Camp Administrator:

Pat Rossiter

Office: 603-482-6115

Cell: 860-304-9198

lionscamppride44h@gmail.com

To contact the Camp Board of Directors:

Lenny Hall, President

978-360-0958

Peter LaPointe, Past President

978-479-0454

In an emergency dial 911-Please notify the Camp Administrator as soon as possible

You are located at:

Lions Camp Pride

154 Lions Camp Pride Way

New Durham, NH 03855

Space Assignments

Living, and meeting space will be assigned to you prior to your arrival. Additional office space, with phone, are located in other buildings and are assigned to individual groups as needed. When multiple groups are on site simultaneously, each group will be provided a separate meeting area while the group is in session.

Telephones, Internet and Wifi

The camp phone (603-482-6115) may be given as a contact number for your group. It is only answered however, if someone is in the office. Messages on this phone for groups will be delivered at the next meal.

There is virtually no cell phone coverage at camp. Wifi is available at the office, One-on-One Cabin and dining hall. The password will be made available to you during your stay.

For an additional charge, groups can have their own land-line during their stay. The telephone number available to each group should be used only while your program is in session. Please contact us for more information.

Mail & Packages

For deliveries of any kind, the address is:

{Name of Individual}
Lions Camp Pride-{Your Group}
154 Lions Camp Pride Way
New Durham, NH 03855

For mail and small packages (that will fit in a post box easily) the USPS is sufficient. These will be delivered to the post box and we will bring them to you during the next meal.

For larger packages, the post office will notify us there is a package at the post office in New Durham (30 minute drive). Groups are responsible for picking up these packages themselves.

It is recommended that you encourage your camper families and staff to use a package service such as UPS or FedEx for any packages larger than a big envelope. These packages will be delivered directly to camp.

Groups may feel free to have packages with program supplies, etc. delivered to camp ahead of their arrival. Please be sure the address contains your group name.

Mail received after your group has departed will be returned to sender. No mail will be forwarded.

Outgoing, stamped mail, may be left in the mail box in the dining hall – they will be mailed daily.

The business address for the camp during the off season is:

Lions Camp Pride

P.O. Box 135

East Hampstead, NH 03826.

DO NOT use this address for campers or group staff mail.

Check-in Time for Group Arrival

You will be provided with a Group information Form which includes questions regarding your anticipated check-in and check-out times. Please return this form with as accurate information as possible.

Group Leader's Responsibility

The group leader, whose name appears on the group's lease agreement with Lions Camp Pride, is responsible for ensuring that ALL provisions of the lease agreement and the current "Lions Camp Pride Group Leaders Handbook" are complied with.

Failure of any program or any person affiliated with any program utilizing the Lions Camp Pride facility to comply with this document can result in individuals or the entire group being asked to leave the Lions Camp Pride facility. No refund of fees paid to Lions Camp Pride by the lessee will be made and all charges due to Lions Camp Pride up to the point of departure will be payable in full.

Use of Facilities

With the exception of the sleeping quarters assigned to groups, all other facilities are shared when other individuals or groups may be on site at the same time for meetings or other outings.

Groups will be assigned sleeping quarters. When two or more groups are sharing the facilities, group leaders and the Camp Administrator will coordinate sharing additional facilities. Ample notice will be given to user groups of any other persons who will be at camp at the same time as their program is on site.

There is limited sports equipment and games available for groups to use but you should plan on supplying your own. Please ask what may be available.

While your program is at Lions Camp Pride, we ask that you respect the facility as if it were your own. A survey of the facility will be made at your departure to determine any damages resulting from your program. If there is any damage, your program will be billed for any repair(s) needed. Lessee groups should clean buildings used, pickup any litter, place trash in dumpsters, etc. prior to departure.

Cleanliness of Facilities

During your stay, you are responsible for maintaining the cleanliness of all facilities being used by your program. If two programs are located at Lions Camp Pride simultaneously, program group leaders should cooperatively and jointly maintain the cleanliness of any shared facilities.

Cleaning supplies, paper towels and toilet paper are available from the kitchen staff or the Camp Administrator.

When multiple groups are on site, lessee groups are asked to not store materials in shared spaces. Please be mindful of the cleanliness of these spaces so that the next group to use the space will find it clean.

Please report any maintenance issues to the Camp Administrator.

Pets

Pets are not permitted at Lions Camp Pride. Service animals are always welcome. Support animals must be cleared by the Camp Administrator ahead of time.

Smoking

Smoking or the use of electronic cigarettes is NOT PERMITTED anywhere on camp.

Drugs & Alcohol

Possession of illicit drugs or being under the influence is STRICTLY PROHIBITED while at Camp and constitutes grounds for asking a lessee group or individual to leave the Lions Camp Pride facility.

Use of alcohol on camp is strictly controlled. Any visiting adult group or special event wishing to consume or possess alcohol on camp property must have prior approval and further, must obtain event insurance covering liability for alcohol consumption listing Lions Camp Pride as an additionally insured. **Visiting youth or family camp groups are prohibited from possessing or consuming alcohol on camp.**

Hazardous Items or Materials

No outside firearms, ammunition, fireworks, toxic or flammable items, hazardous hand tools (such as axes), power tools or any other items constituting a hazard to campers or others are allowed at Lions Camp Pride. Possession of any of these hazardous items at camp constitutes ground for asking a lessee group to leave Lions Camp Pride. (AD.16)

Federal, State and Local Laws

Group leaders are responsible for ensuring that their programs abide by all federal, state and local laws. Group leaders are responsible for acquiring all appropriate licenses and permits for their programs. Lions Camp Pride strongly encourages all groups using Lions Camp Pride to seek accreditation from the American Camp Association. Meeting the accreditation requirements is an excellent tool for assuring program quality. At the very least, you are strongly encouraged to be a member of ACA so you will receive their regular updates and information on pending legislation, recommendations for quality improvement, risk management procedures and other helpful materials.

Billing

Final billing, less any deposits, will be due at the conclusion of your stay. Any other arrangements should be made ahead of time. All checks should be made payable to "Lions Camp Pride NH".

Quiet Time

The waterfronts, ropes course and archery range are open 9:00a-9:00p (or until dark, whichever comes first) If you'd like to use these facilities outside of these times, please ask the Camp Administrator.

When more than one group is onsite, quiet time at Lions Camp Pride is 10:30p-7:30a.

If your group is alone on camp, there are no quiet times except for the waterfront.

Medical Service

Lions Camp Pride DOES NOT provide medical staffing or emergency transportation. All lessee programs are required to ensure that suitable medical coverage is provided. (AD.43)

It is recommended that visiting groups have at least one individual certified in age appropriate American Red Cross (or other approved provider) CPR/AED administration and first aid. (AD.42)

Lessee programs should make arrangements with an emergency care facility in the area to provide health care services in the event of an emergency. The Huggins Memorial Hospital, in Wolfeboro, is the closest facility to camp (8 miles). Phones are: EMERGENCY 603-569-7575, information 603-569-7500. Group leaders are required to make available a copy of your medical personnel's current license(s)/certification(s) if requested.

While Lions Camp Pride has limited first aid supplies, lessee groups are responsible for providing their own first aid kits and other supplies needed for medical services at camp, including emergency oxygen.

Visiting groups are advised to keep all medication (prescription and over-the-counter) stored under lock unless in the controlled possession of the person responsible for administration of the drug. (AD.44.2)

Visiting groups are required to complete a thorough LCP accident/incident report for any accident, illness or event which requires professional interventions, is indicative of a communicable disease or is an ongoing hazard. It is recommended that visiting groups keep thorough records of any medical care or administration of drugs given. (AD.43)

Emergency Information (ST.22)

Groups are responsible for gathering and maintaining information on all members of the group that includes:

- name
- address
- parent contact information
- emergency contact information
- any allergies/health conditions/restrictions

All persons, campers and staff, under the age of 18 (unless accompanied by a parent) must have an emergency medical treatment permission form, or a religious waiver, signed by their parent or legal guardian, before their arrival at Lions Camp Pride. You should also have cabin assignments rosters.

Two copies of emergency contact and medical information and cabin rosters should be maintained in different locations in camp. In an emergency, Lions Camp Pride staff or Emergency Personnel must have access to these rosters. (AD.44)

Groups are responsible for their own emergency transportation. Phone numbers and locations of local EMS providers, clinics, and hospitals are posted near all phones available to groups. Orientation for groups will include updated emergency procedures for the camp, including information on how to contact camp personnel in an emergency. (AD.2)

EMERGENCY SERVICES CAN BE REACHED BY DIALING 911

Visiting groups are advised to prepare and rehearse for a camp-wide emergency by developing an Emergency Response Procedure (ERP) which is an agreed upon signal to all staff and campers to gather quickly and quietly at the designated "Safe Meeting Spot" to be accounted for and to receive further instructions. Further, groups should prepare and rehearse for a threatening intruder on camp. (ST.22)

The Camp Administrator MUST be notified of any of the following emergencies as soon as possible.

In the event of a missing camper:

1. Group leaders should account for all other campers and have counselors gather information about the missing camper from other campers and staff. Conduct ERP.
2. If the camper is not found, notify the Camp Administrator. Staff members and visiting staff will be sent to the last known location of camper and search for 10 minutes.
3. If the camper is still not found, LCP staff and visiting staff will conduct a full search of grounds and all buildings and rooms.
4. If camper is still not found, parents & authorities will be notified of missing camper. Staff will continue to search.

Inclement Weather:

1. Conduct ERP
2. Campers & staff will be directed to the Dining Hall basement where they will be counted and wait for the storm to pass.

Fire:

1. When a fire alarm sounds, evacuate the building.
2. If conditions are such that all campers and staff are safe, an extinguisher is available, and you feel you would be able to safely extinguish the fire, you should do so.
3. Follow instructions of authorities.
4. If necessary, move campers to the Safe Meeting Area

For a forest fire, the main building should remain safely protected by the fire break created by the parking lots and other cleared areas; however, group leaders should be ready to evacuate campers and others to the shallow waterfront should a change in winds, or some other factor, bring the fire close to the main building.

If a situation arises that calls for contacting ANY emergency service, YOU MUST TELL THE EMERGENCY SERVICE THAT YOU ARE CALLING FROM LIONS CAMP PRIDE. DO NOT give them your own program name because the emergency service may not know the location to which they must respond simply based on your program name. Emergency services have response plans for the location of Lions Camp Pride – not for individual program names. PLEASE BE ABSOLUTELY SURE TO ADVISE YOUR ENTIRE STAFF CONCERNING THIS ISSUE. ALSO BE SURE TO NOTIFY THE CAMP ADMINISTRATOR ANYTIME EMERGENCY SERVICES HAVE BEEN CONTACTED.

Intruders

During the season when campers are present at Lions Camp Pride, the camp is closed to the public. In most cases, unfamiliar visitors should be approached and directed to the Camp Administrator or asked to leave. If the visitor makes you uncomfortable, approach with another staff member or find a member of camp staff. Someone should stay with campers away from the situation. If the person seems threatening in any way, do not approach or take any chances. Remove yourselves and the campers from the area, notify the Camp Administrator or Camp Director, and, if possible observe the whereabouts of the person.

If you encounter a threatening intruder: Call 911

1. Notify staff and Camp Administrator.
2. Visiting directors or designated staff members will notify in-person each activity group.
3. Groups will move quickly and quietly into the nearest building and will barricade the doors, turn off lights, cover the windows, hide and remain silent.
 - Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
 - Stay away from windows.
 - Try to stay calm and be as quiet as possible.
 - If for some reason you are caught in an open area such as a hallway or lounge type area, you must decide what action to take.
 - ❖ If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
 - ❖ If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
 - ❖ The last option you have if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be your last option.

- ❖ If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
- ❖ Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

If you see or suspect an intruder in camp at night, immediately and quietly notify the other staff members and the camp office. Check all camper sleeping areas with a head count. In order to prevent false alarms and unnecessary fright, all camp personnel will carry flashlights and identify themselves when walking in the camp at night.

Please notify the Camp Administrators of any intruders. Complete an incident report and any other reports requested. (AD.18)

Vehicles

All vehicles should be conducted in accordance with traffic laws. THE MAXIMUM SPEED FOR ALL VEHICLES IN LIONS CAMP PRIDE IS 10 MPH. All drivers must be licensed and be over 18 years old. Other than drop-off and pick-up, or for delivery, vehicles should be parked in the lot behind the Camp Office. While campers are on camp, it is strongly encouraged that no vehicles drive past this lot. In general, the areas in front and behind the dining hall and areas around cabins should be free of automobiles. Parking spaces in front of the Admin building are for Lions Camp Pride staff.

Pedestrians always have the right-of-way throughout camp and on the camp road.

Campers, staff and visitors should only be transported in vehicles designed to carry passengers.

Lions Camp Pride does not provide any emergency vehicle on camp. It is recommended that programs have at least one vehicle at camp designated as an emergency vehicle in good working order, regularly maintained with enough fuel to reach the town of Wolfeboro (9 miles). Medical and key program staff should know where the vehicle key is at all times and the directions to the hospital.

Safety

Horseplay, climbing trees, climbing rocks, running – except during organized games, being barefoot – except at the waterfronts - throwing rocks, sand, etc. are prohibited and must be controlled by program group leaders. All activities must be supervised by the group's staff who are held responsible for the action of the campers under their supervision. The liability for all camp activities, campers, staff and other affiliated with the lessee program rests solely and fully with the lessee group.

Lions Camp Pride is inspected annually by the NH Department of Environmental Quality who certify the safety of drinking and swimming water at camp.

Lions Camp Pride is an accredited camp of the American Camp Association and, as such, meets very strict operating requirements.

Lions Camp Pride consults regularly with special needs program and camping experts to ensure that the Lions Camp Pride facility maintains excellence in safety, handicapped accessibility and other issues in its operation

Dining Services

Group leaders must schedule mealtimes with the Camp Administrator in advance of arrival at camp. Please be considerate to the kitchen staff by arriving on time for your meals. Meals can be served family style or cafeteria style. Any special request for food serving style should be made prior to arrival at camp.

Special arrangements and any special dietary requirements including vegetarian, gluten free or allergen free meals must be made at least one week prior to the scheduled start of your stay. Special dietary arrangements may affect a previously agreed upon price for dining services.

Each table used in the dining hall, must have a staff member present during each meal. Groups are expected to help distribute food and utensils (for family style dining) and to clear and clean tables after meals.

In consultation with the group leader, tables and chairs will be arranged so that a safe and speedy evacuation of the dining hall may be accomplished in case of an emergency.

Each program group should practice at least one emergency evacuation of the dining hall during their first 24 hours at Lions Camp Pride. Whenever tables and chairs have been rearranged for a special function or activity the group leader is responsible to see that they are in a "SAFE" arrangement for that function or activity and that they are set back in the dining hall arrangement for meals at completion of the special function or activity.

By NH state law, shirts and shoes are required in the dining hall. Further, other than service animals, no animals are allowed in the dining hall or kitchen.

Standing on chairs and banging on tables should be discouraged.

The Kitchen is not available to groups without prior arrangements.

NO COOKING IS ALLOWED IN ANY BUILDINGS EXCEPT IN THE MAIN KITCHEN.

Lodging

Prior to the start of your camp program, the Camp Administrator will coordinate with groups to make housing arrangements for campers and staff. The bunkhouses are designed to accommodate a maximum of 24 staff and campers. Each bunkhouse is equipped with ten bunk beds in the main room and two bunk beds in the staff room. The beds in the staff room will be set so that the trap door IS NOT COVERED and the power panel is accessible at all times. If the fire alarm goes off you will follow the emergency plan and evacuate the building. DO NOT RESET THE ALARM.

The staff building can accommodate up to 29 people. The One-on-One Building can accommodate 20. The health center can accommodate up to 5 people and a maximum of 3 overnight patients. The hospital beds are for patients only.

Campers and staff must bring their own sleeping bags and/or linens.

Furniture and mattresses should not be moved from a building without the approval of the Camp Administrator.

Ropes Course

A six element low ropes course is available at Lions Camp Pride. It consists of a Spider Web, Wild Woosey, Criss Crotch, Mohawk Walk, Tire Traverse, and a Nitro Crossing. It is located at the end of the roadway leading into the woods across the sports fields from the main building. If you intend to use the ropes course you must be insured for ALL liability. Lions Camp Pride assumes no liability for activities by a group at the ropes course. You must provide the Camp Administrator with documentation that your ropes course supervisor is suitably trained by Project Adventure or other similar organizations or provide a written summary of their qualifications if they are not certified.(ST.8)(ST.9)

Each participant should be provided with a safety orientation including information regarding any rules and regulations, boundaries, proper use of protective equipment, safety signals, and any other information required for the safe use of the ropes course. (PD.5)

Participant spotters should be trained in proper technique and closely supervised by the facilitator. Considerations for proper positioning, spotter stance and size differences should be made to ensure safety for all participants. (PD.6)

DO NOT ENTER THE ROPES COURSE unless there is a scheduled activity. A certified/documented ropes course facilitator and a certified age appropriate CPR/AED and first aid provider must be with the activity group. (ST.7) The ropes course area is marked with NO TRESPASSING signs. (FA.13)

Archery Range

The archery range is located at the end of the roadway leading into the woods across the sports fields from the dining hall. Lions Camp Pride does not provide any archery equipment. Visiting groups may use the range for archery activities when a certified/documented archery instructor and a certified age appropriate CPR/AED and first aid provider is present. (ST.7) Equipment may be stored in the locked shed at the range. When there are no archery activities happening, the covered pavilion may be used as an additional programming space. The area behind the targets is clearly marked and visiting guests should not enter this area regardless of whether an archery activity is occurring or not. You must provide the Camp Administrator with documentation that your archery instructor is suitably trained by USA Archery or other similar organizations or provide a written summary of their qualifications if they are not certified. (FA.13)(ST.8)

Each participant should be provided with a safety orientation including information regarding any rules and regulations, boundaries, proper use of protective equipment, safety signals, and any other information required for the safe use of the archery range. (PD.5)

Adirondack Shelters

Three Adirondack shelters are available at Lions Camp Pride for small groups of 6 – 8 people each to campout in. Campers staying in any of these shelters must be accompanied by at least two adults from the lessee group. A written emergency plan must be in place prior to use of the shelter(s) to provide a fast response in case of an emergency. You must also inform the Camp Administrator of the shelters you will be using.

Additional Information

It is recommended the wearing open-toe sandals or walking barefoot, except at the waterfronts or the sand volleyball court, be prohibited because of the danger of broken toes, cuts, etc. from rocks, roots and other ground clutter.

The roadway leading to Lions Camp Pride (Lions Camp Pride Way) is a public way and groups are allowed to take walks on the road. At no time should any camper, staff person or group trespass on any private property off Lions Camp Pride Way. The neighbors of Lions Camp Pride have been very supportive of the camp's operation and it is important that the user groups respect Lions Camp Pride's neighbors.

The Board of Directors of Lions Camp Pride selects its summer kitchen and maintenance staff each year based on the highest possible standard of professional conduct. The Board hopes and expects that close working relationships between user groups and the Lions Camp Pride staff will be established each year. However, group leaders should make clear to their program staff that Lions Camp Pride summer staff is on site to provide food service and camp maintenance and not to fraternize excessively with the camp staff.

Lions Camp Pride staff are not allowed to be alone with campers at any time except in public places or unless some sort of emergency has occurred. Lions Camp Pride staff are not allowed in any bunkhouse if there are campers present in the building without staff present.

The Maintenance building and the basement of the Administration building are OFF LIMITS AT ALL TIMES to visiting groups.

Groups should not dig, move, or build anything, use camp materials, etc. without permission of the Camp Administrator.

Camp Fires

Camp fires should only be built in designated fire pits. Groups should make sure the following rules for fires are followed:

1. The area around the fire pit should be cleared of flammable materials before lighting the fire.
2. A 5 gallon bucket of water or hose must be available to douse the fire.
3. No running, balancing/teetering or other horseplay within 20' of the fire.
4. No one but the adult touches, pokes, or adds wood to the fire
5. When the fire is burning, it is ALWAYS attended.
6. Appropriate campfire clothing - no loose clothing, hair tied back, lots of dangling hat crafts- should be worn.
7. At the end of the campfire, it must be completely extinguished. Ashes and coals must be cold to the touch!

Lions Camp Pride does not discriminate in any of its own policies for any reason. The Board of Directors of Lions Camp Pride invites any comments that user groups may have on ways we might improve the facility, active areas we might add, etc. Your thoughts and comments are welcome and very much appreciated. The Board of Directors of Lions Camp Pride expects all programs leasing the camp facility to place the safety of program participants, counselors, program and medical staff, and others first and foremost. *SAFETY IS OUR FIRST PRIORITY!*

Waterfront Manual

Use of the waterfront

Visiting Groups are responsible for the safety and well being of their own participants. Lions Camp Pride will not provide supervision for your aquatic activities. Since Lions Camp Pride is an ACA accredited camp, we require that the following guidelines be met by all visiting groups using our facility. All waterfront users should be instructed in these rules and procedures before using the waterfront. (PA.2) No campers should be at the waterfront without adult supervision.

The waterfront is open 9:00a-9:00p (or sunset) No activities should take place at the waterfront outside of these times without prior approval of the Camp Administrator.

No waterfront activities may occur without supervision by a lifeguard.

Lifeguards

Lifeguards must hold current certifications in: **Lifeguarding** from a nationally recognized certifying body, **First aid including training in bloodborne pathogens** from a nationally recognized provider, and **CPR including the use of breathing devices (e.g., pocket masks) and AED** administration from a nationally recognized provider. Proof of these certifications must be provided to the Camp Administrator before any group uses the waterfront.

A lifeguard 21 years old or older, should be designated as waterfront director to supervise activities and other guards. If both waterfronts are being used simultaneously, each waterfront must have its own waterfront director during ALL activities.

Whenever any aquatic activity takes place at least two staff must be present and at least one must hold a minimum of American Red Cross first aid (or equivalent) and American Red Cross age appropriate CPR/AED (or equivalent) certifications. (ST.7)(ST.8)(ST.12)

Waterfront lifesaving equipment including, throw rings, rescue tubes, paddle boards and backboard will be immediately available in case of an emergency. (PA.3)

Lookouts, additional non-certified, adult staff, may be used to assist in supervising waterfront activities. These lookouts should be oriented to their responsibilities and roles at the waterfront including enforcing rules, responding to emergencies and routine aquatics supervision. Lookouts must always be accompanied by at least one certified lifeguard. (PA.1)

Swimming Rules

Physical Fitness

All participants are required to have available evidence of fitness for the particular activity with a complete health history. Those with physical disabilities can enjoy and benefit from aquatics if any limitations are known and necessary precautions are taken. Campers using wheelchairs are not permitted on docks, but may access the swimming area by way of the shore and should receive individual supervision from a certified lifeguard.

On those occasions when support equipment is removed from persons using a wheelchair, this lifeguard will remain in proximity close enough to assist the individual back to the chair if necessary. Wheelchairs in the waterfront area must have a brake to prevent accidental rolling. (PA.4)

Ability Groups

Swimmers must be tested regarding their swimming abilities and divided into three ability groups:

Non-swimmers Test: No swimming test is required. (Campers are encouraged to get into the water). **PFDs required at deep waterfront.**

Beginners Test: Jump feet-first into water over the head in depth, level off, swim 50 feet on the surface. **PFDs required at deep waterfront.**

Swimmers Test: Jump feet-first into water over the head in depth. Level off and swim 200 feet in a strong manner using one or more of the following strokes: sidestroke, breaststroke, trudgen, or crawl; then swim 100 feet using an easy resting backstroke. After completing the swim, rest by floating.

These classification tests will be renewed annually. (PA.6)

Safe Area

On shore, swimming areas, reserved for swimming only, are marked with fencing. In the water, swim areas are clearly marked with rope and buoys.

In the event of lightning or thunder, all swimmers will exit the waterfront for 30 minutes.

The lack of water clarity presents additional hazards for underwater swimming and diving. Please be aware of possible hazards associated with lake swimming, especially outside of the marked swimming areas, such as varying depths, deep holes, rocks, stumps, etc. The Shallow Waterfront is extremely shallow and no diving is ever allowed. The Deep Waterfront has a number of hidden boulders close to shore. Care should be taken entering the water from the shore. It becomes deep very quickly. Diving is limited to the far end of the deep waterfront dock. (PA.

Lifeguards on Duty

Swimming is permitted only when there is a waterfront director (LGT 21+) on duty. Additional guards and/or the waterfront director must be on the swimming dock whenever swimmers are in the water. Lifeguards should not participate in recreational activities while supervising swimming activities, and at least one lifeguard must be out of the water during swimming activities.

The following lifeguard ratios will be in place during all swimming activities: There will be a minimum of one lifeguard on duty during any swimming activity. For every 25 swimmers, or fraction thereof, there shall be one certified lifeguard and an additional person, over the age of 18, trained in the use of basic rescue equipment. The overall ratio of one lifeguard/lookout for each ten swimmers must be maintained at all times. (ST.42)

Buddy System

Every camper should be paired with another camper who is swimming in the same area. Buddies check in and out of the swimming area together. Buddies serve as a first line of defense, checking that their buddies are safe and well. Every ten minutes guards should signal a buddy check during periods of free swim. During this procedure, all campers are to move with their buddies to shallow water to stand or to the dock to hold on. Campers will remain quiet during this time. Guards will check all areas, count the pairs, and compare the recorded total. In the event of multiple blasts of a whistle, all swimmers will exit the swimming area. In the event that a camper is unaccounted for, all participants will exit the swimming area and staff will immediately begin a lost bather drill, starting in the area where the camper was last seen. (PA.5)

Boating Rules

Physical Fitness

All participants are required to have available evidence of fitness for the particular activity with a complete health history. Those with physical disabilities can enjoy and benefit from aquatics if the handicaps are known and necessary precautions are taken. Wheelchairs are not permitted on docks or boats, but campers with handicaps may access boats and will receive individual supervision from a certified lifeguard as needed.

Personal Flotation Devices

Prior to any boating activity, all participants will be trained in proper use of personal flotation devices (PFDs). All occupants of a watercraft shall wear a USCG approved Type II or Type III PFD at all times while in a watercraft. All PFDs must be in good condition and properly fitted to the user. (PA.11)(PA.12)

Buddy System

The buddy system will be used for all boating activities. Not only must every individual have a buddy, but every craft should have a "buddy boat" when on the water. Buddies check in and out of the boating area together. Buddies serve as a first line of defense, checking that their buddies are safe and well. The adult in charge will verify that all boats and boaters are accounted for. Four blasts of the airhorn will signal all boaters to come in. In the event that a camper or boat is unaccounted for, all participants will exit the boating area and staff will immediately begin a lost bather drill in the boating area. (PA.11)

Skill Proficiency

Prior to any boating activity, all participants should be trained by a qualified instructor in basic watercraft handling skills, safety, and emergency procedures including: Boarding and debarking, Trimming, Movement on the craft, and Self-rescue in case of capsizing or swamping.(PA.14)

Planning

Under no circumstances shall any boat carry more passengers or weight than is permitted by the vessel's occupancy limit. The adult in charge will check weather reports daily in order to be aware of any hazardous conditions, and will ensure that weather conditions are appropriate before sending out any boats. In the event of lightning or thunder, all boats will come in and boaters will exit the waterfront for 30 minutes.

Equipment

There are canoes and kayaks available for use. All equipment must be suited to the craft, water conditions, and individual and must be in good repair. Appropriate rescue equipment including the rowboat, equipped with a first aid kit and a throwable PFD, must be available for immediate use.

At the start of each summer, watercraft will be visually inspected by a member of Lions Camp Pride staff prior to any use. Visiting group waterfront staff are asked to report any needed repairs.

Lifeguards on Duty

Each watercraft activity should be supervised by an individual (18+) with current instructor certification in the appropriate watercraft or by a currently certified lifeguard. (ST.15)

For events involving youth participants, boating will be permitted only when there are lifeguards, age 16 or older, on duty either on the water or supervising from the dock. Guards will not participate in recreational waterfront activities while supervising boating activities.

There will be a minimum of one lifeguard and an additional person, over the age of 18, trained in the use of basic rescue equipment, on duty during any boating activity. (ST.42)(PA.11)

Fishing Rules

Licenses

State laws dictate that anyone age 17 or older must hold a current fishing license in order to fish on Merrymeeting Lake.

Safe Area

Swimming areas, marked by buoys, are reserved for swimming only. Please help us keep this area free of dangerous items such as fish hooks by not fishing from the docks. The area between the two waterfronts may be used for fishing.

Emergency Response (PA.3)

Lost Bather Drill

Waterfront Directors should develop and practice a Lost Bather Drill to be implemented should a swimmer or boater be unaccounted for. Lifeguards should complete a thorough check of all swimming areas including under the docks. Lookouts may be used to check shallow areas (where they can stand) with foot sweeps. It is recommended that visiting groups bring at least one mask or goggles and swim fins for lifeguards to use in deep water.

Components should include:

1. Signal with multiple blasts of the whistle.
2. Have all bathers exit the swim area—conduct headcount
3. LGTs begin search. Lookouts begin search.
4. Notify Camp Director, Camp Nurse and Camp Administrator.
5. Begin wider search of camp (See Missing Camper Protocol).
6. Continue search until camper is found, swimmers become exhausted or relieved by authorities.

Emergency Phone

There is a phone located in a box on the porch of the **Shallow Waterfront** Cabin. For emergencies at the **Deep Waterfront**, the phone at the Shallow Waterfront or the phone at the One-on-One Cabin may be used.

If 911 is called, a staff member should be sent to the camp sign to direct first responders to the appropriate area. Other staff may be sent to any intersections in between to further direct.