

Policy Manual
for
**Short Mountain Bible
Camp**

2010

Policy Changes 2009 to 2010

Article 2 sentence 5 of the Constitution was changed from “Written notice of all meetings is to be provided to each member of the board of directors no less than five days prior to the time of the meeting.” to read “Written notice or e-mail of all meetings is to be provided to each member of the board of directors no less than five days prior to the time of the meeting.”

Article 7 of the bylaws was added to the By Laws stating “There will be 15 members comprising the Board of Directors for Short Mountain Bible Camp.”

Formally Article 7 of the By Laws was changed to Article 8 previously stating “The date that this constitution and its by-laws was approved and adopted by the board of directors was March 17, 2003” to “The date that this constitution and its by-laws was approved and adopted by the board of directors was December 7, 2009.”

Under Job Descriptions for Salaried Workers; Caretaker/Operations Coordinator – full-time; section I.B.10 was changed from “Maintain a current Small Water Operation License.” to “Maintain the water system with the oversight of a T1 Certified Water Operator.”

Under Job Descriptions for Salaried Workers; Caretaker/Operations Coordinator – full-time; section I.B.23 was changed from “Hire Summer staff” to “Hire Summer staff with input from the board directors as required.”

Under Job Descriptions for Salaried Workers; Caretaker/Operations Coordinator – full-time; section I.B.29 was changed from “Ensure camp is in compliance with insurance policies (horse safety, counselors information available, lifeguards on duty, harassment policy, and drivers of camp vehicles at age 21 or above).” to “Ensure camp is in compliance with insurance policies (horse safety, counselors information available, lifeguards on duty, harassment policy, and drivers of camp vehicles at age 16 or above.” Needs to be confirmed by insurance by Steve.

Under Job Descriptions for Salaried Workers; Caretaker/Operations Coordinator – full-time; section I.B.34 was changed from “Check mail daily.” to “Check mail as required.”

Under Job Descriptions for Salaried Workers; Caretaker/Operations Coordinator – full-time; section I.B.36 was changed from “Make bank deposits, registration fees, donations, etc. received at the physical address or Post Office Box address in a timely manner. Forward records of deposits to Bookkeeping service.” to “Make bank deposits, registration fees, donations, etc. received at the physical address in a timely manner. Forward records of deposits to Bookkeeping service.”

Under Job Descriptions for Salaried Workers, Summer Staff II.A.4 was changed from “Arrive each Sunday at 12:00 p.m. to prepare for registration, direct traffic, and parking or participate in the registration of campers” to “Arrive each Sunday

at the designated time to prepare for registration, direct traffic, and parking or participate in the registration of campers.”

Under Job Descriptions for Salaried Workers, General Maintenance Person II.B.4 “Build bon-fire in the fire-circle when requested.” was deleted.

Under Job Descriptions for Salaried Workers, General Maintenance Person II.B.5 was changed from “Coordinate morning devotional once a week. (Male Only)” to “Coordinate staff devotionals (Male Only).”

Under Job Descriptions for Salaried Workers, Kitchen Supervisor II.D.10 “Coordinate ice cream sales at noon and evening meals. Maintain financial records of sales and prepare bank deposits daily or as needed.” was deleted.

Under Job Descriptions for Salaried Workers, Office Assistant II.F.2 “Maintain campers (ages 9-12) spending money per camp policy. Issue money per directions of each Director or Caretaker (see section 2.11)”. was deleted.

Under Job Descriptions for Salaried Workers, Office Assistant II.F.3 “Maintain rental records of sports equipment.” was deleted.

Under Job Descriptions for Salaried Workers, Camp Store Manager II.G.4 “Maintain financial records for the camp store. Prepare bank deposits daily and submit to Office Administrator or caretaker.” was deleted.

Under Job Descriptions for Salaried Workers, Camp Store Manager II.G.5 was changed from “Arrive each Sunday at 12:00 p.m. to prepare for opening Store during registration hours (2:00 – 5:00pm).” to “Arrive each Sunday at the designated time to prepare for opening Store during registration hours (2:00 – 5:00pm).”

Policies for Summer Camp Directors section 1.1 was changed from “Enforce the Sexual Misconduct Policy (see section 5.0). The adult application should be submitted one week prior to the beginning of the corresponding week of camp.” to “Enforce the Sexual Misconduct Policy (see section 5.0). The adult application should be submitted two weeks prior to the beginning of the corresponding week of camp.”

Policies for Summer Camp Directors section 1.10 was changed from “Camp capacity is 281 campers and counselors as set by new state laws excluding kitchen staff, nurse, directors, etc. Beds may not be moved to accommodate more campers due to state regulations.” to “Camp capacity is 315 campers and counselors as set by new state laws excluding kitchen staff, nurse, directors, etc. Beds may not be moved to accommodate more campers due to state regulations.”

Policy 1.31 was added which reads “A minimum of 75 full fee paying campers per week are required to cover the direct operating costs for the camp to operate. A contract will be provided in September to the Director of each week of camp to guarantee the Director shall be responsible for obtaining the funds to pay the difference in camper fees and the direct operating costs \$11,250 if the minimum number of campers is not met. The contract will be sent to the Secretary/Treasurer of the Short Mountain Bible Camp Board of Directors and be postmarked by 12/1 or the Directors’ week of camp will be forfeited. See Attachment 1.2.” Attachment 1.2 was also added.

Under Policies for Kitchen Staff and Food Preparation, Information for Cooks, 4.1.1 was changed from “Five to seven cooks are required per 100 people. Two more cooks should be added for each additional fifty people.” to “Five cooks are required.”

Under Policies for Kitchen Staff and Food Preparation, Information for Cooks, 4.1.4 was changed from “Select a Head cook each week. The Head cook should document what quantities of food are cooked, and then document the quantities left over to help determine future food requirements delete.” to “Select a Head Cook for each week to be the primary contact for the kitchen manager.”

Under Policies for Kitchen Staff and Food Preparation, section 4.2 Information for Food Bar Organizers was deleted.

Under Policies for Kitchen Staff and Food Preparation, section 4.3.4 for Clean Up Crew / Window Servers was changed from “All leftovers should be brought to the center tables in the kitchen. Two people – The kitchen manager should bag and record what and how much of anything is left over and report to the Head cook or Kitchen Manager(s) for documentation (see section 4.1.4).” to “All leftovers should be brought to the center tables in the kitchen. All left over product should be labeled and dated before placing in the coolers.

Under Policies for Kitchen Staff and Food Preparation, section 4.4.2.11 Information for all kitchen staff was changed from, “Use common sense.” to “Use common sense in care for the kitchen.”

Policy 6.1.1 was changed from, “The cost to rent SMBC will be \$700 + \$6 per person per night over 40 attendees for weekends plus a \$100 damage and cleaning deposit will be required 3 months prior to the retreat.” to read “The cost to rent SMBC will be \$800 + \$6 per person per night over 40 attendees for weekends. A \$400 non refundable deposit is due with 2 weeks of making the reservation or it will be cancelled.”

Policy 6.1.4 was added which reads, “Only the cabins Magnolia, Tecumseh, Draggin Canoe, Howling Wolf and the Dining Hall may be used by your group during your retreat.”

Policy 6.1.5 was added which reads, “Reservations may be made up to 2 years in advance.

Policy 6.1.2 was c from “NCIS” to “Local or NCIC background checks for all Summer staff, board members, and weekly staff will be conducted. The board will reimburse anyone who incurs any costs for a background check”

An Appendix was added at the end of the manual for the Previous Manual Revisions.

Table of Contents

Page #

<u>Introduction</u>	1
<u>Constitution and By-Laws for Short Mountain Encampment Association</u>	2
<u>Job Descriptions for Salaried Workers</u>	
I. Full Time Caretaker/Operations Coordinator	6
II. Summer Staff.....	8
A. General Duties for Summer Staff.....	8
B. Maintenance Worker.....	8
C. Equine Specialist.....	8
D. Kitchen Supervisor.....	9
E. Lifeguard	9
F. Office Assistant	10
G. Camp Store Manager.....	10
H. Office Administrator	10
<u>Policies for Short Mountain Encampment</u>	
1.0 Policies for Summer Camp Directors	12
2.0 Policies for Summer Camp Counselors and Weekly Staff.....	15
3.0 Policies for Campers.....	17
4.0 Policies for Kitchen Staff and Food Preparation	19
5.0 Sexual Misconduct Policy	21
6.0 Policies for Retreats.....	24
7.0 Dress Code Policies.....	26
8.0 Policies for Church Sponsorship of Cabins	26
9.0 Policies for Summer Campers Leaving During Camp Session	28
10.0 Policies for the Horse Adoption Program	29
11.0 Sunday Registration Process.....	30

Appendix – Previous Manual Revisions

Introduction

The purpose of this policy manual is to clearly define the operation of all activities relating to Short Mountain Encampment (also SMBC, or Short Mountain Bible Camp). These policies have been reviewed and established by those who care for SMBC. It is the intent that these policies will promote Christianity as defined by the clear teachings of the New Testament.

Although these policies will not address every situation, thoughtful prayer and study of the Bible should be sought for each activity that is planned and exercised at SMBC.

Mission statement:

Provide a place where campers will receive spiritual, moral, mental, and physical training as is consistent with the Bible and the public laws of our state and nation.

The Board of Directors of Short Mountain Encampment approved this policy manual for the 2010 camping season on 12/7/09.

Constitution and By-Laws for Short Mountain Encampment Association Woodbury, Tennessee

PREAMBLE

This corporation shall have as its purpose to provide a camp at the site of its property on Short Mountain in Cannon County, Tennessee, for campers who are willing to go to the camp and are willing to comply with all the rules and regulations governing the operations of the camp and the conduct of the campers at the camp. The campers shall enjoy all of the privileges ordinarily enjoyed by campers at Summer camps unless such ordinary activities are in violation with other parts of this constitution and by-laws. In addition to the other camping activities, the campers shall receive training which shall consist of such spiritual, moral, mental, and physical training as is consistent with the Bible and the public laws of our state and nation. Special emphasis shall be given to the training of our children in a spiritual way, but in spiritual matters, nothing shall be taught or practiced that is inconsistent with the plain teachings of the New Testament. The board of directors will have complete discretionary authority for refusal or allowance of any person or groups using the facilities or working on the property of camp.

1.

This corporation and the business thereof shall be under the control and management of the board of directors, which shall consist of ten or more persons at all times. All matters brought before the board, after careful examination and investigation, shall be prayerfully considered and then voted upon. No proxies shall be recognized in any voting in any election or matter brought up before the board of directors or any committee appointed or authorized by said board of directors. A three-fourths majority vote from all present members shall be required for the voting matter to pass, except in the election of officers as described in Article Three of the constitution of Short Mountain Encampment Association. Every member of the board of directors shall be a member of the church of Christ, and in good moral and ethical standing and of good reputation within his congregation and community. The board of directors shall have the power to add to and delete from the board any members that it deems advisable at any regular or called meeting of the board, provided it is by a three-fourths majority of present voting members.

2.

The board of directors shall have four regular scheduled meetings each year. The meetings shall be held at the camp at Short Mountain, Tennessee, or at any other place that may be designated by the presiding officer in the notice of such meetings. The four meetings shall be held on or about the second Monday in September, December, March, and June. Other meetings may be called at any time that the presiding officer of the board of directors feels that a meeting should be called. Written notice or e-mail of all meetings is to be provided to each member of the board of directors no less than five days prior to the time of the meeting. All active board members must attend all regularly scheduled meetings and all other general meetings called by the presiding officer, or give explanation for said absence to the presiding officer or secretary. Four members of the board of directors shall constitute a quorum at regular and general meetings of the board of directors.

3.

The board of directors shall organize by naming one of its members as president, another as vice-president and another as secretary/treasurer. A simple majority of all present voting board members is required for the election of any officer serving on the board of directors.

4.

It shall be the duty of the president to preside at all meetings of the board, to have the general oversight of the business of the corporation and the camp, to make and execute all contracts which are required to be in writing on the part of the corporation, and to sign the name of the corporation thereto and to perform such other duties as may be imposed upon him by law or the board of directors.

5.

It is the duty of the vice-president to act in place of the president in the event that the president shall be absent or shall fail or refuse to act, or in the event of the death or resignation of the president, and to perform any other duties that may be imposed upon him by the board of directors.

6.

It is the duty of the secretary/treasurer to keep minutes of all meetings, send out notification of all general, special, and executive board meetings, to conduct any general or special correspondence for the Short Mountain Encampment Association. He shall conduct all business pertaining to the financial activities. He shall be required to keep record of all sources of income for the camp, as well as all expenditures. He shall also be required to report to the board of directors regarding the financial status of the camp and to perform any other duties that may be imposed upon him by the board of directors.

7.

The officers for the board of directors shall hold office for a period of one year or until their successors are named and qualified. The term of office shall begin with the annual meeting in September of each year.

8.

The members of the board of directors shall exert their best efforts to see that all campers coming to and using the facilities of Short Mountain Bible Camp receive such treatment and training as will promote their full growth and development spiritually, morally, mentally and physically as is consistent with the teachings of the Bible and with the laws of the land. It shall be the duty and obligation of every board member to help in every way possible to provide for the needs of the camp financially, in regard to physical properties, and in wisdom of guidance and direction.

9.

The board of directors shall choose some qualified man, a member of the church of Christ in good moral and ethical standing and of good reputation within his congregation and community, to act as caretaker for the campgrounds and camp facilities. He shall be given a written contract for a length of time as agreed upon by the board of directors, describing the duties and expectations charged to him by the board of directors as well as salary with provisions for yearly cost of living and merit raises. The board of directors shall be permitted to void said contract if the caretaker fails to fulfill the duties and expectations charged to him, after being informed of his failure to meet the stipulations

set forth in said contract, and given adequate time to correct any shortcomings. The board of directors must give the caretaker written notice no less than ninety days prior to the termination of the contract. The caretaker shall be permitted to void said contract if spiritual or physical circumstances prevents his necessary obligations to his family, provided he notify the board of directors in writing ninety days prior to the date of termination of said contract. No amendments may be made to the caretakers contract without prior notification given to the caretaker and with the approval of the board of directors.

10.

It shall be the duty of the caretaker to hire a Summer staff in accordance with the guidelines established by the board of directors, and to submit any information including but not limited to financial resources necessary for the hiring of said Summer staff.

11.

An annual general budget for the operation of Short Mountain Bible Camp shall be drawn up each year by the executive board, by a designated committee or board member and submitted to the board of directors for revisions and approval at the December meeting.

12.

The foregoing shall be known and recognized as the constitution for the Short Mountain Bible Camp under its charter heretofore granted to the Short Mountain Encampment Association by the state of Tennessee. This constitution may be amended at any regular meeting of the board of directors, provided there shall be cast in favor the amendment votes equaling three-fourths of the voting members of the board of directors present, and as described in Article One of the Constitution of Short Mountain Encampment Association.

BY- LAWS

1.

The executive board shall consist of the president, vice-president and secretary/treasurer, and any other members of the board of directors so appointed by the board of directors to serve on the executive board, not to exceed six men total on the executive board at any time. It shall be the purpose of the executive board to meet on a regular basis, to discuss the current operation and condition of Short Mountain Bible Camp, and to bring to the attention of the board of directors any matters they feel require the immediate attention of the board of directors. The executive board shall also be empowered to make any immediate decisions necessary to protect the welfare of the camp, provided a quorum from the whole board of directors cannot be assembled for a general vote in due time. Four members of the executive board shall constitute a quorum. The president of the board of directors shall act as chairman at each meeting of the executive board, and the secretary shall keep minutes of each meeting of the executive board. The president of the board of directors shall give a report of the work of the executive board at any regular or special meetings of the whole board of directors or upon request of any member of the board of directors.

2.

The presiding officer of the board of directors shall have the power to appoint members of the board of directors to serve any committees necessary to make studies and recommendations to the board of directors as may seem wise and expedient for the proper management and direction of the affairs of this corporation.

3.

The above by-laws may be amended at any regular or special meeting of the board of directors provided there shall be cast in favor of the amendment votes equaling three-fourths of the number of present board of directors. It is understood that no proxies will be recognized at the meeting.

4.

The adoption of the foregoing constitution and by-laws does hereby recognize that this is the current set of by-laws and first revision of the original constitution that has been adopted and approved by said board of directors.

5.

At annual meeting in September, the caretaker shall be required to give a general report, either in person or in writing, of that year's Summer camp, including total number of campers present, number of baptisms, and any other information of which he feels the board of directors should be informed.

6.

The order of the business of the four quarterly board meetings shall be generally as follows:

1. The highest ranking executive officer present shall call the meeting to order.
2. Prayer.
3. Roll call.
4. Read and approve minutes of the previous meeting which have not been previously approved.
5. A discussion and settlement of old business.
6. A report from the treasurer pertaining to all financial matters and other assets, liabilities, and costs of operation for the camp.
7. New business.
8. General discussion.
9. Adjournment.

7.

There will be 15 members comprising the Board of Directors for Short Mountain Bible Camp.

8.

The date that this constitution and its by-laws was approved and adopted by the board of directors was December 7, 2009.

Job Descriptions for Salaried Workers

I. Caretaker/Operations Coordinator – full-time

A. Goal: To oversee the operations of Short Mountain Bible Camp; provide an uninhibited and safe environment that is conducive to studying God's Word

B. Duties for the Full time Caretaker/Operations Coordinator shall be as follows.

1. Maintain Christian conduct
2. Maintain a Christian standard in camp.
3. Support New Testament teachings.
4. Husband of one wife (wife of one husband).
5. Be a member of the church of Christ.
6. Follow the By-Laws and policies established for camp by the Board of Directors.
7. Uphold Christian conduct guidelines developed for campers and counselors.
8. Execute camp dress code including campers, counselors, directors, staff, and visitors(see section 7.0).
9. Provide security for camp and its property. Report problems/concerns/issues to the proper authorities and the President of the Board of Directors or designated board member when deemed necessary.
10. Maintain the water system with the oversight of a T1 Certified Water Operator
11. Maintain current State of Tennessee Camp Operation Permits (camp ground, swimming pool, kitchen)
12. Meet all State of Tennessee requirements for camp operations (water samples, housing regulations (40sq. ft./camper), well head reports, etc).
13. Attend Board of Directors meetings.
14. Give reports to the Board of Directors of camp operations/success or failures.
15. Meet yearly budget established by the Board of Directors.
16. Report Summer camp statistics to the Board of Directors at the first meeting following close of the Summer camp season.
17. Visit congregations that support and/or use the Short Mountain Camp facility for the purpose of thanking them for their support or to encourage support of the camp.
18. Establish a maintenance schedule for all buildings and equipment on camp property. (Maintenance to include but not limited to such things as painting, oil changes, brake maintenance, equipment serviced, and building repairs.)
19. Oversee the Cabin Sponsorship program.
20. Coordinate cabin maintenance with congregations participating in the Cabin Sponsorship program (see Section 8.0).
21. Oversee the Horse Adoption program (see Section 10.0).
22. Work with adopters in care of the horse(s), when appropriate.
23. Hire Summer staff with input from the board directors as required.
24. Coordinate daily devotion and prayer with Summer staff.
25. Train Summer staff in their respective jobs.

26. Coordinate Sunday registration with weekly Directors.
27. Work with weekly Directors to assist them in using the camp facilities.
28. Work with weekly Directors in coordinating a storm safety procedure that accommodates the number of persons in camp as the weather dictates necessary.
29. Ensure camp is in compliance with insurance policies (horse safety, counselors information available, lifeguards on duty, harassment policy, and drivers of camp vehicles at age 16 or above.
30. Oversee all operations of Summer Camp: swimming pool, horses, camp store, office, kitchen, cabins, bathhouses, gymnasium, plumbing in all areas, and lawn maintenance.
31. Coordinate all required operations needed to prepare camp for the Summer camp season: fence maintenance, fertilizer for fields/lawn, insecticide treatment, fuel storage (diesel, propane, gasoline), camp store stock, food stock, sporting equipment, road maintenance, and horse food and care (horse return, shod, de-worming, and coggin's test), and lawn maintenance.
32. Maintain care of springs supplying water to camp.
33. Winterize all camp facilities as appropriate to prevent/reduce freezing of plumbing when weather dictates.
34. Check mail as required?
35. Maintain receipts of all purchases and forward to Bookkeeping service.
36. Make bank deposits, registration fees, donations, etc. received at the physical address in a timely manner. Forward records of deposits to Bookkeeping service.
37. Work with Webmaster in maintaining SMBC website with current information.
38. Establish yearly Weekend Retreat schedule for camp during the months of August through May.
39. Work with weekend Retreat groups assisting them in using camp facilities.
40. Work with congregations and/or service groups who desire to schedule Work Retreats.
41. Maintain Exit Clean-Up Evaluation for all weeks of Summer camp and all retreats.
42. Keep records of the number of persons using camp for each week of Summer camp and for retreat weekends.
43. Submit Weekend Retreat Refund invoice to Bookkeeping service for refundable clean-up fee or balance due.
44. The duties of caretaker are as outlined above but are not limited to the above. The duties of the caretaker may be modified at the discretion of the Board of Directors.
45. The caretaker and/or the director shall have complete discretionary control in determining who shall be allowed to attend camp whether it be a camper or counselor. If a camper is dismissed for any reason, that camper will not be allowed to return the next year and admittance will be reviewed for following years.
46. No piercings will be allowed for male campers and no excessive piercings will be allowed for females at the caretaker and/or directors discretion.

II. Summer Staff

A. General Duties of All Summer Staff

1. Safety while working will be considered first and foremost.
2. Maintain and support state regulations in every area of camp.
3. Participate in daily devotionals and attend scheduled worship in camp.
4. Arrive each Sunday at the designated time to prepare for registration, direct traffic, and parking or participate in the registration of campers.
5. Staff will not leave on Friday until the caretaker has evaluated all areas of camp for cleanliness, neatness, and completion of work.
6. A SMBC staff member should be willing and ready to fill-in the duties of any position as the need arises or at the discretion of the Camp Caretakers.
7. Staff members are expected to abide by the campers and counselor rules, sexual misconduct policy, and also abide by the camp dress code (see sections 2.0, 3.0, 5.0, and 7.0).
8. Report any concerns, problems, or questions to the caretakers.

B. General Maintenance Person

1. Collect and remove trash/refuse from camp as needed, from the dining hall after every meal, replace trash bags in trash receptacles, and take trash to the Cannon County facility daily or as needed.
2. Lawn care will include but not be limited to weed eating throughout camp. Caution will be taken concerning the campers and other guests of the camps.
3. General Maintenance requirements that include but not limited to the following: Replacing light bulbs as needed, repairing/correcting plumbing concerns, repairing windows/screens, re-hanging doors, painting, minor electrical repairs, fencing, and monitoring campers water supply on a daily basis.
4. Coordinate staff devotionals. (Male Only)

C. Equine Specialist

1. Feed and water horses daily
2. Maintain health and well being of all horses (wound care, hoof care, grooming, etc).
3. Coordinate all non-routine care and equine treatment with caretaker. Any concerns or problems are to be reported to the caretaker immediately.
4. Maintain all tack equipment. Ensure all tack is functional (including riding helmets).
5. Maintain inventory of feed and other equine supplies. Report needs to caretaker in a timely manner. Clean tack before and after every Summer camp session (9 weeks). Secure adequate storage of tack for winter.
6. Coordinate the use and care of the riding helmets after each camper use (disinfecting). Maintain proper storage of riding helmets.
7. Ensure all campers, counselors, and staff wear riding helmets.
8. Ready horses for horse rides.

9. Evaluate trail conditions for safe riding in the event of rain or electrical storm. Consult weather daily. Report any changes in riding schedule to caretaker and Director.
10. Maintain a clean barn. Coordinate stall clean up with Director as occasion arises.
11. Work in conjunction with caretaker to maintain the horse adoption program.

D. Kitchen Manager

1. Meet with weekly kitchen staff Sunday at 4:00 p.m. to review state regulations, requirements, and operation of kitchen.
2. Assist weekly kitchen staff in locating equipment and supplies.
3. Ensure that all supplies are in kitchen and obtainable to staff.
4. Ensure that the kitchen equipment is in working order.
5. Coordinate purchase of all food products (fresh produce, bread products, dairy products, etc.) and paper/plastic or cleaning supplies. Maintain inventory control. Submit product orders in a timely manner to Office Administrator or caretaker.
6. Ensure menus are followed and quantity prepared is appropriate for each meal.
7. Be capable of improvising the menu if the need arise with approval of caretakers.
8. Maintain state regulations at all times.
9. Coordinate all product delivery and storage.
10. Coordinate purchase and delivery of fresh produce, bread products, and dairy products.
11. Assist weekly cooking staff (see Section 4.0)

E. Lifeguard

1. Collect water samples from the pool and take to Volunteer Pools in McMinnville weekly for analysis.
2. Maintain pool cleanliness by vacuuming and backwashing the pool as needed.
3. Maintain proper chemical levels in pool at all times.
4. Clean Pool House daily and as needed (toilets, sinks, floor).
5. Do not leave pool area until all campers have left; lock the pool area unless the other lifeguard is present for duty.
6. Enforce the camp policy of no "mixed" swimming.
7. Maintain restroom supplies (toilet paper, paper towels, soap, cleaning supplies) throughout camp (all cabins, dining hall, middle bath house, all bath houses, craft house, pool).
8. Female lifeguard will assist in office administration when not on duty as lifeguard. This will include but not limited to: registering campers, answering telephone, taking messages, issuing money to campers from their individual cash supply, and renting sports equipment.
9. Male lifeguard will assist in general maintenance when not on duty as lifeguard. (See General Maintenance job description)..

F. Office Assistant

1. Have computer knowledge – enter registrants in computer database in standardized format. Maintain financial records of fees paid by each registrant.
2. Answer telephone, record and deliver messages, receive and deliver mail daily.
3. Oversee purchasing and selling of postage stamps and envelopes.
4. Prepare bank deposits daily and submit to Caretaker or Office Administrator.
5. Maintain “sign-in” and “sign-out” records of campers leaving and returning to camp. Identification will be checked of all adults taking or returning campers. Identifications will match the approved list of adults for each camper (see section 9.0).
6. Maintain cleanliness and neatness of office space and its front porch.

G. Camp Store Manager

1. Keep camp store clean and pleasant at all times. Clean fountain drink machine, Icee machine, popcorn popper, countertops, cooler, microwaves, and floor daily and as needed.
2. Maintain inventory. Submit product orders to caretaker in a timely manner.
3. Open camp store daily as requested by the Director or caretaker.
4. Arrive each Sunday at by the designated time to prepare for opening Store during registration hours (2:00 – 5:00pm).

H. Office Administrator

1. Assistant to caretaker
2. Generate Summer camp statistical report
3. Maintain documentation on the maintenance schedule for all buildings and equipment on camp property
4. Maintain documentation of Cabin Sponsorship Program (see Section 8.0)
5. Maintain records of Horse Adoption Program (see Section 10.0)
6. Work with caretaker in coordinating equine care of adopted horses.
7. Maintain documentation of Summer staff and their salaries
8. Work with caretaker and staff in establishing a daily devotional schedule for the Summer staff.
9. Organize Sunday registration with weekly Directors
10. Work with weekly Directors in establishing cabin assignments
11. Coordinate counting of cash-boxes at the close of each registration.
12. Coordinate the proper maintaining of camper’s banking system for ages 13 and under. (see section 2.11)
13. Secure the safety of all money received in SMBC’s office.
14. Coordinate the documentation of credit card accounts
15. Prepare receipts of purchases to be submitted to bookkeeping service.
16. Prepare bank deposits of donations, registration fees, church support, memorials, and honorariums for caretaker. Ensure that the receipts and bank deposits get to bookkeeping service in a timely manner.
17. Maintain documentation of all donations, registration fees, church support, memorials, and honorariums.

18. Provide correspondence to every donor, church, memorial, and honorarium in a timely manner.
19. Work directly with Webmaster in maintaining website with current data about camp.
20. Work directly with creator of the on-line application to ensure application, dates, beds, etc. is current with camp.
21. Develop camp application, adult application, and maintain revisions each year.
22. Work with publisher in publishing applications.
23. Maintain yearly Weekend Retreat schedule for camp during the months of August through May.
24. Generate correspondence to each group renting camp for a weekend retreat providing confirmation of rental, retreat rules, fees due, refund of deposit requirements, and things to bring.
25. Maintain documentation of fees received for retreats.
26. Document number of persons using camp (Summer camp and retreats).
27. Implement Exit Clean-up Evaluation for all weeks of camp and retreats.
28. Submit Weekend Retreat refund invoice to bookkeeping service. Submit Weekend Retreat Balance Due invoice to congregation.
29. Maintain data entry for all campers registered for Summer camp.
30. Generate correspondence as needed for camp.
31. Assist the caretaker in coordinating food purchased for Summer camp.
32. Assist the caretaker in training Summer staff for their respectful jobs.
33. Assist the caretaker in coordinating Friday clean up during Summer camp.
34. Maintain mailing addresses of all campers, board members, and friends of camp for the purpose of SMBC correspondence (fundraisers, applications, and etc.).
35. Work with Postal Service in proper mailing of 200 or greater items to be mailed.
36. Office Administrator's duties are as listed above but are not limited to these duties. This position will cooperate with the board of directors in accomplishing the goals of Short Mountain Bible Camp.

Policies for Short Mountain Encampment

1.0 Policies for Summer Camp Directors

- 1.1 Enforce the Sexual Misconduct Policy (see section 5.0). The adult application should be submitted two weeks prior to the beginning of the corresponding week of camp.
- 1.2 All campers should be at all scheduled events unless excused by the director or the camp nurse.
- 1.3 Enforce the dress code on the application for all campers, staff, parents and visitors. (see section 7.0)
- 1.4 The director has the authority to dismiss anyone at anytime from camp.
- 1.5 Campers should not be allowed alone in the cabin at any time. Two counselors should escort a camper back to the cabin if required according to the Sexual Misconduct Policy (see section 5.0).
- 1.6 All activities will abide by the clear teachings of the New Testament.
- 1.7 All staff must be a member in good standing of the church of Christ.
- 1.8 The director is responsible for providing support and working with the SMBC Kitchen Manager(s) regarding kitchen operations according to Policies for Kitchen Staff and Food Preparation (see section 4.0).
- 1.9 The director is responsible to ensure all campers are provided transportation home and not leave until all campers have left the camp on Friday.
- 1.10 Camp capacity is 315 campers and counselors as set by new state laws excluding kitchen staff, nurse, directors, etc. Beds may not be moved to accommodate more campers due to state regulations.
- 1.11 Refrigerators are not allowed to be brought to camp. Coolers are permissible (for counselors and staff only).
- 1.12 In case of severe weather, seek instructions from the Summer staff for the safety of all campers and staff.
- 1.13 Mixed swimming (boys and girls) is prohibited for staff and campers. Males should not be in the vicinity of the pool or lake during female swimming times except for emergency situations and vice versa.
- 1.14 No "slip and slides" will be allowed at camp due to risk of injury to staff, counselors, and campers.
- 1.15 Each week will conduct a minimum of 2 bible studies every full day spent at camp.
- 1.16 No entertainment or music groups shall be allowed to perform during camp sessions.
- 1.17 Campers needing to leave for sporting commitments, doctor appointments, etc. need to sign out in the office and sign in upon returning to camp. Advise parents/guardians that identifications will be checked against approved "pick up/return" list for each camper. (see section 9.0)
- 1.18 Each director will be responsible for ensuring weekly staff members abide by all Summer Camp Counselors policies (see section 2.0).
- 1.19 Each director will be responsible for selecting all Summer Camp Counselors for their respective week. The caretaker and/or the director shall have complete discretionary control in determining who shall be allowed to attend camp whether it be a camper or counselor. If a camper is dismissed for any reason, that camper will not be allowed to return the next year and admittance will be reviewed for following years.
- 1.20 No piercings will be allowed for male campers and no excessive piercings will be allowed for females at the caretaker and/or directors discretion.

- 1.21 If the policies in this manual are not followed, the director will be responsible and answer to the board of directors. If the reviewed infraction is determined to be intentional by the board of directors, the director will not be allowed to return to camp. (see Attachment 1.1)
- 1.22 For insurance purposes, the director will assure that there is a ratio of one adult per every 8 campers.
- 1.23 Attendance to a Mandatory Director Meeting will be required. Two dates will be offered and at least 1 month notice given or a meeting will be held on Sunday prior to the beginning of camp with the President of the board, other members of the board as available, and the Caretaker.
- 1.24 Menu will be the same for each week unless special requests are made 4 weeks in advance.
- 1.25 Swimming periods scheduled subsequently need at least 15 minutes change over time between the girls and boys swim times to allow lifeguards to perform required activities before the next group arrives.
- 1.26 Special Horse Rides or Swimming should be confirmed by Wed. of camp for staff planning.
- 1.27 For Weekly Staff arriving before Supper Sunday, you must provide your own food.
- 1.28 Any food requirements outside of 3 meals/day (Monday – Thursday) or 1 meal on Sunday and Friday must be furnished by each week.
- 1.29 Weekly Camp Shirts/Pictures/Other Items Distributed on the Deck prior to registration.
- 1.30 Weekly Counselors should arrive to camp and be in their cabins prior to 2:00pm and should stay in their cabin during registration until 4:00pm to turn away campers without cabin assignment. Each camper's cabin assignment should be taped to their bunk. A List of assigned campers assigned to their cabin will be given to counselor.
- 1.31 A minimum of 75 full fee paying campers per week are required to cover the direct operating costs for the camp to operate. A contract will be provided in September to the Director of each week of camp to guarantee the Director shall be responsible for obtaining the funds to pay the difference in camper fees and the direct operating costs \$11,250 if the minimum number of campers is not met. The contract will be sent to the Secretary/Treasurer of the Short Mountain Bible Camp Board of Directors and be postmarked by 12/1 or the Directors' week of camp will be forfeited. See Attachment 1.2.

Attachment 1.1

**Statement of Agreement to Follow the
SMBC Policy Manual**

By signing below, it is indicated that I have read and agree to follow the policies in the Short Mountain Bible Camp Policy Manual while conducting a weekly camping session at Short Mountain Bible Camp. I further more understand that if the policies in this manual are not followed, that I will be responsible and will be required to answer to the board of directors at the following scheduled board meeting. If the director's reviewed infraction is determined to be intentional by the board of directors, I understand that I will not be allowed to return to conduct a weekly camp session.

Signature of Director

Date Signed

Signature of Caretaker/Board Member

Date Signed

Attachment 1.2

Statement of Agreement to Meet Minimal Financial Obligations

A minimum of 75 full fee paying campers per week are required to cover the direct operating costs for the camp to operate. By signing below, it is indicated that I, the Director, shall be responsible for obtaining the funds to pay the difference in the net camper fees and the direct operating costs of \$11,250 if the minimum number of campers is not met. The contract will be sent to the Secretary/Treasurer of the Short Mountain Bible Camp Board of Directors at the address below and be postmarked by 12/1 or your week of camp will be forfeited.

Mark Williams
Secretary/Treasurer
897 Smith Rd.
Manchester, TN 37355

Signature of Director

Date Signed

2.0 Policies for Summer Camp Counselors and Weekly Staff

- 2.1 Cars must be parked in the designated parking area only and may not be driven around camp without permission of the director. Please do not block the horse trail.
- 2.2 NO ONE leaves the camp without letting the Director know (see section 9.0).
- 2.3 Campers leaving camp must sign out in the office accompanied by the person checking the camper out. Campers returning to camp must sign in upon returning accompanied by the responsible person. Identifications will be checked against approved "pick up/return" list for each camper (see section 9.0).
- 2.4 Cabins should be checked during the day to make sure no campers are there. Campers are not allowed in cabins unless two counselors are there.
- 2.5 Turn off the lights when not in the cabin.
- 2.6 The cost for Counselor's and staff children is as follows: The first child is free but will pay a \$35 meal fee and the second and additional children are half price of the camp fee per **parent or legal guardian** adult.
- 2.7 Campers eating habits should be observed. If campers do not seem to be eating properly investigate to see if they have been eating too many snacks from the store. If the issue is due to a health related issue take them to the nurse.
- 2.8 The phone is off limits to all campers unless it is an emergency.
- 2.9 All lost and found articles are to be taken to the office.
- 2.10 Report all baptisms to the director and camp office.
- 2.11 THIS POLICY HAS BEEN DELETED IN LIEU OF THE SMBC CARD
- 2.12 Showers are mandatory for the campers. Younger campers may need to be encouraged to take showers. Counselors are not allowed to shower at the same time as the campers. If supervision of showers is necessary the "two adult rule" should be used (see section 5.0).
- 2.13 Shoes must be worn at all times.
- 2.14 Snacks or drinks are not allowed beyond the fence above the crafthouse and girl's village.
- 2.15 Do not move beds or mattresses. State regulations dictate the number of beds in each cabin.
- 2.16 Campers are to remain in their respected village until the second alarm is sounded. Campers' playing before breakfast is discouraged as it may cause the camper to be ill.
- 2.17 Before counselors can leave on Friday, the assigned Summer staff must inspect their cabin.
- 2.18 All counselors and staff are to attend chapels and devotionals. Hand clapping will not be allowed when praising our Lord in song, chapel or devotional time.
- 2.19 Campers (including counselors' children) are not allowed in the dining hall kitchen.
- 2.20 Refrigerators are not allowed to be brought to camp. Coolers are permissible for counselors and staff only.
- 2.21 All counselors and staff must be familiar with the SMBC Sexual Misconduct Policy (see section 5.0).
- 2.22 Counselors and weekly staff are expected to abide by the camp dress code (see section 7.0).
- 2.23 Counselors and weekly staff must be familiar with all camper rules.
- 2.24 Counselors, staff, nor campers may engage in public display of affection.

- 2.25 No piercings will be allowed for male campers and no excessive piercings will be allowed for females at the caretaker and/or directors discretion.
- 2.26 Female counselors (Parent or Legal Guardian) with male children and vice versa will be allowed to room with them in the cabin they are responsible until the child is 3 years of age.

3.0 Policies for Summer Campers

- 3.1 Girls are not allowed in boy's village.
- 3.2 Boys are not allowed in girl's village.
- 3.3 No radios, TV's, CD's, tape players, refrigerators, cell phones, or DVD players.
- 3.4 No drugs, alcohol, tobacco products, fireworks, matches, lighters, knives. or firearms are allowed in camp.
- 3.5 No cabin raids.
- 3.6 No writing on walls or beds. Any malicious injury to campers or damage to facilities will result in immediate dismissal from camp.
- 3.7 No medicine allowed in cabins.
- 3.8 Remain in your village until 2nd bell in morning.
- 3.9 Attend all Bible classes, devotionals and chapels. NO hand clapping will be allowed during these times, or while singing praises to God.
- 3.10 Do not go beyond fence until free time.
- 3.11 Do not go into storage barn or horse barn.
- 3.12 Do not go to swimming pool or lake until lifeguard and counselors are there.
- 3.13 Do not go into cave without counselors from your village.
- 3.14 Do not feed the dogs.
- 3.15 No food in the cabins.
- 3.16 Do not use your hair dryers in bathhouse.
- 3.17 Everyone must cover bathing suits coming and going to pool (boys and girls wear shirts and shorts, no see through cover-ups).
- 3.18 Do not wear flip-flops or wet clothing around the horses.
- 3.19 Snacks or drinks are not allowed beyond the fence above the craft house and girl's village.
- 3.20 Throw trash into trashcans and cans into the aluminum recycle cans.
- 3.21 Shoes must be worn at all times. Flip-flops may not be worn in the gym when participating in running activities.
- 3.22 Do not move beds or mattresses. State law dictates the number of beds in each cabin.
- 3.23 Do not throw rocks at the buildings, in the yards, or in the baptistery.
- 3.24 Do not walk on the horse trails during scheduled horse rides.
- 3.25 Cars must be parked in the designated parking area only and may not be driven around camp without permission of the director.
- 3.26 The director may send anyone home for any reason.
- 3.27 Tennessee State Health department rules prohibit campers to go in the kitchen.
- 3.28 Counselors, staff, nor campers may engage in public display of affection.
- 3.29 Campers needing to leave camp at anytime during a weekly session must notify the director and sign out in the office when leaving and sign in when returning accompanied by the responsible person (see section 9.0).
- 3.30 Campers must abide by camp dress code (see section 7.0).
- 3.31 The caretaker and/or the director shall have complete discretionary control in determining who shall be allowed to attend camp whether it be a camper or counselor. If a camper is dismissed for any reason, that camper will not be allowed to return the next year and admittance will be reviewed for following years.
- 3.32 No piercings will be allowed for male campers and no excessive piercings will be allowed for females at the caretaker and/or directors discretion.

- 3.33 The cost for summer campers shall be \$150 for the first camper and additional campers in the same family shall be \$125 each. A package deal of a \$20 camp store card and a camp T-Shirt can be purchased for \$20.

4.0 Policies for Kitchen Staff and Food Preparation

The preparation of food for an entire week of camp for often hundreds of campers is a tremendous task and the policies provided will ensure the food preparation is adequate. SMBC will provide only Summer staff to assist the cooks for each week of camp. Actual staff to prepare and serve the food will be required from the sponsoring week of camp.

4.1 Information for cooks:

- 4.1.1. Five cooks are required.
- 4.1.2. The menu for the week will be followed as food supplies have been purchased in advance. Additional food or substitute meals may be purchased using the funds provided by the sponsoring church for the week if discussed and approved by Kitchen Manager, director, and caretaker.
- 4.1.3. Cooking must begin on time to keep the planned schedule. A minimum of two hours prior to the meal is suggested.
- 4.1.4. Select a Head cook each week to be the primary contact for the kitchen manager.
- 4.1.5. Portion sizes must be discussed with the window servers ahead of serving time (small portions for younger campers, larger for older, etc.). Seconds may be served if food is left over.

4.2 Deleted

4.3 Clean Up Crew / Window Servers

- 4.3.1. Five people per one hundred campers are recommended. They should be in the kitchen thirty minutes before each meal. One person, head of the clean up crew, should be appointed to assure all responsibilities are clear.
- 4.3.2. This crew will be responsible for the cleaning of all dishes, pots, pans, glassware and all surfaces in the kitchen. (ovens, griddles, sinks, doors, countertops, tables, steam tables)
- 4.3.3. Three people should be assigned to the three serving windows. Counselors may be recruited to help serve if necessary. Plastic gloves are to be worn at all times when handling food items.
- 4.3.4. All leftovers should be brought to the center tables in the kitchen. All left over product should be labeled and dated before placing in the coolers.
- 4.3.5. Campers are to sweep the floors and clean the tables in the dining halls and deck. The head of the clean up crew should assist with providing campers with supplies for cleaning. They should also supervise the campers to ensure cleaning is done adequately.
- 4.3.6. The clean up crew/window servers may be found among those who are too old to be campers but still would like to come to camp. They must be 18 years of age.

4.4 Information for all kitchen staff

- 4.4.1. Everyone should attend all camp wide worship services. Tasks may be left until after worship if necessary.
- 4.4.2. SMBC Kitchen Manager(s) will educate each week's kitchen staff regarding state required sanitary and safety guidelines. A meeting will be held each Sunday at 4:00pm for this training. The following will be discussed:

- 4.4.2.1. Proper washing, rinsing, sanitizing, and airdrying of dishes and silverware.
- 4.4.2.2. Always wash your hands when entering the kitchen to work and dry them with a paper towel. Also wash after handling unsanitary items (hand in your hair, garbage can lid, etc.).
- 4.4.2.3. Thaw meat in the refrigerator, never above other foods.
- 4.4.2.4. Nothing should be placed on the floor of the cooler.
- 4.4.2.5. Do not taste or eat food or drink in the kitchen while cooking or serving.
- 4.4.2.6. Kitchen staff should eat in the dining hall and not in the kitchen.
- 4.4.2.7. Long hair should be restrained in an appropriate manner.
- 4.4.2.8. Do not empty mop water into kitchen sinks.
- 4.4.2.9. Always wear gloves when handling food.
- 4.4.2.10. Prescription or nonprescription medication(s) are not allowed in the kitchen.
- 4.4.2.11. Use common sense in care for the kitchen.
- 4.4.3. Be sure to inform the director of any special directions to the campers for each meal before announcements.

5.0 Sexual Misconduct Policy

Risk Management Plan to reduce the risk of sexual misconduct

5.2 Selection and Screening

- 5.2.1. All (volunteer and paid) workers prior to working at camp shall fill out an Adult Application. This includes workers who may only be at camp for a few hours. This application should be provided to the camp office one week prior to camp (see attachments 5.1.1 and 5.1.2).
- 5.2.2. Local or NCIC background checks for all Summer staff, board members, and weekly staff will be conducted. The board will reimburse anyone who incurs any costs for a background check.
- 5.2.3. An explanation for any criminal charges found will be provided to the board of directors.
- 5.2.4. The director and caretaker will keep the background information confidential. If the question regarding sexual crimes is marked "yes," unless an acceptable explanation is given, the staff or board member must be dismissed.

5.3 Supervision

- 5.3.1. It is recommended that the "six-month rule" be used for all volunteer staff. Only those persons associated with the sponsoring or participating church for six months shall be permitted to supervise children.
- 5.3.2. The "two adult rule" shall be used. Two adults will share the supervisory responsibility of children at all times. This rule provides protection for all involved.
- 5.3.3. No SMBC staff member, volunteer or paid, shall allow himself or herself to be alone (out of line of sight) with a child of either sex.

5.4 Reporting procedures if an allegation occurs

- 5.4.1. Caretakers, Directors, and other staff must work together to document all efforts in handling the incident.
- 5.4.2. Notify all appropriate authorities: Civil authorities, Caretaker, Director, President of the Board, insurance company, attorney, etc. Do not try to handle such a matter without professional outside assistance.
- 5.4.3. Notify all parents involved.
- 5.4.4. Do not confront the accused until the safety of the child or youth is secured.
- 5.4.5. Do not prejudice the situation or compromise evidence.
- 5.4.6. Treat the accused with dignity and support. However, he/she must be relieved of his/her duties (if the accused is a staff member) until the investigation is completed.
- 5.4.7. Take appropriate action to correct and prevent, if possible, recurrence of such an incident.

6.0 Policies for Retreats

- 6.1 Renting of SMBC for Retreats
 - 6.1.1. The cost to rent SMBC will be \$800 + \$6 per person per night over 40 attendees for weekends. A \$400 non refundable deposit is due with 2 weeks of making the reservation or it will be cancelled.
 - 6.1.2. Additional weekdays may be rented at a cost of \$200 + \$5 per person per night over 40 attendees.
 - 6.1.3. The dishwasher is not available for use during retreats
 - 6.1.4. Only the cabins Magnolia, Tecumseh, Draggin Canoe, Howling Wolf and the Dining Hall may be used by your group during your retreat.
 - 6.1.5. Reservations may be made up to 2 years in advance.

- 6.2 Conditions To Receive Damage/Cleaning Deposit Refund
 - 6.2.1. Clean, sweep, mop all cabins used.
 - 6.2.2. Clean (toilets/sinks/showers), sweep, mop all bathroom facilities used (cabins, dining hall, craft house).
 - 6.2.3. Clean, sweep, mop kitchen and dining hall (front and back).
 - 6.2.4. Clean kitchen appliances (range, convection oven, griddles, sinks, counter tops, tables)
 - 6.2.5. Wash all towels used in the washing machine provided.
 - 6.2.6. Collect all trash (cabins, dining hall, gym, craft house, outdoors) and place in designated area per caretaker.

- 6.3 Suggested Items to Bring for Retreats
 - 6.3.1. All paper products: paper towels, paper plates, cups, bowls, napkins, coffee filters
 - 6.3.2. All plastic products: forks, spoons, knives, storage containers for leftovers, zip-loc bags, trash bags
 - 6.3.3. Food and snacks: you are responsible for all your food, drinks, seasonings/spices, and cooks to prepare the meals. The kitchen is equipped with a coffee maker, convection oven, gas range, gas grills/griddles, pots/pans/skillets, freezers, refrigerators, ice machine, hand towels, dishtowels, and a variety of kitchen utensils.
 - 6.3.4. Cleaning supplies: dishwashing liquid, and hand soaps
 - 6.3.5. Firewood: we cannot insure availability of firewood we suggest that you bring firewood if desired.
 - 6.3.6. Sporting equipment: we cannot insure quality or availability of sporting equipment we suggest you bring your own.
 - 6.3.7. Cleaning supplies for cleaning cabins, bathrooms, dining hall, and kitchen will be furnished by camp.

6.4 Rules for Retreats

- 6.4.1. Christian conduct is expected at all times by children, teenagers, and adults.
- 6.4.2. All worship activities should be in accordance with the teaching of the Bible.
- 6.4.3. No damaging camp property (fire extinguishers, beds, walls, bathrooms, picnic tables, tables, rocking chairs, windows, doors, mattresses, dispensers, trash containers, sporting equipment, etc.) Damages incurred will require reimbursement or will be deducted from refundable deposit.
- 6.4.4. No camper is allowed out of the commons area without an adult
- 6.4.5. No camper should enter a cave without an adult (25 and older), regardless of age of camper.
- 6.4.6. No girls are allowed into boys' cabins and visa versa
- 6.4.7. All clothing should be modest.
- 6.4.8. Cabin raids are not allowed
- 6.4.9. The following areas are Off Limits- do not go to the maintenance building, the horse barn, horses, and Pool. If a building or area is locked/secured do not enter, this is trespassing and punishable by law. These areas are secured for the safety of those renting SMBC and camp. Camp insurance is not liable for injury incurred in a secured/locked, off-limits area.
- 6.4.10. Canoes are available but only with adult (25 and older) supervision and lifejackets must be worn.
- 6.4.11. An Adult must supervise all activities at the lake, caretakers will send any person(s) back to camp if found at the lake without an adult (25 and older).
- 6.4.12. No food or drink beyond the gate leading toward the athletic field.
- 6.4.13. If a gate is closed then please close it after you pass through.
- 6.4.14. Do not throw rocks.
- 6.4.15. Do not move beds and mattresses.
- 6.4.16. No four wheelers without prior approval of the caretakers.
- 6.4.17. No drugs, alcohol, tobacco products, fireworks, matches, lighters, knives. or firearms are allowed in camp..
- 6.4.18. Cabins will be used to capacity to reduce energy consumption. Families with small children may use additional cabins.
- 6.4.19. Short Mountain Bible Camp, members of the board of directors, nor the caretakers are responsible or liable for any accident, injury or illness incurred to any person(s) while a participant at Short Mountain Bible Camp, unless it occurs as a result of gross negligence or willful misconduct of any representative or employee of the Short Mountain Encampment Association.

7.0 Dress Code Policies

- 7.1 Dress must be modest, meaning shorts must come to the knee.
- 7.2 No sleeveless shirts or tank tops may be worn.
- 7.3 No mid-drifts (belly should not show at anytime).
- 7.4 No spaghetti straps or rolling of sleeves to resemble spaghetti straps.
- 7.5 Everyone must completely cover swim wear (no see through cover-ups) coming and going to pool (shirts and shorts).
- 7.6 Shoes must be worn at all times.
- 7.7 Flip-flops may not be worn in the gym when participating in any running activity.
- 7.8 Do not wear flip-flops or wet clothing around horses
- 7.9 Any one not in compliance with dress code will be asked to change clothes.
- 7.10 No piercings will be allowed for male campers and no excessive piercings will be allowed for females at the caretaker and/or directors discretion.

8.0 Policies for Church Sponsorship of Cabins

- 8.1 Churches agreeing to sponsor a cabin in Short Mountain Bible Camp will be responsible for maintenance of the sponsored cabin which includes but is not limited to volunteering time, money, and manpower to complete required maintenance. Money may be donated for supplies required and SMBC staff will complete the maintenance required.
- 8.2 SMBC Board/Staff and church representative(s) will define required maintenance of sponsored cabin(s).
- 8.3 Maintenance may include but not limited to: new windows, new lighting, attic fans, new screens, stain/paint, new bunks, window treatments, etc.
- 8.4 Church representative(s) will visit the sponsored cabin at least twice per year.
- 8.5 Sponsoring Church will notify SMBC Board of directors or SMBC staff of the desire to resign sponsorship of a cabin three months before expiration to allow time to find a new sponsor.
- 8.6 Attachment 8.1 will be used as an agreement between the churches and Short Mountain Encampment.

(Attachment 8.1)

Short Mountain Bible Camp

Church Sponsorship of Cabins

As a congregation agreeing to sponsor a cabin in Short Mountain Bible Camp (SMBC), we agree to maintain the sponsored cabin in the following manner:

1. Responsible for maintenance of the sponsored cabin which includes but not limited to volunteering time, money, and manpower to complete required maintenance. Money may be donated for supplies required and SMBC staff will complete the maintenance required.
2. SMBC Board/Staff and church representative(s) will define required maintenance of sponsored cabin(s).
3. Maintenance may include but not limited to: new windows, new lighting, attic fans, new screens, stain/paint, new bunks, window treatments, etc.
4. Church representative(s) will visit the sponsored cabin at least twice per year.
5. Sponsoring Church will notify SMBC Board of directors or SMBC staff of the desire to resign sponsorship of a cabin three months before expiration to allow time to find a new sponsor.

Sponsoring Church Name: _____

Sponsoring Church Representative(s): _____

Short Mountain Bible Camp Representative(s): _____

Date: _____

9.0 Policies for Campers Leaving During Camp Sessions

- 9.1. Parents/Guardians will provide names of those authorized to check-out campers during the Summer camp session or pick up campers at the end of the weekly session on Friday.
- 9.2. Records will be maintained by the Office Assistant for campers leaving and returning during the weekly Summer camp sessions.
- 9.3. The Office Assistant will check the identifications of all adults taking or returning campers to ensure they match the list provided by Parents/Guardians.
- 9.4. If someone other than the names listed on the list provided by the Parents/Guardians arrives to check a camper out of the camp session, the Parents/Guardians should be contacted for authorization. The camper may not leave until authorization is granted.
- 9.5. If the denied party becomes confrontational, the Director, Caretaker, and/or the Civil Authorities should be contacted.

10.0 Policies for the Horse Adoption Program

- 10.1. Adoption Process:
 - 10.1.1. Person(s) adopting camp horse(s) are selected on a first-come, first-serve basis with previous year's adopter having priority of selection. You may notify SMBC of your interest of adopting a horse or of your choice to remove your name from the adopter list. SMBC reserves the right based on the condition of the horse(s) to deny adoption.
 - 10.1.2. The adopter should have sufficient facilities to house the horse(s).
 - 10.1.3. The adopter should be willing to care for horse(s) at adopter's expense in the manner outlined by SMBC.
 - 10.1.4. The adopter should be able to ride horses
 - 10.1.5. Any questions about the camp horse(s) should be directed to SMBC Caretaker.
- 10.2. Care of Horse(s):
 - 10.2.1. Horse(s) may be picked up at the end of the last summer camp session (August) and returned to camp no later than May 1: unless other arrangements have been made through the SMBC Caretaker. Arrangements can be made through the SMBC Caretaker for equine transportation to and from camp, if necessary.
 - 10.2.2. Horse(s) should be ridden on a regular basis.
 - 10.2.3. Horse(s) should be wormed every three (3) months (October, January, April), changing the brand of dewormer is recommended for maximum effectiveness. Horse(s) will be dewormed the last week of camp.
 - 10.2.4. If tack is provided, it should be kept in good condition and return to camp in the same or better condition than when you picked it up.
 - 10.2.5. Maintain all equine records (coggin's test, medical treatment records, etc.) and return to camp with the horse(s) in May. Any medical treatment received while in your care should be documented and accompany horse(s) when returned to camp. SMBC Caretaker should be notified of any pertinent medical treatment given to horse(s) at the time of treatment (West Nile, foundering, eating concerns, etc.).
 - 10.2.6. Feed horse(s) daily during winter months one scoop horse feed and hay (depending on availability of grass). Do not over feed for this without regular activity will increase incidence of foundering.
 - 10.2.7. Horse(s) are shod before leaving camp with hoofs in good condition. Please maintain proper foot care.

11.0 Sunday Registration Process

- 11.1. Cabin assignments are made Saturday with the Director/ counselors and/or SMBC Office Administrator. Cabin assignments are made based on age, requested cabin partner, compatibility, and friendships respectfully.
- 11.2. ALL campers/counselors will go through the registration process.
 - 11.2.1. Registration for Counselors and their campers will begin at 1:45pm.
 - 11.2.2. Registration for pre-registered campers (submitted via mail or on-line) will begin at 2:00pm.
 - 11.2.3. Registration for walk-ins (anyone who has not submitted an application) will begin at 4:00pm.
 - 11.2.4. Registration begins with every camper (even counselors' children) seeing personnel assigned to checking every head for lice. Campers must first be issued permission to proceed in the registration process at this time. If a child is found to have head lice, in a discrete manner the child will be asked to step aside, be given instructions on how to treat head lice, and sent home. Once the head lice are treated and all the clothes and personal belongings are treated the child may return to camp. The camper will upon returning be checked again for lice by the nurse. (If feasible, having campers' heads checked at your church building Sunday before coming to camp will help prevent problems with transportation and treatment if a child is required to go home. If a head check is done at your congregation this will not exclude them from having their heads checked again in camp.)
 - 11.2.5. Campers will proceed to the inside of the Dining Hall for registration verification and final payment is due or payment in full verified.
 - 11.2.6. Campers proceed down the line for their cabin assignment (every camper must come this through line even if they know their cabin, we have to know they are present or we could give their bed away.) Please reserve cabin changes until after registration. Submit all cabin changes to the office before Monday morning at 9:00am. When submitting cabin changes submit the name of the cabin the camper was assigned to and the name of the cabin the camper is moving into.
 - 11.2.7. Campers will proceed to the "bankers" where they can purchase a SMBC card of any denomination. The card is kept in the camp store with the camper's name and cabin recorded on the card. The card may be used to purchase items in the camp store or craft house and the amount of purchase is deducted from the card total. The money remaining on the card at the end of camp may be refunded unless it is part of the package deal described under policy 3.5.

- 11.2.8. Campers with medications will proceed to the Nurse, submit all medications and receive any additional instructions. Having pre-printed instructions, camper's name written on all medications, and place all items in a zip-lock type bag will help prevent possible delays. Nurse will issue all medications making his/herself available at all mealtimes and nightly. It is the camper's responsibility to pick up and take medications.

Appendix – Previous Manual Revisions

Policy Changes 2008 to 2009

The PREAMBLE of the Constitution and By-Laws for Short Mountain Encampment Association was changed to read as follows:

PREAMBLE

This corporation shall have as its purpose to provide a camp at the site of its property on Short Mountain in Cannon County, Tennessee, for campers who are willing to go to the camp and are willing to comply with all the rules and regulations governing the operations of the camp and the conduct of the campers at the camp. The campers shall enjoy all of the privileges ordinarily enjoyed by campers at Summer camps unless such ordinary activities are in violation with other parts of this constitution and by-laws. In addition to the other camping activities, the campers shall receive training which shall consist of such spiritual, moral, mental, and physical training as is consistent with the Bible and the public laws of our state and nation. Special emphasis shall be given to the training of our children in a spiritual way, but in spiritual matters, nothing shall be taught or practiced that is inconsistent with the plain teachings of the New Testament. The board of directors will have complete discretionary authority for refusal or allowance of any person or groups using the facilities or working on the property of camp.

The following policy was changed in the Policies for Summer Camp Directors to read as follows:

- 1.17 Each week will conduct a minimum of two 30 minute worship sessions in a collective gathering of the majority of the staff and campers that includes singing, prayer, and a lesson from the Bible for every full day (Monday through Thursday) spent at camp and one worship service Sunday evening.

- 1.28 Attendance to a Mandatory Director Meeting will be required. Two dates will be offered and at least 1 month notice given or a meeting will be held on Sunday prior to the beginning of camp with the President of the board, other members of the board as available, and the Caretaker.

The following policy was changed to the Policies for Counselors and Weekly Staff

- 2.6 The cost for Counselor's and staff children is as follows: The first child is free but will pay a \$35 meal fee and the second and additional children are half price of the camp fee per **parent or legal guardian** adult.

- 2.26 Female counselors (Parent or Legal Guardian) with male children and vice versa will be allowed to room with them in the cabin they are responsible until the child is 3 years of age.

Policy Changes 2007 to 2008

The following policy was changed in the Policies for Summer Camp Directors to read as follows:

- 1.13 Mixed swimming (boys and girls) is prohibited for staff and campers. Males should not be in the vicinity of the pool or lake during female swimming times except for emergency situations and vice versa.

The following policy was changed to the Policies for Counselors and Weekly Staff

- 2.11 Policy deleted (camper banking policy in lieu of SMBC card)

The following policy was changed in the Policies for Campers to read as follows:

- 3.3 No radios, TV's, CD's, tape players, refrigerators, cell phones, or DVD players.
- 3.35 The cost for summer campers shall be \$150 for the first camper and additional campers in the same family shall be \$125 each. A package deal of a \$20 camp store card and a camp T-Shirt can be purchased for \$20.

The following policy was changed in the Policies for Sunday Registration Process to read as follows:

- 11.2.7 Campers will proceed to the "bankers" where they can purchase a SMBC card of any denomination. The card is kept in the camp store with the camper's name and cabin recorded on the card. The card may be used to purchase items in the camp store or craft house and the amount of purchase is deducted from the card total. The money remaining on the card at the end of camp may be refunded unless it is part of the package deal described under policy 3.35.

Policy Changes 2006 to 2007

The following policies were added to the Policies for Summer Camp Directors

- 1.23. Attendance to a Mandatory Director Meeting will be required. Two dates will be offered and at least 1 month notice given.
- 1.24. Menu will be the same for each week unless special requests are made 4 weeks in advance.
- 1.25. Swimming periods scheduled subsequently need at least 15 minutes change over time between the girls and boys swim times to allow lifeguards to perform required activities before the next group arrives.
- 1.26. Special Horse Rides or Swimming should be confirmed by Wed. of camp for staff planning.
- 1.27. For Weekly Staff arriving before Supper Sunday, you must provide your own food.

- 1.28. Any food requirements outside of 3 meals/day (Monday – Thursday) or 1 meal on Sunday and Friday must be furnished by each week.
- 1.29. Weekly Camp Shirts/Pictures/Other Items should be distributed on the Deck prior to registration.
- 1.30. Weekly Counselors should arrive to camp and be in their cabins prior to 2:00pm and should stay in their cabin during registration until 4:00pm to turn away campers without cabin assignment. Each campers cabin assignment should be taped to their bunk. A List of campers assigned to their cabin will be given to counselor.

Policy Changes 2005 to 2006

Policy 1.22 on page 13 was added which reads, “For insurance purposes, the director will assure that there is a ratio of one adult per every eight campers.”

Policy 2.6 on page 15 was revised to read as follows “The cost for Counselor’s and staff children is as follows: The first child is free and the second and additional children are half price per adult.”

Policy 5.1.2 on page 22 was revised to read as follows, “Local or NCIS background checks for all Summer staff, board members, and weekly staff will be conducted. The board will reimburse anyone who incurs any costs for a background check.”

Policy 5.1.3 on page 22 was added which reads, “An explanation for any criminal charges found will be provided to the board of directors.”

Policy 5.1.4 on page 22 was added which reads, “The director and caretaker will keep the background information confidential. If the question regarding sexual crimes is marked “yes,” unless an acceptable explanation is given, the staff or board member must be dismissed.”

Policy 6.1.1 on page 24 was revised to read as follows “The cost to rent SMBC will be \$700 + \$6 per person per night over 40 attendees for weekends plus a \$100 damage and cleaning deposit will be required 3 months prior to the retreat.”

Policy Changes 2004 to 2005

Policy 1.21 on page 12 was revised to read as follows: “If the policies in this manual are not followed, the director will be responsible and answer to the Board of Directors. If the reviewed infraction is determined to be intentional by the Board of Directors, the director will not be allowed to return to camp the next year and admittance will be reviewed for following years.”

Policy 2.6 on page 14 was changed to read as follows: “The cost for counselor and weekly staff’s children will be as follows: the first child will be free and additional children will be half price per each adult who works at camp.”

Policy 3.21 on page 16 was changed to read as follows: “Shoes must be worn at all times. Flip-flops and jewelry may not be worn in the gym or while participating in running activities to promote safety for the camper and those involved in the activity.”