



SPONSOR GUIDELINES & EXPECTATIONS

All sponsors must receive a copy of this document and become familiar with its contents. If there are any questions, do not hesitate to get clarification from your Camp Director. Many questions will be answered once you arrive at Pineywoods.

This document is intended to help make your job easier. Please share any suggestions that might help to make this a better tool for your use.

This Encampment operates under an annual permit issued by the Texas Department of State Health Services. We are required to operate according to the requirements of the Texas Youth Camp Safety and Health Act. Our policies, rules, and procedures reflect those requirements.

HOW TO BE A SUCCESSFUL SPONSOR

- You are at camp to win kids to Jesus Christ and to train them to serve Him. You are not on vacation. You are not here to be a babysitter, but to be a leader and a guide.
- See your job for exactly what it is, a ministry. Being a sponsor means giving to those campers who need your love and support the most. If you do a good job as a sponsor, you will work very hard during camp. Your day may start as early as 6:00 am and not end until very late. You will be expected to be on time, to participate, and to cooperate, but no one will make you do it. You must be willing to give it your all.
- Although your job will be a demanding one, it will be very rewarding. Your campers will look up to you and seek love and encouragement from you.
- Don't worry about your shortcomings. Put yourself in God's hands. Let Him begin to mold you into that servant of the Lord that you really want to be and that He wants you to be. God is able, just get self out of the way!
- Follow the plan your Camp Director has given you. The Director and staff have a purpose for everything. Hundreds of details have been thought through in advance, so go with the plan and forget the complaining. People who don't understand or have all the information may gripe, gossip, and grumble. They get their motives twisted, so they show discord and spread negative undercurrents. Some people specialize in creating problems. Why don't YOU vow to the Lord to be a part of the solution.
- Realize that you are part of a team. As part of the team at camp, you need to function together with the other leaders and sponsors in unity to accomplish God's purposes in young lives. Encourage and help one another. Stand together.

SOME IMPORTANT REMINDERS

1. Being a sponsor takes time. Plan for it. Make it happen.
2. Keep the confidence of the campers. They look up to and respect you. Don't disappoint them.
3. Maintain a cheerful objectivity. Getting emotionally involved will not help at all. You are the adult; act like it. Do not take sides in disputes among the campers.
4. Be careful in giving advice. Guide the camper to come up with possible solutions.
5. Stay within your ability to counsel.
6. Expect patterns of behavior. For example, children often make little problems into big ones.
7. If you run into a counseling problem, ask for help from a more qualified counselor (i.e. your youth minister or pastor, camp pastor, or professional counselor).
8. Encourage independence from you and dependence on God.
9. Don't make promises to campers that you cannot or should not keep.
10. Intentionally violating Encampment Policies and Rules is not part of the camping experience. Do not encourage it or allow it to happen.

PRINCIPLES FOR CONDUCTING A CABIN DEVOTION

- Base all teaching on scripture, not opinion.
- Involve the campers.
- Stay on track.
- Find a way to get around or avoid questions that are not pertinent, but do not make the camper feel stupid for asking a question.
- Avoid talking over the campers' heads.
- Use variety:
 1. Discuss a question as a group with you as a moderator.
 2. Give a verse or two to look up and discuss them.
 3. Tell a story.
 4. Ask a question and get several different answers.
 5. Use a visual aid.
 6. Try an object lesson.
 7. Use a devotional book (but not every night).
 8. Let one of the campers lead a devotional.

HOW TO BECOME NOT ONLY A SPONSOR, BUT A FRIEND

1. Be ready to listen.
2. Talk on the camper's level. Keep it simple.
3. Exhibit a positive attitude. It is contagious.
4. Stay neutral. Listen in confidence.
5. Be honest and sincere.

REMEMBER, EVEN APPEARANCES ARE IMPORTANT

Child abuse in any form will not be tolerated. This could include improper touching, abusive or suggestive language, or striking a child.

Avoid compromising situations. Children can mistake well-meaning conduct as sexual misconduct.

Never allow yourself to be alone with a camper. Always have another person present.

According to Texas State Law, Child Abuse or Sexual Abuse, real or alleged, must be reported to proper authorities for investigation.

Discuss camp rules with all campers. Discuss the consequences of breaking any rule. Apply the consequences of rule-breaking in a uniform and consistent manner.

If a camper breaks a rule or in some way does something that is absolutely prohibited, do not take it upon yourself to discipline the camper as you see fit. Always consult with the camp director and/or encampment management before disciplinary action is taken.

At no time is disciplinary action to include:

- Depriving a camper of food or reasonable sleep
- Placing a camper alone without supervision
- Subjecting a camper to excessive physical exercise or restraint
- Shaking or striking a camper
- Subjecting a camper to ridicule or threat

Always remember to balance discipline with unconditional acceptance of the individual. It is the undesirable action that you are to dislike, not the camper.

During discipline is often a good time to talk to the camper about the consequences of sin, but also about God's love and forgiveness through Jesus Christ.

PINEYWOODS BAPTIST ENCAMPMENT EMERGENCY PROCEDURES

IN CASE OF FIRE

1. Evacuate building immediately.
2. Account for all of your groups and move to an open area well away from fire.
3. Notify Encampment Manager.

IN CASE OF TORNADO OR SEVERE WEATHER

1. Move everyone indoors, preferably in dorms.
2. Have everyone move to the interior of the building and cover themselves with mattresses from the beds.
3. Stay put until you are notified that all is clear.

IN CASE OF A MINOR ACCIDENT

A minor accident is one in which a doctor's attention is not needed, such as a minor cut, bruise, abrasion, etc.

1. Stay with the injured person.
2. Send for the sponsor of the injured person.
3. Move victim to First Aid Station or summon Medical Staff.

IN CASE OF AN ACCIDENT

An accident of this type requires the services of a doctor, but is not severe enough for an ambulance; this includes a broken bone, or a cut that requires stitches.

1. Stay with the injured person.
2. Send someone to notify medical staff and Encampment Staff.
3. Emergency first aid is to be rendered by qualified person -- medical staff.
4. Notify Encampment Manager.
5. Under supervision of medical staff, move person to Nurse's Station for initial treatment.
6. Injured person should be taken to Memorial Medical Center on Hwy 94 in Lufkin.
7. Parents should be notified by Medical Staff.

IN CASE OF MAJOR ACCIDENT

A major accident is an accident that requires an ambulance, such as a drowning, near drowning, back injury where victim is immobilized, an unconscious victim, severe bleeding or hemorrhaging.

1. Stay with the injured person.
2. Send for medical help.
3. Emergency first aid is to be rendered by qualified person -- medical staff.
4. Send someone to notify Encampment Staff.
5. Notify Encampment Manager.

All accidents should be reported to the Encampment Office or First Aid Station.

PHONE NUMBER FOR FIRE, POLICE, AMBULANCE – 911

Pineywoods Baptist Encampment carries an accident insurance policy on registered guests. This policy is intended to be supplemented by your own insurance, and will pay only to its limits. There is no deductible. Pre-existing conditions are not covered. This policy will pay only for accidents immediately reported to the Encampment. This insurance does not cover members of your group who may leave the grounds during your scheduled stay. Unauthorized activities may not be covered. All claims must be reported on forms provided by the Encampment.

PINEYWOODS BAPTIST ENCAMPMENT CAMP RULES

1. Pineywoods is a Christian camp, and all rules are to help us in our conduct which will reflect Christ in all that we do.
2. Please respect all camp properties just as you would the church you attend. We ask you to assist in keeping the grounds clean of trash. Cans are provided campwide to dispose of debris.
3. Items not permitted at camp: illegal drugs, alcohol, knives, ANY form of tobacco, guns, pets, skateboards or fireworks. Such items will be confiscated.
4. Unless used specifically for the camp program, the following are prohibited while at camp: radios, CD or tape players, cell phones, I-pods, and other non-essential electronic devices. These tend to distract from the intended atmosphere. Such items will be confiscated by camp staff and may or may not be returned at departure.
5. If property or equipment is damaged, your group will be held responsible for any cost incurred for repair or replacement.
6. If dorm room is excessively filthy during your stay or upon departure, your church will be assessed a fine of \$50.
7. The lake is for canoeing, paddleboating, or fishing. The lake is not approved for swimming. Also, it contains Water Moccasins and Snapping Turtles. A lifeguard must be present and life jackets worn while a camper is in any boat.
8. Pineywoods requires two adult sponsors in each dorm room in order to comply with state law.
9. Shorts are permitted, but must be at least fingertip length.
10. Shoes must be worn at all times (unless in the pool or on sand volleyball courts).
11. No hats are to be worn during worship.
12. Clothing, caps, etc. which advertise alcohol or tobacco products or are of a suggestive nature will not be allowed.
13. Girls' swimwear must be one-piece and modest, or a T-shirt must be worn over it. Boys are to wear modest trunk-type suits. The lifeguard may eject anyone wearing swimwear that is not in good taste.
14. Shaving cream fights, water fights, etc. will not be tolerated. A group doing such in or near enough a building to cause damage will face a charge of \$100.
15. No use of the ropes course will be allowed unless Pineywoods' own authorized, trained, personnel are present. Please make prior arrangements if you desire to use the Ropes Course.
16. Meals must be taken in the dining hall unless otherwise prearranged with the camp. Please see that visitors pay for their meals in the Camp Office or Dining Hall.
17. Students are not allowed to leave the campgrounds while attending camp.
18. Students must attend all scheduled sessions and activities throughout the week.
19. Students are not allowed to enter the dorms of campers of the opposite sex for ANY reason.
20. Students are not allowed to ride in or on any vehicle during camp.
21. Students are not allowed to share ANY medication belonging to them with any other student – all medication (prescription and non-prescription) must be checked in with the Camp Medic upon arrival at camp.
22. No golf carts, four-wheeler, or ATVs of any kind are allowed on camp except those used by the camp staff.
23. All of the above rules are designed to provide a Christian atmosphere, to provide a healthy environment, and to provide respect of the camp and facilities. Please see to it that all campers are aware of these rules before your session begins.

Pastor Reference

This is to certify that I, _____, know and vouch for _____ who will come with our church as a sponsor to Pineywoods Baptist Encampment from _____ (beginning date) to _____ (ending date), _____ (year). This person is trustworthy, of good character, and is striving toward spiritual maturity.

- I have performed and have on file both a criminal and sex offender background check on this individual FOR THE CURRENT YEAR, and hereby certify that he/she has nothing in his/her background that could prevent him/her from being a positive influence on our campers. (Check box if yes.)
- I further certify that this individual has viewed the sexual abuse and child molestation awareness training video provided by Pineywoods and has passed the accompanying test. (Check box if yes.)

I understand that our church is legally responsible for the proper selection of sponsors, for maintaining the proper records related to their background and character, and for their actions while acting in this capacity. He/she will reflect the love of Christ to others who are participating in the camp experience at Pineywoods.

Signature _____
 Position at Church _____
 Church & City _____
 Church Phone Number _____
 Date _____

Sponsor Commitment

This certifies that I have read the *Sponsor Guidelines & Expectations* provided by Pineywoods and agree to abide by the rules set forth therein. I have also submitted to both a criminal and a sex offender background check. I have viewed the sexual abuse and child molestation awareness training video provided by Pineywoods and have passed the test related to the training. I agree to strive to reflect a Christ-like attitude while I serve as a sponsor. I realize that it is a privilege and responsibility to be a sponsor for the children who come to camp and will do my best to be an example to each camper and to other sponsors as well.

 Signature of Sponsor

 Date



CERTIFICATE OF COMPLETION

Course Title: *Child Protection Training* Training Course Approval Number: YC06-0001



NAME OF RECIPIENT

Date of Completion: _____

Score: _____

Training valid for 2 years

COURSE FACILITATOR:

Signature

Date

Church or Organization

Position

Church or Organization City

This certificate is to be kept on file at the Camp or Conference Center you are attending for the duration of your stay.

Training Curriculum and Test Material Produced by Texas Baptist Camp Managers Association