

2022 Staff Training



About Camp

Mission Statement

To proclaim the Gospel of Jesus Christ and the teachings of God's Word from a rural camp setting.



Vision

Lives
Transformed
through Jesus Christ

Core Values

We share the **life**, show the **love** & shine the **light of Jesus Christ** by...

Life

Exercising stewardship of the ministry, property & resources that God has provided

Practicing accountability with those connected to our ministry

Love

Building relationships through friendships, discipleship & mentoring

Fostering a culture of love & respect as we serve the Lord together in unity

Light

Depending on God's Leading through prayer and the Holy Spirit

Upholding God's word as the authority in all that we do

Spiritual Emphasis

1. Emphasize prayer
2. Encourage staff quiet time
3. Exemplify God's holiness
4. Extend spiritual encouragement to other staff
5. Engage in making disciples

Governing Assemblies

1. **Audible male leadership in spiritual activities within the local church** (1 Tim 2:11-12; 1 Cor 14:34) – Applied in the camp setting.
2. **Plurality of leadership in the local church by elders** (Acts 20:17; 1 Pet 5:1) – Upheld by camp, but non-applicable to our camp setting.
3. **Baptism of believers** (Matt 28:19; Acts 8:36-37; 1 Pet 3:21) – Practiced at camp, on occasion, with permission of family and/or of the leadership of camper's local church.
4. **Weekly observance of the Lord's Supper (Breaking of Bread)** (Acts 20:7; 1 Cor 11:23-30) – Believers at camp encouraged to participate provided they do so in their own local church.
5. **Men's heads uncovered in public spiritual activities** (1 Cor 11:4) – Applied within camp setting.
6. **Women's heads covered in public worship, prayer, and ministry of the Word** (1 Cor 11:5,10) – Fostered and promoted within the camp setting.
7. **Priesthood of all believers** (1 Pet 2:9; Rev 5:10) – Implemented at camp through cabin devotions, prayer, and Bible studies.

Staff Expectations

Qualifications

Spiritual – We need spiritually minded disciples to make disciples.

Local Church – Involvement in a local church is important and we request a reference from someone in spiritual leadership in your church who can provide feedback on this.

Application Process – Everyone must complete the application process and background check (over 18 years old)

Health – Your mental, emotional, and physical capabilities need to be taken into consideration for which positions you can do.

Code of Conduct

Our staff code of conduct is expected of all staff as part of your Christian testimony and not only while at camp.

- Must not abuse drugs or alcohol or be perceived as endorsing such abuse.
- Must not participate in criminal activity of any kind.
- Aggressive bullying or abusive behavior is strictly prohibited, including, but not limited to:
 - Physical aggression or violent behavior
 - Abusive behavior (physical, emotional, or verbal)
 - Sexual assault or harassment
- May not condone lying, deceit or gossip.
 - Gossip is the spreading of rumors or personal matters that to people that are not involved in the situation.
- Social media accounts must reflect a commitment to honor the Lord. Accordingly, as author or observer, illegal, obscene, or harassing words or pictures on social media accounts are prohibited or accessing same.
- Life must be held sacred. The current secular view regarding abortion and euthanasia is contrary to the teachings of Scripture.

- The Biblical model for marriage as found in Camp Li-Lo-Li’s Statement of Marriage, Gender and Sexuality must be strictly adhered to, including, the definition of marriage as being between one man and one woman. In accordance with our Statement of Marriage, Gender and Sexuality the following activities are strictly prohibited:
 - Extramarital sexual activity (adultery)
 - Premarital sexual activity (fornication)
 - Homosexual activity
 - Condoning, promoting, or accessing pornographic material.
- Promoting or encouraging hatred against any individual or group is contrary to the teachings of the Scripture and, therefore, is unacceptable.

Privacy / Social Media Policies

Confidentiality – All camper information (medical, financial) and personal information shared with staff must remain confidential.

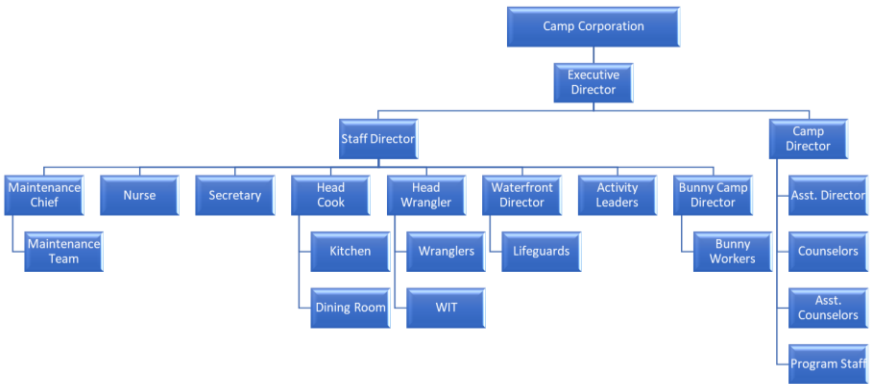
Post-camp Interaction – Camp requires that staff receive permission from parents before initiating any type of communication with a camper or younger staff member.

Social Media – Staff must not initiate interaction with campers. They are free to accept friend requests / followers from campers.

Photo Sharing – Staff must **NOT** post any photos of campers on any social media or public website unless you are “connected” with the camper via social media, then you may post those pictures.

Promotional Photos – Camp may post pictures of campers for promotional purposes. You may share those pictures with camp for them to be used.

Session Organizational Structure



Directors Roles

Staff Director – Facility or staff issues

Camp Director – Program, counselor, and camper issues

Staff Policies

Camp Policies

1. Behave in a manner always pleasing to the Lord.
2. Counselors are expected to be with campers at all times.
3. Staff curfew is 11pm or at direction of the directors.
4. Heat producing appliances (e.g., hair dryers) must only be used in the washhouses.
5. No cell phones or other electronic devices should be used without permission from the director.
6. No food should be left in the cabins.
7. Hammocks are not to be hung in cabins.
8. Mattresses:
 - o Do not take the mattresses outside to be used.
 - o Do not move from one building to another.
9. No graffiti
10. No pets at camp. There is too much risk to staff, campers, and the pet.

Vehicle Policies

Staff Vehicles – Vehicles should be parked between lodge & bunny camp or at cabin in girls / boys' area.

Licensed Driver – You must be a licensed driver to drive any vehicle at camp, including golf carts.

Headlights – No driving vehicles without lights at night.

Riders – You must only allow riders per the number of seats.

Campers – Campers are not allowed to ride in / on vehicles without permission from the Staff Director.

Limited Access to Kitchen

Food Preparation Area – Only the kitchen / dining room staff should be in the kitchen on the other side of the counter with the sink.

Ice Machine – Only kitchen / dining room staff should get ice.

Gloves – Kitchen staff must wear gloves when getting ice or working with food that will not be cooked.

Staff Refrigerator – Personal food items may be put in the staff refrigerator near the back corner.

Sign-in / Sign-out Procedure

Permission – Campers and staff must receive permission from the Staff / Camp Director before leaving the grounds.

Sign Out – All staff must sign out when leaving camp and sign in again when returning.

Staff Under 18 – Staff under the age of 18 must have written parent permission before leaving the grounds.

Why is this important – In the event of an emergency, we need to make sure that all our staff and campers are accounted for.

Short-term Staff and Visitors

Visitors – Visitors may be allowed at camp with the approval of the Staff Director. In the case of a visitor that does not have a staff application submitted with a background check for the current year, they will need to be accompanied by an existing staff person at all times while on the property.

Short-term Staff – Short-term staff may be allowed to come to camp during a session for a specific purpose or event at the approval of the Staff Director. These staff would still need to complete a staff application with their background check.

Protocols – All protocols for arriving and departing staff will need to be followed according to camp’s policies and procedures.

Border Security Process

Request a Letter – Canadian staff should request a letter from the staffing coordinators to use when crossing the border.

Volunteer at Camp – If asked, you should tell the border patrol that you are “volunteering” at camp, not “working” at camp.

Camp’s Tax-Exempt Status – If asked, inform the border patrol that Camp Li-Lo-Li is a 501(c)3 not-for-profit corporation. This information is on the website at www.liloli.org/donate

Need Assistance? – If you need any assistance, call the camp office (716-945-4900) and they will be able to direct you to Jon Benson or Denzil Boss to assist.

Camper Orientation

Camper Code of Conduct

1. Respecting those in authority over you by being obedient and respectful
2. Remaining quiet while instruction is being given
3. Being truthful and honest in all matters
4. Showing kindness and compassion to one another by including others in all activities
5. Being sensitive to others' feelings by the things said and done
6. Avoiding inappropriate conversations or unkind comments
7. Respecting self and others, other's belongings, camp buildings and property.
8. Refraining from any aggressive physical contact
9. Respecting Camp's no cell phone policy for campers
10. Dressing modestly at all times

Tornado Shelters

In the event of a tornado, immediately report to one of the following eight (8) tornado shelters:

Zone 1 – Residences (2)

Zone 2 – Basements of Staff Bldg & Medical Bldg

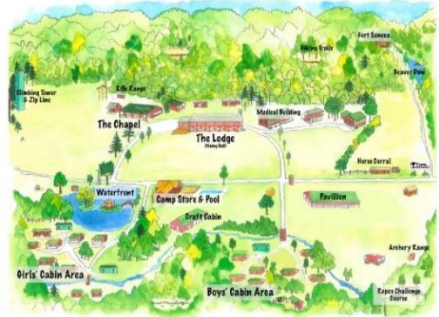
Zone 3 – Girls (2) and boys (1) washhouses

Zone 4 – East Residence



Boundaries

1. Stay in clear areas, do not go past the tree lines – No
2. one should be in the woods.
3. Do not go into activity areas without an instructor present. This includes:
 - a. Corral
 - b. Caboose / Picnic area
 - c. Archery range
 - d. Challenge course
 - e. Waterfront & Pool
 - f. Climbing tower / zip line
4. Do not go past the windmill unless you have been instructed to go to the climbing tower or campfire pit.
5. Not past the tree line to the corral unless for a supervised activity with a staff member.
6. Stay away from construction areas and do not climb on any exposed pipes.
7. Girls are not allowed in the boys' area and boys are not allowed in the girls' area.
8. Watch out for poison ivy in ditches and tall grass.



Rifle Range

1. You may only go to the rifle range if there is an instructor present.
2. If the red flag is down, that means the rifle range is closed and no one may approach.
3. If the red flag is up, the rifle range is open, and people may go up to the orange cone at the bottom of the hill.
4. Wait for the instructor to tell you that it is safe to come up to the range.

Waterfront

1. Waterfront is only open when a lifeguard is on duty.
2. Campers are allowed on the island or at the gazebo without a lifeguard on duty but must stay away from the edge of the lake.
3. If you are using a boat or plan to ride the trolley, you must tag in and remember to tag out when you leave. Please make sure you use your own camper number.
4. Boats – You must be a deep end swimmer to use the boats except for the paddle boat.
 - a. Canoes – Three persons maximum in the canoe
 - b. Paddle boats – Up to five persons in a paddle boat.
 - c. Paddleboards – One person only. Keep careful of the fin on the bottom of the paddleboard.
 - d. Kayaks – There are “wet” and “dry” kayaks. Each one is for only one person.
5. Life jackets are required when in boats or on rafts.
 - a. These are in the canoe shed where the tag board is.
 - b. You need to make sure that you have a life jacket that fits.
 - i. It must zip, buckle, and snap all the way to fit correctly.
 - ii. If you cannot get it buckled, it is too small.
 - iii. If you can pull your lifejacket over your head, it is too big.
6. Trolley
 - a. The trolley is open only when a lifeguard is on duty.
 - b. You do not need a life vest to be on the trolley, but you must tag in and remember to tag out.
 - c. Only one person at a time.
 - d. Do not hang upside down.
 - e. Do not wrap the trolley rope around any part of your body, including your hands.
 - f. Do not jerk the wire trying to cause someone to fall off.
 - g. Water depth under the trolley is only 3 ½ feet.
7. Fishing
 - a. Caught fish must be released back into the lake.
 - b. Only when a lifeguard is on duty.

- c. You do not need to tag in when fishing.
 - d. No fishing from the boats, only from the shore or the dock.
8. Alerts
- a. We will sound the siren and announce the alert.
 - b. If you are in a boat, please go to the nearest shore in your boat and exit the boat to line up in your cabin groups.
 - c. In the event of the alert, you do not need to tag out first.

Pool

1. Entering the Pool
 - a. The pool is open only when a lifeguard is on duty, and they open the gate to enter.
 - b. All your personal belongings should be left on the deck and not brought into the pool area.
 - c. Remove all bobby pins, metal hair clips and bandages before entering the pool area.
 - d. You must have a buddy while swimming and you both must tag in when you enter.
2. While in the Pool Area
 - a. No running; always walk.
 - b. Do not touch or use the lifeguard chairs and equipment.
3. Pool Sections
 - a. Shallow End – The first section of the pool up to the first rope is the shallow end which is 3 ½ feet deep. Swimmers with a red band must remain in the shallow end.
 - b. Middle Section – This is between the two ropes and is 3 ½ feet to 5 feet deep.
 - c. Deep End – This is the section at the end after the second rope at the end with the diving board.
4. While Swimming
 - a. Diving is only allowed from the end of the pool where the diving board is. No diving from the sides.
 - b. You may jump from the sides of the pool feet first.
 - c. Front flips from the diving board are allowed but no backflips or back dives.

- d. Make sure that there is no one in front of you before diving or jumping.
 - e. Dive straight off the board, not off to the sides.
5. Whistles
- a. One long blast – This means you must find your buddy, grab hands / arms and hold up in the air and don't talk.
 - b. Two short blasts – Be quiet, look at and listen to the lifeguard as they are trying to get someone's attention, which may be you.
 - c. Two long blasts – There is an emergency, and you need to exit the pool area as quickly and safely as possible.
 - d. Three long blasts – This means pool time is over and you should exit the pool area.
6. Leaving the Pool
- a. You and your buddy must tag out.

Camper Care

Staff Responsibilities

Supervision – *in loco parentis* – All staff are “in the place of parents” for our campers while at camp. This is a serious and solemn responsibility.

No One-on-ones – No one-on-ones that are out of sight for either staff with campers or between campers.

Counselors will review expectations in detail with campers and will have primary responsibility for the campers.

Non-Counseling Staff – If you have a question or concern about a camper, please go directly to the counselor to speak with them about it.

Staff Behavior – Staff should be modeling the behavior in both speech and conduct that we want to see in the campers.

Bullying

What is bullying? Bullying is the ongoing domination or belittling of another person with malicious intent through physical, emotional, or verbal abuse.

Bullying behavior includes, but is not limited to:

- ✓ Name calling
- ✓ Teasing
- ✓ Spreading rumors
- ✓ Stealing
- ✓ Breaking up friendships
- ✓ Hitting, punching, or shoving
- ✓ Leaving people out

Camp's Stance – We do not tolerate this behavior and will work diligently to protect our campers and staff against it.

Commitment – We are committed to teach, train, and help change the heart of any camper who has chosen to participate in bullying behavior.

Our goal is to encourage campers to be cooperative and productive displaying Christ-like character.

Camper Discipline

Discipline is teaching and training each camper to honor God through his or her behavior.

Focus of discipline is not what we will do when the campers misbehave; it is what we do to encourage good behavior.

Our responsibility is to consistently provide a safe and orderly environment based on love, justice, and responsibility.

An action ignored is an action condoned.

Training campers is our responsibility; not provoking them to wrath.

Corporal punishment or any other form of physical punishment is strictly prohibited.

Abuse

Types of Abuse and Behaviors

Physical

- ✓ Striking / hitting
- ✓ Kicking
- ✓ Burning
- ✓ Biting
- ✓ Encouraging fighting
- ✓ Anything that creates risk of harm

Emotional

- ✓ Name calling
- ✓ Belittling (mocking)
- ✓ Exclusion from activities
- ✓ Withholding support
- ✓ Sarcasm

Sexual

- ✓ Inappropriate touching
- ✓ Voyeurism
- ✓ Taking inappropriate photos
- ✓ Viewing or sharing pornography
- ✓ Talking about inappropriate subjects
- ✓ Exposure of oneself or asking others to expose themselves.

Hazing

- ✓ Personal servitude
- ✓ Sleep deprivation
- ✓ Restrictions on hygiene
- ✓ Yelling
- ✓ Swearing
- ✓ Insulting
- ✓ Wearing humiliating clothing
- ✓ Consumption of vile substances
- ✓ Brandings
- ✓ Beatings
- ✓ Sexual simulation
- ✓ Sexual assault

Awareness of Abuse from Home

1. Be aware of camper's physical condition upon arrival.
2. Listen to what the campers share in the cabin or to you personally.

Awareness of Risks of Abuse at Camp

1. Be aware of your behavior.
2. Do not allow one-on-ones that are “out of sight”.
3. Encourage respect of privacy.
4. Do not accept unusual behavior.
5. Need to keep each other accountable.

Reporting Abuse

We need to report suspected abuse immediately.

Suspected abuse from home – Please report to the Camp Director and/or Nurse to follow the necessary protocols of reporting the abuse.

Suspected abuse while at camp – We would ask that you report the abuse to the Camp Director or Staff Director so that it can be dealt with and reported. If there is concern about it not being handled appropriately, then you are free to report this directly.

Sexual Harassment

NYS Mandated Sexual Harassment Policy and Training.

1. **Definition of Sexual Harassment**
 - a. Harassment on basis of sex, sexual orientation & gender expression / identity
 - b. Unwelcome conduct of sexual nature, including inappropriate verbal or physical advances.
 - c. Sexual or discriminatory displays or publications anywhere in the workplace
 - d. Hostile actions taken against an individual because of that individual’s sex.
 - e. Person is uncomfortable with what is said or done, even if it was not to them.

3. **Supervisors Responsibility**
 - a. Supervisors are held to a high standard of behavior.
 - b. Required to report any harassment reported to them or which they observe.
 - c. Responsible for any harassment or discrimination that they should have known about.
 - d. Expected to model appropriate behavior.
 - e. Supervisors are required to report if they know of or observe even if no one is objecting.
4. **Protection from Retaliation** – Staff are protected from retaliation from making a complaint or providing information during an investigation.
5. **Reporting Procedure** – If you observe or experience sexual harassment, you should follow our policies to report to your supervisor (Camp or Staff Director) or the Executive Director.
 - a. If the situation involves one of those individuals, then you can report directly to our Personnel Committee Chairperson, Denzil Boss, who is responsible for the adherence to this policy.
6. **Minimum Standard of Behavior** – These sexual harassment policies are a minimum standard of behavior. As Christians, our standard of behavior is to seek holiness and Christlikeness in obedience to the Word of God.
7. Christians can be guilty of this, and we need to make sure we examine our own actions and words where others may be uncomfortable. For example:
 - a. Being too close to an individual and not respecting their personal space.
 - b. Comments about a person’s appearance or relationship status.
 - c. Comments about jobs assigned or work performance based on a person’s sex.
 - d. Unwelcome touching including hugging. Keeping in mind it may not be the person who receives it that is uncomfortable, but someone else who is observing it.

Alerts & Special Warnings

Type of Alerts

1. Fire
2. Waterfront
3. Missing Person
4. Evacuation
5. Tornado

Notification Procedure

Siren Sounds in each case to notify the start of the Alert.

- ✓ If power is out, twelve blasts of the air horn, three in each direction.

Listen for the PA for the type of the alert and what to do.

Campers line up at the road in front of the pool (except for Tornado)

Staff immediately go to the waterfront to prepare for a waterfront alert.

Director Responsibilities

Staff Director – Control of the situation / Coordination of activities

Camp Director – Campers

Asst. Director – Communication

Special Warnings

1. There is no siren for special warnings.
2. An announcement will be made over the public address system.
3. Campers will NOT meet on the road.
4. Activity leaders will be responsible for the safety of campers.
5. Special Warnings Include:
 - a. Lightning & Severe Weather
 - b. Armed Aggressor

Lightning / Severe Weather

Facts about Lightning

1. There are 25 million US cloud-to-ground lightning strikes each year.
2. The temperature of lightning can reach 54,000°(F)
3. The energy of a lightning bolt can exceed the power of a nuclear reactor.
4. The average number of thunderstorms on earth at any given moment is 1,800.
5. Lightning hits the earth 100 times per second.
6. Lightning can strike 5-10 miles from a thunderstorm.

Wait 30 minutes after last sight of lightning or sound of thunder to resume activities.

The **Staff Director** makes the determination of when the severe weather warning is no longer active.

Armed Aggressor

In the event of an active or armed aggressor on the property:

Staff Director will take charge

Emergency Signal

- ✓ Announcement – “Armed Aggressor - Shooter in (area)”
- ✓ “Run and Hide”
- ✓ Anyone can dial 276 from a camp phone, wait for two beeps and make an announcement over the loudspeakers

Radio Silence (except in emergencies)

Action Plan – Run, Hide, Fight

Run

- Staff are to take campers and get away from aggressor.
- Go into the woods.
- Do not stay together / split up.
- Keep quiet including radio silence.
- Stay until the “all clear” announcement.

Hide

- If you cannot run, shut the doors, and hide.
- Keep quiet.
- Wait for signal indicating it is safe to come out.

Fight

- As a last resort and only if your life is in danger
- Attempt to incapacitate the shooter.
- Use improvised weapons and fight.
- Act with physical aggression
- Commit to your actions.

Emergencies & First Aid

Certified / Licensed Staff

1. We have at least one licensed medical professional on staff each week.
2. We have several lifeguards, wranglers and ropes course staff that are First Aid and CPR certified.
3. The goal is to get injured people safe so that someone that is certified can take over.

Emergency Expectations

1. Staff needs to remain calm.
2. A staff person must remain with the camper victim.
3. Send a camper or another staff person to get help or to call the office / infirmary.
4. Allow the medical professional / first aid person to take over when they arrive.

Phone Locations

- Boys Area – Washhouse wall facing Cabin 24
- Girls Area – Near firepit facing Cabin 17
- Bunny Camp
- Store
- Pool
- Waterfront lifeguard station near dock
- Corral Tack shed

Camp (716) 945-4900
To make an announcement: Dial 276 – wait for two beeps (there is a slight delay). Push RLS when finished.
227 – Nurse (4)
221 – Lodge Office
235 – Boys Area
228 – Bunny Camp
272 – Canoe Shed
269 – Corral
231 – Craft Cabin
246 – Executive Director
234 – Girls Area
223 – Kitchen
222 – Lodge Office Wall
226 – Pool
270 – School House
232 – Staff Bldg (5)
229 – Store
225 – Waterfront Chair

Basic First Aid



Control Bleeding

1. **Apply direct pressure** with a bandage or anything clean.
2. **Elevate above heart.**



Staff Medical Information

Medications – Campers and Staff to hand in all medications to the nurse on the first day

Medical Information – Staff members are to let the nurse know of any special medical issues.

Change in Medical Condition – Please inform the nurse if there has been any change to your health or medications since you completed your application form.

Out of Country Travel – Tell the nurse if you have traveled outside of the US or Canada during the past month when you arrive at camp.

Confidentiality

It is our responsibility to maintain full confidentiality of all our staff and campers' private medical information.

Disease Prevention

Preventing Disease Transmission

1. Know the risks at camp:
 - a. Rabid animals
 - b. Ticks
 - c. Covid, flu and other illnesses
2. Protect Yourself
 - a. Personal Hygiene – Wash your hands often.
 - b. Personal Protective Equipment – Wear necessary PPE while doing your work.
 - c. Work Practices – Follow required procedures in the workplace based on your job role.
 - d. Cleaning & Disinfecting – Follow the necessary cleaning and disinfecting protocols.
 - e. Special Notes: Maintenance Workers – Make sure you change your gloves when going from location to location.

3. Kitchen Policies
 - a. Only kitchen and dining room staff should be in the food preparation / service area.
 - b. Only kitchen and dining room staff are allowed in the pantry, cooler, or freezer.
 - c. The head cook has responsibility to ensure all the kitchen policies and procedures are being followed.

Animal Control & Rabies

1. Animals – Do not touch or go near any animals, even kittens.
2. Two Forms of Rabies
 - a. Dumb – Listless, sleeping or in a state of paralysis.
 - b. Furious – Ready to attack, bite or appear to be vicious.
3. Animals that are nocturnal but out in the daylight should be avoided.
4. Action to be taken:
 - a. If you see any animal in the daylight, please inform the staff director immediately.
 - b. Encourage all other staff and campers to stay away from the animal.
 - c. Keep an eye on the animal from a safe distance until the situation has been resolved.
5. Do not feed any wild animals.
6. All food should be kept out of the cabins to prevent animals from coming there.

Other Situations

Bats

1. Evacuate the building that the bat is located and contact maintenance or the staff director.
2. We will evacuate the building while remaining calm to not spook the bat to attack.
3. This may mean waiting until an appropriate time while we keep an eye on the bat depending on the threat of the situation.

4. The maintenance team will make sure that the bat control equipment is setup and ready to go each week.

Mice

1. Mice can be dangerous as they may be carrying diseases with them.
2. Eliminating food from the cabins will protect us from mice coming into the cabins.

Ticks

1. Staff and campers should check all body parts each day to ensure a tick did not become attached. You should especially check arm pits, groin areas or behind your ears.
2. If you do identify a tick, go to the medical staff for help removing the tick.
3. Pictures of what ticks could look like:

